

## School of Business and Management

### Programme Title

### National Diploma: Technical Financial Accounting (ICB)

#### Type of Programme

- Full-time and part-time
- Accredited by FASSET

#### About the Programme

This qualification has been developed as a coherent set of generic competencies in Accounting so that it applies to a wide range of different types of accounting positions in a variety of organisations.

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.

On completion of this programme, you will be qualified as an Accounting Technician and Certified Tax Technician. You will be able to operate with management in an accounting environment, become a SAIT-recognised tax practitioner, know the ins and outs of accounting, taxation, auditing and business law, and understand how tax works for individuals and companies.

#### About the ICB

The ICB is a professional body that was established in 1931 with the objective of promoting quality training and qualifications for Junior and Senior Bookkeepers, Accounting Technicians and Financial Accountants in Southern Africa.

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

#### Programme Benefits

- The programme is unit standards based and aligned to the NQF (National Qualifications Framework), SAQA ID 36213 NQF Level 5.
- The programme allows the learner the right to apply to the ICB to register for the professional bookkeeping designation Certified Technical Financial Accountant - CTFAIcb(SA) and receive the applicable membership benefits
- Learners can also apply to the SAIT for registration as a Certified Tax Technician – CTT(SA) to receive a tax practitioner number allowing them to complete monthly SARS and income tax returns
- The programme is under the scope of FASSET
- Successful learners can continue with studies towards the NQF Level 6 National Diploma: Financial Accounting

#### Career Fields

- Technical Financial Accountant
- Accounting Technician
- Junior/Senior Bookkeeper
- SARS Returns Clerk
- Cost and Management Accounting Clerk
- Income Tax Clerk
- Business Law Clerk
- Auditing Assistant



**ICB**  
ACCREDITED BUSINESS  
QUALIFICATIONS

  
**Damelin**  
www.damelinwestrand.co.za

17 Clew St Monument Tel (011) 955-5326  
Damelin is provisionally registered by the Dept of Education  
and provisionally accredited by Umalusi FET00453PA

### Admission Requirements

- Grade 12 / NQF level 4 qualification or equivalent
- No prior accounting knowledge is required
- In order to prepare learners for the Computerised Bookkeeping module, Damelin West Rand has included the Short Programme in Computer Skills for Windows & Office and the Short Programme in Fundamentals of Pastel Accounting

### Certification

Upon successful completion of the programme, learners will receive an ICB results letter outlining the unit standards covered and the ICB will apply to FASSET on the learner's behalf for the National Diploma: Technical Financial Accounting to be awarded.

Upon completion of the Diploma, a learner may apply for Certified Technical Financial Accountant status - CTFAIcb (SA) as a member of the ICB and Certified Tax Technician status - CTT (SA) as a member of the South African Institute of Tax Practitioners (SAIT).

In addition, successful learners at Damelin West Rand will also receive:

- The Damelin Short Programme Certificate in Fundamentals of Pastel Accounting
- The Damelin Short Programme Certificate in Computing Skills for Windows & Office

### Duration

The duration of this programme is **one year full-time**. Tuition is face-to-face and scheduled per campus.

This programme is also available on a part-time modular basis.

### Pricing

Enquire at your nearest Damelin Campus for a current programme pricelist.

### Course Material

All course material and textbooks are included. All external ICB assessment and POE fees are also included.

### Additional Costs

Learners who wish to use the ICB designation CTFAIcb(SA) will have to register as a member of the ICB and pay the relevant fee.

Learners who wish to have the designation CTT(SA) and receive a SARS Tax Practitioner number will have to register as a member of SAIT and pay the relevant fee.

## PROGRAMME OUTLINE

### Bookkeeping to Trial Balance

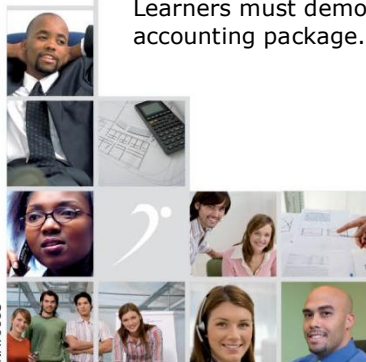
A skills programme introducing the learner to source documents, the rules of double entry, subsidiary journals, the general ledger, bookkeeping for the different inventory systems and bank and creditors reconciliations. This programme will provide skills for the Accounts Clerk (the individual that processes monthly financial transactions) and the Debtors and Creditors Clerk functions.

### Payroll and Monthly SARS returns

This skills programme will revise the manual monthly bookkeeping function. It will introduce learners to payroll and the Basic Conditions of Employment Act as well as basic business ethics. Learners will be able to complete the payroll function from the bookkeeping perspective. A learner will be able to complete the SARS payroll returns (EMP201, IRP 5, IT3a, IRP501). Learners will also be able to complete the VAT201 return.

### Computerised Bookkeeping

It is essential that the Technical Financial Accountant be able to work effectively on a computer. Learners must demonstrate this competence in basic business computing and a computerised accounting package.



  
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This skills programme is designed to prepare learners for completing the ICB Computerised Bookkeeping Portfolio of Evidence (PoE) which will include the completion of the monthly bookkeeping cycle on Pastel Accounting and Microsoft Excel, Word and PowerPoint.

### **Financial Statements**

This skills programme provides skills for depreciable asset disposal, year-end adjustments, preparation and analysis of financial statements for sole proprietorships, partnerships, close corporations and companies. It includes a comprehensive study of cash flow statements.

### **Cost and Management Accounting**

In this skills programme, learners are introduced to accounting for a manufacturing concern, break even analysis, cost-volume-profit analysis, budgeting and standard costing, financial management and business ethics.

### **Income Tax Returns**

This skills programme involves a thorough study of taxation. Learners will be able to compute taxable income and tax payable for individuals and businesses, submit tax returns, acquire a working knowledge of estate duty and provide taxation planning advice to clients.

### **Business Law and Accounting Control**

A skills programme in basic contract law, insolvency law, estate planning, internal and computer auditing.

### **Business Literacy**

A skills programme that covers the outcomes of the fundamental unit standards required for the National Diploma Technical Financial Accounting. Even if the individual is in possession of a Level 4 (Grade 12 or equivalent) certificate he/she must still complete this learning area due to the fact that the fundamental unit standards of this qualification are registered at NQF Level 5, not Level 4.

### **Assessment**

In all learning areas except for Computerised Bookkeeping, learners will be assessed on a completed ICB POE containing formative activities (assignments), formative evaluations (tests) and a summative assessment (final exam). In Computerised Bookkeeping, the POE will contain a formative activity and a summative assessment.

### **Additional modules at Damelin West Rand: Computer Skills for Windows & Office**

- Introduction to PCs
- Introduction to Windows
- Introduction to Word
- Introduction to Excel

### **Fundamentals of Pastel Accounting**

- Demonstrate an understanding of basic accounting principles
- Prepare Ledger Balances and an initial Trial Balance
- Produce spreadsheets using accounting related IT
- Record business financial transactions

### **Disclaimer**

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Damelin's control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Damelin will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.

