



Professional Body:	Association of Accounting Technicians (AAT)
Learnership Title:	Certificate: Accounting Technician Learnership
Learnership Code:	01Q010036001203
NQF Level:	3

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 Accounting Technician Learnerships are aimed at learners who are employed or want to 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 wanting to begin a career in accounting. Accounting technicians work in all sectors of the economy, including accountancy practice, industry and commerce, and the public sector.

## Learnership Information

There are no formal entry requirements in terms of qualifications, but learners must have a good level of literacy and numeracy and must be able to complete assessments in English. Learners must be employed in order to participate in this learnership.

## Structure

The Certificate: Accounting Technician Learnership leads to the AAT(SA) FET Certificate: Accounting Technician learnership, which is registered at level 4 on the National Qualifications Framework (NQF). It also leads to membership of AAT(SA) at the Silver membership level. Further details of this are shown at <http://www.aatsa.org.za/members/>

This learnership will start to develop skills in double entry bookkeeping and give an understanding of management and administrative processes. You will learn how to use manual and computerised accounting systems and to work with the purchase ledger, sales ledger and general ledger.

## Syllabus

This learnership covers the following areas:

Principles of recording and processing financial transactions
Preparing and recording financial documentation
Processing ledger transactions and extracting a trial balance
Maintaining and reconciling the cash book
Banking procedures
Maintaining petty cash records

Maintaining the journal
Maintaining control accounts
Work effectively in accounting and finance
Basic principles of costing
Provide basic cost and revenue information
Computerised Accounting

### 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>

### **Learnership Duration**

The duration of this learnership is variable, depending on the learners' progress and previous experience, but it likely to take between six and twelve 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 AAT Certificate: Accounting Technician and will have completed the learnership.

### **Contact Details:**

Professional Body:	Association of Accounting Technicians AAT(SA)
Contact Person:	Ayanda Dingaan
Tel:	(011) 621-6648
E-mail:	<a href="mailto:ayandad@aatsa.org.za">ayandad@aatsa.org.za</a>
Web:	<a href="http://info@aatsa.org.za">info@aatsa.org.za</a>