



Do you want to be an efficient, indispensable bookkeeper or do you want to become it one day? Then this qualification is for you...

Are you:

- Aiming to be employed in a finance department?
- Running a small business?
- Known to have a good head for numbers?
- Already in an accounting position without qualification?
- In need of formal accounting training and development?

If you answered yes to more than one of the questions above, enrol now at MeyerOtto Academy.

At MeyerOtto Academy, you can build your qualification(s) at your own pace, through the ICB model.

After successfully completing just a few learning areas (subjects) you'll get your first qualification. You can then build on this by completing more groups of learning areas, upgrading your qualification as you go.

Qualification	National Certificate: Bookkeeping
Qualification Number	58375
NQF Level	03
Target Market	<ul style="list-style-type: none"> • Junior Bookkeepers • Account clerks • Debtors clerks • Creditors clerks • Payroll clerks • Accounts payable/receivable clerk

Purpose	<ul style="list-style-type: none"> • 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 acknowledgment 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: <ul style="list-style-type: none"> » 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.
What the qualification entails	<ul style="list-style-type: none"> • Bookkeeping to Trial Balance • Payroll and monthly SARS returns • Computerised Bookkeeping • Business Literacy
Entry Requirements	<ul style="list-style-type: none"> • Grade 10 or equivalent • Must be 16 years of age • No prior accounting knowledge needed • Communication at NQF Level 2 • Mathematical Literacy at NQF Level 2 • Computer Literacy at NQF Level 2
Duration of Training	12 months
RPL	This qualification can also be achieved through a process of RPL, with rules set out by ICB and FASSET
Clusters in qualification	<ul style="list-style-type: none"> • Administer credit purchase and credit sales transactions. • Apply knowledge of income, receipts, payments and expenses. • Administer Value Added Tax (VAT) transactions. • Complete reconciliation statements, general ledger accounts and trial balances. • Administer petty cash. • Apply knowledge and understanding of personal taxation. • Apply knowledge of business taxation. • Record business financial transactions.
What will you be able to do?	<ul style="list-style-type: none"> • Monthly bookkeeping to trial balance • Reconcile suppliers • Inventory and bank statements • Calculate PAYE/UIF/SDL • Payroll tax and other deductions • EMP501, IRP5, IRP6, IT3a documents • VAT returns
Certification	A National Certificate upon submissions of Portfolios of Evidence