



# WORK READY IN ONE YEAR<sup>1</sup>

## Program Details: Financial Accounting<sup>2</sup>

Program Level	Foundation Level (NQF 3)	Intermediate Level (NQF 4)	Upper Intermediate Level (NQF 5)	Advanced Level (NQF 6)
<b>Entry Requirements</b>	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
<b>Program Cost (Price per Module Includes Professional Body Fees, Class Fees, Books, Exam Fees and Annual Online Exam Coach Licence)</b>	Once-Off Deposit: R 2 850 Price Per Module: R 4 500	Once-Off Deposit: R 2 850 Price Per Module: R 4 500	Once-Off Deposit: R 2 850 Price Per Module: R 4 500	Once-Off Deposit: R 2 850 Price Per Module: R 4 500
<b>“Pay As You Go” Option Available</b>	Yes (Terms and Conditions Apply)	Yes (Terms and Conditions Apply)	Yes (Terms and Conditions Apply)	Yes (Terms and Conditions Apply)
<b>Program Duration</b>	12 months	6 Months	6 Months	12 Months

<sup>1</sup> 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.

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

Program Level	Foundation Level (NQF 3)	Intermediate Level (NQF 4)	Upper Intermediate Level (NQF 5)	Advanced Level (NQF 6)
<b>Subjects</b>	<ul style="list-style-type: none"> <li>• Bookkeeping to Trial Balance</li> <li>• Payroll and Monthly SARS Returns</li> <li>• Computerised Bookkeeping</li> <li>• Business Literacy A &amp; B<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Financial statements</li> <li>• Cost &amp; Management Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Income Tax Returns</li> <li>• Business Law and Accounting Control</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Strategy</li> <li>• Management Accounting Control Systems</li> <li>• Financial Reporting and Regulatory Frameworks</li> <li>• Research Theory and Practice</li> <li>• Short Dissertation</li> </ul>
<b>Qualification Details</b>	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
<b>Professional Body Memberships</b>	<a href="#">Institute of Certified Bookkeepers &amp; Accountants</a>	<a href="#">Institute of Certified Bookkeepers &amp; Accountants</a>	<a href="#">Institute of Certified Bookkeepers &amp; Accountants</a>	<a href="#">Institute of Certified Bookkeepers &amp; Accountants</a>
<b>Professional Body Designations<sup>4</sup></b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Can I start my own business after I completed the program?</b>	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 <sup>5</sup>			
<b>Further Study Options</b>	Yes, get more details from our <a href="#">Dean</a>	Yes, get more details from our <a href="#">Dean</a>	Yes, get more details from our <a href="#">Dean</a>	Yes, get more details from our <a href="#">Dean</a>
<b>Is program flexible to suit the needs of people already in the workplace?</b>	Yes	Yes	Yes	Yes

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

<sup>4</sup> Subject to the requirements of the relevant professional body

<sup>5</sup> Students must familiarise themselves the practice rules of each professional body


Program Level	Foundation Level (NQF 3)	Intermediate Level (NQF 4)	Upper Intermediate Level (NQF 5)	Advanced Level (NQF 6)
<b>Do students have access to an Online Learning Platform?</b>	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
<b>What can I do on completion of the program?</b>	<ul style="list-style-type: none"> <li>• Bookkeeping to Trial Balance (manual and computerised)</li> <li>• Disclose a profit/loss situation</li> <li>• Reconcile supplies, inventory, bank accounts</li> <li>• Calculate PAYE, UIF, SDL, payroll tax, and other deductions</li> <li>• Handle EMP201, EMP501, IRP5, IRP6, IT3a and VAT returns</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly bookkeeping</li> <li>• Asset disposal</li> <li>• Asset acquisition</li> <li>• Year-end adjustments</li> <li>• Financial reporting standards for SME's</li> <li>• Branch accounts</li> <li>• Deal with incomplete records</li> <li>• Analyse financial statements</li> <li>• Understand cash flow</li> <li>• Handle basic cost and management accounts</li> <li>• Prepare manufacturing accounts</li> <li>• Handle costing and budgeting</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare a full set of accounts for a financial year</li> <li>• Support management in finance and accounting</li> <li>• Become a SAIT tax practitioner<sup>6</sup></li> <li>• Understand taxation for individuals and companies</li> <li>• Understand basic auditing principles<sup>7</sup></li> <li>• Understand basic business law principles<sup>8</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Compile annual financial statements</li> <li>• Register with SAIBA as an accounting officer<sup>9</sup></li> <li>• Work with Chartered Accountants and Auditors</li> <li>• Handle basic corporate strategy</li> <li>• Understand and apply International Financial Reporting Standards</li> </ul>

<sup>6</sup> SAIT terms and conditions could apply

<sup>7</sup> 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

<sup>8</sup> 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

<sup>9</sup> 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)
<b>Is this program internationally accredited?</b>	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
<b>Can these programs be linked to learnerships?</b>	Yes			
<b>How much study must be undertaken?</b>	<p style="text-align: center;">Each program requires a <b>minimum</b> of:</p> <ul style="list-style-type: none"> <li>• 40 hours per module in terms of class work</li> <li>• 40 hours per module self-study</li> </ul> <p style="text-align: center;">Learnership programs require an additional minimum of 20 hours workplace experience per subject</p>			
<b>Besides the Institute of Certified Bookkeepers and Accountants (ICBA), which other professional bodies recognise the qualification associated with the program?</b>	<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 style="text-align: center;">  <p>South African Institute of Tax Professionals</p> </div> <div style="text-align: center;">  <p>SOUTHERN AFRICAN INSTITUTE FOR BUSINESS ACCOUNTANTS</p> </div> <div style="text-align: center;">  <p>International association of bookkeepers</p> </div> <div style="text-align: center;">  <p>International association of accounting professionals</p> </div> </div>			