



FETC: ACCOUNTING TECHNICIAN

FURTHER EDUCATION AND TRAINING CERTIFICATE: ACCOUNTING TECHNICIAN

COURSE INFORMATION

SAQA ID: 77143
NQF Level: 4
Learnership Duration: 12 months
Credits: 120
Contact Sessions: Minimum Contact Session, including remediation (if required), and POE Building for this Qualification is 50 Days
Accrediting SETA: FASSET - Financial and Accounting Services SETA

ENTRY CRITERIA

- Minimum CAT NQF Level 3.
- Grade 12
- Accounting
- Business / Commerce studies

QUALIFICATION RULES

To attain this qualification, learners must:

1. Prove competence in all core exit level outcomes (Outcome 1 - 14).

and
2. Prove competence in all the exit level outcomes listed for the Private Sector specialisation. (Outcomes: 15 - 19).

EQUIPMENT REQUIRED

- Hardware: Access to a computer, display monitor / keyboard / mouse / printer.
- Software: Windows 7 OS system | MS Office 2010 | Printer Driver (Where applicable)

CANDIDATE PROFILE & DEPLOYMENT

Target Market: Accounts clerk • Junior Accounts Manager • Financial controller • Tax Assistant

PURPOSE

The purpose of this qualification to develop learners with the requisite competencies against the skills profile for the systems support career path (The overarching aim being to develop a broader base of skilled ICT professionals to underpin economic growth).

SKILL LEVEL OUTCOME

- Extending the trial balance using accounting adjustments
- Accounting for fixed assets
- Preparing accounts for partnerships
- Prepare final accounts for sole traders.

ASSESSMENT MANAGEMENT

Credit Accumulation Transfer (CAT): 77143
CAT exemption is only applicable to approved learners. Approved learners will have reduced contact days. Learners who do not meet the CAT requirements will be required to complete Communication and Mathematics Clusters.

Recognition of Prior Learning (RPL):
RPL is available for this qualification.



Short code	Learning & assessment area	Method of assessment ¹	Mandatory (Core qualification) units
API	Accounts preparation I	Computer based test	Principles of accounts preparation (K) ²
			Extending the trial balance using accounting adjustments (S)
			Accounting for fixed assets (S)
APII	Accounts preparation II	Computer based test	Preparing accounts for partnerships (K&S)
			Prepare final accounts for sole traders (S)
CMGT	Cash management	Computer based test	Principles of cash management (K)
			Cash management (S)
CRS	Costs and revenues	Computer based test	Principles of Costing (K)
			Providing cost and revenue information (S)
ITX	Indirect tax	AAT e-delivered project/case study or workplace evidence	Principles of VAT (K)
			Preparing and completing VAT returns (S)
PEAF	Professional ethics in accounting and finance	Computer based test	Professional ethics in accounting and finance (K)
SPSW	Spreadsheets software	Computer based test	Spreadsheet Software (imported unit)



Exit Level Outcomes

Number	Type	Outcome
1	Core	Communicate with clients in two languages.
2	Core	Perform mathematical calculations in the workplace.
3	Core	Process purchases and payments correctly.
4	Core	Process petty cash, reconcile accounts and prepare an initial trial balance.
5	Core	Present financial data for internal and external use.
6	Core	Operate a computerised accounting system.
7	Core	Maintain accurate records relating to capital acquisition and disposal.
8	Core	Collect and collate information for the preparation of final accounts
9	Core	Grant credit accurately.
10	Core	Prepare and evaluate estimates of costs and revenues
11	Core	Monitor and control cash receipts and payments.
12	Core	Monitor and control the collection of debts.
13	Core	Apply general principles and procedures for ethical compliance expected within the accounting sector.
14	Core	Develop, maintain, and apply ethics in employer/employee situations and in public practice.
15	Elective	Demonstrate competence in the processing of sales and receipts.
16	Elective	Prepare the final accounts of sole traders and partnerships.
17	Elective	Record and analyse information relating to direct costs and revenues.
18	Elective	Record and analyse information relating to the allocation, apportionment, and absorption of overhead costs.
19	Elective	Manage cash balances effectively.