

2008

PROSPECTUS



Institute of Certified Bookkeepers

Certification Programme

3rd floor, Southern Life Centre, 8 Riebeeck Street, Cape Town, 8001
P O Box 2237, Cape Town, 8000 **Tel:** +27 21 421 1110 **Fax:** +27 21 421 1136
Website: www.icb.org.za **E-mail:** enquiries@icb.org.za

The Institute of Certified Bookkeepers (ICB) Certification Programme

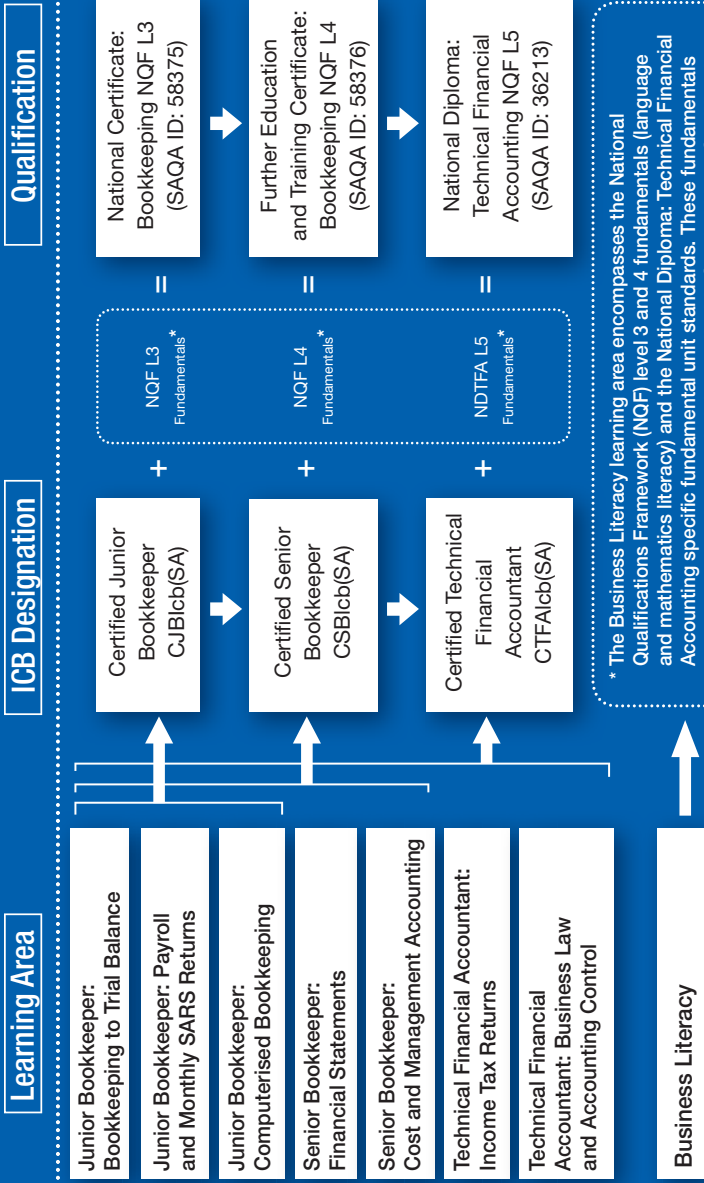


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Why choose a career in Bookkeeping?

Whether you work for someone or you become self-employed, you will require a firm knowledge of bookkeeping. Knowledge of financial transactions is essential for business practice as well as personal affairs.

The Bookkeeper and Technical Financial Accountant are at the heart of the business. The Certification Programme offered by the Institute of Certified Bookkeepers (ICB) will give any learner full exposure to financial practice. Learners will acquire knowledge of the following:

- Capturing of business and financial transactions on both the manual and computerised systems
- Payroll administration
- Personal finance
- Business reconciliations
- Preparation, analysis and interpretation of financial statements
- Business literacy
- Accounting control
- Cash flow analysis
- Cost and management accounting
- Budgeting
- Financial management
- Taxation
- Business law

Why the Institute of Certified Bookkeepers?

The ICB was established in 1931 with the objective of promoting quality training and qualifications for Junior Bookkeepers, Senior Bookkeepers and Accounting Technicians in Southern Africa, as well as providing qualifications in the realm of Office Administration and Business Financial Management. Since then thousands of learners have completed their studies through the ICB and have become members of the professional body which accrues various benefits to those who have maintained their membership by paying their annual subscriptions to the ICB.

All the qualifications are South African based and are registered on the South African National Qualifications Framework (NQF) and the outcomes are relevant to the South African market. The ICB is owned by the Institute of Financial Accountants (IFA) and the International Association of Bookkeepers (IAB), both based in the United Kingdom. Together the ICB, IFA and IAB are represented in over 100 countries around the world, and together represent over 35 000 Bookkeepers, Accounting Technicians and Financial Accountants. Learners, who have achieved certain qualifications of the ICB, may apply for membership of either the IFA and/or IAB.

The ICB has the following levels of membership in the Certification Programme with the designatory letters as indicated:

- Student Bookkeeper – SBICb(SA)
- Certified Junior Bookkeeper – CJBICb(SA)
- Certified Senior Bookkeeper – CSBICb(SA)
- Certified Technical Financial Accountant – CTFAlcb(SA)
- Certified Financial Accountant – CFAIcb(SA)

Registered members, i.e. those who have paid their annual subscriptions, will receive the benefits listed on the following page.

- Use of the ICB membership certificates and designations
- Members' meetings which give the member an opportunity of networking with individuals who have similar interests
- Tax data card – a quick guide to the latest tax changes and information on the budget
- ICB Slim-line Member's diary
- Technical help-desk on Accounting and related matters
- Free and subsidised seminars on taxation, accounting and related topics
- Access to Pastel's Bookkeepers Forum – exclusively for ICB members
- Members only placement of CV's on the ICB website
- Membership option for The South African Institute of Tax Practitioners
- National qualifications awarded by Fasset

What is the ICB Certification Programme?

The programme is a series of eight learning areas culminating in the learner becoming a Certified Technical Financial Accountant. After the first three learning areas the learner is considered a Certified Junior Bookkeeper and a Certified Senior Bookkeeper after the first five learning areas. A graphical representation of the programme appears on the inside cover of this prospectus.

Descriptions of Individual learning areas

► Junior Bookkeeper: Bookkeeping to Trial Balance

A skills programme introducing a learner to source documents, the rules of double entry, subsidiary journals, the general ledger, bookkeeping for the different inventory systems and bank and creditors reconciliations. This programme will provide skills for the Accounts Clerk (the individual that processes monthly financial transactions) and the Debtors and Creditors Clerk functions.

► Junior Bookkeeper: Payroll and Monthly SARS Returns

This skills programme will revise the manual monthly bookkeeping function.

It will introduce learners to payroll and the Basic Conditions of Employment Act as well as basic business ethics. Learners will be able to complete the payroll function from the bookkeeping perspective. A learner will be able to complete the SARS payroll returns (EMP201, IRP 5, IT3a, IRP501). Learners will also be able to complete the VAT201 return.

▶ **Junior Bookkeeper: Computerised Bookkeeping**

It is essential that the Bookkeeper be able to complete the monthly bookkeeping function on a computer. Learners must demonstrate this competence in Microsoft Office and a Computerised Accounting Package.

▶ **Senior Bookkeeper: Financial Statements**

This learning area provides skills for the Senior Bookkeeper. It incorporates depreciable asset disposal, year-end adjustments, preparation and analysis of financial statements for sole proprietorships, partnerships, close corporations and companies. It includes a comprehensive study of cash flow statements.

▶ **Senior Bookkeeper: Cost and Management Accounting**

This programme completes the skills necessary for a Senior Bookkeeper. Learners are introduced to the accounting for a manufacturing concern, break even analysis, cost-volume-profit analysis, budgeting and standard costing, financial management and business ethics.

▶ **Technical Financial Accountant: Income Tax Returns**

This programme involves a thorough study of taxation. Learners will be able to compute taxable income and tax payable for individuals and businesses, submit tax returns, acquire a working knowledge of estate duty and provide taxation planning advice to clients.

▶ **Technical Financial Accountant: Business Law and Accounting Control**

A skills programme in basic contract law, insolvency law, estate planning, internal and computer auditing.

▶ **Business Literacy**

This skills programme is designed to equip learners with the basic numerical and communication skills required to operate effectively in business.

Designation descriptions and job functions

**The Certified
Junior
Bookkeeper
– CJBICb(SA)**

- Completion of the monthly bookkeeping function to trial balance. The Accounts Clerk function.
- Debtors Clerk function
- Supplier statement reconciliation - Creditors Clerk function
- Inventory systems and bank statement reconciliation
- Payroll Clerk function from a bookkeeping perspective including calculation of PAYE/SDL/UIF remuneration and the monthly EMP deductions and completion of the monthly EMP201 returns
- Completion of annual IRP 5, IRP 6 and IT 3a documents, IRP 501 and VAT201 return using both the manual submission system and E-Filing.
- Junior Tax Administrator (JTA) status as a member of the South African Institute of Tax Practitioners being permitted to complete SARS returns other than Income Tax assessment returns.

**The Certified
Senior
Bookkeeper
– CSBICb(SA)**

- Completion of the monthly and annual bookkeeping function.
- Skills for depreciable asset disposal, year-end adjustments, preparation and analysis of financial statements for sole proprietorships, partnerships, close corporations, companies and a thorough understanding of cash flow statements.
- Completion of basic management accounts and a working knowledge of cost accounting; including knowledge of breakeven analysis, cost-volume-profit analysis, advanced costing, budgeting and standard costing, financial management and business ethics.
- Assistant Tax Technician (ATT) status as a member of the South African Institute of Tax Practitioners being permitted to complete SARS returns other than Income Tax assessment returns.

Continued...

**The Certified
Technical
Financial
Accountant
– CTFAlcb(SA)**

- Ability to operate with management in an accounting environment
- Comprehensive knowledge of bookkeeping, financial accounting, management accounting, cost accounting, personal and business taxation, business law and accounting control.
- Thorough knowledge of personal and business taxation and of the Income Tax Act, the calculation of taxable income for both individuals and businesses, the skills for the completion of Income Tax returns as well as the ability to provide advice to clients and be current on South African Income Tax calculation and collection
- Working knowledge of business law and accounting control (the audit function), including basic contract and insurance law, insolvency law, internal and computer auditing
- Certified Tax Technician (CTT) status as a member of the South African Institute of Tax Practitioners with a tax practitioner's number allowing him/her to complete monthly and annual SARS returns on behalf of a client.

Why employ a Certified Bookkeeper?

The ICB certification standardises the skills and knowledge required to perform a variety of bookkeeping and accounting-related functions in the workplace. These employment functions range from Accounting Clerk, Debtors and Creditors Clerk and Payroll Clerk, to Junior Bookkeeper, Senior Bookkeeper, Assistant Accountant and Technical Financial Accountant. Employers can be confident in the knowledge that their potential employee will exceed their expectations.

What previous training is required?

The series of learning areas is designed such that a learner who is sixteen years or older and/or has a NQF level 2 qualification (grade 10 or equivalent) will be able to enter the programme. If a learner has previously completed some training in accounting then certain individual programme exemptions may be available via the process of Recognition of Prior Learning (RPL). If the particular programme was assessed by the ICB then the exemption is automatic. Members of other professional bodies, learners who have further or higher education subjects relevant to the outcomes of the ICB Certification Programme may apply to the ICB RPL committee for possible exemptions.

Previous education	Possible exemptions	Entry point into programme
NCS Grade 10 and NCV L2 (without Accounting)	Nil	Junior Bookkeeper: Bookkeeping to Trial Balance
NCS Grade 10 and NCV L2 (with Accounting)	Nil	Junior Bookkeeper: Bookkeeping to Trial Balance
Damelin Bookkeeping Part 1, Damelin Basic Bookkeeping, Damelin Bookkeeping and Money Management, Varsity College Bookkeeping	Junior Bookkeeper: Bookkeeping to Trial Balance	Junior Bookkeeper: Payroll and SARS Returns
Damelin Bookkeeping Part 1 & 2	Junior Bookkeeper: Bookkeeping to Trial Balance and Junior Bookkeeper: Payroll and SARS Returns	Junior Bookkeeper: Computerised Bookkeeping
Damelin Bookkeeping Part 1, 2 and 3	Junior Bookkeeper: Bookkeeping to Trial Balance, Junior Bookkeeper: Payroll and SARS Returns and Senior Bookkeeper: Financial Statements	Junior Bookkeeper: Computerised Bookkeeping
Damelin Bookkeeping Part 1, 2, 3 and 4	Junior Bookkeeper: Bookkeeping to Trial Balance, Junior Bookkeeper: Payroll and SARS Returns, Senior Bookkeeper: Financial Statements and Senior Bookkeeper: Cost and Management Accounting	Junior Bookkeeper: Computerised Bookkeeping
Boston City Campus and Business College Assistant Bookkeeper and Bookkeeper, Damelin Basic Bookkeeping and Practical Accounting, Varsity College Bookkeeping and Financial Accounting	Junior Bookkeeper: Bookkeeping to Trial Balance and Senior Bookkeeper: Financial Statements	Junior Bookkeeper: Payroll and SARS Returns

Previous education	Possible exemptions	Entry point into programme
Pastel Payroll Administrator	Junior Bookkeeper: Payroll and SARS Returns	Junior Bookkeeper: Bookkeeping to Trial Balance

SAQA qualifications and the business literacy learning area

The programmes are linked to the ICB designations and to registered SAQA National Qualifications. Learners can register for qualifications depending on their existing level of education.

Learners with a NQF level 2 minimum may register for the NQF level 3 qualification; National Certificate: Bookkeeping (SAQA ID: 58375). If a learner wishes to obtain this qualification only, he/she will have to demonstrate competence in NQF Level 3 fundamentals (language and mathematics literacy). Competence can be demonstrated by a process of RPL - if he/she has achieved these fundamentals already or by completing the Business Literacy learning area.

If a learner has a NQF level 3 qualification (grade 11 equivalent) minimum he/she may register for the NQF level 4 qualification; Further Education and Training Certificate: Bookkeeping (SAQA ID: 58376). If a learner wishes to obtain this qualification only, he/she will have to demonstrate competence in NQF level 4 fundamentals (language and mathematics literacy) by a process of RPL - if he/she has achieved these fundamentals already, or by completing the Business Literacy learning area.

If a learner has a NQF level 4 qualification (grade 12 equivalent) minimum he/she may register for the NQF level 5 qualification; National Diploma: Technical Financial Accounting (SAQA ID: 36213). Learners will have to complete the Business Literacy learning area.

Note that the ICB designations are obtainable WITHOUT doing the fundamentals. It is only when the learner wants the qualification that fundamentals have to be done.

Learnership information

The ICB qualifications can also be achieved via the learnership route. A learnership comprises both a theory and practical component. The theory component of the learnership comprises all the outcomes of the relevant qualification as assessed by the ICB or through a process of RPL. Learners are then required to complete the practical component with an accredited workplace provider. The employer will be required to apply for accreditation with the ICB as a workplace provider to offer the practical component of the learnership.

Learners will be required to complete a Learnership agreement with the employer which needs to be submitted, via the ICB, to the Finance and Accounting Services Sector Education and Training Authority (Fasset), who in turn will submit to the relevant Sector Education and Training Authority (SETA), if the employer is not a levy-paying member of Fasset.

Assessment of the learner's practical component is via registered workplace assessors and the completion of a workplace Portfolio of Evidence (PoE). The duration of the learnership is dependent on the level of the particular qualification during which time the learners are required to complete both the theory and practical components.

There are many benefits to completing a learnership. Interested parties should contact the ICB for further information on the ICB learnerships.

Training provision

Training towards any of the designatory levels can be obtained from certain accredited tuition providers. Interested parties should contact the ICB for the comprehensive list of accredited training providers.

Learning material

Learning material may be obtained from **EDGE Publishing** at www.edgepublishing.co.za

Assessment policy

In each programme the learner will be assessed through a collection of formative assessments (interim assessments) as well as a summative assessment (final written examination).

The formative assessments will count 30 % towards the overall mark, whilst the summative assessment will contribute the remaining 70 %. Formative assessment is comprised of a collection of formative activities and evaluations and the summative assessment is written under controlled conditions at an accredited ICB assessment centre.

The ICB will assess a completed PoE containing all the formative assessments and the summative assessment. The PoE is essentially a file containing all the evidence necessary for a learner to be declared competent against the relevant outcomes. The PoE is submitted to the invigilator at the assessment centre on the summative assessment date. The assessment centre representative will send the PoE to the ICB in Cape Town for assessment, moderation and verification.

The overall pass mark for each programme is 60 %.

Assessment centres

Assessments will be held at approved assessment centres as determined from time to time by the ICB Assessment Administrator. The assessment question papers will be forwarded to such persons appointed by the ICB for the purpose of conducting the assessments. Learners in areas not close to official assessment centres are requested to arrange for their own invigilators - whose names are to be forwarded to the Institute on the prescribed form - obtainable from the Institute together with the candidate's application to attend the assessments, and together with the prescribed administration fee. Interested parties should contact the ICB for available centres for the prescribed assessment date.

Further study opportunities

Apart from the natural progression for someone entering the programme from NQF level 3 through NQF level 5, the NQF also makes provision for learners to progress to higher levels (level 6 and above). The National Diploma: Technical Financial Accounting is a qualification specifically aimed at the bookkeeping profession. However, further study into specialist fields of accounting - for example financial accounting, cost and management accounting, auditing, internal auditing, financial management or taxation - becomes a distinct possibility for the diligent student who wishes to further his/her career. Learners therefore have multiple opportunities to articulate into selected Higher Certificates, National Diplomas at Level 6, and in certain cases even certain modules of a degree. At some universities learners are invited to write a 'challenge exam' which, upon successful completion thereof will allow them

access to more specialised programmes, or exemption for certain subjects or modules. Learners are encouraged to present a copy of their completed Portfolios of Evidence to the relevant RPL office of the institution he/she wishes to approach for further study.

In addition to the above, learners who have successfully completed the National Diploma: Technical Financial Accounting will gain automatic entrance into the internationally recognised National Diploma: Financial Accounting NQF 6 administered by the ICB and the IFA based in the United Kingdom. Learners will receive credits/exemptions towards this qualification by completing NQF 5 diploma programmes.

ICB policies and procedures

The ICB publishes various policies and procedures which are relevant to learners, the assessment process, recognition of prior learning, assessment policy, etc. These policies and procedures are available from the ICB offices in Cape Town or for download on the ICB's website. It is the responsibility of learners to ensure that they are familiar with all relevant policies and procedures.

Assessment entry and membership registration

Learners intending to be assessed by the ICB on any programme are required to submit the Assessment Entry Form with payment to the ICB. This form must be sent immediately after the commencement of the programme to ensure that the ICB Assessment Pack is dispatched timeously. Learners must then ensure that they notify the ICB of their chosen assessment date at least one calendar month before the intended date.

Learners must be registered members to receive membership benefits including the use of ICB designations. Learners are thus encouraged to become student members upon entering the Certification Programme. Learners who wish to maintain their membership certificates and designations are required to pay annual membership subscriptions to the ICB.

The Assessment Entry and Membership Registration Forms are provided in the centre of this prospectus, the ICB offices or on-line membership registration and assessment entry is available at www.icb.org.za.

Fee structure and payment process

The following are the fees payable by learners for 2008.
(Annual fee increase occurs on 1 October of each year.)

Initial Registration fee (valid for first year of membership):

Registration fee – R 300.00

Learner membership fee (applicable to maintain designation):

- Annual membership subscription – Student Bookkeeper R 300.00
- Annual membership subscription – Junior Bookkeeper R 330.00
- Annual membership subscription – Senior Bookkeeper R 370.00
- Annual membership subscription – Technical Financial Accountant R 440.00

Assessment fee per programme: R 500.00

The assessment fee includes the following:

- Portfolio of Evidence
- 3 Formative activities
- 2 Formative evaluations
- Summative assessment

Payment for assessment entry and membership registration can be made directly into the ICB's bank account. Learners are to provide either their reference number with the ICB, or their surname and initials as reference on the transfer/deposit.

ICB banking details:

Bank – First National Bank

Branch – St Georges Mall

Branch code – 20 1309

Account Number – 502 624 18757

Account Type – Current

Account Name – The Institute of Certified Bookkeepers

All registered learners will receive a unique reference number from the ICB. This reference number is to be included on all correspondence with the ICB.

Assessment timetable for 2008

Assessment Date	PoE received by ICB	Results released by ICB
Saturday 16 February 2008	Friday 22 February 2008	Friday 28 March 2008
Monday 18 February 2008	Friday 22 February 2008	Friday 28 March 2008
Saturday 15 March 2008	Friday 21 March 2008	Friday 25 April 2008
Monday 17 March 2008	Friday 21 March 2008	Friday 25 April 2008
Saturday 12 April 2008	Friday 18 April 2008	Friday 23 May 2008
Monday 14 April 2008	Friday 18 April 2008	Friday 23 May 2008
Saturday 17 May 2008	Friday 23 May 2008	Friday 27 June 2008
Monday 19 May 2008	Friday 23 May 2008	Friday 27 June 2008
Saturday 21 June 2008	Friday 27 June 2008	Friday 01 August 2008
Monday 23 June 2008	Friday 27 June 2008	Friday 01 August 2008
Saturday 12 July 2008	Friday 18 July 2008	Friday 22 August 2008
Monday 14 July 2008	Friday 18 July 2008	Friday 22 August 2008
Saturday 16 August 2008	Friday 22 August 2008	Friday 26 September 2008
Monday 18 August 2008	Friday 22 August 2008	Friday 26 September 2008
Saturday 13 September 2008	Friday 19 September 2008	Friday 24 October 2008
Monday 15 September 2008	Friday 19 September 2008	Friday 24 October 2008
Saturday 18 October 2008	Friday 24 October 2008	Friday 28 November 2008
Monday 20 October 2008	Friday 24 October 2008	Friday 28 November 2008
Saturday 15 November 2008	Friday 21 November 2008	Tuesday 23 December 2008
Monday 17 November 2008	Friday 21 November 2008	Tuesday 23 December 2008
Saturday 06 December 2008	Friday 12 December 2008	Friday 16 January 2009
Monday 08 December 2008	Friday 12 December 2008	Friday 16 January 2009

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