



F A S S E T

Make the future count

STEPS TO BUILDING YOUR LASTING LEGACY

YOU ARE THE NEXT



THING

- CAREER GUIDE -



Facing your future

Start your career by following Fasset, where we focus on the extraordinary, those who stand out and those with passion. We see YOUR potential.

One call can open the door to attractive Fasset benefits, incentives and programmes which can turn your potential into skills and knowledge to begin a career in the finance and accounting sector.

Make the future count

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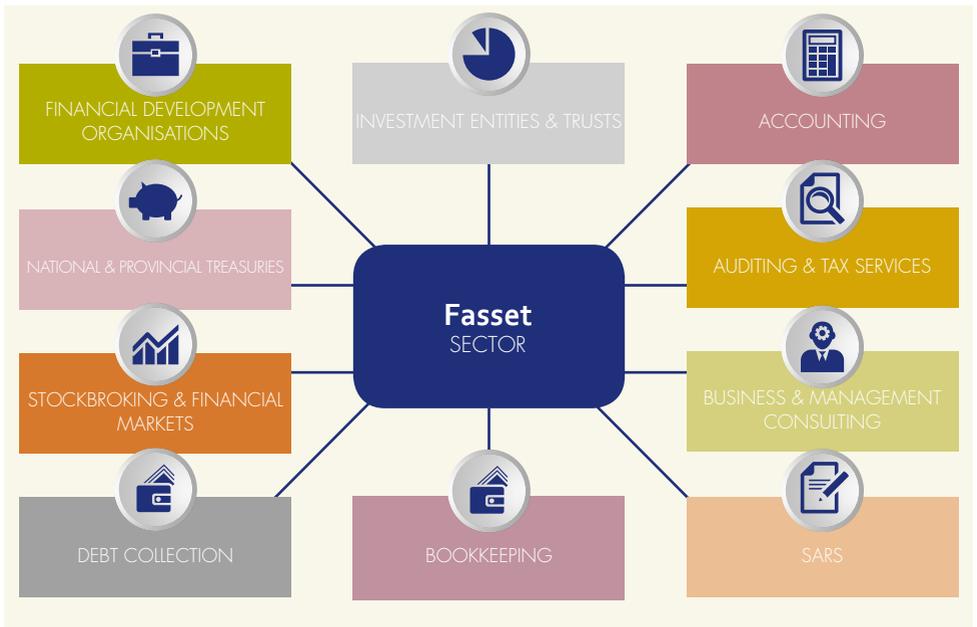
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About the Finance and Accounting Services Sector

The finance and accounting services sector is particularly important because it is the largest employer of people with financial management, accounting, and auditing skills. In 2012 more than 135 000 people worked in the sector. The demarcation and definition of this sector differs in the different data sources available, as well as in different environments. In the national accounts and in employment surveys conducted by Statistics South Africa (such as the Labour Force Survey (LFS)) the sector includes real estate activities and an array of other business services such as labour brokerages, information technology services, legal services, and engineering and architectural services.

Fasset is the Finance and Accounting Services Sector Education and Training Authority (SETA). The Financial and Accounting Services Sector refers to the organisations served by Fasset. This sector includes: investment entities and trusts and company secretarial services; stockbroking and financial markets; financial development organisations; accounting, bookkeeping, auditing and tax services; business and management consulting services; the South African Revenue Service (SARS); the national and provincial treasuries; and other activities auxiliary to financial intermediation, such as debt collection.



Choosing a Career

Choosing a career is one of the most important decisions that you will make in your life. Although most people make several career changes in their lifetime, the first career decision you make will have an impact on various aspects of your life. It will, for example, determine the direction in which you will develop skills, the type of organisation in which you will start working and the income that you will earn.

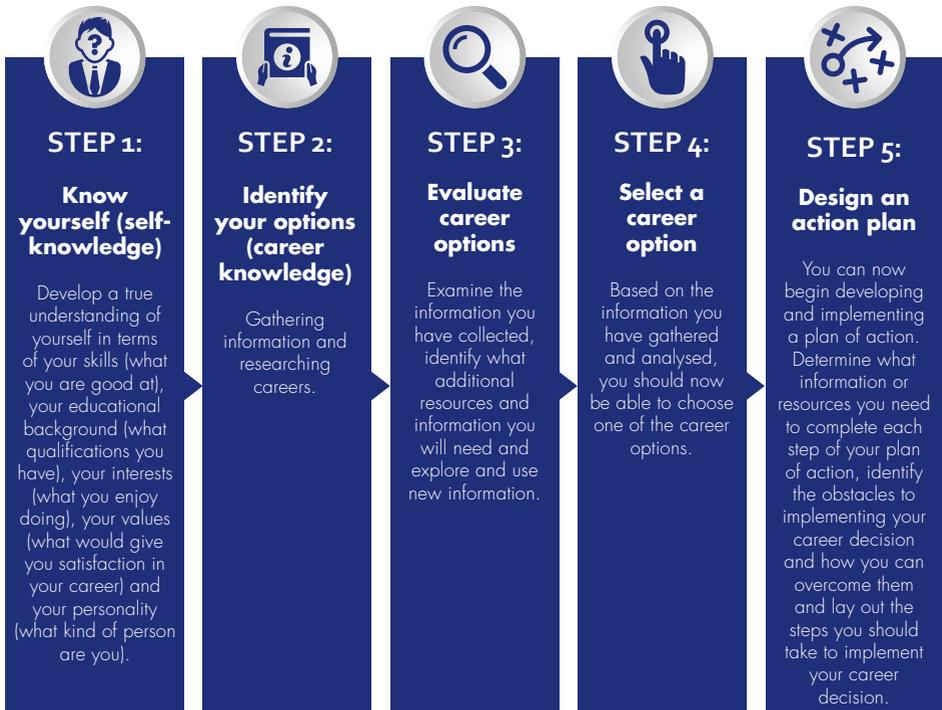
With colleges and universities offering numerous courses today, for students it is truly confusing making a career choice. For a student, choosing a career path that is far from ones' interest and ability can cause dissatisfaction in the long run. Hence it is important to plan one's career from a long term perspective.

How does career planning happen today?

Most often students choose careers based on other's preferences be it:

- Following the crowd (peers)
- Accepting choices made by parents
- Influence by media
- Following current trends or availing the most sought after career opportunities.

In choosing a career, a number of steps have to be followed.



These steps may refer to getting the required training and applying for financial aid.

Choosing a Finance and Accounting Services Career

When choosing a career in the finance and accounting services sector it is important to take cognisance of the different kinds of occupations that are available. It is also important to note that there are different pathways into these careers. These pathways are often linked to membership of professional bodies and they lead to different career opportunities.

Finance and accounting services professionals may belong to one or more professional bodies. Although professional body membership is in many instances not a prerequisite to practise in a financial occupation, in some instances it is a requirement. Employers also often prefer to appoint people who are members of the professional bodies.

The advantage for the employer is that a professional designation, or title, is a good indication of the skills of the financial professional; people who are members of professional bodies are bound to a strict code of conduct that helps to ensure that they will be ethical in their behaviour.

Although there are different pathways which one can follow in building a financial career, the career paths are not silos that lead only in one direction. It is possible to move between

the different career paths. For example, it is possible for an auditor to become a management accountant or financial manager in an organisation outside the finance and accounting sector. Similarly, it is possible for an accountant to become an internal auditor. However, in planning your career it is important to take cognisance of the registration and other legal requirements in certain of the pathways.

When choosing an educational institution, make sure that you choose the stream that best suits your particular interests. Also ensure that the training institution is accredited with the professional body with which you would like to register or with which you would like to become a member. In the section to follow we explain the typical learning paths that lead to the different professional qualifications. However, all these qualifications can be obtained by combining theoretical and practical work. That means that you can study part-time to complete the theoretical parts of the work while at the same time doing the practical work through a learnership.

Career Family Tree Worksheet

Take a look at the careers chosen by your grandparents, aunts, uncles, and other relatives.

It's fun to think about how family members' career choices have influenced their lives – and it may help you identify things you want and don't want in a career. Fill in each box with the career of the listed person. If you can, add boxes of aunts, uncles, cousins, brothers, and sisters.



Are there career areas that several of your relatives have pursued? If so, list them here.

How have your family members' career choices changed over time?

What reasons do your relatives give you to choose or not choose careers like theirs?

Scarce Skills

Scarce skills refers to a shortage of people with the required attributes to fill positions available in the labour market. The attributes that employers are seeking when they try to fill positions in their organisations are specifically important. These may be qualifications, specific skills and experience, a specific race or gender or a combination of these attributes.

Scarce skills are normally expressed in terms of the occupations for which there are not enough candidates available. Scarce skills in the financial services sector are mainly in the professional and technician and associated professional

occupations. Although these occupational categories are experiencing above average growth, the shortages are often related to very special skills sought by employers. The lack of qualified black people, especially in the higher level occupations and professional designations, is considered a serious problem.

The Sector Skills Plan of Fasset, 2016 - 2021 indicated that shortages of finance and accounting services skills exist at all levels – from clerical to technician, and administrative to professional, and managerial.

Financial Manager/Chief Financial Officer

What does a person in this occupation do?

Financial managers are responsible for managing and controlling the financial matters of a company. In large organisations they oversee the functions of financial employees appointed to take care of specific aspects of the financial division, but in smaller companies financial managers are responsible for performing most of or all tasks themselves.

Study path:

Most financial managers start their careers as accountants, financial accountants or auditors and only become financial managers after years of experience. An accounting qualification may be

augmented by a management qualification such as a Master's Degree in Business Administration (MBA).

Professional bodies:

Professional body membership or registration is not a general prerequisite to become a financial manager. However, certain employers may require their financial managers to be members of professional bodies, for example, some of the large companies appoint only Chartered Accountants (i.e. members of the South African Institute of Chartered Accountants - SAICA) as financial managers.

External Auditor

What does a person in this occupation do?

An external auditor is an independent professional who conducts external audits of companies. An external auditor expresses an opinion on the fair presentation of the companies' financial statements.

In expressing the opinion an auditor would typically audit the accounting systems, procedures and financial statements of a company, and would evaluate the way in which the company manages corporate funding and financial risk.

An auditor would also ensure that a company complies with all the legal requirements of its business and that tax payments are correct and in line with tax legislation and requirements.

Professional designations:

Registered Auditor (RA)

Study path:

To become an auditor you must follow a recognised study path of a professional body accredited by the Independent Regulatory Board for Auditors (IRBA), currently only SAICA is accredited. To qualify you must successfully complete the following programmes:

- A BCom and Honours in Accounting (e.g. Certificate in the Theory of Accounting accredited by SAICA)
- A recognised core assessment programme (e.g. SAICA's Part 1: Initial Test of Competence)
- A recognised professional development and assessment programme (e.g. SAICA's 3 year training contract, professional programme and Part 2: Assessment of Professional Competence)

On completion of the above the candidate will then enter into the IRBA's experiential learning period, this period is called the Audit Development Programme (ADP). The ADP is a minimum of 18 months' work experience undertaken by a qualified professional accountant in the area of audit and assurance. The ADP develops candidate RAs for the role of engagement partner at entry level to the profession. On successful completion of the ADP the candidate will be eligible to register as an RA.

Regulatory bodies:

Auditors must be registered with the IRBA.

Accountant

What does a person in this occupation do?

An accountant is a qualified professional who applies accounting, mathematical and analytical skills to solve business, taxation, financial and management problems. Accountants use their numerical, analytical, statistical and management skills to maintain reliable accounting and financial systems and to advise businesses on a variety of financial matters. They are involved in all critical business areas such as accounting, strategic business planning, marketing, information technology and financial management.

Study path:

Requirements for all undergraduate programmes in accounting are set by each of the different universities or private training institutions. As a rule, aspirant students require a National Senior Certificate with Matriculation exemption and English and mathematics. Accounting at Grade 12 level is recommended.

Professional bodies:

Professional body membership is not a legal requirement to practice as an accountant. However, the professional designations listed below are linked to membership of the various professional bodies. Some employers may also require professional body membership.

ACCOUNTANT (NO PROFESSIONAL DESIGNATION)

Accountants plan and provide systems and services relating to the financial dealings of organisations and individuals, and advises on associated record-keeping and compliance requirements.

Study path:

B degree in Accounting at any South African university or university of technology. National diploma in accounting from any South African university of technology.

CHARTERED ACCOUNTANT

What does a person in this occupation do?

Chartered accountants usually go through various financial documents while noting these transactions for future references. They also use the data for additional responsibilities such as taxation, spending and earning reports. A chartered accountant could also work with the auditor to ensure spending is done according to the law and the organisations's specifications. Chartered accountants could also create reports that would update the organisation of its financial standing.

Study path:

Undergraduate: BCom Accounting degree at a university that is accredited by SAICA.

Post-graduate: Certificate in the Theory of Accounting (CTA) or honours qualifications at a university that is accredited by SAICA.

Workplace experience:

The second part of your path towards becoming a Chartered Accountant (South Africa) CA(SA) entails completing a 3 year learnership programme. This is known as a training contract, and one which a trainee accountant enters into with a registered training office.

Professional examinations:

The final two steps to becoming a CA(SA) are passing two Qualifying Examinations, namely the Initial Test of Competence (ITC) and the Assessment of Professional Competence (APC). Both of these exams are set and administered by SAICA.

Professional bodies:

South African Institute for Chartered Accountants (SAICA)

CHARTERED CERTIFIED ACCOUNTANT

Chartered Certified Accountants work in all fields of business and finance. Some are engaged in public practice work, others work in the private sector and some are employed by government bodies.

Study path:

The Association of Chartered Certified Accountants (ACCA) offers the Certified Diploma: Accounting and Finance.

Theoretical training:

Theoretical training can be done through an accredited training institution or through distance education.

Workplace experience:

Learners must complete a three year learnership with an accredited workplace.

Professional examinations:

Professional examinations are set by ACCA. All the prescribed subjects have to be passed.

Professional bodies:

Association of Chartered certified accountants (ACCA).

Accountant

MANAGEMENT ACCOUNTANT

What does a person in this occupation do?

Management accountants are trusted to guide critical business decisions and drive strong business performance. They combine financial expertise and business acumen to achieve sustainable business success. They understand how the different parts of the business need to come together. A management accountant usually works at providing advice to the management of a company or individual clients on how to interpret financial information to help them make wise financial decisions that will affect the company. The company or individual may have financial goals they want to achieve and therefore need the assistance of a person trained in this branch of accounting. It is a broad field in which there are several different job titles.

Professional designations:

Chartered Global Management Accountant (CGMA).

Study path:

A National Senior Certificate with matriculation exemption is required to enter an undergraduate programme. Mathematics and English are compulsory subjects while accounting, economics and business economics at Grade 12 level are recommended subjects. However, there are different routes to professional status.

Undergraduate:

- BCom (Management Accounting) or BAcc degree (3 years) and Hons BCom (Management Accounting) (1 year) at a university or
- BTech degree in Management Accounting at a University of Technology or
- Studying towards the Chartered Institute of Management Accountants (CIMA) qualifications through a private residential or distance education institution.

Professional qualification:

Qualifying examinations through CIMA.

Work Experience:

Three years' relevant work experience in an appropriate organisation.

Professional bodies:

Professional body membership is not compulsory for a person to work as a management accountant, but to use the designation of Chartered Global Management Accountant you must be a member of the CIMA.

PROFESSIONAL

PROFESSIONAL ACCOUNTANT (SA)

A Professional Accountant performs a wide range of accounting and tax related services and is regarded as the business advisor to the SME (Small Medium Enterprise) offering tailored advice on business challenges and creating opportunities of business success for their clients.

Study path:

A three-year undergraduate degree in accounting from a South African Institute of Professional Accountants (SAIPA) accredited university.

Workplace experience:

Learners must complete a three-year learnership with a SAIPA accredited workplace.

Professional examinations:

The SAIPA Professional Evaluation (PE) has to be passed.

Professional bodies:

SAIPA



Internal Auditor

What does a person in this occupation do?

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

An internal auditor analyses and evaluates all activities, controls and governance processes concerned with the operations of an organisation, reports to executive management on audit findings and submits proposals for improvements.

Study path:

- B degree in Accounting at any university or university of technology or
- BTech degree in Internal Auditing at any university of technology.

Professional Qualifications

Internal Audit Technician (IAT (SA))

This is the entry-level designation and indicates that an IAT (SA) should be able to perform routine audit tasks, execute audit programmes, prepare work papers and draft audit findings. To achieve this designation the candidate must have completed two years of a relevant degree or diploma, and have at least two years of internal auditing or related experience.

General Internal Auditor (GIA (SA))

This is the next step in the career path. The GIA is a supervisory level designation. Those who have undergone education and training in the knowledge fields of internal auditing, accounting, business management and other related subjects can apply for accreditation. The GIA (SA) must have completed at least a relevant three-year degree or diploma, as well as have a minimum of three years' experience in internal auditing or a related field.

Certified Internal Auditor (CIA)

The CIA-certificate is an international qualification held in high esteem. Membership of the institute and a relevant three year degree or national diploma are compulsory.

Professional bodies:

Professional body registration or membership is not a prerequisite to practice as an internal auditor. However, to use the IAT(SA) and GIA (SA) designations you have to be a member of the Institute for Internal Auditors of Southern Africa (IIA-SA).

Company Secretary

What does a person in this occupation do?

Companies secretaries plan, administer and review corporate governance activities and effective practice concerning company board meetings and shareholdings, ensuring all business matters and transactions are managed and implemented as directed by the board. They have a significant role in assisting the board of the organisation to achieve its vision and strategy. There is a shortage of qualified and experienced Company Secretaries, with demand on the increase in light of the new Companies Act (71/2008) and King III.

Study path:

The Chartered Secretaries Southern Africa (CIS or CSSA) professional qualification is a course in a chosen specialised field, whether it be a Company Secretary, Accountant, Accounting Officer, Administrator or Manager. Chartered Secretaries embark on a lifelong career relationship with CSSA.

The final course of study is the CSSA International Qualifying Board Examinations. The CSSA International Qualifying Scheme is a rigorous course. Each qualification along the continuum renders the graduate employable and when accumulated, prepares governance professionals and accounting officers for the intense demands of the role of Chartered Secretary. Once a student passes all the exams they can apply to be a graduate (GradICSA) and then an Associate (ACIS) and finally a Fellow (FCIS). Continuing Professional Development ensures that all governance professionals and accounting officers are able to remain at the forefront of governance issues.

Professional bodies:

Professional body registration or membership is not a prerequisite to practice as a company secretary, however once can register with the CSSA.



Tax Practitioners and Professionals

What does a person in this occupation do?

Tax practitioners analyse, report and provide advice on taxation issues to organisations or individuals, prepare taxation returns and reports, and handle disputes with taxation authorities.

Tax professionals can work in one of three main sectors: in SARS; in commerce or industry; or in private practice. Tax professionals who work in private practice and render tax services for clients for a fee have to register with SARS as Tax Practitioners.

Study Path:

A minimum of a National Senior Certificate with matriculation exemption is required for entry into this study path. There are many pathways that one can follow to become a Tax Professional. All the pathways leading to the occupation Accountant in Practice will also enable you to work as a Tax Professional.

In addition to these one can follow the learning pathways leading to the designations conferred by the South African Institute of Tax Practitioners (SAIT). The first option is to obtain a Bachelor of Tax Degree. The second option is to obtain a Bachelor of Accounting Degree (or any other relevant Degree such as a law degree or a degree in management accounting), followed by a postgraduate qualification in taxation. In both instances, after three years' of work

experience in tax you can become a member of SAIT with the designation General Tax Practitioner (SA) (if you work in private practice) or General Tax Professional (SA) (if you work in commerce and industry, or for SARS).

The third option is to obtain a relevant qualification at NQF level 6 or higher in accounting, taxation or law and then to apply for the Learnership: Tax Professional Level 8. Completion of this learnership also enables you to become a member of SAIT with the designation General Tax Practitioner (SA) (if you work in private practice) or General Tax Professional (SA) (if you work in commerce and industry, or for SARS).

Professional bodies:

Registration with SARS as a Tax Practitioner is dependent on being a member of a relevant professional body. These include accounting professional bodies such as SAICA or SAIPA or ACCA. They also include membership of SAIT or the Law Society of South Africa (LSSA).

Tax Professionals have to register with SARS and the South African Institute of Tax Practitioners (SAIT).

Financial Markets Practitioner

What does a person in this occupation do?

The occupation of Financial Markets Practitioner includes traders, who invest in securities and various other financial products on behalf of institutional, corporate and private clients, as well as administrative staff such as settlement officers who are responsible for the finalisation of financial markets transactions.

The financial markets consist of the equities market, the bonds market, the money market, the foreign exchange market and the derivatives market.

Financial markets practitioners need to stay abreast with information on securities and market conditions and therefore they continuously analyse individual securities, industries and the economy. They also work with clients and before providing investment advice to clients, they identify the profile and the related investment needs of the clients.

They execute transactions in securities with or on behalf of clients and subsequently conclude or settle transactions and record the transactions in the relevant systems.

Study Path

Entry into the pathway for this occupation starts with an NQF Level 6 qualification in the financial field. This is followed by a learnership that leads to the Occupational Certificate: Financial Markets Practitioner. The learnership consists of a knowledge component (including practical skills) and a workplace component. The knowledge and practical skills components are offered at accredited tertiary institutions as an Advanced Diploma in Financial Markets. The workplace component of the learnership has to be completed at an approved workplace. After completion of these components a final exam that is set by the South African Institute of Stockbrokers (SAIS) has to be written.

People who want to trade on any of the markets also have to write the necessary JSE exams administered by the South African Institute of Financial Markets. In order to obtain the designation 'Stockbroker' the stockbroker exams set by SAIS have to be passed.

Professional Body

South African Institute of Stockbrokers (SAIS).

Financial Planner

What does a person in this occupation do?

A financial planner provides expertise and advice to clients on all the components of financial planning including personal savings, personal and family insurance cover, health insurance, investments, asset and wealth management, retirement and estate planning, and tax liability.

Study path:

Entry: National Senior Certificate with matriculation exemption. Each undergraduate programme has its own entry requirements but subjects such as Mathematics and English are often required.

Undergraduate: An undergraduate programme in accounting, finance, economics, business science, mathematics or law provides a sound basis from which to pursue a career in financial planning.

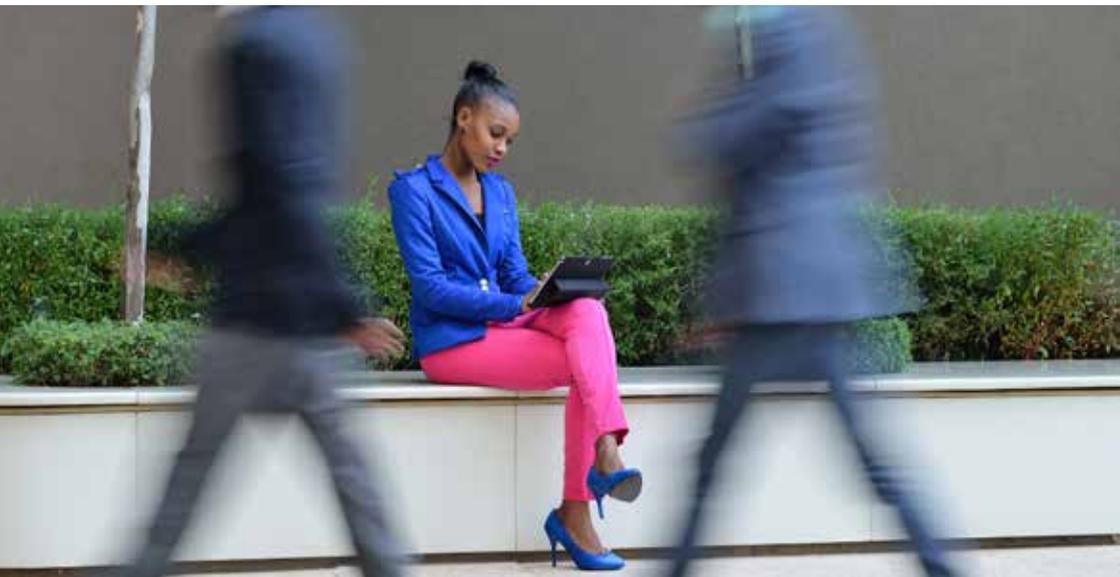
Various universities offer a BCom degree in Financial Planning or in Investment Management.

Post Graduate: Postgraduate Diploma in Financial Planning and Advanced Diploma in Financial Planning.

Professional bodies:

Financial advisors are required to apply for registration as financial services providers with the Financial Services Board (FSB).

They may also become members of the Financial Planning Institute of Southern Africa (FPI).



Accounting Technician

What does a person in this occupation do?

Accounting technicians work at all levels of finance, depending on where they are in their careers. Some accounting technicians work as accounts clerks, whilst others go on to become managing directors or finance directors of well-known companies.

Study path:

Entry: Senior Certificate with Mathematics

Undergraduate: An Accounting Degree or Diploma at a University of Technology.

The Association of Accounting Technicians (AAT) qualifications are:

Certificate in Accounting - there are no formal entry requirements.

Advanced Certificate in Accounting - students normally start at the Certificate Stage, but entry directly to the Advanced Certificate Stage is permitted provided you can satisfy the Association of Accounting Technicians' entry requirements.

Diploma in Accounting - students will normally be expected to complete the Certificate and Advanced Certificate stages but entry directly to the Diploma Stage is permitted provided you can satisfy the Association of Accounting Technicians' entry requirements.

Professional bodies:

Association of Accounting Technicians (AAT).

CERTIFIED ACCOUNTING TECHNICIAN

The ACCA qualification is called Certified Accounting Technician (CAT). In order to become an ACCA-qualified accounting technician you need to complete the practical experience requirement (PER) as well as passing your exams and the professional ethics module.

Professional bodies:

Association of Chartered Certified Accountants (ACCA).

Bookkeeper

What does a person in this occupation do?

Bookkeepers compute, classify, and verify numerical data in order to develop and maintain financial records. In smaller organisations bookkeepers handle all aspects of financial transactions. They record debits and credits, compare current and past balance sheets, summarise details of separate ledgers and prepare reports for supervisors and managers. They may also prepare bank deposits and send cash, cheques and other forms of payment to the bank. The increased use of computers has allowed the use of specialised accounting software on personal computers.

Professional designations:

Associate Bookkeeper (Certificate)
Fellow bookkeeper (Diploma)

Study path:

A person may become a bookkeeper with a National Senior Certificate with Mathematics and Accounting as subjects. Various private institutions offer certificate and diploma courses in accounting and bookkeeping.

Institute for Certified Bookkeepers (ICB) professional qualifications:

Certificate for Registered Bookkeeper (NQF 4)
National Diploma: Technical Financial Accounting (NQF 5).

These two qualifications are registered as learnerships.

Professional bodies:

Professional body membership or registration is not a requirement to work as a bookkeeper. You may want to become a member of the ICB.

Financial Clerk

What does a person in this occupation do?

Financial clerks are responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. Financial clerks receive deposits and pay out money in financial institutions, process credit, loan and insurance applications, maintain records of securities

transactions and registrations, compile data and undertake statistical and actuarial computations.

Study path:

Entry: National Senior Certificate

Many organisations provide in-house training in financial administration. Various private institutions offer certificate and diploma courses in the field,

Debt Collector

What does a person in this occupation do?

Debt collectors collect payments for overdue accounts, overdue instalments or damage claims on behalf of creditors. They locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include preparing statements to the credit department if a customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts.

Study path:

Entry: Senior Certificate

A person can also enter into a learnership in debt collection with a firm that is accredited by Fasset.

Professional bodies:

Registration with the Council for Debt Collectors is a prerequisite for working as a debt collector. However, there are no academic requirements for this registration.



L(earn)erships

What is a learnership?

A learnership is a structured learning programme that consists of a theoretical and a practical component and that leads to a qualification that is registered on the National Qualifications Framework (NQF). A learnership provides a learner with an excellent opportunity to gain experience in the labour market while studying towards a qualification.

A learnership is regulated by a formal contract (learnership agreement) between an employer, a learner and a training provider. An employer can enter into learnership agreements with existing employees or with learners who are not employees. If the employer enters into a learnership agreement with a learner who is not an employee, the employer is not obliged to employ the learner when the learnership ends.

Learnership agreement

The learnership agreement is a formal agreement that is entered into by the learner, the employer and the training institution. The agreement must be in the prescribed format and must be registered with the Seta with which the employer is registered.

Who is involved in a learnership?

The Learner

The learner (unemployed learner or employed learner) is selected and placed on a

learnership agreement with the employer and/or training provider. The learnership agreement states the rights and responsibilities of the learner (if the learner is under 21 years of age, the parent or guardian signs the agreement on behalf of the learner.)

What is expected of a learner?

A learner who enters into a learnership agreement is expected to:

- participate in induction programmes;
- work for the employer as part of the learning process;
- register with a training provider for the theoretical component of the learnership;
- participate in all learning and work experience required by the learnership;
- comply with the employer's workplace policies and procedures;
- complete any timesheets/log books or written assessment tools supplied by the employer or the training provider;
- attend all study periods and theoretical learning sessions with the training provider;
- undertake all learning conscientiously and set aside sufficient time for self-study;
- undergo all practical and theoretical assessments for the learnership.

The Employer

The employer provides the workplace experience part of the learnership and signs the same learnership agreement with the learner stating the employers rights and responsibilities.

What is expected of an employer?

An employer who enters into a learnership contract with one or more learners has to:

- be accredited as a workplace training provider with the Seta to which he/she pays his/her skills development levy;
- recruit and select learners for the learnership programme;
- provide the learners with the necessary workplace experience, supervision and mentorship for the particular learnership;
- release the learners to attend training at the training provider or, if the learners study through distance education, to work through the relevant study material;
- ensure that the learners are assessed by a registered assessor.

How to participate in a learnership?

- Plan a career path
- Identify the learnership that supports the chosen career path
- Find out as much information as possible about the learnership
- Enquire about the applicable criteria for entering the learnership
- Find an employer willing to provide practical work experience.

Why are learnerships important?

- The programme is outcomes-based
- The learner interacts within the working environment (practical)
- The learner interacts with clients and obtains an understanding of workplace dynamics

- Assessment occurs at various stages and is based on the learners' competence (learner centered)
- The qualification is recognised both nationally and is benchmarked against international standards.

Why learnerships were established

Learnerships are intended to address the gap between current education and training provision and the needs of the labour market and are often seen as the crux of skills upliftment in terms of the Skills Development Act. Learnerships seek to address the following issues:

- The decline in levels of employment in South Africa
- The unequal distribution of income
- Unequal access to education and training, and employment opportunities
- The effects of race, gender and geographical location on advancement
- The skills shortage amongst the labour force.

Criteria, as set out in the Skills Development Act, indicate that a learnership must:

- Include a structured learning component
- Include practical work experience
- Lead to a qualification
- Relate to an occupation.

Fasset registered learnerships

The learnerships that fall within Fasset's scope are listed below. The South African Qualifications Authority (SAQA) ID can be entered into the SAQA searchable database (<http://regqs.saqa.org.za/>) should more information on the qualification be sought. Alternatively, you can visit the learnerships page of the Fasset website for more information.

L(earn)erships (continued)

No	Leaverships	SAQA ID No	NQF Level
<i>Association of Accounting Technicians (AAT(SA)) - 011 621 6888</i>			
1	Certificate: Local Government Accounting	59751	3
2	Certificate: Accounting Technician	73710	3
3	Further Education and Training Certificate: Accounting Technician	77143	4
4	Advanced Certificate: Local Government Accounting	73712	4
5	Certificate: Accounting	80189	5
<i>Association of Certified Fraud Examiners (ACFE) - SA Chapter - 082 927 2246</i>			
6	Advanced Certificate: Forensic Practitioner	67269	7
<i>Association of Chartered Certified Accountants (ACCA) - 011 459 1900</i>			
7	Certificate: Certified Accounting Technician	20397	5
8	Chartered Certified Accountant	63550	8
<i>Chartered Institute of Management Accountants (CIMA) - 011 788 8723</i>			
9	National Certificate: Business Accounting	24418	5
10	National Diploma : Management Accounting	24406	6
11	Professional Qualification: Chartered Management Accountant	20400	7
<i>Chartered Secretaries - Southern Africa (CSSA) - 084 815 2018</i>			
12	CIS Professional Qual. Management and Administration	60653	6
13	CIS Professional Qual. Governance and Admin	60651	6
14	CIS Professional Advanced Qualification: Governance and Admin	60655	7
15	CIS Professional Post – Graduate Qualification: Company Secretarial and Governance Practice	60654	8
<i>Fasset – 011 476 8570</i>			
16	Further Education and Training Certificate: Debt Recovery	49021	4
<i>Institute of Administration and Commerce (IAC) - 021 761 6211</i>			
17	Diploma: Financial Accounting	67710	6

No	Learnerships	SAQA ID No	NQF Level
<i>Institute of Certified Bookkeepers (ICB) – 021 685 2746</i>			
18	National Certificate: Bookkeeping	58375	3
19	Further Education and Training Certificate: Bookkeeper	58376	4
20	National Certificate: Public Sector Accounting	20352	4
21	National Certificate: Small Business Financial Management	48736	4
22	Certificate: Office Administration	23618	5
23	Senior Office Administrator	23619	5
24	National Diploma: Technical Financial Accounting	36213	5
25	Diploma : Public Sector Accounting	20353	5
<i>Institute of Internal Auditors (IIA) – 011 450 1040</i>			
26	Certificate: General Internal Auditing	20359	8
<i>Milpark – 011 718 4000</i>			
27	Higher Certificate: Office Administration	90510	5
<i>South African Institute of Chartered Accountants (SAICA) - 011 621 6600</i>			
28	Chartered Accountant: Auditing	48913	7
<i>South African Institute of Professional Accountants (SAIPA) – 011 207 7840</i>			
29	Post-graduate professional qualification: Professional Accountant in Business	20392	7
30	Post-graduate Diploma: Professional Accountant in Practice	20391	8
<i>South African Institute of Stockbrokers (SAIS)– 011 853 8700</i>			
31	Occupational Certificate: Financial Markets Practitioner	93603	7
<i>South African Institute of Tax Professionals (SAIT) – 086 177 7274</i>			
32	Occupational Certificate: Tax Professional	93624	8

South African Universities and Universities of Technology

<i>Province</i>	<i>University</i>	<i>Financial Aid Contact Details</i>
Eastern Cape	Rhodes University	046 603 8248
	Nelson Mandela Metropolitan University	041 504 3182
	University of Fort Hare	040 602 2282
	Walter Sisulu University	043 702 9359
Free State	Central University of Technology	051 507 3375
	University of the Free State	051 401 9160
Gauteng	Tshwane University of Technology	012 382 4149
	Vaal University of Technology	016 950 9484
	University of Johannesburg	011 559 3575
	University of Pretoria	012 420 2389
	University of the Witwatersrand	011 717 1081
KwaZulu-Natal	Durban University of Technology	033 845 8890
	Mangosuthu University of Technology	031 907 7189
	University of KwaZulu-Natal	031 260 7839
	University of Zululand	035 902 6307/6682
Limpopo	University of Limpopo	015 268 2405
	University of Venda	015 962 8421
North West	North-West University	018 299 2045
Western Cape	Cape Peninsula University of Technology	021 959 6594
	University of Cape Town	021 650 2125/3545
	University of Stellenbosch	021 808 9111
	University of the Western Cape	021 959 9753
National	University of South Africa	011 471 2366

Programmes offered at Public TVET Colleges in the Finance and Accounting Field

Public TVET colleges	Contact Details	NCV (National Certificate: Finance, Economics and Accounting)			National N4-N6 Programmes in Financial Management			National N4-N6 Programmes in Business Management		
		NQF L2	NQF L3	NQF L4	NQF L4	NQF L5	NQF L6	NQF L4	NQF L5	NQF L6
Eastern Cape										
Buffalo City	043 704 9218	x	x	x	x	x	x	x	x	x
East Cape Midlands	041 995 2000	x	x	x	x	x	x	x	x	x
King Hintsa	047 401 6400	x	x	x						
Lovedale	043 642 1331	x	x	x	x	x	x	x	x	x
Port Elizabeth*	041 585 7771	x	x	x		x	x	x	x	x
Free State										
Flavius Mareka	016 976 0815/0829	x	x	x				x	x	x
Goldfields	057 910 6000	x	x	x				x	x	x
Maluti	058 713 6100	x	x	x				x	x	x
Motheo	051 406 9330/1	x	x	x						
Gauteng										
Central JHB	011 484 1388/351 6000	x	x	x	x	x	x	x	x	x
Ekurhuleni East	011 736 4400/730 6600	x	x	x	x	x	x	x	x	x
Ekurhuleni West	086 139 2111	x	x	x	x	x	x	x	x	x
Sedibeng	016 422 6645	x	x	x				x	x	x
South West Gauteng	011 527 8300	x	x	x	x	x	x	x	x	x
Tshwane North	012 401 1941/1600	x	x	x	x	x	x			
Tshwane South	012 401 5021	x	x	x	x	x	x	x	x	x
Western	011 692 4004	x	x	x	x	x	x	x	x	x
KwaZulu-Natal										
Coastal	031 905 7200	x	x	x	x	x	x			
Elangeni	031 716 6700	x	x	x	x	x	x			
Esayidi	039 318 1433	x	x	x	x	x	x	x	x	x
Majuba	034 326 4888	x	x	x	x	x	x	x	x	x
Umfolazi	035 902 9503	x	x	x	x	x	x	x	x	x
Umgungundlovu	033 341 2101	x	x	x	x	x	x	x	x	x
Limpopo										
Lephalele	014 763 2252/1014							x	x	x
Letaba	015 307 5440/015 307 2215	x	x	x						
Mopani South East	015 781 5721/5	x	x	x						
Sekhukhune	013 269 0278	x	x	x	x	x	x			
Vhembe	015 963 3156/015 963 3100	x	x	x						
Waterberg	015 491 8581/8602	x	x	x						

Public TVET colleges	Contact Details	NCV (National Certificate: Finance, Economics and Accounting)			National N4-N6 Programmes in Financial Management			National N4-N6 Programmes in Business Management		
		NQF L2	NQF L3	NQF L4	NQF L4	NQF L5	NQF L6	NQF L4	NQF L5	NQF L6
<i>Mpumalanga</i>										
Ehlanzeni	013 752 7105	x	x	x						
Gert Sibande	017 712 9040/1458/1459	x	x	x	x	x	x	x	x	x
Nkangala	013 690 1430/3824	x	x	x	x	x	x	x	x	x
<i>Northern Cape</i>										
Northern Cape Rural	054 331 3836	x	x	x						
Northern Cape Urban	053 839 2000/2061	x	x	x	x	x	x			
<i>North West</i>										
Orbit	014 592 8461/2/8814	x	x	x	x	x	x			
Taleiso	018 384 2346/7/9	x	x	x						
Vuselela	018 406 7800	x	x	x				x	x	x
<i>Western Cape</i>										
Boland	021 886 7111/2	x	x	x	x	x	x	x	x	x
College of Cape Town*	021 404 6700	x	x	x				x	x	x
False Bay*	021 003 0600	x	x	x	x	x	x	x	x	x
Northlink	021 970 9000	x	x	x	x	x	x	x	x	x
South Cape	044 884 0359	x	x	x	x	x	x	x	x	x
West Coast	022 482 1143							x	x	x

* This TVET college also offers the National Diploma: Technical Financial Accounting (NQF Level 5).

Source: Fasset Sector Survey 2012

* Bursary Listings

Structure/ Scheme	Website
Brand South Africa	http://www.southafrica.info/services/education/studentloans.htm#.U_s_79jlrct
Bursary.co.za	http://bursary.co.za/students-intro-2/
Career Planet	http://www.careerplanet.co.za/bursaries
Careers Portal	http://www.careersportal.co.za/bursaries/bursary-guide.html
Career Wise	http://www.careerwise.co.za/index.php?pg=corp_burs
Get a Life	http://www.gal.co.za/fm_bursary_list.asp
LUCKYsters	http://luckysters.com/bursaries-and-scholarships/
NSFAS	http://www.nsfas.org.za/NSFAS/STUDENTS/BURSARIES
Pace Career Centre	http://www.gostudy.mobi/default.aspx
Rural Education Access Programme (REAP)	http://www.reap.org.za/pages/applicants.html
SA Bursaries	http://www.sabursaries.com/
SASStudy.co.za	http://sastudy.co.za/bursaries/
Studiustrust	http://www.studytrust.org.za/index.php/bursaries
SAQA Career Advise Services	http://www.careerhelp.org.za/page/financing-studies/bursary/1155240-List-of-available-bursaries

**The list above is not a comprehensive list but may help those in search of funding opportunities. Students are encouraged to conduct further research in this regard.*



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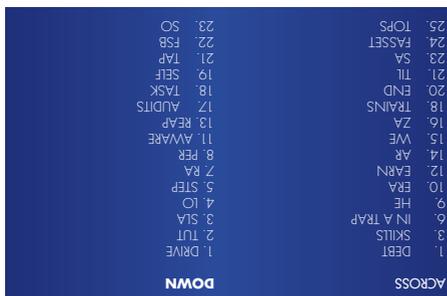
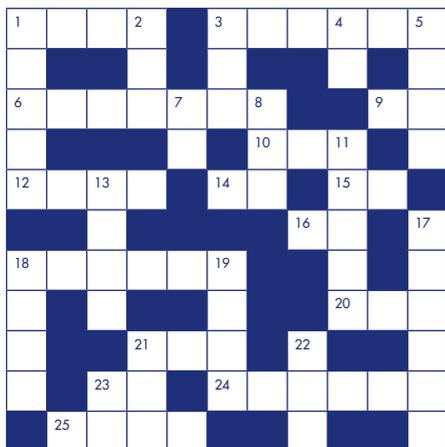


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Crossword Puzzle



Across

1. People who spend too much often find themselves in this (4)
3. To get ahead in a career one needs to acquire these (6)
6. Those who are in (1. Across) often feel this way (7)
9. Higher Education (2)
10. Starting a career is the start of a new (3)
12. To obtain money in return for labour or services (4)
14. The abbreviation for an annual report (2)
15. To succeed, ... must work as a team (2)
16. The internet country code top level domain for South Africa. (2)
18. A trainer does this (6)
20. There is no ... to lifelong learning (3)
21. Short for until (3)
23. The rainbow nation (2)
24. The SETA representing the financial and accounting sector (6)
25. At the most (4)

Down

1. To enjoy a rewarding careers takes this (5)
2. Tshwane University of Technology (3)
3. Abbreviation for a Service Level Agreement (3)
4. School subject that focuses on life orientation & soft skills (2)
5. Every achievement is another ... on the career ladder (4)
7. Retirement annuity (2)
8. Jobs pay a salary ... month (3)
11. Accountants must be ... of their company's financial dealings (5)
13. Those who work hard will ... the rewards (4)
17. An auditor does this to the books (6)
18. A well done is highly satisfying (4)
19. Training improves one's sense of this worth (4)
21. Employees should ... into employees' potential (3)
22. Short for the Financial Services Board (3)
23. Progress is ... rewarding (2)

Keep in Contact

Collect the contact details of people / organisations with whom you want to follow up.

Fill in their details in the space below:

Who did I speak to in my career planning journey whom I would like to keep future contact with:

Name: _____

Institution: _____

Telephone No: _____

Email _____

Reason for contact: _____

Name: _____

Institution: _____

Telephone No: _____

Email _____

Reason for contact: _____

Name: _____

Institution: _____

Telephone No: _____

Email: _____

Reason for contact: _____

Name: _____

Institution: _____

Telephone No: _____

Email: _____

Reason for contact: _____



F A S S E T

Make the future count

PO Box 6801, Cresta, 2118
Building 3, Ground Floor, 299 Pendoring Road, Blackheath
Call Centre: 086 101 0001, E-mail: learners@fasset.org.za
Web: www.fasset.org.za

Fasset is the Finance and Accounting Services Sector Education and Training Authority (Seta).