

NOTICE 1722 OF 2002
SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

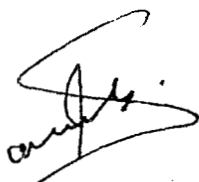
Accounting and Financial Management

Registered by NSB 03, Business, Commerce and Management Studies, publishes the following unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the unit standards upon which qualifications are based. The unit standards can be accessed via the SAQA web-site at www.saqa.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, 659 Pienaar street, Brooklyn, Pretoria.

Comment on the unit standards should reach SAQA at the address ***below and no later than 13 October 2002***. All correspondence should be marked **Standards Setting – SGB for Accounting and Financial Management** and addressed to

The Director: Standards Setting and Development
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Attention: Mr. D Mphuthing
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PR

SAMUEL B.A. ISAACS
EXECUTIVE OFFICER

UNIT STANDARDS ON NQF LEVEL 5

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1. **TITLE:** Administer and wind up the of estates of deceased persons
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- LEVEL ON THE NQF:** 5
- CREDITS:** 8
- Specific Outcome 1:** Demonstrate knowledge of the laws and procedures relating to the administration of estates of deceased persons
Range: Estate Duty Act 1955, Succession Act 1934, Wills Act 1953
- Specific Outcome 2:** Administer and wind up an estate of a deceased person
- Specific Outcome 3:** Prepare executors' accounts
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2. **TITLE:** Administer and wind up insolvent estates
Range: Individuals and companies
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- LEVEL ON THE NQF:** 5
- CREDITS:** 8
- Specific Outcome 1:** Demonstrate knowledge of the laws and procedures relating to the administration of insolvent estates and liquidations of companies
Range: The Insolvency Act, The Companies Act, Important decisions of the courts, the practice of the High Court and the Registrar of Companies
- Specific Outcome 2:** Administer and wind up insolvent estates
Range: Individuals and companies
- Specific Outcome 3:** Prepare trustee and liquidator accounts
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3. **TITLE:** Interpret statutes and provide basic information on South African legislation as it relates to the accounting function
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- LEVEL ON THE NQF:** 5
- CREDITS:** 10
- Specific Outcome 1:** Demonstrate knowledge of the South African legal system
- Specific Outcome 2:** Interpret statutes
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Range: Law of purchase, sale, letting and hiring, Law of suretyship, Law of insurance, Law of arbitration, Law of marketing, Law of carriage of goods, Legislation relating to financial institutions

Specific Outcome 3: Provide information on aspects of the South African legal system

4. TITLE: Record income and receipts

LEVEL ON THE NQF: 5

CREDITS: 10

Specific Outcome 1: Demonstrate an understanding of the general business and accounting environment

Specific Outcome 2: Process documents relating to goods and services supplied

Specific Outcome 3: Receive and record receipts
Range: VAT – where applicable

5. TITLE: Make and record payments

LEVEL ON THE NQF: 5

CREDITS: 8

Specific Outcome 1: Process documents relating to goods and services received

Specific Outcome 2: Prepare authorised payments

Specific Outcome 3: Make and record payments

Specific Outcome 4: Demonstrate an understanding of the business and accounting environment

6. TITLE: Prepare ledger balances and an initial trial balance

LEVEL ON THE NQF: 5

CREDITS: 10

Specific Outcome 1: Balance bank transactions

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- Specific Outcome 2:** Prepare ledger balances and control accounts
- Specific Outcome 3:** Draft an initial trial balance
- Specific Outcome 4:** Demonstrate an understanding of the business and accounting environment
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7. TITLE: Work with information technology in an accounting environment

- LEVEL ON THE NQF:** 5
- CREDITS:** 6
- Specific Outcome 1:** Input, store and output data
- Specific Outcome 2:** Minimise risks to data held on a computer system
Range: Sources of data - Internal, External
- Specific Outcome 3:** Use basic computer systems
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8. TITLE: Achieve personal effectiveness in an accounting environment

- LEVEL ON THE NQF:** 5
- CREDITS:** 8
- Specific Outcome 1:** Plan and organise own work
- Specific Outcome 2:** Establish and maintain working relationships
- Specific Outcome 3:** Maintain accounting files and records
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9. TITLE: Supply costing information for management control

- LEVEL ON THE NQF:** 5
- CREDITS:** 8
- Specific Outcome 1:** Demonstrate an understanding of the business and accounting environment
- Specific Outcome 2:** Code and extract costing information

Range: Wrong codes, Excessive volumes, Wrong organisation

Specific Outcome 3: Provide comparisons on costs and income

10. TITLE: Maintain financial records and prepare general ledger accounts

LEVEL ON THE NQF: 5

CREDITS: 12

Specific Outcome 1: Maintain records relating to capital acquisition and disposal

Specific Outcome 2: Record income and expenditure
Range: Records - Cash and Petty Cash Book, Journal, Ledger

Specific Outcome 3: Collect and collate information for the preparation of general ledger accounts
Range: Trial balance, Suspense Account

Specific Outcome 4: Prepare the extended trial balance

11. TITLE: Record, analyse and prepare cost information

LEVEL ON THE NQF: 5

CREDITS: 10

Specific Outcome 1: Record and analyse information relating to direct costs
Range: Standard and actual material (raw materials, part finished goods, materials issued from stores within the organisation, deliveries) and labour (employees on organisation's payroll, sub-contractors, agency staff) costs, and expenses (direct revenue expenditure)

Specific Outcome 2: Record and analyse information relating to the allocation, apportionment and absorption of overhead costs

Specific Outcome 3: Prepare and present standard cost reports

Specific Outcome 4: Demonstrate an understanding of the business and accounting environment

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12. **TITLE:** Prepare financial reports and returns
Range: Periodic performance reports, Reports and Returns for outside agencies, VAT returns.
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LEVEL ON THE NQF: 5

CREDITS: 8

Specific Outcome 1: Prepare and present periodic performance reports
Range: Cost and Revenue information

Specific Outcome 2: Prepare reports and returns for outside agencies

Specific Outcome 3: Prepare VAT returns

Specific Outcome 4: Demonstrate an understanding of the business and accounting environment

13. **TITLE:** Produce spreadsheets using accounting related information technology
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LEVEL ON THE NQF: 5

CREDITS: 8

Specific Outcome 1: Obtain information from a computerised management information system
Range: Information obtained from own work and area of responsibility, obtained on request from others

Specific Outcome 2: Produce spreadsheets for the analysis of numerical information
Range: Spreadsheets include those that require possible rounding errors, have conditions in some formulas, are used to produce graphs

Specific Outcome 3: Contribute to the quality of the management information system
Range: MIS - computerised system

14. **TITLE:** Contribute to the management of costs and the enhancement of value
-

LEVEL ON THE NQF: 5

CREDITS: 10

Specific Outcome 1: Demonstrate an understanding of the business and accounting environment

- Specific Outcome 2:** Collect, analyse and disseminate information about costs
Range: Movements in prices charged by suppliers, competitors and providers of services, and general price changes
- Specific Outcome 3:** Make recommendations to reduce costs and enhance value

15. TITLE: Contribute to the planning and allocation of resources within an accounting framework

LEVEL ON THE NQF: 5

CREDITS: 10

- Specific Outcome 1:** Prepare forecasts of income and expenditure
Range: Income and expenditure
- Specific Outcome 2:** Produce draft budget proposals
Range: Budget for current expenditure, Resource budget, Capital budget
- Specific Outcome 3:** Monitor the performance of responsibility centres against budget
Range: Budget for current expenditure, Resource budget
- Specific Outcome 4:** Demonstrate an understanding of the business and accounting environment

16. TITLE: Manage accounting systems

LEVEL ON THE NQF: 5

CREDITS: 10

- Specific Outcome 1:** Co-ordinate work activities within the accounting environment
- Specific Outcome 2:** Identify opportunities to improve the effectiveness of an accounting system
Range: Accounting system refers to one section of an accounting system
- Specific Outcome 3:** Identify and report on control deficiencies in an accounting system
Range: Accounting system refers to one section of an accounting system

Specific Outcome 4: Demonstrate an understanding of the management and accounting environment

17. TITLE: Draft financial statements
Range: Accounting practice, Industry and Commerce

LEVEL ON THE NQF: 5

CREDITS: 12

Specific Outcome 1: Demonstrate an understanding of the business and accounting environment

Specific Outcome 2: Identify financial statement information
Range: Balance sheet, Income statement

Specific Outcome 3: Draft year end financial statements
Range: Limited Company (unitary, consolidated), Sole Trader, Close Corporation, Partnership

18. TITLE: Operate a cash management and credit control system

LEVEL ON THE NQF: 5

CREDITS: 10

Specific Outcome 1: Monitor and control cash receipts and payments
Range: Regular revenue receipts and payments, capital receipts and payments, drawings or dividends and disbursements, exceptional receipts and payments

Specific Outcome 2: Manage cash balances

Specific Outcome 3: Grant credit

Specific Outcome 4: Monitor and control the collection of debts

19. TITLE: Contribute to the implementation of auditing procedures
Range: Internal and external auditing process

LEVEL ON THE NQF: 5

CREDITS: 12

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- Specific Outcome 1: **Contribute to the planning of an audit assignment**
Range: Manual and computerised accounting systems
- Specific Outcome 2: **Contribute to the conduct of an audit assignment**
Range: Manual and computerised accounting systems which include purchases, sales, stock, expenses, balance sheet items, payroll
- Specific Outcome 3: **Prepare related draft reports**
Range: Manual and computerised systems
- Specific Outcome 4: **Demonstrate an understanding of the business and auditing environment**
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20. **TITLE: Prepare business tax returns**
Range: Tax returns, Provisional tax returns, STC returns

- LEVEL ON THE NQF: 5
- CREDITS: 12
- Specific Outcome 1: **Calculate taxable income from trade and complete business sections of tax returns**
Range: IT 12 returns
- Specific Outcome 2: **Prepare computations of capital allowances and recoupments**
Range: Recoupments refers to general, set-off and further recoupments
- Specific Outcome 3: **Calculate and account for provisional tax payments**
Range: Clients - persons other than companies
- Specific Outcome 4: **Adjust income or losses of companies to taxable income and complete company tax returns**
Range: Companies and Close Corporations, IT 14 return
- Specific Outcome 5: **Calculate and account for STC (Secondary Tax on Companies)**
Range: Companies and Close Corporations
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21. **TITLE: Prepare personal tax returns**
Range: Tax returns, Provisional tax returns

- LEVEL ON THE NQF: 5
- CREDITS: 10

- Specific Outcome 1:** Calculate income from employment, SITE and PAYE deductions
Range: PAYE return
- Specific Outcome 2:** Prepare computations of investment, royalty and rental taxable income
Range: Recoupments refers to general, set-off and further recoupments. Exemptions refers to amounts exempted in terms of current legislation in respect of investment incomes, Section 6 exemptions, and amounts not from a source in the Republic or not deemed to be from a source in the Republic
- Specific Outcome 3:** Calculate taxable portions of lump sum benefits
Range: Clients - persons other than companies
- Specific Outcome 4:** Prepare personal tax returns and calculate the tax liability
*Range: Returns relating to individuals.
Rating: Primary, Over 65 years of age*

UNIT STANDARDS AT NQF LEVEL 6

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1. TITLE: Recognise, measure, classify and record financial and non-financial data
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LEVEL ON THE NQF: 5

CREDITS: 8

Specific Outcome 1: Recognise financial and non-financial data
Range: Assets, liabilities, financial position, financial performance, non-financial information

Specific Outcome 2: Classify financial and non-financial data

Specific Outcome 3: Measure and record financial and non-financial data

2. TITLE: Interpret and assess the regulatory environment governing corporate entities in South Africa
Range: Company law, the Close Corporations Act and Legal nature of partnerships
-

LEVEL ON THE NQF: 6

CREDITS: 12

Specific Outcome 1: Interpret and assess the basic tenets of company law relating to the regulatory environment governing corporate entities in South Africa

Specific Outcome 2: Interpret and assess the basic tenets of the Close Corporations Act relating to the regulatory environment governing corporate entities in South Africa

Specific Outcome 3: Ensure compliance with specific aspects of the regulatory environment governing corporate entities in South Africa
Range: Company law and the Close Corporations Act

3. TITLE: Apply concepts and principles of business ethics in the professional environment
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LEVEL ON THE NQF: 6

CREDITS: 5

Specific Outcome 1: Demonstrate an understanding of the concepts and principles relating to business ethics in the professional environment

Specific Outcome 2: Exercise professional judgement with regard to practical situations

Specific Outcome 3: Use ethical procedures in a professional environment

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- 4. TITLE:** Apply concepts and principles relevant to the practical aspects of corporate governance and accountability.
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LEVEL ON THE NQF: 6

CREDITS: 10

Specific Outcome 1: Explain the responsibilities of the different role players and the principles of corporate governance and accountability

Specific Outcome 2: Prepare information concerning practical aspects of corporate governance and accountability

Specific Outcome 3: Demonstrate knowledge of risk management elements related to corporate governance

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- 5. TITLE:** Apply and design systems of internal financial audit control
Range: Manual and computerised environments
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LEVEL ON THE NQF: 6

CREDITS: 12

Specific Outcome 1: Demonstrate knowledge of the principles of systems of internal financial control

Specific Outcome 2: Design systems of internal financial control

Specific Outcome 3: Evaluate current and new systems of internal financial control
Range: Networks and electronic data exchange, Internet and Intranets, Electronic commerce, Outsourcing, Stand-alone microcomputer systems, Online computer systems, Database systems

Specific Outcome 4: Apply the fundamental concepts of information technology

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- 6. TITLE:** Design, evaluate and apply cost management systems and techniques in the business environment
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LEVEL ON THE NQF: 6

CREDITS: 12

- Specific Outcome 1: **Design and evaluate costing systems appropriate for various types of organisations and processes**
- Specific Outcome 2: **Calculate, record and report cost management information**
- Specific Outcome 3: **Apply cost management techniques**
Range: Advanced management accounting techniques, Costing and cost management (materials, labour, overheads)

7. **TITLE: Select and apply financing instruments in the valuation of a business entity and financial assets**

LEVEL ON THE NQF: 6

CREDITS: 10

- Specific Outcome 1: **Apply the principles of finance to the valuation of business and financial assets**
- Specific Outcome 2: **Select and apply financing instruments in business and asset valuations**
- Specific Outcome 3: **Conduct business entity and financial asset valuations**

8. **TITLE: Interpret and apply the laws and procedures related to taxes levied**
Range: Income Tax Act

2. LEVEL ON THE NQF: 6

3. CREDITS: 8

- Specific Outcome 1: **Interpret and apply the Income Tax Act**
- Specific Outcome 2: **Keep abreast of and explain developments in the field of taxation**
- Specific Outcome 3: **Apply the laws and procedures relating to taxes levied**

9. **TITLE: Interpret and apply the laws and procedures relating to the duty which is levied on the estates of deceased persons**
Range: Estate Duty Act 1955, Succession Act 1934, Wills Act 1953

LEVEL ON THE NQF: 6

CREDITS: 8

- Specific Outcome 1: **Interpret legislation related to Estate Duty**

Specific Outcome 2: Keep abreast of and explain developments in the field of taxation

Specific Outcome 3: Apply the laws and procedures relating to estate duty

- 10. TITLE:** Interpret and apply the laws and procedures related to value-added tax
Range: Value-added Tax Act

LEVEL ON THE NQF: 6

CREDITS: 8

Specific Outcome 1: Interpret the Value-added Tax Act

Specific Outcome 2: Keep abreast of and explain developments in the field of taxation

Specific Outcome 3: Apply the laws and procedures relating to taxes levied

- 11. TITLE:** Identify, implement and manage Information System financial control strategy
Range: Basic and complex businesses

LEVEL ON THE NQF: 6

CREDITS: 12

Specific Outcome 1: Identify the controls necessary in business cycles and their related Information System environments

Specific Outcome 2: Establish and evaluate the controls necessary for the information system implementation process

Specific Outcome 3: Participate in the implementation of Information System controls

Specific Outcome 4 Manage business cycle and Information System control strategies

Range: Accounting system, Control procedures, Control design, Control over data and system integrity, Continuity of processing/ disaster recovery planning and control, IS processing/operations

- 12. TITLE:** Analyse and participate in the design of Information Systems

LEVEL ON THE NQF: 6

CREDITS: 12

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| Specific Outcome 1: | Demonstrate an understanding of the role of information in organisation design and behaviour |
| Specific Outcome 2: | Participate in the analysis and design of information systems |
| Specific Outcome 3: | Maintain control over system development processes |
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13. TITLE: Apply computer-assisted audit techniques (CAAT's)

LEVEL ON THE NQF: 6

CREDITS: 10

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|---------------------|---|
| Specific Outcome 1: | Demonstrate an understanding of Computer-assisted Audit Techniques (CAAT's) |
| Specific Outcome 2: | Evaluate and report on Computer-assisted Audit Techniques (CAAT's) |
| Specific Outcome 3: | Execute and control Computer-assisted Audit Techniques (CAAT's) as a team |
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14. TITLE: Interpret provisions of a contract and assess liability of clients and other parties to an agency agreement

LEVEL ON THE NQF: 6

CREDITS: 10

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|---------------------|---|
| Specific Outcome 1: | Interpret the provisions of a contract
<i>Range: Definition and essential elements, Voidable contracts, Operation, Parties, Contents, Obligations, Cession, delegation and variation, Termination, Breach of contract</i> |
| Specific Outcome 2: | Interpret the law of agency |
| Specific Outcome 3: | Assess the liability of clients and other parties to an agency agreement |
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15. TITLE: Identify and assess negotiable instruments relating to modes of payment

LEVEL ON THE NQF: 6

CREDITS: 10

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|---------------------|---|
| Specific Outcome 1: | Demonstrate knowledge of the rules governing modes of payment |
|---------------------|---|

Specific Outcome 2: Identify negotiable instruments

Specific Outcome 3: Assess the legal consequences of instruments

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16. TITLE: Identify and administer processes relating to property transaction, mortgage and pledge laws
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LEVEL ON THE NQF: 6

CREDITS: 10

Specific Outcome 1: Demonstrate knowledge of laws relating to property transactions, mortgages and pledges

Specific Outcome 2: Demonstrate understanding of the effects of various forms of security

Specific Outcome 3: Identify and assess executed documents governing security

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17. TITLE: Provide advice to clients on the legal principles of labour law
Range: Labour Relations Act
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LEVEL ON THE NQF: 6

CREDITS: 8

Specific Outcome 1: Demonstrate knowledge of the Labour Relations Act
Range: Labour Relations Act

Specific Outcome 2: Collate common law service contracts

Specific Outcome 3: Provide advice to clients on basic labour law

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18. TITLE: Apply the uses and limitations of quantitative techniques used in managerial accounting, financial accounting and auditing
-

LEVEL ON THE NQF: 6

CREDITS: 10

Specific Outcome 1: Demonstrate and understanding of various quantitative statistical techniques

Specific Outcome 2: Apply the uses of quantitative techniques in managerial accounting, financial accounting and auditing processes

Specific Outcome 3: Interpret solutions and identify limitations of analysis

19. TITLE: Determine what is taxable income.

Range: Within context, excluding specialist areas covered by current tax legislation.

LEVEL ON THE NQF: 6

CREDITS: 16

Specific Outcome 1: Determine what is gross income.

Specific Outcome 2: Determine and advise on which income is exempt from tax.

Specific Outcome 3: Identify and calculate deductions and allowances

20. TITLE: Calculate the taxation of persons other than companies.

LEVEL ON THE NQF: 6

CREDITS: 15

Specific Outcome 1: Determine the normal tax liability of natural persons.

Specific Outcome 2: Determine the normal tax liability of partnerships.

Specific Outcome 3: Determine the normal tax liability of trusts.

Specific Outcome 4: Determine the normal tax liability of deceased estates.
Range: Income tax

Specific Outcome 5: Determine the normal tax liability of insolvent estates.

21. TITLE: Calculate the taxation of companies.

LEVEL ON THE NQF: 6

CREDITS: 16

Specific Outcome 1: Determine the normal tax liability of companies.

Specific Outcome 2: Determine and comment on the taxation of dividends.

Specific Outcome 3: Determine and comment on the secondary tax on companies.

Specific Outcome 4: Apply the special provisions relating to unbundling and group rationalisation.

Specific Outcome 5: Establish and comment on what is deemed trading stock.

19. TITLE: Determine what is taxable income.

Range: Within context, excluding specialist areas covered by current tax legislation.

LEVEL ON THE NQF: 6

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Specific Outcome 2: Determine and advise on which income is exempt from tax.

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Specific Outcome 5: Determine the normal tax liability of insolvent estates.

21. TITLE: Calculate the taxation of companies.

LEVEL ON THE NQF: 6

CREDITS: 16

Specific Outcome 1: Determine the normal tax liability of companies.

Specific Outcome 2: Determine and comment on the taxation of dividends.

Specific Outcome 3: Determine and comment on the secondary tax on companies.

Specific Outcome 4: Apply the special provisions relating to unbundling and group rationalisation.

Specific Outcome 5: Establish and comment on what is deemed trading stock.

22. TITLE: Determine the taxation of income from farming operations.

LEVEL ON THE NQF: 6**CREDITS:** 15**Specific Outcome 1:** Determine the taxation of income from farming operations.**Specific Outcome 2:** Demonstrate a working knowledge of the provisions of the Income Tax Act relating to farming operations

23. TITLE: Identify the special tax provisions.

LEVEL ON THE NQF: 6**CREDITS:** 12**Specific Outcome 1:** Determine, calculate and comment on the credit agreements, debtors' allowances and the taxation of townships.**Specific Outcome 2:** Determine, calculate and comment on foreign exchange profits and losses**Specific Outcome 3:** Calculate and comment on the amount of interest incurred and accrued.

24. TITLE: Calculate the taxation of lump-sum benefits.

LEVEL ON THE NQF: 6**CREDITS:** 10**Specific Outcome 1:** Calculate and comment on the taxation of lump-sum benefits from retirement funds.**Specific Outcome 2:** Calculate and comment on the taxation of lump-sum benefits from employment

25. TITLE: Apply the provisions relating to non-resident taxpayers.

LEVEL ON THE NQF: 6**CREDITS:** 8:**Specific Outcome 1:** Apply and comment on the normal tax provisions.

Specific Outcome 2: Determine and advise on the tax consequences of royalties accruing to non-residents.

Specific Outcome 3: Apply and advise on the provisions of double tax agreements.

26. TITLE: Apply provisions relating to the concept of tax avoidance.

LEVEL ON THE NQF: 6

CREDITS: 8

Specific Outcome 1: Apply the general provisions relating to tax avoidance.

Specific Outcome 2: Apply the specific provisions relating to tax avoidance.

27. TITLE: Calculate donations tax.

LEVEL ON THE NQF: 6

CREDITS: 6:

Specific Outcome 1: Identify and comment on donations subject to donations tax.

Specific Outcome 2: Calculate donations tax

28. TITLE: Ensure compliance with the general tax provisions.

LEVEL ON THE NQF: 6

CREDITS: 12

Specific Outcome 1: Ensure compliance with the provisions relating to returns and books, accounts and records.

Specific Outcome 2: Ensure compliance with the provisions relating to assessments.

Specific Outcome 3: Ensure compliance with and comment on the provisions relating to objection, appeal and review.

Specific Outcome 4: Ensure compliance with the provisions relating to payment recovery and refund.

Specific Outcome 5: Exhibit a working knowledge of the provisions relating to representative taxpayers.

Specific Outcome 6: Ensure compliance with the provisions relating to administration.

Specific Outcome 7: Apply the provisions relating to penalties and additional tax.

29. TITLE: Calculate employees' tax and provisional tax.

LEVEL ON THE NQF: 6

CREDITS: 10

Specific Outcome 1: Calculate and comment on employees' tax.

Specific Outcome 2: Calculate and comment on provisional tax.

30. TITLE: Identify and value fringe benefits and allowances.

LEVEL ON THE NQF: 6

CREDITS: 10

Specific Outcome 1: Identify the inclusions in gross income.

Specific Outcome 2: Determine the inclusions in taxable income.

Specific Outcome 3: Establish and apply exemptions from tax

Specific Outcome 4: Calculate and advise on the deductions and allowances.

Specific Outcome 5: Identify and value benefits or advantage derived.

31. TITLE: Determine the dutiable amount for estate duty purposes.

LEVEL ON THE NQF: 6

CREDITS: 14

Specific Outcome 1: Determine what is property and deemed property.

Specific Outcome 2: Comply with administration regulations

Specific Outcome 3: Determine the dutiable amount.

Specific Outcome 4: Calculate estate duty payable

32. TITLE: Apply the principles of estate planning.

LEVEL ON THE NQF: 6**CREDITS:** 12**Specific Outcome 1:** Demonstrate a working knowledge of the objectives of estate planning.**Specific Outcome 2:** Apply the objectives of estate planning.**Specific Outcome 3:** Determine the tools of estate planning**Specific Outcome 4:** Determine the steps to estate planning.

33. TITLE: Determine and apply the concepts of Value-added Tax.

LEVEL ON THE NQF: 6**CREDITS:** 14**Specific Outcome 1:** Determine the imposition of Value-added Tax.**Specific Outcome 2:** Apply adjustments and provisions**Specific Outcome 3:** Demonstrate a working knowledge of other special Value-added Tax provisions.**Specific Outcome 4:** Determine and advise on what are zero-rated and exempt supplies.**Specific Outcome 5:** Apply the tax avoidance provisions.

34. TITLE: Calculate Output Tax.

LEVEL ON THE NQF: 6**CREDITS:** 12**Specific Outcome 1:** Apply the relevant definitions of Output tax**Specific Outcome 2:** Determine the time and value of supply.**Specific Outcome 3:** Determine and value deemed supplies

35. TITLE: Determine and calculate Input Tax.

LEVEL ON THE NQF: 6**CREDITS:** 12**Specific Outcome 1:** Calculate and comment on the tax payable.**Specific Outcome 2:** Identify denied Input Tax deductions.**Specific Outcome 3:** Apply and comment on the provisions relating to secondhand goods.**Specific Outcome 4:** Determine and comment on the requirements of tax invoices, credit notes and debit notes.

36. TITLE: Identify and calculate the Value-added Tax adjustments.

LEVEL ON THE NQF: 6**CREDITS:** 8**Specific Outcome 1:** Identify Value-added Tax adjustments.**Specific Outcome 2:** Calculate and comment on Value-added Tax adjustments

37. TITLE: Comply with Value-added Tax administration.

LEVEL ON THE NQF: 6**CREDITS:** 6**Specific Outcome 1:** Determine and apply the need for registration.**Specific Outcome 2:** Discuss and apply different accounting bases.**Specific Outcome 3:** Determine the general provisions of VAT administration.

38. TITLE: Prepare and analyse financial reports for different types of business entities.*Range: Companies, Close Corporations, Partnerships*

LEVEL ON THE NQF: 6**CREDITS:** 16

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- Specific Outcome 1:** Select, measure, record, classify and report accounting data.
- Specific Outcome 2:** Select, evaluate and report non-financial information that is relevant to risk.
- Specific Outcome 3:** Prepare and comment on financial reports for different legal forms of business entities
- Specific Outcome 4:** Identify and contrast different forms of entities in respect of the different characteristics of equity.
- Specific Outcome 5:** Prepare financial statements using appropriate bases of measurement and appropriate concepts of capital.
- Specific Outcome 6:** Analyse and interpret historic cost and current value financial statements.
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- 39. TITLE:** Advise and report on schemes for changes in the form and capital structure of an entity.
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LEVEL ON THE NQF: 6

CREDITS: 10

- Specific Outcome 1:** Advise on design changes in the form or capital structure of an entity
- Specific Outcome 2:** Incorporate and advise on changes in the form or capital structure of an entity in the financial statements
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- 40. TITLE:** Identify the responsibilities, functions and qualities of the auditor.
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LEVEL ON THE NQF: 6

CREDITS: 5

- Specific Outcome 1:** Describe the background information pertaining to the audit profession.
- Specific Outcome 2:** Apply the concepts and principles relevant to the audit function
- Specific Outcome 3:** Describe the registration and function of the audit firm.
- Specific Outcome 4:** Determine and apply the legal rights and responsibilities of the auditor.

41. TITLE: Establish a framework for internal control and internal control evaluation.

LEVEL ON THE NQF: 6

CREDITS: 10

Specific Outcome 1: Describe and apply the objectives, nature and evaluation of internal control.

Specific Outcome 2: Provide information on the objectives, nature and evaluation of internal control.

42. TITLE: Establish the procedures for obtaining audit evidence

LEVEL ON THE NQF: 6

CREDITS: 8

Specific Outcome 1: Determine the objectives of and aspects to consider when planning an audit.

Specific Outcome 2: Explain the nature of, and apply the procedures for obtaining audit evidence.

Specific Outcome 3: Describe and apply the process involved in using the work of others.

43. TITLE: Exhibit an awareness of the process of reporting external audit findings.

LEVEL ON THE NQF: 6

CREDITS: 4

Specific Outcome 1: Explain the process of reporting audit findings.

Specific Outcome 2: Explain the process of reporting special purpose audit findings.

Specific Outcome 3: Describe the concepts and procedures involved in related service engagements and reports.

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44. **TITLE:** Apply the various statutory requirements relating to Company Law that relate to the audit function.
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LEVEL ON THE NQF: 6

CREDITS: 6

Specific Outcome 1: Advise on and apply the relevant rules of Company Law.

Specific Outcome 2: Exhibit sound understanding and the ability to apply and advise on the rules of Company Law.

Specific Outcome 3: Exhibit a basic understanding of the PFMA, Treasury regulations and the Municipal Finance Act

45. **TITLE:** Evaluate and provide costing and cost management information
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LEVEL ON THE NQF: 6

CREDITS: 6

Specific Outcome 1: Comment on and evaluate cost classification, behaviour and objectives

Specific Outcome 2: Comment on and evaluate cost volume profit.

Specific Outcome 3: Evaluate, apply and comment on relevant costing.

46. **TITLE:** Evaluate and advise on costing and cost management information for material, labour and overheads
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LEVEL ON THE NQF: 6

CREDITS: 10

Specific Outcome 1: Evaluate and advise on the cost management of material

Specific Outcome 2: Evaluate and advise on the cost management of labour

Specific Outcome 3: Evaluate and advise on overhead costs.

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47. TITLE: Apply the concept of management accounting techniques in an advanced manufacturing environment.
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LEVEL ON THE NQF: 6

CREDITS: 8

- Specific Outcome 1: Demonstrate a working knowledge of activity-based management.
- Specific Outcome 2: Make recommendations for total quality management in an organisation.
- Specific Outcome 3: Demonstrate a working knowledge of the concept of benchmarking.
- Specific Outcome 4: Demonstrate a working knowledge of the concept of target costing.
- Specific Outcome 5: Apply linear programming for costing.
- Specific Outcome 6: Demonstrate a working knowledge of the concept of non-financial performance measures.
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48. TITLE: Provide costing information on the management of accounting information systems
Range: in relation to types of costing systems and allocation of costs.
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LEVEL ON THE NQF: 6

CREDITS: 10

- Specific Outcome 1: Interpret financial and non-financial information of database contents.
- Specific Outcome 2: Determine and evaluate the different types of costing systems.
- Specific Outcome 3: Explain and evaluate the concept of the allocation of costs.
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49. TITLE: Determine dividend decisions
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LEVEL ON THE NQF: 6

CREDITS: 8

- Specific Outcome 1: Define the factors affecting the dividend decision.

Specific Outcome 2: Calculate dividend reinvestment options

50. TITLE: Demonstrate a working knowledge of and advise on marketing.

LEVEL ON THE NQF: 6**CREDITS: 6****Specific Outcome 1: Describe different types of marketing and the marketing function****Specific Outcome 2: Explain the definition of a product, the concept of price and distribution systems.****Specific Outcome 3: Explain the concept of promotion.**

51. TITLE: Use the computer as a business tool in an accounting environment.

LEVEL ON THE NQF: 6**CREDITS: 8****Specific Outcome 1: Describe the basic elements of a computer-based information system.****Specific Outcome 2: Use computer applications, commonly found in the business environment, for accounting functions.****Specific Outcome 3: Describe the movement of data through typical commercial systems.****Specific Outcome 4: Identify opportunities to use the computer as a business tool.**

52. TITLE: Contribute to the implementation, post-implementation review and maintenance of information systems.

LEVEL ON THE NQF: 6**CREDITS: 16****Specific Outcome 1: Describe the basic concepts of information systems.****Specific Outcome 2: Identify the basic issues that determine the way in which computer-based information systems are implemented, evaluated and maintained.**

- Specific Outcome 3: Participate in conducting feasibility studies.
- Specific Outcome 4: Specify user information systems requirements.
RANGE: These criteria apply only to systems which will be used by the candidates to perform appropriate business functions (e.g. financial systems)
- Specific Outcome 5: Contribute to the implementation of information systems.
RANGE: These criteria apply only to systems which will be used by the candidates to perform appropriate business functions (e.g. financial systems)
NOTE: "Implementation" is used to mean the process of both "building/developing", and "installing" information systems
- Specific Outcome 6: Conduct post-implementation reviews of information systems.
- Specific Outcome 7: Identify the types of system maintenance and describe techniques for maintaining and upgrading systems.
- Specific Outcome 8: Establish and evaluate procedures for acquiring information system components.

53. TITLE: Participate in the management of information systems resources.

LEVEL ON THE NQF: 6

CREDITS: 10

- Specific Outcome 1: Describe procedures that can be used to determine information systems strategy.
- Specific Outcome 2: Identify the issues associated with managing information systems personnel.
- Specific Outcome 3: Describe how information systems projects are managed.
- Specific Outcome 4: Describe the functions of the Facilities/Operations Department
- Specific Outcome 5: Determine the costs associated with implementing and executing information systems.

54. TITLE: Apply the processes of planning and control as they relate to budgeting, standard costing and decentralised control.

LEVEL ON THE NQF: 6

CREDITS: 15

- Specific Outcome 1: Apply the concept of budgeting.

Specific Outcome 2: Apply the concept of standard costing

Specific Outcome 3: Explain and apply the concept of decentralised control.

55. TITLE: Prepare financial statement analysis.

LEVEL ON THE NQF: 6

CREDITS: 8

Specific Outcome 1: Explain the objective of the firm.

Specific Outcome 2: Prepare financial statement analysis.

56. TITLE: Determine the relationship between risk and return.

LEVEL ON THE NQF: 6

CREDITS: 8

Specific Outcome 1: Determine risk assessment

Specific Outcome 2: Determine return

57. TITLE: Determine the cost of capital
Range: Cost of debt, Preference shares, Equity and Weighted average of goods

LEVEL ON THE NQF: 6

CREDITS: 10

Specific Outcome 1: Determine the cost of debt, preference shares and equity

Specific Outcome 2: Determine the weighted average cost of capital.

58. TITLE: Determine capital investment appraisal

LEVEL ON THE NQF: 6

CREDITS: 10

Specific Outcome 1: Determine capital budgeting decisions.

- Specific Outcome 2: Select and apply capital budgeting techniques.
- Specific Outcome 3: Demonstrate a working knowledge of investment appraisal

59. TITLE: Develop understanding within an organisation about the risks associated with its functioning and contexts

LEVEL ON THE NQF: 6

CREDITS: 5

- Specific Outcome 1: Advise on an organisation's strategies, processes, capabilities and the contextual dynamics affecting its functioning
- Specific Outcome 2: Profile the organisation's philosophy on risk
- Specific Outcome 3: Advise on the risk management strategies of the organisation
- Specific Outcome 4: Provide advice on relating the organisation's risk management philosophies and their implementation

60. TITLE: Develop understanding within an organisation about the adequacy and effectiveness of its control strategies, structures and systems

LEVEL ON THE NQF: 6

CREDITS: 5

- Specific Outcome 1: Profile an organisation's control philosophies
- Specific Outcome 2: Determine the control strategies and structure of the organisation
- Specific Outcome 3: Assess the adequacy and effectiveness of existing or proposed control strategies, structures and systems
- Specific Outcome 4: Promote understanding within the organisation about the adequacy and effectiveness of its control strategies, structures and systems

61. TITLE: Manage the internal auditing function

LEVEL ON THE NQF: 6

CREDITS: 8

Specific Outcome 1: Determine and apply the responsibilities of the internal auditor

Specific Outcome 2: Manage key relationships and networks

Specific Outcome 3: Establish and secure the capabilities required by the internal auditor function

Specific Outcome 4: Structure the work of the internal auditor function

Specific Outcome 5: Manage quality control and improvement

Specific Outcome 6: Contribute to the development of the profession

UNIT STANDARDS AT NQF LEVEL 7

1. TITLE: Prepare financial reports for different forms of entity

Range: Balance sheet, Income statement, Cash flow statement, Statement showing either all changes in equity or changes in equity other than those arising from capital transactions with owners and distribution to owners, Accounting policies and explanatory notes, Director's report, Segmental report, Provisional report, Interim report, Any other statement that may be required in terms of GAAP

LEVEL ON THE NQF: 7

CREDITS: 16

Specific Outcome 1: Classify, measure and disclose assets and liabilities

Specific Outcome 2: Classify, measure and disclose elements of financial position and performance

Range: Financial instruments, Tangible fixed assets, Intangible assets, Current and long-term investments, Inventories and work-in-progress, Receivables and prepayments, Cash, Liabilities and provisions

Specific Outcome 3: Prepare financial reports

Range: Under appropriate bases for measurement and appropriate concepts of capital

2. TITLE: Conduct a financial audit for a business entity

LEVEL ON THE NQF: 7

CREDITS: 18

Specific Outcome 1: Apply requirements of the Law to practical audit situations

Specific Outcome 2: Identify audit approach, procedure and sampling principles

Specific Outcome 3: Gather audit evidence

Specific Outcome 4: Analyse audit findings

Specific Outcome 5: Report audit findings

3. TITLE: Provide advice on financial management.

Range: Investment, financing, dividend decisions, change in ownership transactions, management of working capital, foreign exchange and investments.

LEVEL ON THE NQF: 7

CREDITS: 12

Specific Outcome 1: Demonstrate an understanding of the functions of financial management

Specific Outcome 2: Provide advice on the management of working capital, foreign exchange, investments and change in ownership transactions

Specific Outcome 3: Advise clients in a professional manner

4. TITLE: Provide advice to clients on the creation of trusts

LEVEL ON THE NQF: 7

CREDITS: 8

Specific Outcome 1: Demonstrate knowledge of the effects of trusts
Range: Inter-vivos and testamentary trusts

Specific Outcome 2: Define and assess the rights, duties and powers of the trustee and administrator

Specific Outcome 3: Provide advice to clients on the creation of trusts
Range: Inter-vivos and testamentary trusts

5. TITLE: Interpret causes and effects of economic events and take economic issues into account when furnishing clients with financial advice
Range: Domestic and International economic events

LEVEL ON THE NQF: 7

CREDITS: 10

Specific Outcome 1: Demonstrate an understanding of the workings of a mixed economy with a free market orientation

Specific Outcome 2: Demonstrate an understanding of the causes and effects of domestic and international economic events

Specific Outcome 3: Provide financial advice to clients within the framework of economic issues

- 6. TITLE: Participate in organisational strategy management from a financial management perspective**

Range: All types of organisation, not only for-profit organisations

LEVEL ON THE NQF: 7

CREDITS: 12

Specific Outcome 1: Participate in business strategy design

Specific Outcome 2: Contribute to value maximisation in the organisation

Specific Outcome 3: Provide financial management advice

- 7. TITLE: Evaluate and apply the processes of planning and control as they relate to corporate strategy, budgeting, pricing decision, standard costing and decentralised control.**

LEVEL ON THE NQF: 7

CREDITS: 14

Specific Outcome 1: Discuss corporate strategy and long-term planning.

Specific Outcome 2: Apply and evaluate the concept of budgeting.

Specific Outcome 3: Discuss the pricing decision.

Specific Outcome 4: Evaluate and determine the concept of decentralised control

Specific Outcome 5: Apply the concept of standard costing.

- 8. TITLE: Apply and evaluate the function of financial management as it relates to the objective of the firm, strategic financial management and financial statement analysis.**

LEVEL ON THE NQF: 7

CREDITS: 8

Specific Outcome 1: Discuss the objective of the firm.

Specific Outcome 2: Discuss strategic financial management.

Specific Outcome 3: Advise on and evaluate financial statement analysis.

- 9. TITLE: Apply and provide advice on the valuation of a business entity**
Range: valuation of equity, preference shares, debentures and bonds, and convertible securities
-

LEVEL ON THE NQF: 7

CREDITS: 8

Specific Outcome 1: Describe valuation as it relates to techniques

Specific Outcome 2: Identify and advise on the objects of valuations

Specific Outcome 3: Select and apply an appropriate valuation basis

- 10. TITLE: Determine decisions under risk and uncertainty as they relate to risk assessment and techniques for assessing risk.**
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LEVEL ON THE NQF: 7

CREDITS: 10

Specific Outcome 1: Discuss risk assessment

Specific Outcome 2: Determine and apply quantitative techniques for assessing risk

Specific Outcome 3: Determine issues in investment appraisal

- 11. TITLE: Evaluate and advise on the cost of capital.**
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LEVEL ON THE NQF: 7

CREDITS: 12

Specific Outcome 1: Explain and advise on the concept of cost of debt.

Specific Outcome 2: Explain and advise on the concept of cost of preference shares.

Specific Outcome 3: Explain and advise on the concept of cost of equity.

Specific Outcome 4: Explain and advise on the concept of weighted average cost of capital.

12. TITLE: Comment on capital investment appraisal.

LEVEL ON THE NQF: 7**CREDITS:** 14**Specific Outcome 1: Determine and advise on capital budgeting decisions and techniques.****Specific Outcome 2: Determine issues in investment appraisal.****Specific Outcome 3: Determine and advise on capital projects.**

13. TITLE: Determine, apply and comment on the financing policy.

LEVEL ON THE NQF: 7**CREDITS:** 10**Specific Outcome 1: Define capital and money markets.****Specific Outcome 2: Discuss the theory of capital structure.****Specific Outcome 3: Determine the sources and forms of finance.****Specific Outcome 4: Analyse and evaluate long-term and short-term finance implications****Specific Outcome 5: Evaluate and comment on the concept of leasing versus borrowing**

14. TITLE: Advise on working capital policy and management.

LEVEL ON THE NQF: 7**CREDITS:** 8**Specific Outcome 1: Provide recommendations on policies and management approaches for working capital and management****Specific Outcome 2: Provide recommendations on the concept of inventories.****Specific Outcome 3: Make recommendations on the concept of accounts payable.**

15. TITLE: Apply and advise on the finance function

LEVEL ON THE NQF: 7**CREDITS:** 8**Specific Outcome 1:** Describe the role of finance**Specific Outcome 2:** Advise on the concept of cash management.**Specific Outcome 3:** Apply the concept of interest rate and debt management.**Specific Outcome 4:** Manage the foreign exchange rate and describe financial turnaround strategies**Specific Outcome 5:** Manage investment portfolios**Specific Outcome 6:** Apply the concepts and processes pertaining to derivatives.

16. TITLE: Calculate and determine mergers, take-overs and divestitures

LEVEL ON THE NQF: 7**CREDITS:** 15**Specific Outcome 1:** Apply security regulations panel constraints.**Specific Outcome 2:** Determine pricing considerations.**Specific Outcome 3:** Determine the impact of synergy and evaluate implications on a merger, take-over or divestiture.
*Range: Implication includes behavioural, legal and taxation implications.***Specific Outcome 4:** Determine the appropriate financing options and conduct a post-acquisition review.

17. TITLE: Identify and comment on the responsibilities, functions and qualities of the registered accountant and auditor.

LEVEL ON THE NQF: 7**CREDITS:** 15**Specific Outcome 1:** Explain the information pertaining to the audit profession.

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|---------------------|--|
| Specific Outcome 2: | Explain the information pertaining to the audit firm. |
| Specific Outcome 3: | Describe regulatory and standard setting procedures |
| Specific Outcome 4: | Determine the professional and business ethics governing the work of the auditor |
| Specific Outcome 5: | Identify the rights and duties covered by statute. |
| Specific Outcome 6: | Identify and explain the responsibilities and legal liability of the auditor. |
| Specific Outcome 7: | Exhibit a general awareness of developments in the audit profession. |
| Specific Outcome 8: | Apply the subject matter. |
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18. TITLE: Apply and advise on the various stages and functions of the audit process.

LEVEL ON THE NQF: 7

CREDITS: 25

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|----------------------|--|
| Specific Outcome 1: | Explain and comment on the audit process. |
| Specific Outcome 2: | Explain and comment on financial statement assertions |
| Specific Outcome 3: | Explain and analyse the objectives and aspects for consideration during the planning of an audit and the assessment of audit risk. |
| Specific Outcome 4: | Describe and comment on the objectives, nature and process of evaluation of internal control. |
| Specific Outcome 5: | Explain and comment on the nature of and procedures for obtaining audit evidence. |
| Specific Outcome 6: | Describe and evaluate the process involved in using the work of others. |
| Specific Outcome 7: | Describe and evaluate the process involved in using the work of others. |
| Specific Outcome 8: | Explain and evaluate the process of reporting special purpose audit findings. |
| Specific Outcome 9: | Describe and evaluate the concepts and procedures involved in related service engagements. |
| Specific Outcome 10: | Demonstrate competence in understanding and analyzing the subject matter on a regular basis with skill and expertise. |

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19. TITLE: Apply and advise on the various statutory requirements relating to company law.
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LEVEL ON THE NQF: 7

CREDITS: 15

Specific Outcome 1: List and advise on the relevant rules of Company Law.

Specific Outcome 2: Apply the various statutory requirements relating to company law

20. TITLE: Calculate and advise on the nature and classification of costs.
-

LEVEL ON THE NQF: 7

CREDITS: 8

Specific Outcome 1: Demonstrate a working knowledge of cost classification.

Specific Outcome 2: Analyse cost behaviour.

Specific Outcome 3: Calculate and comment on cost volume- profit.

Specific Outcome 4: Identify cost objectives or objects.

Specific Outcome 5: Determine relevant costing.

21. TITLE: Evaluate and advise on the costing and management of material cost.
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LEVEL ON THE NQF: 7

CREDITS: 8

Specific Outcome 1: Determine and evaluate material cost and advise on different bases to assign costs

Specific Outcome 2: Evaluate inventory systems.

22. TITLE: Evaluate and advise on the costing and management of labour cost.
-

LEVEL ON THE NQF: 7

CREDITS: 8

Specific Outcome 1: Determine and evaluate labour cost and advise on different bases to assign costs

Specific Outcome 2: Calculate and analyse learning and experience costs.

23. TITLE: Evaluate and advise on the costing and management of overhead costs.

LEVEL ON THE NQF: 7

CREDITS: 8

Specific Outcome 1: Demonstrate a working knowledge of overhead costs

Specific Outcome 2: Evaluate and advise on bases of assigning overhead to objects.

24. TITLE: Apply and comment on management accounting in an advanced manufacturing environment
Range: Management Accounting Techniques.

LEVEL ON THE NQF: 7

CREDITS: 15

Specific Outcome 1: Identify opportunities for applying activity-based management.

Specific Outcome 2: Describe and apply total quality management.

Specific Outcome 3: Apply the concept of benchmarking.

Specific Outcome 4: Explain the concept of target costing.

Specific Outcome 5: Apply the concept of linear programming.

Specific Outcome 6: Apply concepts relating to operations management.

Specific Outcome 7: Apply the concept of backflush accounting.

Specific Outcome 8: Evaluate the impact of throughput accounting.

25. TITLE: Comment on the management of accounting information systems.

LEVEL ON THE NQF: 7

CREDITS: 15

- Specific Outcome 1:** Evaluate and apply information data bases for decision-making purposes
- Specific Outcome 2:** Apply different types of costing systems.
- Specific Outcome 3:** Determine and advise on the allocation of costs.
- Specific Outcome 4:** Demonstrate an understanding of financial modeling.

- 26. TITLE:** Demonstrate a working knowledge of and advise on organizational behaviour.

- LEVEL ON THE NQF:** 7
- CREDITS:** 12
- Specific Outcome 1:** Explain the concept of leadership skills
- Specific Outcome 2:** Evaluate and advise on the effect of management accounting information on human behaviour

- 27. TITLE:** Advise on the function of financial management.

- LEVEL ON THE NQF:** 7
- CREDITS:** 16
- Specific Outcome 1:** Discuss the objectives of business entities
- Specific Outcome 2:** Apply the principles of strategic planning and design an organisational structure
- Specific Outcome 2:** Make strategic financial management decisions.
- Specific Outcome 3:** Prepare financial statement analysis.

- 28. TITLE:** Design and advise on financial structures, financial planning and control and resulting decision-making methodology

- 4. LEVEL ON THE NQF:** 7
- 5. CREDITS:** 25
- Specific Outcome 1:** Apply forecasting techniques

- Specific Outcome 2: Make strategic financial management decisions.
- Specific Outcome 3: Evaluate the results of business process re-engineering.
- Specific Outcome 4: Produce and evaluate budgets
- Specific Outcome 5: Design cost reduction schemes and conduct cost-benefit analysis
- Specific Outcome 6: Advise on value analysis and the value chain.
- Specific Outcome 7: Comment on the pricing decision.
- Specific Outcome 8: Design a standard costing system.
- Specific Outcome 9: Apply the concept of decentralized control.

29. TITLE: Contribute to improvements in the functioning of the organisation's risk management and control systems

LEVEL ON THE NQF: 7

CREDITS: 10

- Specific Outcome 1: Establish credibility for involvement in improvement initiatives.
- Specific Outcome 2: Establish the purposes and types of involvement to be sustained with relevant parties within an organisation
- Specific Outcome 3: Conduct assignments in respect of risk management and control systems
- Specific Outcome 4: Provide follow-up advice and support
- Specific Outcome 5: Establish the level of effectiveness and satisfaction with the improvements to the risk management and control systems

30. TITLE: Provide on-going assurance to the organisation that it is in control relative to its risks.

LEVEL ON THE NQF: 7

CREDITS: 10

- Specific Outcome 1: Establish assurance strategies and plans
- Specific Outcome 2: Establish the scope of assurance projects
- Specific Outcome 3: Identify and develop the methodologies relevant to an assurance project.

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- Specific Outcome 4:** Establish a project plan
- Specific Outcome 5:** Conduct the assurance project
- Specific Outcome 6:** Communicate and negotiate the results of the assurance project with relevant parties within the organisation
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31. TITLE: Determine and apply concepts of municipal taxation

LEVEL ON THE NQF: 7

CREDITS: 18

Specific Outcome 1: Determine property tax

Specific Outcome 2: Collect property tax

Specific Outcome 3: Apply the RSC levy