



Enrol for our Refuel Program[©]



Restart your

Education in

Financial Accounting & Business Management

Unique Program designed to make you

Employable and an effective

Leaders

I. WHAT IS IT?

The Refuel Program[®] has been designed to give people who have a Grade 10 certificate and who could not progress to Grade 11 or Grade 12 AND who now need a first qualification to advance in a career.

II. What do I need to qualify?

A. School Marks

You must have finished Grade 10 and show that you meet the criteria hereunder:

I PASSED GRADE 10 WITH	
English	50%
Afrikaans or any other First Language	60%
Math or Math Lit	50%
Any of the subjects hereunder at 50%	
Accounting	Business Studies
Computer Application Technology	

B. Age Criteria

You must be between 17 and 35 years of age.

C. Other criteria

- i) You must be a South African citizen
- ii) You must be able to come to class once a week
- iii) You must be able to study at least four hours a day if you are not in class

III. WHAT PROGRAM WILL I QUALIFY FOR?

If you are accepted, you will qualify to enrol for the FOUNDATIONS OF ACCOUNTING AND MANAGEMENT Program. This is a 24-month program and you will be eligible to be issued with:

- 1) A National Certificate: Bookkeeping at the end of your first year, and
- 2) A FET Certificate in Bookkeeping at the end of your second year

IV. WHO AWARDS THE QUALIFICATION?

- 1) In terms of the National Skills Development Act, qualifications in this program are awarded by FASSET. The quality assurance of this program is done by the Qualify Council of Trades and Occupations (QCTO) and by the Institute of Certified Bookkeepers (ICB)

- 2) Upon successful completion of this program, the ICB and other professional bodies will recognise your qualification so that:
 - a) You could apply for membership of specific professional bodies
 - b) You could continue to study towards other professionally accredited programs

V. WHAT IS THE CONTENT OF THE REFUEL PROGRAM®?

This is a two-year program. Each study year covers six subjects as shown in the table hereunder:

Program Name	Year 1: Foundation of Accounting and Management Program	Year 2: Application of Accounting and Management Principles Program
Subjects Covered	1) Bookkeeping to Trial Balance 2) Business Literacy 3) Computerised Bookkeeping 4) Payroll & Monthly SARS Returns 5) Business Management I 6) Business Administration I	1) Financial Statements 2) Cost & Management Accounting 3) Income Tax Returns 4) Business Law & Accounting Control 5) Marketing Management & Public Relations 6) Business Law & Admin Practice
Duration	12 months	12 month

VI. WHAT CAN I DO AT THE END OF MY STUDIES?

- 1) This program is designed around specific criteria of professional bodies such as:
 - a) Institute of Certified Bookkeepers and Accountants (ICBA)
 - b) The South African Institute of Business Accountants (SAIBA)
 - c) International Association of Bookkeepers (IAB)
 - d) International Association of Accounting Professionals (IAAP)
 - e) South African Institute of Tax Professionals (SAIT)
- 2) If you pass the first two years in the Refuel Program® AND you finish our Advanced Level Programs in Year 3, you could apply for membership at the above professional bodies
- 3) You will have the skills to function in a variety of roles such as:
 - a) Junior bookkeeper
 - b) Senior bookkeeper
 - c) Junior accountant
 - d) Assistant accountant
 - e) Credit controller
 - f) Office administrator
 - g) General office manager
- 4) If you pass the first two years in the Refuel Program® AND you finish our Advanced Level Programs in Year 3, you could apply for further professional studies at a range of professional bodies

- 5) If you continue your studies and complete our Advanced Office Administration Program you could qualify to enrol into some professional programs at University

VII. WHAT DO I DO TO REGISTER?

Apply via our website

<https://www.growthinstitute.co.za>

Do not forget to attach:

A copy of your ID

A copy of your Grade 10 Certificate

A short CV