

ICB FINANCIAL ACCOUNTING PROGRAMME FOUNDATION LEVEL

**REGISTERED QUALIFICATION NAME:
NATIONAL CERTIFICATE: BOOKKEEPING NQF LEVEL 3
SAQA ID 58375 (120 CREDITS)**



The Financial Accounting Programme will prepare you to work in the Financial Accounting field and develop a specialist accounting and management career, either within South Africa or in other countries around the world. The learner will have the necessary knowledge, skills and insights to operate at a second or third level in Financial Accounting in a large organisation or assume full responsibility for the function in a smaller organisation.

This programme is the first level in the ICB Business Management Programme.

After successful completion of this programme, you will be able to do the following:-

- Monthly bookkeeping to trial balance (manual and computerised)
- Disclose profit and financial position
- Reconcile suppliers, inventory and bank statements
- Calculate PAYE/UIF/SDL
- Payroll tax and other deductions; EMP201, EMP501, IRP5, IRP6 and IT3a documents and VAT returns

CAREER OPPORTUNITIES

- Junior Bookkeeper
- Accounts Clerk
- Reconciliation Clerk
- Payroll Clerk
- Accounts Payable/Receivable Clerk

ENTRANCE REQUIREMENTS

- Grade 10 (Std 8) or equivalent
- No prior accounting knowledge needed
- You must be at least 16 years old
- A laptop or computer is required

COURSE DURATION

Based on contact hours as determined by the accreditation body and based on HC Varsity course progression structure and schedule:

- Full Time - approximately 8 months
- Part Time - approximately 1 year
- Distance Learning - approximately 1 year

SUBJECTS

1. Bookkeeping to Trial Balance (BKTB)
2. Payroll and Monthly SARS Returns (JBPR)
3. Computerised Bookkeeping (JBCB)
4. Business Literacy (BUSL)

ASSESSMENTS

As per ICB assessment policy. Each course is assessed by the ICB by means of a Portfolio of Evidence where you are required to complete Activities (assignments) and Evaluations (tests) and then complete a final summative assessment (exam) written at an ICB assessment centre.

CERTIFICATION

National Certificate: Bookkeeping NQF Level 3 (SAQA ID 58375)

ICB's qualifications are registered on the National Qualifications Framework (NQF), when learners successfully finish their studies, they are certified by FASSET, who is the sector's Education and Training Quality Assurer (ETQA).

ICB will upload learner details and results to the National Learner Records Database.

FASSET has the right to verify ICB assessment processes and if they do so, this can mean a delay in your final certification being confirmed.

FURTHER STUDIES

You can further your studies with the ICB Financial Accounting Programme Intermediate Level – FET Certificate: Bookkeeping NQF Level 4 (SAQA ID 58376)