

# ACCOUNTING TECHNICIANS (SOUTH AFRICA) NQF LEVEL 3

SAQA US ID 73710

**12 contact days, 5 assessment sessions (12 months)**

## OVERVIEW

MBAT (Pty) Ltd is pleased to offer this 12-month qualification to support organisations in their efforts to empower individuals with more knowledge and skills to aid their personal development. Accounting Technicians (South Africa) falls under the auspices of the South African Institute of Chartered Accountants (SAICA). This programme is run by MBAT, a registered TVET College and can thus be offered on bursary.

These qualifications have been developed to provide those working in a finance and/or finance related environment with the all-round knowledge to understand and apply the varying financial transactions across the full range of a finance/ accounting operation.

Assessments are all competency based and no portfolio of evidence is required.

Should delegates not be found competent on their first assessment, they will be allowed access to a second attempt.

*Should the delegate require a third assessment this will be invoiced at R 1 980 per delegate.*

## ABOUT US

MBAT(Pty)Ltd is a registered TVET college with a national footprint across South Africa. We are a professional and dynamic team providing quality further education and training, to encourage the transformation and development of the labour market. We run programs across all the Provinces as we have a large network that allows us to deliver as required per project we implement.

Our mission is to serve the needs of diverse employment sectors by offering excellent development programmes through outstanding service delivery and thus addressing critical skills shortages in the South African economy. More specifically, we are committed to:

- Contribute to the transformation and development of the labour market;
- Provide quality further education and training;
- Promote equity of access and fair opportunities to give every person the best chance of academic and professional success; and
- Empower all recipients of our training interventions to contribute and compete in all work areas.

# ACCOUNTING TECHNICIANS (SOUTH AFRICA) NQF LEVEL 3

## Service

Accounting Technicians Certification  
NQF Level 3

## Duration

12 contact days, 5 assessment sessions (12 months)

## Price

R 35 750 per delegate

*Please note that this cost includes textbooks,  
excludes venue, food and refreshments.*



## Sessions

### Date (T1 – T3)

- Basic Accounting I
- 3 Days

### Date (T4 – T6)

- Basic Accounting II
- 3 Days

### Date (T7 – T8)

- Basic Costing
- 2 Days

### Date (T9)

- Working Effectively in  
Accounting & Finance
- 1 Day

### Date (T10 – T12)

- Computerised Accounting
- 3 days

*AT(SA) is a recognized learnership and therefore the 12H  
tax rebate incentive applies to all successful learners.*



## ENTRY REQUIREMENTS

It is assumed that the learners accessing this qualification have a National Senior Certificate and are competent in language, literacy, communication and mathematical literacy at NQF Level 2. The qualification is open access and providers should assess the suitability of potential learners in terms of their literacy and numeracy.

## RECOGNITION OF PRIOR LEARNING

The course provider undertakes an initial assessment to determine at which stage of the qualification the learner should start. This involves examining their previous learning and current skills in accounting. Those with no accounts experience would usually start at the Certificate level, and those with some accounts experience might start at the Advanced Certificate level. Rarely, someone very experienced in accounts might start at the final level: Diploma. The AAT provides an online tool to help providers assess the right starting point for each learner.

## INTERNATIONAL COMPARABILITY

The Qualification is comparable with the AAT Accounting Qualification at Foundation level, which is delivered in 16 countries and recognised internationally. The Qualification allows learners entrance into the accountancy profession, so learners can use it to work outside South Africa. Particularly relevant is

## LEARNING OUTCOMES

- Demonstrate competence in the processing of sales and/or receipts.
- Process purchases and/or payments correctly.
- Monitor and control cash receipts and payments.
- Process petty cash and reconcile accounts.
- Use computer systems and software.
- Process petty cash, reconcile accounts and prepare an initial trial balance.
- Present financial data for internal use.
- Grant credit accurately.
- Monitor and control the collection of debts.
- Process documents related to goods and services supplied.
- Apply general principles and procedures for ethical compliance expected within the public accounting sector.
- Develop, maintain and apply ethics in employer/employee situations and in public practice.
- Perform effectively in the workplace within the public sector environment.
- Present financial data for internal and external use.
- Manage cash balances effectively.