



# Weza School of Business & Technology

"Imagined Reality Education and Skills"

Reg No. 2015/270221/07

## **Accounting Technician** (NQF Level 3 | 120 Credits)



# Weza School of Business & Technology

"Imagined Reality Education and Skills"



Phone: (063) 205 1003 / (031) 701 6380

E-mail : [info@wezasbt.co.za](mailto:info@wezasbt.co.za) / [registrations@wezasbt.co.za](mailto:registrations@wezasbt.co.za)

Website: [www.wezaonline.co.za](http://www.wezaonline.co.za)

Address: 19C Umdoni Centre, 28 Crompton Street, Pinetown 3610



## **Accounting Technician** (NQF Level 3)

### **Accounting Technician Study Details**

#### **Duration**

4 to 6 months depending on your study plan and pace.

We offer tuition/classes through:

#### ➤ **Venue Based**

Available from Monday to Friday, depending on the school timetable for classes. This study method is great for learners living close to our venues, and also available to attend during the week.

#### ➤ **Distance Learning**

Available from Monday to Sunday through our Moodle E-Learning Platform. Through this platform you will be able to attend our online classes from anywhere, and during anytime through your cellphone, laptop or computer. This study method is great for learners living not close to our venues, or maybe not available to attend during the week due to work or other commitment.

#### **Part-time Learning**

- Available from Monday to Sunday through our Venue Classes and Moodle E-Learning Platform. Through this platform you will be able to attend our online classes as well as venue classes. This study method is great for learners living close to our venues and maybe not always available to attend during the week due to work or other commitment. This study method allows you to attend venue classes when you are available, while also attending online classes when you are unable to attend the venue classes.

**Choose your suitable tuition method.**



## Fee Structure

**Once- off Registration Fee =R1 750**

### **Once-off Payment Plan**

(Option 1)

One Time Payment

#### Example

-Once-Off Payment =R7 600

**-Total =R7 600**

### **Instalment Payment Plan**

(Option 2)

Per Month Payment

#### Examples

- 1<sup>st</sup> Month =R950
- 2<sup>nd</sup> Month =R950
- 3<sup>rd</sup> Month =R950
- 4<sup>th</sup> Month =R950
- 5<sup>th</sup> Month =R950
- 6<sup>th</sup> Month =R950
- 7<sup>th</sup> Month =R950
- 8<sup>th</sup> Month =R950

**-Total =R7 600**

**Choose your suitable payment plan.**

**For more course details, turn-over leaf**



# Certificate: Accounting Technician

SAQA ID 73710 | 120 Credits

NQF LEVEL  
3



STUDENT

AT(SA) is a competency-based accountancy qualification and membership designation offered by the South African Institute of Chartered Accountants (SAICA), the foremost accountancy institute in South Africa. The qualification promotes the theory and practice of accountancy and offers prospects a solid foundation in accounting, finance and business practice. The underpinning designation is SAICA's entry level designation that enables students to move from being unskilled and unqualified to being respected accountancy and finance professionals. AT(SA) qualifications are designed against global standards and are quality assured by SAICA to ensure relevance to the South African workplace. AT(SA) is accessible to aspirant accountants who operate at foundational business levels.

## DESCRIPTION

This entry level Accounting Technician qualification, allows students access into the profession without any previous knowledge of accounting. Students are introduced to the basic principles of accounting, costing, general workplace skills and computerised accounting. Graduates will be able to fulfill support roles in all sectors of the economy in a number of roles – including accounts clerk, accounts assistant, tax assistant and junior bookkeeper.

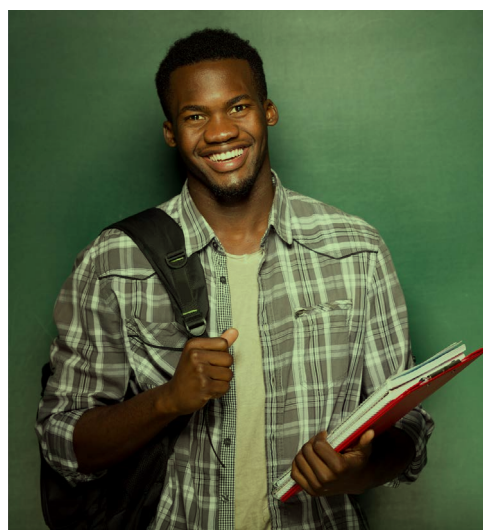
## ASSESSMENT

Units of learning within this qualification are assessed using computer-based assessments which test students' ability to apply newly acquired skills and competencies in the work environment.

## PROFESSIONAL MEMBERSHIP

To ensure ongoing professional development, this qualification leads to Accounting Technician membership of SAICA. Members are provided with support, advisory services, networking opportunities and access to learning interventions to reinforce the skills and competencies required to perform optimally within their current roles and advance their careers over time.

## PROGRAMME OUTLINE



### 01 Basic Accounting I

- Understand the principles of coding
- Understand the double entry bookkeeping system
- Understand the various types of discount
- Prepare the financial documents to be sent to credit customers
- Enter sales invoices and credit notes into the appropriate books of prime entry
- Process payments from customers
- Process suppliers' invoices and credit notes
- Enter suppliers' notes and credit notes into the appropriate books of prime entry
- Prepare payments to suppliers
- Process ledger transactions from the books of prime entry
- Prepare ledger balances and the initial trial balance

### 02 Basic Accounting II

- Maintain the petty cash balance
- Maintain a three column analysed cash book
- Reconcile a bank statement with the cash book
- Understand the use of the journal
- Open a new set of double entry book keeping records using the journal
- Use a journal to correct errors disclosed and not disclosed by the trial balance
- Create and clear a suspense account using the journal
- Use the journal to record other transactions
- Understand control accounts
- Prepare sales and purchase ledger and tax control accounts
- Reconcile sales and purchase ledger and tax control accounts

### 03 Work Effectively In Accounting & Finance

- Understand the accounting and payroll function within an organisation
- Demonstrate a range of effective communication skills
- Work independently or as part of a team

- Develop Skills and knowledge to meet personal and organisational needs

### 04 Basic Costing

#### Basic Principles of costing

- Demonstrate an understanding of the cost
- Recording system within an organisation
- Recognise the component parts of a cost
- Recording system and how it operates

## 04 Basic Costing

## 05 Computerised Accounting

### Provide basic Cost and Revenue Information

- Use the cost recording system to record or extract information
- Provide Information on actual and expected costs
- Access, enter and edit accounting information
- Select and use tools and techniques to process business transactions
- Produce accounting documents and summary reports to meet the requirements

### TYPE OF PROGRAMME



Full Time, Part Time or Distance Learning

### DELIVERY MODEL



Please contact your training provider for details on the delivery medium and number of contact days.

### ADMISSION



This qualification is open access. It is, however, assumed that the learners accessing this qualification are competent in language, literacy, communication and mathematical literacy. Training providers may undertake an initial assessment to determine at which level of the 3 suite qualification the student should begin.

## AT(SA) REGISTRATION PROCEDURES

Students are required to register with AT(SA) through accredited training. Registrations require **the following documentation:**

- Certified copy of a valid SA ID document
- Certified copy of a valid school certificate
- Valid passport, Study permit, SAQA verification certificate of foreign results

## CERTIFICATION

Successful students will be awarded a Certificate in Accounting at NQF Level 3 (SAQA ID 73710) and a Statement of Results detailing the units of learning completed. The AT (SA) hosts an annual graduation to celebrate the achievements of all successful students.

## NEED MORE INFORMATION?

Contact AT(SA) on +27(0) 11 621 6600, visit: [www.accountingtechniciansouthafrica.co.za](http://www.accountingtechniciansouthafrica.co.za) or email [info@accountingtechnicianssouthafrica.co.za](mailto:info@accountingtechnicianssouthafrica.co.za)



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# Weza School of Business & Technology

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## **Accounting Technician** (NQF Level 4 | 120 Credits)



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"Imagined Reality Education and Skills"



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Address: 19C Umdoni Centre, 28 Crompton Street, Pinetown 3610





## **Accounting Technician** (NQF Level 4)

### **Accounting Technician Study Details**

#### **Duration**

4 to 6 months depending on your study plan and pace.

We offer tuition/classes through:

#### ➤ **Venue Based**

Available from Monday to Friday, depending on the school timetable for classes. This study method is great for learners living close to our venues, and also available to attend during the week.

#### ➤ **Distance Learning**

Available from Monday to Sunday through our Moodle E-Learning Platform. Through this platform you will be able to attend our online classes from anywhere, and during anytime through your cellphone, laptop or computer. This study method is great for learners living not close to our venues, or maybe not available to attend during the week due to work or other commitment.

#### **Part-time Learning**

- Available from Monday to Sunday through our Venue Classes and Moodle E-Learning Platform. Through this platform you will be able to attend our online classes as well as venue classes. This study method is great for learners living close to our venues and maybe not always available to attend during the week due to work or other commitment. This study method allows you to attend venue classes when you are available, while also attending online classes when you are unable to attend the venue classes.

**Choose your suitable tuition method.**





## Fee Structure

**Once- off Registration Fee =R1 750**

### **Once-off Payment Plan**

(Option 1)

One Time Payment

#### Example

-Once-Off Payment =R8 800

**-Total =R8 800**

### **Instalment Payment Plan**

(Option 2)

Per Month Payment

#### Examples

- 1<sup>st</sup> Month =R1 100
- 2<sup>nd</sup> Month =R1 100
- 3<sup>rd</sup> Month =R1 100
- 4<sup>th</sup> Month =R1 100
- 5<sup>th</sup> Month =R1 100
- 6<sup>th</sup> Month =R1 100
- 7<sup>th</sup> Month =R1 100
- 8<sup>th</sup> Month =R1 100

**-Total =R8 800**

**Choose your suitable payment plan.**

**For more course details, turn-over leaf**



# FET Certificate: Accounting Technician:

SAQA ID 77143 | 120 Credits

NQF LEVEL  
4



The confidence to do more.

## STUDENT

AT(SA) is a competency-based accountancy qualification and membership designation offered by the South African Institute of Chartered Accountants (SAICA), the foremost accountancy institute in South Africa. The qualification promotes the theory and practice of accountancy and offers prospects a solid foundation in accounting, finance and business practice. The underpinning designation is SAICA's entry level designation that enables students to move from being unskilled and unqualified to being respected accountancy and finance professionals. AT(SA) qualifications are designed against global standards and are quality assured by SAICA to ensure relevance to the South African workplace. AT(SA) is accessible to aspirant accountants who operate at foundational business levels.

### DESCRIPTION

The FET Certificate in Accounting aims to provide students with the knowledge, skills and competencies to work effectively as an Accounting technician. Students who successfully complete this qualifications will be able to confidently prepare final accounts, understand the principles of cash management and costing and be in a position to provide cost and revenue information..

### ASSESSMENT

Units of learning within this qualification are assessed using computer-based assessments which test students' ability to apply newly acquired skills and competencies in the work environment.

### PROFESSIONAL MEMBERSHIP

To ensure ongoing professional development, this qualification leads to Accounting Technician membership of SAICA. Members are provided with support, advisory services, networking opportunities and access to learning interventions to reinforce the skills and competencies required to perform optimally within their current roles and advance their careers over time.

## PROGRAMME OUTLINE



### 01 Accounts Preparation I

#### Principles of accounts preparation

- Understand generally accepted accounting principles and concepts
- Understand the principles of double entry bookkeeping
- Understand the accounting methods used to record assets, liabilities, income, expenses and capital

#### Accounting for fixed assets

- Account for the purchase of fixed assets
- Account accurately for depreciation
- Account for the disposal of fixed assets
- Take appropriate action when dealing with issues arising from fixed asset records

#### Extending the trial balance using accounting adjustments

- Account for adjustments
- Prepare a trial balance
- Complete the trial balance

### 02 Accounts Preparation II

#### Principles of accounts preparation

- Understand generally accepted accounting principles and concepts
- Understand the principles of double entry bookkeeping
- Understand the need for, and the process involved in the preparation of final accounts

#### Prepare accounts for partnerships

- Have a basic understanding of legislation relating to the formation of a partnership
- Prepare a profit and loss appropriation account
- Prepare a balance sheet relating to a partnership

#### Prepare final accounts for sole traders

- Prepare accounting records from incomplete information
- Produce accurate final accounts

### 03 Cash Management

#### The Principles of Cash Management

- Understand how the external environment impacts on how an organisation manages cash assets
- Be able to make informed decisions regarding the management of cash balances within an organisation when dealing with issues arising from fixed asset records

- Understand a range of accounting and other business techniques used to improve the efficiency of cash management procedures within the organisation
- Prepare forecasts of income and expenditure for a given accounting period

- Use forecasts to monitor cash flow within the organisation
- Use cash balances effectively

**Principles of costing**

- Demonstrate an understanding of the role of costing within the organisation
- Advise on the most appropriate costing methods to use in an organisation
- Understand the principles of using costing as a decision making tool

**Providing Cost and Revenue Information**

- Record and analyse information relating to costs
- Apportion costs according to organisational requirements
- Correctly identify any significant deviations and report these to management

**Indirect Tax Principles of VAT**

- Understand VAT regulations

**Principles of VAT**

- Understand VAT regulations

**Preparing and completing VAT returns**

- Complete VAT returns accurately and in a timely manner
- Communicate VAT Information

- Understand the principles of ethical working in accountancy or payroll
- Know how to behave in an ethical manner when working with internal and external customers
- Understand when and how to take appropriate action following any suspected breaches of ethical codes

## 04

## Cost and Revenues

- Use a spreadsheet to enter, edit and organise numerical and other data
- Select and use appropriate formulas and data analysis tools and techniques to meet requirements
- Use tools and techniques to present and format and publish spreadsheet information

## TYPE OF PROGRAMME



Full Time, Part Time or Distance Learning

## DELIVERY MODEL



Please contact your training provider for details on the delivery medium and number of contact days.

## ADMISSION



It is assumed that the learners accessing this qualification are competent in language, literacy, communication and mathematical literacy at NQF level 4. Training providers may undertake an initial assessment to determine at which level of the 3 suite qualification the student should begin.

## AT(SA) REGISTRATION PROCEDURES

Students are required to register with AT(SA) through accredited training providers. First registrations require the following documentation:

- Certified copy of a valid SA ID document
- Certified copy of a valid school certificate
- Valid passport, Study permit, SAQA verification certificate of foreign results

## CERTIFICATION

Successful students will be awarded an FET Certificate in Accounting at NQF Level 4 (SAQA ID 77143) and a Statement of Results detailing the units of learning completed. The AT (SA) hosts an annual graduation to celebrate the achievements of all successful students.

## NEED MORE INFORMATION?

Contact AT(SA) on +27(0) 11 621 6600, visit: [www.accountingtechniciansouthafrica.co.za](http://www.accountingtechniciansouthafrica.co.za) or email [info@accountingtechniciansouthafrica.co.za](mailto:info@accountingtechniciansouthafrica.co.za)



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# Weza School of Business & Technology

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Reg No. 2015/270221/07

## **Accounting Technician** (NQF Level 5 | 120 Credits)



# Weza School of Business & Technology

"Imagined Reality Education and Skills"



Phone: (063) 205 1003 / (031) 701 6380

E-mail : [info@wezasbt.co.za](mailto:info@wezasbt.co.za) / [registrations@wezasbt.co.za](mailto:registrations@wezasbt.co.za)

Website: [www.wezaonline.co.za](http://www.wezaonline.co.za)

Address: 19C Umdoni Centre, 28 Crompton Street, Pinetown 3610



## **Accounting Technician** (NQF Level 5)

### **Accounting Technician Study Details**

#### **Duration**

4 to 6 months depending on your study plan and pace.

We offer tuition/classes through:

#### ➤ **Venue Based**

Available from Monday to Friday, depending on the school timetable for classes. This study method is great for learners living close to our venues, and also available to attend during the week.

#### ➤ **Distance Learning**

Available from Monday to Sunday through our Moodle E-Learning Platform. Through this platform you will be able to attend our online classes from anywhere, and during anytime through your cellphone, laptop or computer. This study method is great for learners living not close to our venues, or maybe not available to attend during the week due to work or other commitment.

#### **Part-time Learning**

- Available from Monday to Sunday through our Venue Classes and Moodle E-Learning Platform. Through this platform you will be able to attend our online classes as well as venue classes. This study method is great for learners living close to our venues and maybe not always available to attend during the week due to work or other commitment. This study method allows you to attend venue classes when you are available, while also attending online classes when you are unable to attend the venue classes.

**Choose your suitable tuition method.**



## Fee Structure

**Once- off Registration Fee =R1 750**

### **Once-off Payment Plan**

(Option 1)

One Time Payment

#### Example

-Once-Off Payment =R10 000

**-Total =R10 000**

### **Instalment Payment Plan**

(Option 2)

Per Month Payment

#### Examples

-1<sup>st</sup> Month =R1 250

-2<sup>nd</sup> Month =R1 250

-3<sup>rd</sup> Month =R1 250

-4<sup>th</sup> Month =R1 250

-5<sup>th</sup> Month =R1 250

-6<sup>th</sup> Month =R1 250

-7<sup>th</sup> Month =R1 250

-8<sup>th</sup> Month =R1 250

**-Total =R10 000**

**Choose your suitable payment plan.**

**For more course details, turn-over leaf**





# Certificate: Accounting

SAQA ID 80189 | 120 Credits

NQF LEVEL  
**5**



## STUDENT

AT(SA) is a competency-based accountancy qualification and membership designation offered by the South African Institute of Chartered Accountants (SAICA), the foremost accountancy institute in South Africa. The qualification promotes the theory and practice of accountancy and offers prospects a solid foundation in accounting, finance and business practice. The underpinning designation is SAICA's entry level designation that enables students to move from being unskilled and unqualified to being respected accountancy and finance professionals. AT(SA) qualifications were designed against global standards and are quality assured by SAICA to ensure relevance to the South African workplace. AT(SA) is accessible to aspirant accountants who operate at foundational business levels.

### DESCRIPTION

The Certificate in Accounting aims to provide students with the knowledge, skills and competencies to work effectively as an Accounting Technician. This qualification focuses on the more complex accounting functions.

Students who successfully complete this qualification will be able to confidently draft financial statements, manage budgets and evaluate financial performance.

### ASSESSMENT

Units of learning within this qualification are assessed using computer-based assessments which test students' ability to apply newly acquired skills and competencies in the work environment.

### PROFESSIONAL MEMBERSHIP

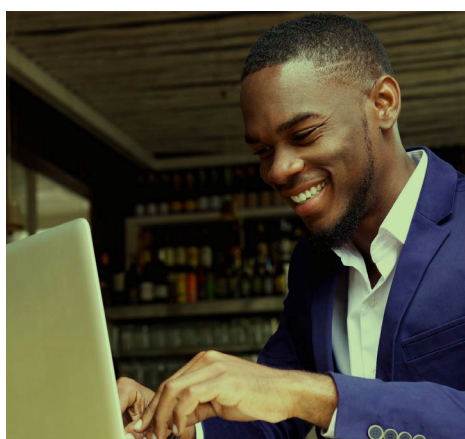
To ensure ongoing professional development, qualification leads to membership with the AT(SA). Members are provided with support, advisory services, networking opportunities and access to learning interventions to reinforce their skills

and competencies required to perform optimally within their current roles and advance their careers over time.

### DESIGNATION

After the completion of this qualification and two years of finance related work experience at a senior level, graduates will be in a position to apply for Platinum membership. Graduates of this qualification will be able to use the professional designation, Member of the Accounting Technicians South Africa and the post nominal title (MATSA).

## PROGRAMME OUTLINE



### 01 Financial Statements

- Understand the regulatory frame that underpins financial reporting.
- Understand the key features of a published set of accounts.
- Understand the basic principles of consolidation.
- Appreciate the analysis and interpretation of financial statements.
- Draft statutory financial statements for a limited company
- Draft simple consolidated financial statements
- Interpret financial statements using ratio analysis

### 02 Budgeting

- Demonstrate an understanding of the internal and external business factors in budgets
- Understand why budgets are used
- Understand the skills needed in budget preparation
- Prepare forecasts and budgets
- Understand the impact that changes in the economic environment will have on the budget
- Use budgetary control to ensure organisational targets are met

### 03 Financial Performance

- Demonstrate an accurate understanding of the internal and external factors that affect organisations
- Be aware of the cost accounting techniques needed in monitoring financial performance
- Understand the techniques necessary of measuring performance and managing costs

- Collate information from various sources and prepare routine cost reports
- Make suggestions for improving financial performance by monitoring and analysing information
- Prepare performance reports for management

### 04 Internal Control and Accounting Systems

- Demonstrate an understanding of the role of accounting within the organisation
- Understand the importance and use of internal control systems
- Be able to identify and use the appropriate accounting system to meet specific organisational requirements

## 04 Internal Control and Accounting Systems

- Evaluate the accounting system and identify areas of improvement
- Make recommendations to improve the accounting system

## 05 Personal Tax

- Demonstrate an understanding of legislation and procedures relating to personal tax
- Understand the current taxation principals of income from employment
- Understand the taxation principals of savings, non-savings and dividend income for an individual
- Understand the current taxation principals of property income for an individual
- Understand the current taxation principals of basic capital gains taxation for an individual
- Calculate income from all sources accurately
- Calculate accurately the tax payable on income
- Account for capital gains tax correctly
- Prepare accurate computations and complete relevant parts of self-assessment tax returns correctly

## 05 Business Tax

- Prepare the relevant pages of a tax return for an unincorporated business and accurately produce the computations to support this
- Correctly complete corporation tax returns with all supporting computations for incorporated businesses.

### TYPE OF PROGRAMME



Full Time, Part Time or Distance Learning

### DELIVERY MODEL



Please contact your training provider for details on the delivery medium and number of contact days.

### ADMISSION



It is assumed that the learners accessing this qualification are competent in language, literacy, communication and mathematical literacy at NQF Level 4.

## AT(SA) REGISTRATION PROCEDURES

Students are required to register with AT(SA) through accredited training providers. Registrations require the following documentation:

- Certified copy of a valid SA ID document
- Certified copy of a valid school certificate
- Valid passport, Study permit, SAQA verification certificate of foreign results

## CERTIFICATION

Successful students will be awarded a Certificate in Accounting at NQF Level 5 (SAQA ID 80189) and a Statement of Results detailing the units of learning completed. The AT (SA) hosts an annual graduation to celebrate the achievements of all successful students.

## NEED MORE INFORMATION?

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