
GOVERNMENT NOTICES

No. 829

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

19 August 2005

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

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

Administration

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. The unit standards can be accessed via the **SAQA** web site at www.saqqa.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum West, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the unit standards should reach SAQA at the address below *and no later than 19 September 2005*. All correspondence should be marked **Standards Setting – SGB: Administration** and addressed to

The Director: Standards Setting and Development
SAQA

Attention: Mr. Eddie Brown

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Private Bag X06

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DUGMORE MPHUTHING
ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

SAQA US ID		UNIT STANDARD TITLE	
120106		Compile elementary accounting reports	
SGB NAME		NSB 03	PROVIDER NAME
SGB Administration		Business, Commerce and Management Studies	
UNIT STANDARD TYPE		FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Regular		Business, Commerce and Management Studies	Finance, Economics and Accounting
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	10	Level 3	Regular

SPECIFIC OUTCOME 1

Apply basic accounting principles.

SPECIFIC OUTCOME 2

Reconcile books of account with each other and to external records.

SPECIFIC OUTCOME 3

Prepare a profit and loss statement.

SPECIFIC OUTCOME 4

Compile a balance sheet.

SPECIFIC OUTCOME 5

Prepare a cash flow statement.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

SAQA US ID	UNIT STANDARD TITLE		
120107	Demonstrate knowledge and understanding of the Business cycle in a small business		
SGB NAME	NSB 03	PROVIDER NAME	
SGB Administration	Business, Commerce and Management Studies		
UNIT STANDARD TYPE	FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Finance, Economics and Accounting	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	10	Level 3	Regular

SPECIFIC OUTCOME 1

Determine and explain profits and losses.

SPECIFIC OUTCOME 2

Positively influence turnover.

SPECIFIC OUTCOME 3

Manage debt and credit.

SPECIFIC OUTCOME 4

Assess efficiency and effectiveness of cashflow.