

Programme Delivery: Distance Study	National Certificate: Bookkeeping	Further Education & Training Certificate: Bookkeeping	National Diploma: Technical Financial Accounting	National Diploma: Financial Accounting
	NQF L3 (SAQA ID: 58375)	NQF L4 (SAQA ID: 58376)	NQF L5 (SAQA ID: 36213)	NQF L6 (SAQA ID: 20366)
Job Titles	Junior Bookkeeper , Accounts Clerk, Debtors Clerk, Creditors Clerk, Payroll Clerk, Accounts Payable/Receivable Clerk	Senior Bookkeeper , Junior Accountant, Assistant Accountant	Technical Financial Accountant , Accounting Technician, Tax Technician	Financial Accountant , apply to SAIBA to become and Accounting Officer
Learning areas/subjects	<ol style="list-style-type: none"> 1. Bookkeeping to Trial Balance 2. Payroll & Monthly SARS Returns 3. Computerised Bookkeeping 4. Business Literacy 	<ol style="list-style-type: none"> 5. Financial Statements 6. Cost & Management Accounting 	<ol style="list-style-type: none"> 7. Income Tax Returns 8. Business Law & Accounting Control 	<ol style="list-style-type: none"> 9. Corporate Strategy 10. Management Accounting Control Systems 11. Financial Reporting and Regulatory Frameworks 12. Accounting Theory & Practice * * <i>By dissertation</i>
Pre-qualification	Grade 10 (St 8) or equivalent No prior accounting knowledge needed At least 16 years of age	Successful completion of previous learning areas (1-4) – or be a qualified Junior Bookkeeper Grade 11 (Std 9) or equivalent	Successful completion of the previous learning areas (1-6) – or be a qualified Senior Bookkeeper Grade 12 (Std 10) or equivalent with accounting as subject	Successful completion of the previous learning areas (1-8) – or be a qualified Technical Financial Accountant National Diploma: Technical Financial Accountant