

Fasset Learnerships: National Diploma: Technical Financial Accountant



Professional Body:	Institute of Certified Bookkeepers (ICB)
Learnership Title:	Senior Office Administrator Learnership
Learnership Code:	01Q010040002405
NQF Level:	5

The ICB was established in 1931 with the objective of promoting quality training and qualifications for Junior Bookkeepers, Senior Bookkeepers and Accounting Technicians in Southern Africa, as well as providing qualifications in the realm of Office Administration and Business Financial Management.

Since then thousands of learners have completed their studies through the ICB and have become members of the professional body which accrues various benefits to those who have maintained their membership by paying their annual subscriptions to the ICB.

All the qualifications are South African based and are registered on the South African National Qualifications Framework (NQF) and the outcomes are relevant to the South African market. The ICB is owned by the Institute of Financial Accountants (IFA) and the International Association of Bookkeepers (IAB), both based in the United Kingdom. Together the ICB, IFA and IAB are represented in over 100 countries around the world, and together represent over 35 000 Bookkeepers, Accounting Technicians and Financial Accountants. Learners, who have achieved certain qualifications of the ICB, may apply for membership of either the IFA and/or IAB.

Learnership Information

It is presumed that learners are competent in Communication and Mathematical Literacy at NQF Level 4, or the Certificate Office Administration NQF 5.

A process of Recognition of Prior Learning is in place. This allows the learner to apply to the Institute for credits towards the registered qualification based on previous work experience and/or previous qualifications relevant to the learnership.

Syllabus

This learnership comprises of both a theory and practical component. The theory component is assessed by national assessments set and administered by the Institute. The practical component is assessed by a registered assessor in the workplace as stipulated in the assessment guidelines document.

1. Theory component

This is the structured learning component of the learnership. Learning is to be completed at an accredited training provider and the learner is assessed via the means of a predetermined portfolio of evidence comprising of three activities, two evaluations and a final three-and-a-half hour time constraint summative assessment (examination) in each the following learning areas:

- a. Office Communication
- b. Business and Office Administration 1
- c. Bookkeeping
- d. Marketing Management and Public Relations

- e. Business Law and Administrative Practice
- f. Cost and Management Accounting
- g. Business and Office Administration 2
- h. Human Resource Management and Labour Relations
- i. Economics

Should a learner already have completed the Junior Office Administrator Learnership prior to the commencement of the Senior Office Administrator Learnership, then the learner is only required to complete the last three learning areas above, i.e. Business and Office Administration 2, Human Resource Management and Labour Relations, and Economics.

2. Practical Component

This is the work-based component of the learnership. Learners are required to undergo monitored workplace training, after which the learner will be assessed against the practical component of the learnership. The practical component must be completed at an accredited workplace provider.

Duration of the Learnership

The duration of this learnership is twelve (12) months, during which time the learner is required to complete both the theory and practical components of the learnership.

Assessments

The theory component of the learnership is assessed by the learner completing a pre-describe Portfolio of Evidence in each of the learning areas listed above as well as a three-and-a-half hour assessment (examination), whilst the practical component of the learnership will be assessed after the learner has completed the required practical portfolio of evidence.

Work functions

Secretary, General Office Manager, Human Resources Administrator, Labour Relations Administrator. Use your understanding of office management techniques and your thorough knowledge of human resources, labour relations and economics.

Contact Details:

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