



# ICB Financial Accounting Qualifications and Courses

Brochure



## EXPERIAN BUSINESS SKILLS INSTITUTE

### Moving your future forward through the power of knowledge

Learning can be incremental, or it can be instantaneous! Whether you are wanting to quickly upskill yourself or your employees through short modular learning, or are looking for longer-term accredited training, the Experian Business Skills Institute has the courses and learning method you want.

### About BSI

Experian's Business Skills Institute helps our learners and clients move their futures forward through the education, training and development of their most valuable assets - their knowledge and careers.

### BSI was developed from the need for a training provider for professionals and companies in Africa and beyond.

Our training institute comprises of professional staff who are specialised in training, learning methodology and business skills. BSI is a resource for smart and inquisitive individuals or companies wanting to instil confidence in their abilities, processes and service.

### Our Offerings

BSI offers students and professionals of all ages and companies of all sizes digital, blended and in-class skills training, qualifications, learnerships, skills programmes, short courses and workshops across a wide range of business skills topics to meet their career needs and move their futures forward.

Classroom-Based/  
Face-to-Face Instruction

Virtual Instructor-Led Training

Blended Learning

Online Courses

Customised Courses

Learnerships

Our accredited qualifications and learnerships give learners the necessary business tools to build long and successful careers. After completing our short, digital courses, learners can action what they've just learnt making them effective, valuable and productive from the get-go!

Credit and Banking Skills

Debt Recovery Skills

Debt Review /  
Counselling Skills

Legislation and Compliance

Business and  
Entrepreneurship Skills

Leadership and  
Management Skills

Accounting and Financial skills

Office Management  
and Administration

Compliance Training

## FINANCIAL ACCOUNTING QUALIFICATIONS/LEARNERSHIPS

## ICB Financial Accounting

### ICB Bookkeeper Programme

**(National Certificate: Bookkeeping, SAQA ID 58375: Level 3, 120 Credits)**

#### Qualification Overview

Completing this 1-year Bookkeeper's Programme will start your career and pave your future towards becoming a Financial Accountant. This programme is the first in the Financial Accounting Programme and will teach you all you need to know about bookkeeping and trial balances as well as processing payrolls and monthly SARS returns using computerised bookkeeping systems. You will also learn basic business literacy skills such as written and spoken communication and numerical skills.

#### Learning Outcomes

- 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.

### ICB Senior Bookkeeper Programme

**(FET Certificate: Bookkeeping, SAQA ID: 58376, NQF Level 4, 130 Credits)**

#### Qualification Overview

This 6-month Senior Bookkeeper's Programme will teach you all you need to know about cost and management accounting as well as how to read, interpret, prepare and analyse the financial statements of an organisation such as income statements, balance sheets and cash flow statements using applicable financial ratios. You will also specifically learn about assets, depreciation and the management of inventory and overhead costs. Completing this qualification will set you on course to become a Senior Bookkeeper and pave the way in your future to become a Technical Financial Accountant.

## Learning Outcomes

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

## ICB Accounting Technician Programme

**(National Diploma: Technical Financial Accounting, SAQA ID: 36213, Level 5, 251 Credits)**

### Qualification Overview

This 6-month Accounting Technician Programme will prepare you for your next step to become a Financial Accountant by teaching you all you need to know about accounting control and business law. You will also specifically learn the ins and outs of income tax returns including fringe benefits and allowances as well as employee tax, provisional tax and business taxes. Completing this programme will also enable you to register as a SAIT-recognised tax practitioner.

## Learning Outcomes

- Process documents relating to goods and services supplied and received.
- Maintain records relating to capital acquisition and disposal.
- Input, store and output data.
- Provide costing reports.
- Highlight trends in costs and make suggestions for the reduction of costs and adding value to the organisation.
- Prepare cost estimates for work activities and projects.
- Contribute to the planning and conducting of an audit.
- Classify and record accounting and non-financial data.
- Take responsibility for the management of cash and credit.
- Perform tax computations, prepare returns for business and individuals and submit all required tax returns.

## ICB Financial Accountant Programme (National Diploma: Financial Accounting, SAQA ID: 20366, Level 6, 280 Credits)

### Qualification Overview

This 1-year Financial Accountant programme will give you the ultimate competitive advantage in equipping yourself to manage the financial affairs of a company. With this qualification, you will be able to work closely with a chartered accountant and registered auditor as you complete your dissertation in accounting theory and practice as well as learn about financial reporting and regulatory requirements, management accounting control systems and corporate strategy. This qualification will set your career in finances on a path of success.

### Learning Outcomes

- Has acquired knowledge of and demonstrates competence in all areas of financial accounting.
- Demonstrates knowledge of, and competence in all areas of cost and management accounting.
- Understands and applies tax regulations in the field of personal and business taxation.
- Demonstrates a sound understanding of the nature of law and an appreciation of the role of law within which an accountant operates.
- Has acquired knowledge of and demonstrates competence in all areas of financial management.
- Demonstrates an understanding of Internal and external auditing processes.
- Has acquired an understanding of Information systems in business.
- Demonstrates knowledge and understanding of the key marketing and management theories, concepts and techniques operating within business organisations.
- Understands and applies sound accounting theory and practice.
- Demonstrates knowledge and understanding of management accounting control systems.
- Has acquired an understanding of financial accounting in respect of the regulatory framework.
- Demonstrates a knowledge and understanding of corporate strategy.

## ICB Financial Accountant Programme (National Diploma: Financial Accounting, SAQA ID: 20366, Level 6, 280 Credits)

### Qualification Overview

Completing this 1-year Public Accounts Administrator programme will start your career and pave your future towards becoming a Technical Public Accountant. This programme is the first in the Public Sector Accounting Programme and will teach you all you need to know about bookkeeping and trial balances as well as administering public accounts using computerised bookkeeping systems. You will also learn basic business literacy skills such as written and spoken communication and numerical skills.

### Learning Outcomes

- Use appropriate numerical skills to investigate and monitor the financial aspects of personal and work life.
- Use appropriate skills, conventions and structures to communicate effectively and clearly in the workplace.
- Demonstrate oral communication in a specific context.
- Plan and prepare meeting communications.
- Use appropriate skills conventions and structures to communicate effectively at meetings.
- Know and understand the structure of the South African Public Sector.
- Know and understand the structure of the financial management system in the public sector.
- Know and understand the legislative framework governing financial management.
- Know, understand and utilise data processing systems in the workplace.
- Use information systems and computer technology effectively.
- Achieve personal effectiveness in work environment.
- Explain the nature and function of accounting.
- Recognise, examine, and apply the conceptual basis of accounting.
- Explain and apply accounting systems and processes.
- Perform financial operations within the appropriate ethical framework.
- Record cash transactions.
- Record credit sales transactions.
- Record credit purchase transactions.
- Manage petty cash.
- Reconcile the bank account.
- Prepare a trial balance.
- Prepare accounting information for Managers.
- Prepare budgets.
- Understand the supply chain management cycle.
- Apply the principles of internal control.
- Control credit.
- Administer payroll.

## ICB Public Accounting Technician Programme (Diploma: Public Sector Accounting, SAQA ID: 20353, Level 5, 137 Credits)

### Qualification Overview

This 1-year Technical Public Financial Accountant programme will prepare you for your career in public sector accounting by teaching you all you need to know about accounting control and business law. You will also specifically learn the ins and outs of technical public accounting such as income tax and payroll administration, expenditure and credit management as well as supply chain management. The programme will also familiarise you with financial statements and cost and management accounting preparing you to perform managerial accounting tasks, budgeting, standard and job costing as well as the management and control of inventory and overhead costs.

### Learning Outcomes

- All learning outcomes for the foundational level.
- Manage internal relationships in the workplace.
- Manage external relationships.
- Understand basic economic principles.
- Manage information systems and computer technology effectively.
- Manage assets.
- Prepare draft public sector financial statements.
- Implement risk management policy.
- Demonstrate an understanding of the theory of management accounting.
- Prepare and manage budgets.
- Manage performance.
- Manage the supply chain.
- Demonstrate an understanding of risk.
- Management as an integral part of the SCM cycle.
- Operate a cash management and credit control system.
- Manage projects.
- Undertake an internal audit.

## ICB Public Sector Financial Accountant Programme (National Diploma: Financial Accounting, SAQA ID: 20366, Level 6, 280 Credits)

### Qualification Overview

This 1-year Advanced Public Sector Financial Accountant programme will give you the ultimate competitive advantage in equipping yourself to manage the financial affairs of a public sector. With this qualification, you will be able to work closely with a chartered accountant and registered auditor as you complete your dissertation in accounting theory and practice as well as learn about financial reporting and regulatory requirements, management accounting control systems and corporate strategy. This qualification will set your career in finances on a path of success.

### Learning Outcomes

- Has acquired knowledge of and demonstrates competence in all areas of financial accounting.
- Demonstrates knowledge of, and competence in all areas of cost and management accounting.
- Understands and applies tax regulations in the field of personal and business taxation.
- Demonstrates a sound understanding of the nature of law and an appreciation of the role of law within which an accountant operates.
- Has acquired knowledge of and demonstrates competence in all areas of financial management.
- Demonstrates an understanding of Internal and external auditing processes.
- Has acquired an understanding of Information systems in business.
- Demonstrates a knowledge and understanding of the key marketing and management theories, concepts and techniques operating within business organisations.
- Understands and applies sound.
- Accounting theory and practice.
- Demonstrates a knowledge and understanding of management accounting control systems.
- Has acquired an understanding of financial accounting in respect of the regulatory framework.
- Demonstrates a knowledge and understanding of corporate strategy.



**PUBLIC SECTOR / FINANCIAL ACCOUNTING SHORT COURSES & SKILLS PROGRAMMES****Bookkeeping to Trial Balance**

This skills programme introduces business, bookkeeping and accounting. Learners will specifically learn about the recording of various financial (cash, credit & sundry) transactions, value-added tax (VAT), inventory systems as well as how bank, debtor, creditor, supplier and general ledger accounts need to be reconciled. Finally, this skill programme also equips learners with the knowledge and skills to draft financial statements for a business.

**Business Literacy**

A key skill for any accountant to have is the ability to communicate effectively as well as perform basic mathematical calculations within a business environment. This skills programme is specifically focused on equipping the learner with the knowledge and skills to understand and apply the key principles of effective business communication as well as communicating through spoken and written word. To prepare learners to measure, analyse and communicate workplace data, this module also teaches learners how to work with numbers (including fractions and decimals), percentages, ratios, proportions and equations as well as to use interest rates within a business context.

**Business Law and Accounting Control**

Having a sound understanding of basic contract law, insolvency law and estate planning is critical for someone wanting to become a Technical Financial Accountant. This skill programme specifically teaches learners the ins and outs of business law and auditing and covers internal control concepts as they relate to accounting systems as well as how accounting systems should be managed.

**Financial Statements**

Every business should have financial statements that indicate the financial performance of the organisation. These include income statements, statements of financial position as well as cash flow statements. This skills programme familiarises the learner with the process of preparing the various financial statements for a small business, sole proprietorship, partnership or corporate entities following the recording of business financial transactions and finalising and interpreting accounts. The application of financial ratios to understand a business' profitability and liquidity is also introduced to the learner. Financial reporting standards are also discussed and explained.

### Corporate Strategy

Thoroughly understanding business strategy and strategic management is an essential skill any financial accountant should have to be able to contribute to the goals and objectives of the organisation. This skills programme focuses on introducing learners to the concept of strategic management with a view to be able to formulate a strategic direction for the organisation as well as setting corporate goals and objectives. More specifically, learners will learn how to identify, formulate, evaluate and select strategies to implement. Learners will also be taught how to drive continuous improvement through strategic control and evaluation.

### Income Tax Returns

An essential skill for a bookkeeper and specifically a tax practitioner is to know and understand the ins and outs of taxation for both individuals and companies. This skills programme focuses on providing learners with a working knowledge of all the components of tax to be able to complete and submit income tax returns to SARS on a monthly and annual basis. Attention is specifically given to gross income, exempt income, allowable deductions as well as revenue tax, employees' and provisional taxes, capital gains and donation taxes, estate duties etc... Also covered as part of this skills programme are fringe benefits and allowances in terms of income tax.

### Cost and Management Accounting

In this skills programme, learners are introduced to Cost and Management Accounting with a view of enabling them to apply this basic knowledge and skill in a business environment. Learners are familiarised with the concept of managerial accounting as well as the knowledge and skills required to effectively control and manage inventory and overhead costs. Different costing methodologies are explained i.e. standard, job and process costing. Financial management and budgeting also form part of the skills learners will learn in this skills programme.

### Management Accounting Control Systems

Every financial accountant should have a thorough knowledge and understanding of and be able to apply management accounting control and decision-making techniques. This skills programme focuses on equipping learners with the ability to apply variable, absorption, process and joint product costing as well activity-based and standard based costing techniques, perform cost-volume-profit analysis as well as budget and forecast effectively and apply the necessary budgetary controls.

### Payroll and Monthly SARS Returns

Part of the key tasks and responsibilities for all Junior Bookkeepers are processing the payroll of the company as well as submitting the company's monthly SARS returns. In this skills programme, the learner will be introduced to basic bookkeeping in terms of recording the business' financial transactions and completing and submitting the necessary SARS VAT (i.e. VAT201) and payroll returns (EMP201, IRP 5, IT3a, IRP501). More specifically learners will be taught the basic conditions of employment, statutory registrations as well as the ethical requirements that a registered TAX practitioner should abide by.

### Public Accounting Administration

In this skills programme learners will be equipped with the knowledge and skills to proficiently perform the monthly bookkeeping function within a public sector enterprise. More specifically learners will learn about the features which contributes to the uniqueness of the public sector as well as about the various methods to control public sector finances and how the intergovernmental fiscal system functions. Attention is also given to the Public Finance and Management Act and how it impacts public account administration.

### Financial Reporting and Regulatory Frameworks

This skills programme introduces the learner to the International Financial Reporting Standards (IFRS), which are issued by the International Accounting Standards Board (IASB) and that are increasingly used worldwide, including South Africa and dozens of other countries. The programme specifically sets out the principles and conceptual framework or issues relating to IFRS.

### Computerised Bookkeeping

It is essential for any bookkeeper to be able to keep the books of a business on a suitable computerised accounting software package such as Pastel. This skill programme teaches learners about basic computing, windows, using email and internet as well as Microsoft Office as an accounting tool.

### Technical Public Accounting

This skills programme sets learners on course to become a great Technical Public Accountant. Learners will specifically learn the knowledge and skills to apply basic economic principles, effectively use management information systems as well as to prepare public financial statements. Learners are further introduced to the concept of risk management in the public sector and what needs to be done to manage these risks. Finally, learners are taught how to analyse the difficulties in measuring performance in public services as well as to evaluate the performance measurement process in a specific public sector context.

## ACCREDITATIONS AND MEMBERSHIPS

- **BANKSETA (557033):** Our accreditation with BANKSETA enables us to deliver national qualifications and various registered skills programmes and short courses on Levels 2 to 5 on the NQF, for stakeholders in this sector. Our qualifications include the National Certificate in Microfinance Level 3 (23453); the Further Education and Training (FET) Certificate: Microfinance Level 4 (23433); the FET Certificate in Banking Level 4 (20185); National Certificate in Banking Level 5 (20186); and a National Certificate in Generic Management: Banking Level 5 (59201:96100).
- **FASSET (A585000003):** We are accredited for the FET Certificate: Debt Recovery (49021) on NQF Level 4.
- **SERVICES SETA (3974):** Our Management Development Skills Programme is approved through the Services SETA.
- **QCTO (SDP/1228/17/00325):** We are accredited for the Occupational Certificate: Compliance Officer (91671) on NQF Level 6.
- **Institute of Certified Bookkeepers (ICB) (300973):** We have full accreditation with the ICB for qualification programmes in Accounting, Public Sector Accounting, Office Management, Small Business Financial Management, and Entrepreneurship.
- **The Institute of Credit Management (ICM):** We have full accreditation with the ICM, which is a professional body providing the syllabi and curricula for all training institutions who present qualifications in credit management. Consequently, our accreditation allows us to deliver the ICM National Certificate in Credit Management (Parts 1-5).
- **The National Credit Regulator (NCR):** We are one of the few training service providers approved by the NCR to provide debt counsellor training in South Africa. The NCR is responsible for the regulation of the South African credit industry, under the ambit of the National Credit Act (NCA) 34 of 2005.

### Why Choose Us:

- Focus on quality
- Range of training delivery platforms
- Qualified and expert training practitioners
- Ability to deliver training nationally and abroad
- Proven track record of results and experience

### Where We Operate

We provide our skills training and development services across Africa. In-class training can be held at your offices, a suitable training venue or one of our own in-house training venues in Stellenbosch and Bryanston, South Africa. Understanding the need for remote learning in Africa and beyond, we have also offer online courses and virtual classrooms.