



ICB
INTERNATIONAL
CERTIFICATIONS FOR BUSINESS



Amandlolwazi Training Centre has extended their offerings to include an aspect of Accounting.

The ICB Programmes are fully accredited qualifications In Bookkeeping, Financial Accounting, Public Sector Accounting, Office Administration and Business Management.

Amandlolwazi Training centre is an accredited ICB partner.

FINANCIAL ACCOUNTING

- National Certificate: Bookkeeping
- Further Education and Training Certificate: Bookkeeping
- National Diploma: Technical Financial Accounting
- National Diploma: Financial Accounting

BUSINESS MANAGEMENT

- National Certificate: Small Business Financial Management
- Higher Certificate: Office Administration
- National Diploma: Financial Accounting

OFFICE ADMINISTRATION

- Certificate: Office Administration
- Higher Certificate; Office Administration
- National Diploma: Office Administration

FINANCIAL ACCOUNTING

Name of Qualification : **National Certificate: Bookkeeping**

Purpose of Qualification:

The purpose of this qualification is to provide learners with the knowledge, understanding, and skills to become a Bookkeeper. It also serves 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 in Accounting. Learners with this qualification will be able to provide accounting support and recording of the day-to-day financial transactions of organisations.

SAQA ID	:	58375
NQF Level	:	3
Credits	:	120
Duration	:	1 Year
Number of Modules	:	04
Exams	:	As per Exam Timetable – either Paper Based or Online
Prerequisite	:	Grade 10

WHAT WILL YOU LEARN TO DO?

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.

Modules :

- Bookkeeping to Trial Balance:
- Payroll to Monthly SARS
- Business Literacy
- Computerized Bookkeeping (MS Office and Pastel Accounting)

Name of Qualification : **Further Education and Training Certificate: Bookkeeping**

Purpose of Qualification:

The purpose of this qualification is to provide the learner with the knowledge, understanding, skills and experience to become a Bookkeeper to Financial Statements. This will aid individual development and enhance the employment prospects of the learner, as well as social transformation through the formal acknowledgement of competencies, skills and knowledge. This qualification can be used by students in the field of Accounting.

SAQA ID	:	58376
NQF Level	:	4
Credits	:	130
Duration	:	6 months
Number of Modules	:	02
Exams	:	As per Exam Timetable – either Paper Based or Online
Prerequisite	:	Successful completion of National Certificate: Bookkeeping

WHAT WILL YOU LEARN TO DO?

Monthly bookkeeping; asset disposal; year-end adjustments; International Financial Reporting Standards for SMMEs; branch accounts; incomplete records; analysis of financial statements; understand cash flow; basic cost and management accounts; prepare manufacturing accounts; costing and budgeting.

Modules

- Financial Statements
- Cost and Management Accounting

Name of Qualification : **National Diploma: Technical Financial Accounting**

Purpose of Qualification:

This Qualification is designed to equip the learner with the knowledge, skills, attitudes and values to be appointed as Financial Accounting Technicians who have an important role to play, either as support staff to the Accountant, where they provide Accounting and Financial Management support in the field of Accounting and Financial Management in medium to large organisations. Learners completing this qualification will be able to be employed as Financial Accounting Technicians who do work that requires fundamental knowledge of and the application of basic Bookkeeping and Accounting procedures in a variety of situations.

SAQA ID	:	36213
NQF Level	:	5
Credits	:	251
Duration	:	6 months
Number of Modules	:	02
Exams	:	As per Exam Timetable – either Paper Based or Online
Prerequisite	:	Successful completion of Further Education and Training Certificate: Bookkeeping

WHAT WILL YOU LEARN TO DO?

Complete a full set of accounts for a financial year; support management in finance and accounting; become a SAIT tax practitioner (once you meet their requirements); know the ins and outs of accounting, taxation (individuals and companies), auditing and business law.

Modules

- Income Tax Returns
- Business Law and Accounting Control

Name of Qualification : **National Diploma: Financial Accounting**

Purpose of Qualification:

This qualifications provides the learner with the knowledge, understanding, skills and experience to become a Financial Accountant. This will aid individual development and enhance the employment prospects of the learner, as well as aiding social transformation through the formal acknowledgement of competencies, skills and knowledge. Prepare the learner to work in the Financial Accounting field and develop a specialist accounting and management career, either within South Africa or in other countries around the world. The learner will have the necessary knowledge, skills and insights to operate at a second or third level in Financial Accounting in a large organisation or assume full responsibility for the function in a smaller organisation.

SAQA ID	:	20366
NQF Level	:	6
Credits	:	280
Duration	:	12 months
Number of Modules	:	04
Exams	:	As per Exam Timetable – either Paper Based or Online
Prerequisite	:	Successful completion of National Diploma: Technical Financial Accounting

WHAT WILL YOU LEARN TO DO?

Compile annual financial statements; register with SAIBA as an Accounting Officer (once you meet their requirements); work with Chartered Accountants and Auditors; have a thorough knowledge of accounting theory and practice, corporate strategy and International Financial Reporting Standards.

Modules

- Corporate Strategy
- Management Accounting and Control
- Financial Reporting and Regulatory Frameworks
- Research Theory and Practice

BUSINESS MANAGEMENT

Name of Qualification : **National Certificate: Small Business Financial Management**

Purpose of Qualification:

The Certificate in Small Business Financial Management is specifically designed for those learners who are already, or those who wish to become, owner-managers or those who are responsible for the keeping of the financial records, of a small business.

SAQA ID	:	48736
NQF Level	:	4
Credits	:	120
Duration	:	09 months
Number of Modules	:	03
Exams	:	As per Exam Timetable – either Paper Based or Online
Prerequisite	:	Grade 11

WHAT WILL YOU LEARN TO DO?

Demonstrate an understanding of the documentation, processing and recording of a business's financial transactions. Communicate effectively with the business stakeholders. Show that you know what it means to be a general manager. Cost and price products and manage working capital. Operate a personal computer

Modules

- Business Literacy
- Bookkeeping to Trial Balance
- Business Management 1

Name of Qualification : **Higher Certificate: Office Administration**

Purpose of Qualification:

- This qualification provides an opportunity for the learner to acquire a range of administrative skills crucial to the successful functioning of any organisation.
- This qualification provides an opportunity for the learner to acquire a range of administrative skills crucial to the successful functioning of any organisation.
- The learner will show insight into the principles of Financial Management and Decision-making.
- The learner will demonstrate an appreciation of the human resource function and its invaluable role in the organization.
- The learner will apply labour relations principles and trends to a given work situation.
- The will demonstrate an in-depth understanding of marketing concepts and issues relating to international marketing, industrial marketing and services marketing.
- The learner can understand and apply the basic principles of law which affect business relationships and transactions within the scope of the administration of companies and other organisations.

SAQA ID	:	23619
NQF Level	:	5
Credits	:	240
Duration	:	15 months
Number of Modules	:	05
Exams	:	As per Exam Timetable – either Paper Based or Online
Prerequisite	:	Successful completion of National Certificate: Small Business Financial Management

WHAT WILL YOU LEARN TO DO?

Apply a range of office administration techniques and economics, perform human resources and labour relations administrative tasks. Manage your diary and work schedule as a manager. Operate efficiently as a general office manager of a business. Apply marketing, law, PR, and economics principles in business. Draw up and interpret financial statements and reports. Work efficiently with the HR and labour relations departments. Apply business growth principles for local and global expansion.

Modules

- Office and Legal Practice
- Business Management 2
- Marketing Management and Public Relations
- Financial Statements
- Human Resources Management and Labour Relations

Name of Qualification : **National Diploma: Financial Accounting**

Purpose of Qualification:

This qualification provides the learner with the knowledge, understanding, skills and experience to become a Financial Accountant. This will aid individual development and enhance the employment prospects of the learner, as well as aiding social transformation through the formal acknowledgement of competencies, skills and knowledge. Prepare the learner to work in the Financial Accounting field and develop a specialist accounting and management career, either within South Africa or in other countries around the world. The learner will have the necessary knowledge, skills and insights to operate at a second or third level in Financial Accounting in a large organisation or assume full responsibility for the function in a smaller organisation.

SAQA ID	:	20366
NQF Level	:	6
Credits	:	280
Duration	:	12 months
Number of Modules	:	04
Exams	:	As per Exam Timetable – either Paper Based or Online
Prerequisite	:	Successful completion of Higher Certificate: Office Administration

WHAT WILL YOU LEARN TO DO?

Work with management information systems at a corporate level. Prepare a business for internal/external audit. Apply principles of strategic intent and strategic thinking in a global business environment. Apply managerial finance and control principles in a commercial environment. Draw up and interpret financial statements and reports in accordance with IFRS.

Modules

- Business Management 3
- Financial Management and Control
- Financial Reporting and Regulatory Frameworks
- Research Theory and Practice

OFFICE ADMINISTRATION

Name of Qualification : **Certificate: Office Administration**

Purpose of Qualification:

- This qualification provides an opportunity for the learner to acquire a range of administrative skills crucial to the successful functioning of any organisation.
- The learner will demonstrate the ability to communicate effectively in an organisational environment.
- The learner will carry out simple communication tasks involving the analysis, contextualisation and synthesis of written material dealing with the basic principles and ideas underpinning public relations as a professional management discipline.
- The learner will demonstrate a thorough understanding of current legal provisions regarding the administrative practice of corporate bodies in the South African context.
- The learner will demonstrate an understanding of the functions and purposes of accounting and its purpose in the business environment.
- The learner will demonstrate a basic understanding of the principles of cost and management accounting.
- The learner can demonstrate a sound knowledge of the role of marketing, finding marketing opportunities, the marketing mix, and controlling marketing plans and programmes.

SAQA ID	:	23618
NQF Level	:	5
Credits	:	120
Duration	:	18 months
Number of Modules	:	06
Exams	:	As per Exam Timetable – either Paper Based or Online
Prerequisite	:	Grade 12

WHAT WILL YOU LEARN TO DO?

Business communication; bookkeeping up to trial balance; apply your basic knowledge of cost and management accounting; use your basic skills in marketing and public relations, business law and administrative practice.

Modules

- Business Literacy
- Bookkeeping to Trial Balance
- Business and Office Administration 1
- Marketing Management and Public Relations
- Business Law and Administrative Practice
- Cost and Management Accounting

Name of Qualification : **Higher Certificate: Office Administration**

Purpose of Qualification:

This qualification provides an opportunity for the learner to acquire a range of administrative skills crucial to the successful functioning of any organisation. The learner will demonstrate an understanding of the South African economic system. The learner will demonstrate an appreciation of the human resource function and its invaluable role in the organization. The learner will apply labour relations principles and trends to a given work situation. The learner, with the required knowledge of office administration and with skills in office procedure, will perform with self-confidence the role of a private secretary or personal assistant

SAQA ID	:	23619
NQF Level	:	5
Credits	:	240
Duration	:	09 months
Number of Modules	:	03
Exams	:	As per Exam Timetable – either Paper Based or Online
Prerequisite	:	Successful completion of Certificate: Office Administration

WHAT WILL YOU LEARN TO DO?

Apply a range of office administration techniques and economics, perform human resources and labour relations administrative tasks.

Modules

- Business and Office Administration 2
- Human Resources Management and Labour Relations
- Economics

Name of Qualification : **National Diploma: Office Administration**

Purpose of Qualification:

- This qualification provides an opportunity for the learner to acquire a range of administrative skills crucial to the successful functioning of any organisation.
- The learner will be able to demonstrate a knowledge of the basic principles of accounting and how to apply them.
- The learner will be conversant with current legal and administrative principles.
- The learner will solve problems and achieve objectives while demonstrating an understanding of human resources management.
- The learner will carry out a range of communication tasks involving the analysis, contextualisation and synthesis of written material dealing with actual communication problems, and utilise public relations principles and techniques.
- The learner will demonstrate an in-depth understanding of management as an integrated, interactive discipline making effective use of organisational resources according to best practice.
- The learner, with an advanced knowledge of office administration and with skills in office procedure, will perform with self-confidence the role of an executive assistant to management, or office administrator.

SAQA ID	:	35958
NQF Level	:	6
Credits	:	360
Duration	:	09 months
Number of Modules	:	03
Exams	:	As per Exam Timetable – either Paper Based or Online
Prerequisite	:	Successful completion of Higher Certificate: Office Administration

WHAT WILL YOU LEARN TO DO?

Use your advanced knowledge of office administration and management techniques, financial accounting and reporting skills.

Modules

- Business and Office Administration 3
- Financial Statements
- Management