



Growth Institute
Workplace Integrated Training Solutions
An approved private college

WORK READY IN ONE YEAR¹

Program Details: Financial Accounting²

Program level	Foundation Level (NQF 3)	Intermediate Level (NQF 4)	Upper Intermediate Level (NQF 5)	Advanced Level (NQF 6)
Entry requirements	Grade 10 or equivalent. No prior accounting knowledge needed	Completion of the Foundation Level Program	Completion of the Intermediate Level Program	Completion of Upper Intermediate Level Program
Program cost for self-funded private students (Including VAT)	Prices available on request. Subsidies offered for high performing students			
# of subjects	6	2	2	4
Corporate Learnership/apprenticeship cost	Available on request	Available on request	Available on request	Available on request
“Pay as you go” option available	YES			
Program duration	12 months	6 Months	6 Months	12 Months
Subjects	<ul style="list-style-type: none"> • Bookkeeping to Trial Balance • Payroll and Monthly SARS Returns • Computerised Bookkeeping • Business Literacy A & B³ 	<ul style="list-style-type: none"> • Financial statements • Cost & Management Accounting 	<ul style="list-style-type: none"> • Income Tax Returns • Business Law and Accounting Control 	<ul style="list-style-type: none"> • Corporate Strategy • Management Accounting Control Systems • Financial Reporting and Regulatory Frameworks • Research Theory and Practice • Short Dissertation
Qualification details	National Certificate; Bookkeeping SAQA ID 53375 120 credits	FET Certificate: Bookkeeping SAQA ID 58376 130 credits	National Diploma: Technical Financial Accounting SAQA ID 36213 251 credits	National Diploma: Financial Accounting SAQA ID 20366 280 credits

¹ Growth Institute embraces a philosophy of innopreneurship and creating one’s own work instead of search for jobs. Students are provided with all the skills to become independent service providers within the economy.

² The accredited provider for this program in the Growth Group is Workplace Integrated Training Solutions.

³ Students are encouraged to pass this exam at Level 5, otherwise they have to repeat the subject every year

Program level	Foundation Level (NQF 3)	Intermediate Level (NQF 4)	Upper Intermediate Level (NQF 5)	Advanced Level (NQF 6)
Professional body memberships	Institute of Certified Bookkeepers & Accountants	Institute of Certified Bookkeepers & Accountants	Institute of Certified Bookkeepers & Accountants	Institute of Certified Bookkeepers & Accountants
Professional body designations ⁴	YES	YES	YES	YES
Can i start my own business after i completed the program?	As long as your professional body designation has not expired, you should be able to practice at the level that the professional body allows you to do ⁵			
Further study options	Yes, get more details from our Dean	Yes, get more details from our Dean	Yes, get more details from our Dean	Yes, get more details from our Dean
Is program flexible to suit the needs of people already in the workplace?	Yes	Yes	Yes	Yes
Do students have access to an online learning platform?	Yes. An annual license fee applies. Call for more details	Yes. An annual license fee applies. Call for more details	Yes. An annual license fee applies. Call for more details	Yes. An annual license fee applies. Call for more details
What can i do on completion of the program?	<ul style="list-style-type: none"> • Bookkeeping to Trial Balance (manual and computerised) • Disclose a profit/loss situation • Reconcile supplies, inventory, bank accounts • Calculate PAYE, UIF, SDL, payroll tax, and other deductions • Handle EMP201, EMP501, IRP5, IRP6, IT3a and VAT returns 	<ul style="list-style-type: none"> • Monthly bookkeeping • Asset disposal • Asset acquisition • Year-end adjustments • Financial reporting standards for SME's • Branch accounts • Deal with incomplete records • Analyse financial statements • Understand cash flow • Handle basic cost and management accounts • Prepare manufacturing accounts • Handle costing and budgeting 	<ul style="list-style-type: none"> • Prepare a full set of accounts for a financial year • Support management in finance and accounting • Become a SAIT tax practitioner⁶ • Understand taxation for individuals and companies • Understand basic auditing principles⁷ • Understand basic business law principles⁸ 	<ul style="list-style-type: none"> • Compile annual financial statements • Register with SAIBA as an accounting officer⁹ • Work with Chartered Accountants and Auditors • Handle basic corporate strategy • Understand and apply International Financial Reporting Standards
Is this program internationally accredited?	All programs are recognised by local and international professional bodies that are in partnership with the ICB who is the independent examining body for all qualifications associated with this program	All programs are recognised by local and international professional bodies that are in partnership with the ICB who is the independent examining body for all qualifications associated with this program	All programs are recognised by local and international professional bodies that are in partnership with the ICB who is the independent examining body for all qualifications associated with this program	All programs are recognised by local and international professional bodies that are in partnership with the ICB who is the independent examining body for all qualifications associated with this program
Can these programs be linked to learnerships?	Yes			

⁴ Subject to the requirements of the relevant professional body



⁵ Students must familiarise themselves the practice rules of each professional body

⁶ SAIT terms and conditions could apply

⁷ This does not imply that students can practice as auditors. Students will be able to understand auditing principles so that they can work with auditors and not as auditors

⁸ This does not mean that students will be able to practice as para-legals or lawyers. Specialist training is required for lawyers and para-legals. Students will be able to understand basic law principles so as to avoid basic errors when dealing with agreements

⁹ SAIBA terms and conditions could apply

Program level	Foundation Level (NQF 3)	Intermediate Level (NQF 4)	Upper Intermediate Level (NQF 5)	Advanced Level (NQF 6)
How much study must be undertaken?	<p>Each program requires a minimum of:</p> <ul style="list-style-type: none"> • 40 hours per subject in terms of class work <ul style="list-style-type: none"> • 40 hours per subject self-study <p>Learnership programs require an additional minimum of 20 hours workplace experience per subject</p>			
Besides the institute of certified bookkeepers and accountants (icba), which other professional bodies recognise the qualification associated with the program?	<p>A number of professional bodies will consider your membership application. You may have to comply with specific terms and conditions at each professional body.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="823 554 1320 695">  <p>South African Institute of Tax Professionals</p> </div> <div data-bbox="1383 534 1787 756">  <p>SOUTHERN AFRICAN INSTITUTE FOR BUSINESS ACCOUNTANTS</p> </div> <div data-bbox="1787 614 2253 756">  <p>International association of bookkeepers</p> </div> <div data-bbox="2253 614 2688 776">  <p>International association of accounting professionals</p> </div> </div>			