



## **National Certificate: Public Sector Accounting**

### **Overview:**

The Public Sector Accounting National Certificate comprises of the following: Administer public accounts. Help improve public sector financial management by adding value, efficiency and productivity to government departments. This programme will provide the skills required being a Public Accounts Administrator.

### **Duration:**

12 months

### **Outline:**

- Bookkeeping to Trial Balance (BKTB)
- Public Accounting Administration (PAAD)
- Computerised Bookkeeping (CPBK)
- Business Literacy (BUSL)

### **Admission Requirements:**

- Grade 11 (Std 9), NQF3 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 20352 - 120 credits NQF4)

### **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](mailto:info@jfa2training.co.za)**