

No. 248

23 March 2007

**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:
National Certificate: Bookkeeping

SAQA QUAL ID	QUALIFICATION TITLE		
58375	National Certificate: Bookkeeping		
SGB	PROVIDER		
SGB HET Accountancy and Financial Management			
ETQA			
QUALIFICATION TYPE	FIELD	SUBFIELD	
National Certificate	3 - Business, Commerce and Management Studies	Finance, Economics and Accounting	
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUAL CLASS
Undefined	120	Level 3	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:

- Provide the learner with the knowledge, understanding, skills and experience to become a Bookkeeper. 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.
 - Equip the learner with a Qualification that can be used as an introduction to 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 support and recording the day-to-day financial transactions of the business for companies and other organisations.
 - 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:
 - Those who have performed an Accounting and/or Bookkeeping function in their organisation for some time without a formal Qualification in Accounting.
 - Those who were previously disadvantaged and who were unable to continue their learning in the Further Education Band.
 - Those who are contracted in a learnership agreement in the Accounting sector.
 - Those who have recently taken up a position as a support staff member in an Accounting section of a medium to large organisation.

Rationale:

There is a need for adequate control to be maintained over the financial affairs of companies, which sometimes fail due to inadequate record keeping of creditors and debtors 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 Financial Administrators, Accounting Technicians, Accountants and Financial Managers in medium and large organisations so that the Accounting and Financial Management functions can be performed effectively.

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 in the Bookkeeping field.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

Learning Assumed to be in Place:

It is assumed that the learner is competent in:

- o Communication at NQF Level 2.
- o Mathematical Literacy at NQF Level 2.
- o Computer Literacy at NQF Level 2.

Recognition of Prior Learning:

This Qualification may be obtained in whole or in part through a process of RPL. 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 Exit Level Outcomes of the Qualification and the Specific Outcomes of the constituent Unit Standards, 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.
- Questioning the learner about the task.
- o Written evidence that the learner is able to undertake the task in terms of previous work experience.
- o Simulation of an accounting task.
- o Case studies.
- o Preparation of written reports.
- 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.
- o 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 requirements of "learning to be in place" and that the learner must have access to a work environment where bookkeeping function can be fulfilled.

QUALIFICATION RULES

Fundamental component:

- All Unit Standards in the Fundamental Component, totalling 36 credits are compulsory.

Core component:

- o The Unit Standards in the Core Component totalling 57 credits are compulsory.

Elective component:

- o Unit Standards totalling 38 credits have been included in this component. The learner is required to select Unit Standards totalling a minimum of 27 credits to complete the qualification.

EXIT LEVEL OUTCOMES

1. Administer credit purchase and credit sales transactions.
2. Apply knowledge of income, receipts, payments and expenses.
3. Administer Value Added Tax (VAT) transactions.
4. Complete reconciliation statements, general ledger accounts and trial balances.
5. Administer petty cash.
6. Apply knowledge and understanding of personal taxation.
7. Apply knowledge of business taxation.
8. Record business financial transactions.

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.
- e 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.
- e 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.
- Benefit by full personal development, thus contributing to the social and economic development of South African society at large.

ASSOCIATED ASSESSMENT CRITERIA

1.
 - o Source documents are identified and used in compliance with organisational and legislative requirements.
 - Credit Purchase Transactions and Credit Sales Transactions are recorded in the appropriate journals.
 - Credit-related transactions are recorded in the General Journal.
 - o Creditors' and debtors' accounts are maintained according to organisational procedures and requirements.

2.
 - o Source documents are identified for the relevant functions.
 - o Income, receipts, payments and expenses are recorded in the relevant books of account.
 - o Credit Sales Transactions and Routine Income Transactions are recorded in the appropriate journals.
 - o Other credit-related transactions, as well as non-routine related income transactions are recorded in the General Journal.
 - Receipts are received and recorded according to general bookkeeping practice.
 - o Payments are recorded according to legislative and organisational requirements.
3.
 - o VAT concepts are understood and defined using accepted business terminology.
 - o The current rules and rates of VAT are applied in accordance with legislation.
 - VAT for cash and credit transactions is calculated and recorded according to legislative requirements.
 - VAT records are set up and maintained following the relevant legislative policies and procedures.
 - VAT returns are completed in accordance with legislative regulations.
 - Relevant documentation for the Receiver of Revenue is compiled according to legislative requirements.
4.
 - Receipts and payments are compared to bank statements according to organisational procedures.
 - o Bank reconciliation statements are compiled in accordance with organisational requirements.
 - A basic Debtors and Creditors Reconciliation Statement is prepared according to organisational and legislative policies and procedures.
 - o General ledger accounts are prepared following relevant organisational and legislative requirements.
 - Ledger balances and control accounts are prepared according to organisational requirements.
 - Initial trial balances are drafted relevant to the organisational policies and procedures.
5.
 - Money for Petty Cash transactions is disbursed according to internal regulations.
 - Petty Cash transactions are recorded in accordance with organisational requirements.
 - Imprest amount is restored according to organisational requirements.
6.
 - Gross wages and salaries from time records or a productivity scheme are calculated.
 - Making and recording the correct deductions calculate net wages and salaries.
 - Payslips, PAYE documents and other forms, showing Income Tax deductions are completed.
 - Money for wages is disbursed according to organisational requirements.
 - IRP 5 forms and documentation for the Receiver of Revenue are completed according to legislative requirements.
7.
 - o The main business expenses, not allowable for income tax purposes are distinguished from expenses that are tax allowed.
 - o Capital allowances are understood and calculated according to relevant legislation.
 - o The figures required for the completion of an income tax return are calculated according to relevant legislation.
 - The tax payable by an individual who is a **sole** trader is calculated according to relevant legislation.
 - Tax payable by a small business is calculated according to legislative requirements.
 - The concepts of limited liability and incorporation is understood and applied in accordance with legislative requirements.

8.

- e Receipts and Payments are processed according to organisational procedures.
- Records are entered in an analysed cashbook for both cash and bank entries.
- Check invoices are received against orders according to organisational procedures.
- e Quotations and invoices are produced in accordance with organisational requirements.
- o Debtors and creditors are recorded according to organisational procedures.
- o Suppliers' statements are reconciled in accordance with organisational requirements.
- e Bank reconciliation statement is prepared according to legislative and organisational requirement.

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 a 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:

- The standards writing approach.
- The contents of the standards themselves.

Benchmarking was done on qualifications from Britain, Mozambique, Malawi, Bahamas, Namibia and New Zealand. In terms of the Australian and New Zealand approach to qualifications the unit standards were either non-existent or hard to find.

Reviewing the Namibian Qualifications Authority (NQA) website and meeting with representatives from the NQA highlighted a need to develop supporting qualifications for the Accounting Sector, which is lacking in Namibia at present.

This qualification is directly comparable to the Level 2 Certificate in Bookkeeping (100/2870/5) registered with the Qualifications Curriculum Authority and awarded by the International Association of Bookkeepers (IAB). In addition to this qualification being offered in the United Kingdom, it is also offered in Russia, Estonia, Latvia, Lithuania, Kazakhstan, Ukraine and Sri

Lanka. 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.

In Britain there is a qualification which closely matches the outcomes in 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.

ARTICULATION OPTIONS

This Qualification articulates horizontally with the following Qualifications:

- o ID 23655: National Certificate: Business Administration Services, NQF Level 3.

The Qualification articulates vertically with the following Qualifications:

- ID 58376: FETC Bookkeeping, NQF Level 4.
- o ID 48736: National Certificate: Small Business Financial Management, NQF Level 4.
- o ID 23953: FETC: New Venture Creation, NQF Level 4.

Learners will be able to apply for Certificate membership of the Institute of Certified Bookkeepers Ltd, the largest professional body in the world offering Qualifications at NQF Levels 3, 4 and 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.
- o 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 Understanding with the relevant ETQA.
- o 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.

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 4 or above.

- Be registered as an assessor with the relevant **ETQA**.
- Be employed or have previous experience in the accounting field.

NOTES

N/A

UNIT STANDARDS

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	117423	Administer credit purchase transactions	Level3	3
Core	117422	Administer credit sales transactions	Level3	3
Core	117419	Administer income and receipts	Level3	4
Core	117420	Administer payments and expenses	Level 3	4
Core	117424	Calculate and record value added tax transactions	Level3	5
Core	117421	Demonstrate basic accounting concepts	Level 3	12
Core	117425	Compile reconciliation statements	Level3	6
Core	117427	Prepare general ledger accounts and initial trial balance	Level 3	5
Core	117418	Understand the Petty Cash system	Level3	3
Core	114735	Perform Value Added Tax calculations and complete returns	Level4	5
Core	114733	Complete PAYE documents	Level4	7
Elective	117426	Prepare salaries	Level3	9
Elective	117417	Prepare Wages	Level3	6
Elective	114742	Calculate tax payable by a small business	Level4	6
Elective	114736	Record business financial transactions	Level4	5
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
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	Level 3	5
Fundamental	119457	Interpret and use information from texts	Level3	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level3	5
Fundamental	9012	Investigate life and work related problems using data and probabilities	Level 3	5
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level3	5
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	4
Fundamental	119467	Use language and communication in occupational learning programmes	Level3	5
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level3	2