



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

HET Accountancy and Financial Management

registered by Organising Field 03 – Business, Commerce and Management, publishes the following qualification and unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the qualification and unit standards. The full qualification and 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, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the qualification and unit standards should reach SAQA at the address below and **no later than 23 April 2007**. All correspondence should be marked Standards Setting – HET Accountancy and Financial Management addressed to

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:***Further Education and Training Certificate: Bookkeeping***

SAQA QUAL ID	QUALIFICATION TITLE		
58376	Further Education and Training Certificate: Bookkeeping		
SGB	PROVIDER		
SGB HET Accountancy and Financial Management			
ETQA			
QUALIFICATION TYPE	FIELD	SUBFIELD	
Further Ed and Training Cert	3 - Business, Commerce and Management Studies	Finance, Economics and Accounting	
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUAL CLASS
Undefined	130	Level 4	Regular-Unit Stds Based
REGISTRATION STATUS	SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE
Draft - Prep for P Comment			

PURPOSE AND RATIONALE OF THE QUALIFICATION

Purpose:

The purpose of this qualification is to:

- o Provide the learner with the knowledge, understanding, skills and experience to become a Bookkeeper to Financial Statements. This will aid individual development and enhance the employment prospects of the learner, as well as social transformation through the formal acknowledgement of competencies, skills and knowledge.
- o Equip the learners with a Qualification that can be used in the field of Accounting. Successful completion of this qualification will give the learner the knowledge and skills required not only to perform his/her Accounting job efficiently, but also to proceed on a path of life-long learning with Qualifications at a higher level.
- Provide employers and others with an adequate basis for assuring that those learners gaining the Qualification are competent to act as Bookkeepers, providing Accounting and Financial Management support in medium to large organisations or to act as the senior Bookkeeper in a smaller organisation under the supervision of an outsourced Chartered Accountant or Accounting Officer.
- Encourage the widest possible access to the Accounting profession and Accounting Qualifications by making it possible for the following learners to obtain a bookkeeping qualification:
 - o Those who have performed an Accounting and/or Bookkeeping function in their organisation for some time without a formal Qualification in Accounting.
 - o Those who were previously disadvantaged and who were unable to continue their learning in the Further Education Band.
 - o Those who have recently taken up a position as a support staff member in an Accounting section of a medium to large organisation.
 - o Those who have not acquired the skills and competencies required for learning as Technical Financial Accountants.

Qualifying learners will be able to apply for Associate membership of the Institute of Certified Bookkeepers Ltd.

Rationale:

There ~~is~~ a need for adequate control to be maintained over the financial affairs of companies, which sometimes fail due to inadequate preparation of Financial Statements with costs being allowed to exceed budget and income. This Qualification aims at equipping learners to perform the Accounting function in small organisations and to provide support to Accountants and Financial Managers in medium and large organisations ~~so~~ that the Accounting and Financial Management functions can be performed effectively. As all organisations need to employ people with this knowledge, Bookkeepers to Financial Statements are in short supply.

The nature of the Qualification and the integrated work-place assessment requirements will reduce the amount of non-productive time traditionally associated with workplace training when learners enter the world of work as Bookkeepers in medium to large organisations and as senior Bookkeepers in small organisations.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

Learning Assumed to be in Place:

It is assumed that the learners, accessing this qualification are competent in:

- o Communication at NQF Level 3.
- o Mathematical Literacy at NQF Level 3.
- o Computer Literacy at NQF Level 3.

Recognition of Prior Learning:

This Qualification may be obtained in whole or in part through a process of RPL. Recognition of prior learning means the comparison of the previous learning and experience of a learner howsoever obtained, against the learning outcomes required for this Qualification in terms of the Specific Outcomes and the Exit Level Outcomes of the Qualifications as a whole and crediting the learner with the knowledge and skills and competencies already mastered. The learner will be credited with the Unit Standards already mastered and will not need to prove competence in them again. If competence can be shown in all the outcomes, the complete qualification can be awarded to the candidate.

The assessor applying RPL could use any of the following tools and techniques to assess competence:

- o Performance of an accounting task in the workplace.
- o Questioning the learner about the task.
- o Written evidence that the learner is able to undertake the task in terms of previous work experience.
- Simulation of an accounting task.
- o Case studies.
- Preparation of written reports.
- o Evidence from workplace appraisal.
- Interpretation of accounting information.
- o Evidence of minutes, notes and working papers relating to meetings.
- Verification of completed work.
- o Training records.
- Testimonials.
- In-company short courses.
- Certificates and qualifications.

The learner could be required to prepare a portfolio, which will comprise a collection of evidence of prior learning.

Access to the qualification:

Access to the qualification is open, bearing in mind the "learning assumed to be in place" and that the learner must have access to a work environment where bookkeeping functions can be fulfilled.

QUALIFICATION RULES

Fundamental component:

o All Unit Standards in the Fundamental section are compulsory. They total 56 credits. They include unit standards of twenty credits for Communication in a first South African Language and unit standards of twenty credits in a second South African language. Sixteen credits are allocated to Mathematical Literacy.

Core component:

- The Unit Standards in the Core section totalling 38 credits are compulsory.

Elective component:

o Unit Standards with total weighting of 75 credits have been included in this component. The learner is required to select Unit Standards of a minimum of 36 credits to complete the qualification.

EXIT LEVEL OUTCOMES

1. Finalise and interpret accounts.
2. Interpret and draft financial statements.
3. Maintain financial records and prepare general ledger accounts.
4. Calculate and record Value Added Tax transactions and complete VAT returns.
5. Establish, maintain and use a computerised bookkeeping system.

Critical Cross-Field Outcomes:

The learner who acquires this qualification should be able to demonstrate ability to:

- o Identify and solve problems by thinking and making responsible decisions.
- o Work with others as a member of a team.
- o Organise and manage him/herself and his/her activities responsibly and effectively.
- o Collect, analyse, organise and critically evaluate performance.
- o Communicate well using mathematical and language skills.
- o Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving situations do not exist in isolation.
- o Benefit by full personal development, thus contributing to the social and economic development of South African society at large.

ASSOCIATED ASSESSMENT CRITERIA

- 1.

- o Adjustments to total expenses and purchases of assets are made according to organisational requirements.
- o Trading, profit and **loss** account and balance sheets for a small business are prepared according to legislative requirements.
- o A distinction is made between gross profit, net profit and cash in hand in accordance with legislative and organisational regulations.
- o Basic liquidity and profitability ratios are calculated according to organisational requirements.

2.

- o The basic characteristics of the business and accounting environment are explained with examples.
- o Financial statement information is identified and interpreted in relation to organisational goals and objectives.
- o Year end financial statements are drafted according to legislative and organisational requirements.
- o Informed financial decisions are made using evidence from financial statements.

3.

- o Records relating to capital acquisition and disposal are maintained following organisational policies and procedures.
- o Records on income and expenditure are kept and maintained according to organisational policies and procedures.
- o Information for the preparation of general ledger accounts is collected and collated according to organisational requirements.
- o Extended trial balance is prepared according to organisational procedures.

4.

- o VAT concepts are defined in relation to legislative policies and procedures.
- o The current rules and rates of VAT are applied according to legislative and organisational requirements.
- VAT for cash and credit transactions are calculated and recorded following legislative and organisational procedures.
- **VAT** records are set up and maintained according to legislative and organisational requirements.
- o Complete VAT returns are prepared according to legislative requirements.
- The relevant documentation for submission to the Receiver of Revenue is completed in accordance with legislative requirements.

5.

- Issues associated with data integrity and security are understood and explained with examples.
- o Elementary tasks associated with preparing a computerised accounting system are undertaken.
- Practical measures needed to assure accuracy, completeness and confidentiality of data in the computerised bookkeeping system are explained.
- A year-end and reconciliation procedures, interpreting the data and making necessary adjustments to financial data and period end procedures are run.

Integrated Assessment:

Integration implies that theoretical and practical components are assessed together. It also implies that learning in different unit standards could and should be assessed in an integrated way where possible. Integrative assessment techniques may be used to assess multiple specific outcomes within multiple unit standards within the learner's work context. Within each unit standard, the specific outcomes and associated assessment criteria guide the learning process. The assessment determines whether the outcomes have been attained.

Assessments should be flexible and must cater for a wide range of options and contexts. Assessment must be fair, transparent, valid and reliable and should ensure that no learner is disadvantaged.

Assessment of Communication and Mathematical Literacy should be contextually based in accordance with the specialisation and context chosen and applied. Assessment has a formative monitoring function. Formative assessment should be used to assess gaps in the learner's skill and knowledge level. Its goal is to assess the learner's competence providing feedback to both learner and facilitator for further learning. It is continuous and is used to plan appropriate learning experiences to meet the learner's needs. It provides information about problems experienced at different stages in the learning process.

Assessment must also have a summative component. Summative assessment may be used on completion of a unit standard, but should not be the only form of assessment.

A variety of methods must be used in assessment, and tools and activities must be appropriate to the context in which the learner is working. Where it is not possible to assess all competencies in the workplace, simulations, case studies and other techniques should be used to provide a context appropriate to the assessment.

INTERNATIONAL COMPARABILITY

International benchmarking took place throughout the project in:

- o The standards writing approach.
- o The contents of the standards themselves.
- o The appropriateness of the chosen standards format.

Benchmarking was done on qualifications from Britain, Mozambique, Malawi, Bahamas, Namibia and New Zealand.

In Britain there are two qualifications, which closely match the outcomes of this FETC, namely the Level 3 Certificate in Bookkeeping (100/2872/9) and the Level 3 Diploma in Accounting and Advanced Bookkeeping (100/2873/0) registered with the Qualifications Curriculum Authority and awarded by the International Association of Bookkeepers (IAB). In addition this qualification is being offered in the following countries: Russia, Estonia, Latvia, Lithuania, Kazakhstan, Ukraine and Sri Lanka.

A review of qualifications in Bookkeeping offered in the Bahamas showed that the accounting outcomes of this qualification fairly represent the outcomes of the qualification "Certified Professional Bookkeeping" offered by Galilee College which is registered with the Bahamas Ministry of Education and approved by the Bahamas Department of Public Personnel.

The Eastern Central and Southern African Federation of Accountants (ECSAFA) is a regional body whose objects, inter alia, are to co-ordinate development of the accountancy profession and the promotion of internationally recognised standards of professional competence and conduct within the region.

The following unit standards were mapped against the "Occupational Standards for Accounting Technicians in the ECSAFA region and found to be a total match:

Unit Standard No; Title; ECSAFA Unit No:

- 13015; Draft Financial Statements; Unit 11.
- o 12995; Maintain financial records and prepare general ledger accounts; Unit 5.
- o 12994; Supply cost information for management control; Unit 4.
- o 12996; Record, analyse and prepare cost information; Unit 6.

- 1300; Contribute to the planning and allocation of resources within an accounting framework; Unit 9.

This qualification and its unit standards compare favourably with similar qualifications offered internationally.

ARTICULATION OPTIONS

This Qualification articulates horizontally with the following Qualification:

- ID 48736: National Certificate: Small Business Financial Management, NQF Level 4.

The Qualification articulates vertically with the following Qualifications:

- ID 36213: National Diploma: Technical Financial Accounting, NQF Level 5.
- ID 23618: Certificate: Office Administration, NQF Level 5.
- ID 24418: Certificate: Business Accounting, NQF Level 5.
- Certificate: Accounting Technician, NQF Level 5.

MODERATION OPTIONS

• Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor with a relevant ETQA or an ETQA that has a Memorandum of Understanding with the relevant ETQA.

• Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA or with an ETQA that has a Memorandum of Association with the relevant ETQA.

• Assessment and moderation of assessment will be overseen by the relevant ETQA or by an ETQA that has a Memorandum of Understanding with the relevant ETQA, according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQAs (including professional bodies); and in terms of the moderation guideline detailed immediately below.

• Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specify otherwise.

• Anyone wishing to be assessed against this Qualification may apply to be assessed by an assessment agency, assessor or provider institution that is accredited by the relevant ETQA or an ETQA that has a Memorandum of Understanding with the relevant ETQA.

Formative assessment will be conducted internally by the provider with moderation being done by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

Anyone performing assessment to determine competence for this Qualification should:

- Hold a qualification in Bookkeeping that is registered at NQF Level 5 or above.
- Be registered as an assessor with the relevant ETQA.
- Be currently employed in the Accounting field.

NOTES

N/A

UNIT STANDARDS

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	13015	Draft financial statements	Level 5	12

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	12995	Maintain financial records and prepare general ledger accounts	Level 5	12
Core	120106	Compile elementary accounting reports	Level 3	10
Core	117156	Interpret basic financial statements	Level 4	4
Elective	12994	Supply costing information for management control	Level 5	8
Elective	243943	Maintain data integrity and security	Level 4	3
Elective	243942	Run year end and reconciliation procedures	Level 4	5
Elective	10022	Comply with organisational ethics	Level 4	4
Elective	114735	Perform Value Added Tax calculations and complete returns	Level 4	5
Elective	110528	Compile and control a budget for a range of office supply requirements	Level 5	4
Elective	13000	Contribute to the planning and allocation of resources within an accounting framework	Level 5	10
Elective	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	Level 3	6
Elective	117927	Use a Graphical User Interface (GUI)-based database application to solve a given problem	Level 4	6
Elective	114733	Complete PAYE documents	Level 4	7
Elective	243945	Setting up the system	Level 4	3
Elective	243944	Administer accounts receivable and accounts payable on the system	Level 4	4
Elective	12996	Record, analyse and prepare cost information	Level 5	10
Fundamental	119472	Accommodate audience and context needs in oral/sign ed communication	Level 3	5
Fundamental	119467	Use language and communication in occupational learning programmes	Level 3	5
Fundamental	119457	Interpret and use information from texts	Level 3	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6
Fundamental	119462	Engage in sustained oral/sign ed communication and evaluate spoken/sign ed texts	Level 4	5
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6
Fundamental	119469	Read/view, analyse and respond to a variety of texts	Level 4	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 4	4
Fundamental	119471	Use language and communication in occupational learning programmes	Level 4	5
Fundamental	119459	Write/present/sign for a wide range of contexts	Level 4	5



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UNIT STANDARD:

Run year end and reconciliation procedures

SAQA US ID	UNIT STANDARD TITLE		
243942	Run year end and reconciliation procedures		
SGB	PROVIDER		
SGB HET Accountancy and Financial Management			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Finance, Economics and Accounting		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	5
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
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SPECIFIC OUTCOME 1

Deal with recurring payments and receipts and adjust accounts for accruals, pre-payments and depreciation using automated facilities where available.

SPECIFIC OUTCOME 2

Complete other period end adjustments.

SPECIFIC OUTCOME 3

Complete period end procedures such as Bank Reconciliation

SPECIFIC OUTCOME 4

Produce reports of the Profit and Loss Account, Balance Sheet and VAT using correct selection criteria and parameters.



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UNIT STANDARD:***Maintain data integrity and security***

SAQA US ID	UNIT STANDARD TITLE		
243943	Maintain data integrity and security		
SGB	PROVIDER		
SGB HET Accountancy and Financial Management			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Finance, Economics and Accounting		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	3
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
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SPECIFIC OUTCOME 1

Identify the threats to security, data integrity and processing capability.

SPECIFIC OUTCOME 2

Describe the processes designed to maintain the accuracy, completeness and confidentiality of data and continuity of provision.

SPECIFIC OUTCOME 3

Describe recover procedures after **loss** of security, data integrity or processing capability.



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UNIT STANDARD:

Administer accounts receivable and accounts payable on the system

SAQA US ID	UNIT STANDARD TITLE		
243944	Administer accounts receivable and accounts payable on the system		
SGB	PROVIDER		
SGB HET Accountancy and Financial Management			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Finance, Economics and Accounting		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	4
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
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SPECIFIC OUTCOME 1

Enter details from sales and purchases invoices and credit notes, including VAT transactions.

SPECIFIC OUTCOME 2

Allocate cheques and cash paid and received to the relevant debtor or creditor account.

SPECIFIC OUTCOME 3

Compile account for discounts received and allowed.

SPECIFIC OUTCOME 4

Update accounts and records.

SPECIFIC OUTCOME 5

Produce account history reports, aged debtor and creditor printouts, statements, remittance advices, cheques and overdue letters.

SPECIFIC OUTCOME 6

Produce all routine and non-routine reports using correct selection criteria and parameters.



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UNIT STANDARD:

Setting up the system

SAQA US ID	UNIT STANDARD TITLE		
243945	Setting up the system		
SGB	PROVIDER		
SGB HET Accountancy and Financial Management			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Finance, Economics and Accounting		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	3
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
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SPECIFIC OUTCOME 1

Initialise the system with the company parameters.

SPECIFIC OUTCOME 2

Maintain up to date and accurate master and account details by creating, amending and deleting master as necessary.

SPECIFIC OUTCOME 3

Create records accurately and speedily.

SPECIFIC OUTCOME 4

Produce routine and non-routine reports using correct selection criteria and parameters.