



# 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<br>Price Per Module: R 2 850<br>Price applies to non-corporate students | Once-Off Deposit: R 2 850<br>Price Per Module: R 2 850<br>Price applies to non-corporate students | Once-Off Deposit: R 2 850<br>Price Per Module: R 2 850<br>Price applies to non-corporate students | Once-Off Deposit: R 2 850<br>Price Per Module: R 2 850<br>Price applies to non-corporate students |
| <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<br>SAQA ID 53375<br>120 credits   | FET Certificate: Bookkeeping<br>SAQA ID 58376<br>130 credits   | National Diploma: Technical Financial Accounting<br>SAQA ID 36213<br>251 credits                                      | National Diploma: Financial Accounting<br>SAQA ID 20366<br>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



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|--|--|---|--|--|
| <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

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|--|---|---|---|---|
| <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<br/>Institute of<br/>Tax Professionals</p> </div> <div style="text-align: center;">  <p>SOUTHERN AFRICAN INSTITUTE<br/>FOR BUSINESS ACCOUNTANTS</p> </div> <div style="text-align: center;">  <p>International<br/>association of<br/>bookkeepers</p> </div> <div style="text-align: center;">  <p>International<br/>association of<br/>accounting<br/>professionals</p> </div> </div> |   |   |   |