

Fasset Learnerships: Learnership in Public Sector Accounting : National Certificate: Public Sector Accounting



	Fasset
Learnership Title:	Learnership in Public Sector Accounting : National Certificate: Public Sector Accounting
Learnership Code:	01/Q010019/00/120/4
NQF Level:	4

The learnerships in public sector accounting are nationally recognised qualifications designed by the Institute for Public Finance and Auditing (IPFA). The IPFA learnerships in Public Sector Accounting have been designed specifically for learners who intend pursuing a career as an Accounts Administrator or Accounting Technician and who realise the importance of being affiliated with a professional body such as IPFA that will equip them with the necessary skills to cope effectively with the demands of their changing environment.

Learnership Information

Entrance Requirements

1. Learners must:

- have NQF Level 2 (Standard 8 / Grade 10) Numeracy and Communication, or above
- undergo a pre-enrolment assessment of basic numeracy and literacy skills

Learners should preferably:

- possess a Grade 12 Certificate with Accounting
- be employed in finance in the public sector

Syllabus

Theory Component

This is the structured learning component of the learnership and comprises the following Fundamental, Core and Elective Outcomes:

Learnership in Public Sector Accounting (Level 4)

Fundamental Learning

- Numeracy
- Communication
- Public Sector financial management systems
- Information Technology
- Personal effectiveness within the work environment

Core Learning: Financial Accounting

- Explain the nature and function of financial accounting
- Recognise, examine and apply the conceptual basis of accounting
- Explain and apply accounting systems and processes
- Perform financial operations within the appropriate ethical framework

- Recording cash, credit sales and credit purchase transactions
- Trial Balance
- Bank reconciliation
- Petty cash

Core Learning: Financial Management

- Prepare accounting information for Managers
- Budgeting
- Understand the supply chain management cycle
- Internal control
- Know, understand and utilise data processing systems in the workplace

Electives

- Credit control
- Payroll

Practical Component

This is the work-based component of the learnership. Learnerships in Public Sector Accounting have been structured to allow learners to demonstrate competence in the workplace via simulated exercises, projects and portfolios of evidence. Learners are required to complete the one-year Learnership in Public Sector Accounting (Level 4) at an accredited employer/workplace training provider (Fasset Approved Training Centre).

Assessment

The assessment process accommodates the fact that most IPFA learners are currently employed and therefore focuses on formative assessments where the learner is assessed after completing each module. Assessment Guides are structured to determine the knowledge level of the learner and allow the learner to demonstrate their ability to apply the knowledge in a practical work-based environment. The IPFA learnerships are assessed in two ways:

1. The theory component is assessed at the end of each module (in accordance with a pre-determined schedule)
2. The practical component comprises the completion of workbooks structured around the Assessment Guides.

Learners demonstrate competence in accordance with the assessment methods detailed in the assessment Guides the assessments are then submitted to a Registered Assessor according to a pre-determined schedule. Where competence needs to be assessed in the workplace, necessary arrangements are made with a Registered Assessor.

Work Functions

Accounts Administrator

The Accounts Administrator ensures that financial transactions are properly recorded and administers the full range of processes that occur in a Finance department. There is strong emphasis on ensuring compliance with Treasury and other regulations and in establishing the accuracy of fundamental financial records.

Accounting Technician

The Accounting Technician has a supervisory role to play, overseeing the work of Accounting Clerks and Senior Accounting Clerks, as well as maintaining and reconciling financial accounting records and ensuring that transactions are processed in accordance with agreed procedures and authorities.

Contact Details:

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