

Fasset Learnerships: Further education and Training (FET) Certificate: Accounting Technician



| | |
|--------------------|---|
| Professional Body: | Association of Accounting Technicians (AAT) |
| Learnership Title: | Further education and Training (FET) Certificate: Accounting Technician |
| Learnership Code: | 01Q010038001204 |
| NQF Level: | 4 |

This learnership is based on a qualification awarded by the AAT. In South Africa the AAT works as AAT (SA). This is a joint partnership between The South African Institute of Chartered Accountants (SAICA), South Africa's top accountancy body, and the AAT, the leading international body promoting the skills and recognition of accounting technicians.

AAT(SA) is the premier professional body in South Africa dedicated to the education, development, regulation and support of accounting technicians. We also raise the competence and professionalism of our members through continuing professional development – paving the way for career advancement and raising standards of performance in the workplace.

The FET Certificate: Accounting Technician Learnership is aimed at learners who are employed or want to further prepare themselves for employment in the accounting environment at technician level. Technician level falls below chartered accountancy level and is an ideal entry point for those with some experience or qualifications who are wanting to progress their career in accounting. Accounting technicians work in all sectors of the economy, including accountancy practice, industry and commerce, and the public sector.

Learnership Information

Learners must either have completed the Certificate: Accounting Technician at NQF Level 3 or they must have some accounting work experience and show competence in communication and mathematics at NQF level 3. The qualification is open access and providers should assess the suitability of potential learners in terms of their literacy and numeracy.

Learners must have a good level of literacy and numeracy and must be able to complete assessments in English.

Learners must be employed (previously or for the purposes of this learnership) in order to participate in this learnership.

Syllabus

The FET Certificate: Accounting Technician Learnership leads to the Higher Certificate: Accounting Technician, which is registered at level 5 on the National Qualifications Framework (NQF). It also leads to membership of AAT (SA) at the Gold membership level and further details of this are shown at <http://www.aatsa.org.za/members/>.

This learnership introduces more complicated accounting tasks, including the preparation of final accounts for sole traders and partnerships. You will also learn how to maintain cost accounting records and how to prepare reports and returns. In addition, there is a Professional Ethics unit and one on financial spreadsheets.

Content of the Learnership

| |
|------------------------------------|
| Principles of accounts preparation |
|------------------------------------|

| |
|--|
| Extending the trial balance using accounting adjustments |
| Accounting for fixed assets |
| Preparing accounts for partnerships |
| Prepare final accounts for sole traders |
| Principles of cash management |
| Cash management |
| Principles of Costing |
| Providing cost and revenue information |
| Principles of VAT |
| Preparing and completing VAT returns |
| Professional ethics in accounting and finance |
| Spreadsheet Software |

Registration and assessment

Learners must enrol for the training and assessment components of the programme with an AAT(SA) Approved Assessment Centre. A list of Approved Assessment Centres can be found at <http://www.aatsa.org.za/students/approvedproviders.asp>

Duration of the Learnership

The duration of this learnership is variable, depending on the learners' progress and previous experience, but it likely to take between one year and eighteen months.

The learnership is completed once the learner has been formally assessed by two means:

- Exams set and marked centrally by the AAT
- Skills tests (and a case study project) set centrally by the AAT and assessed by the Training Provider. The learner may also offer work place evidence for part of the award if they are in a position to do so.

Once learners have been declared competent in all appropriate units, they will be awarded the FET Certificate: Accounting Technician Qualification and will have completed the learnership.

Contact Details:

| | |
|--------------------|--|
| Professional Body: | Association of Accounting Technicians AAT(SA) |
| Contact Person: | Natalie Zimmelman |
| Tel: | (011) 621-6648 |
| Fax: | Unknown |
| E-mail: | nataliez@saica.co.za |
| Web: | info@aatsa.org.za |