



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

The FET Certificate: Accounting Technician introduces the student to more complex accounting skills and tasks such as maintaining cost accounting records and the preparation of reports and returns.

This qualification which is at an NQF Level 4 progresses from the Accounting Technician qualification at NQF Level 3. The AT(SA) qualification has the benefit of being internationally designed against a global standard and quality assured by the South African Institute of Chartered Accountants (SAICA).

Target Audience

The AT(SA) qualifications can advance your career in finance and accounting and help you make a valuable contribution to your business, department or unit.

AT(SA) enables you to choose how, when and where you study. Training is flexible and open to everyone. You may be heading for your first job in accounting and finance, seeking a change of career, or already working and want to advance your skills and competencies.

Entry Requirements

- It is assumed that the learners accessing this qualification are competent in language, literacy, communication and mathematical literacy at NQF level 3.
- The qualification is open access and the training provider undertakes an initial assessment to determine at which stage of the qualification the delegate should start. This involves examining their previous learning and current skills in accounting.

Workplace Requirements

- It would be highly beneficial to be working in some sort of a finance roll to ensure some exposure, but not compulsory at Level 4.
- Access to a Laptop or PC for course assignments and submissions.

Finance & Accounting

FET Certificate: Accounting Technician

FASSET Certification

SAQA ID: 77143

NQF Level: 4

Credits: 120

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, assignments, case studies and self study to embed skills.

You will need to:

- Demonstrate theoretical and practical understanding of programme content through assessment.
- Participate in and contribute to group discussions, practical work and activities
- Be declared competent by allocated Assessors, Moderators and SETA Verifiers to obtain certification.

Upon successful completion of the qualification, delegates will be issued with a Statement of Achievement and a Certificate: Accounting Technician SAQA ID 77143 NQF Level 4.

AT(SA) will host an annual graduation ceremony for all students who have completed this qualification.

Learning Outcomes

- Perform mathematical calculations in the workplace and process purchases and payments correctly
- Process petty cash, reconcile accounts and prepare an initial trial balance
- Operate a computerised accounting system
- Maintain accurate records relating to capital acquisition and disposal
- Collect and collate information for the preparation of final accounts and present financial data
- Prepare and evaluate estimates of costs and revenues
- Monitor and control cash receipts, payments and debt collection
- Apply general principles and procedures for ethical compliance in the accounting sector.
- Develop, maintain and apply ethics in employer/employee situations and in public practice.





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Course Content

FETC: Accounting Technician

Accreditation Body: FASSET and SAICA

Membership: AT(SA)

SAQA ID: 77143 | Learning Programme ID: N/A

NQF Level: 4 | Credits : 120

Accounts Preparation I

- Understand generally accepted accounting principles and concepts
- Understand the principles of double entry bookkeeping
- Understand the accounting methods used to record assets, liabilities, income, expenses and capital
- Account for the purchase of fixed assets
- Account accurately for depreciation
- Account for the disposal of fixed assets
- Take appropriate action when dealing with issues arising from fixed asset records
- Account for adjustments
- Prepare a trial balance
- Complete the trial balance

Accounts Preparation II

- Understand generally accepted accounting principles and concepts
- Understand the principles of double entry bookkeeping
- Understand the need for, and the process involved in the preparation of final accounts
- Have a basic understanding of legislation relating to the formation of a partnership
- Prepare a profit and loss appropriation account query
- Prepare final accounts for sole traders
- Prepare accounting records from incomplete information
- Produce accurate final accounts

Cash Management

- Understands how the external environment impacts on how an organisation manages cash assets
- Be able to make informed decisions regarding the management of cash balances within an organisation when dealing with issues arising from fixed asset records
- Understand a range of accounting and other business techniques used to improve the efficiency of cash management procedures within the organisation
- Prepare forecasts of income and expenditure for a given accounting period
- Use forecasts to monitor cash flow within the organisation
- Use cash balances effectively

Cost and Revenues

- Demonstrate an understanding of the role of costing within the organisation
- Advise on the most appropriate costing methods to use in an organisation
- Understand the principles of using costing as a decision making tool
- Record and analyse information relating to costs
- Apportion costs according to organisational requirements
- Correctly identify any significant deviations and report these to management

Indirect Tax

- Understand VAT regulations
- Understand VAT regulations
- Complete VAT returns accurately and in a timely manner
- Communicate VAT Information

Professional Ethics In Accounting & Finance

- Understand the principles of ethical working in accountancy or payroll
- Know how to behave in an ethical manner when working with internal and external customers
- Understand when and how to take appropriate action following any suspected breaches of ethical codes

Spreadsheets & Software

- Use a spreadsheet to enter, edit and organise numerical and other data
- Select and use appropriate formulas and data analysis tools and techniques to meet requirements
- Use tools and techniques to present and format and publish spreadsheet information

Our Accredited Organisations



FACULTY TRAINING INSTITUTE



Siyangqoba



Siyaya[®] SKILLS INSTITUTE



PROSERV SOUTH AFRICA



MBAT

DEVELOP · EMPOWER · GROW

