



National Certificate: Bookkeeping

Overview:

The Bookkeeping National Certificate comprises of the following: Monthly bookkeeping to trial balance (manual and computerised); disclose profit and financial position; reconcile suppliers, inventory and bank statements; calculate PAYE/ UIF/SDL; payroll tax and other deductions; EMP201, EMP501, IRP5, IRP6 and IT3a documents and VAT returns. This programme will provide the skills required to be an Accounts Clerk, Debtors Clerk, and Payroll Clerk.

Duration:

12 months

Outline:

- Bookkeeping to Trial Balance (BKTB)
- Payroll and Monthly SARS Returns (PMSR)
- Computerised Bookkeeping (CPBK)
- Business Literacy (BUSL)

Admission Requirements:

- Grade 10 (Std 8) or equivalent
- You must be at least 16 years of age
- No prior accounting knowledge needed



Qualifications:

We put high priority in ensuring that the relevant accreditations are met and maintained. On completion the student will earn the following:

- JFa² Technical Training Institution Certificate with a training report showing what was covered during the course.
- ICB certificate on QCTO curriculum (SAQA ID 58375 - 120 credits NQF3)

Learning Methods & Delivery:

- All our training is delivered in a practical workshop environment. We have state of the art campus build and constructed as a virtual workplace environment where learners not only learn theory in class rooms but also practically learn, apply, practise and demonstrate their newly acquired skills. This is experiential training at its best.
- Referral and assistance to a trade test centre.
- A free revision period prior to the external examination.

For additional information please contact info@jfa2training.co.za