**DESCRIPTION**
This programme is for learners who are responsible for controlling the finances of a small business or who are responsible for the bookkeeping aspect of financial management in organisations.

This Skills Programme is endorsed by the ICB and covers the Bookkeeping to trial Balance component of the unit standards required for the following:
- National Certificate: Bookkeeping NQF L3 (SAQA ID: 58375)
- Bookkeeping NQF L4 (SAQA ID: 58376)

**CAREER FIELDS**
The learners who complete the qualification could pursue a career as a/an:
- Junior bookkeeper
- Accounting clerk
- Debtors’ and Creditors’ clerk

**PROGRAMME OUTLINE**

**Bookkeeping to Trial Balance**
- Source documents
- The rules of double entry
- Subsidiary journals
- The general ledger
- Bookkeeping for different inventory systems
- Bank and creditors’ reconciliation

**Workplace Learning**
This programme does not include a Workplace Learning component

**TYPE OF PROGRAMME**
- Part Time
- Agent Programme**

This Skills Programme is occupationally based and when successfully completed, will constitute credits towards a qualification registered on the NQF.

**DURATION**
The programme duration is 48 hours and the tuition is face-to-face based on the NQF notional hours. This excludes time to complete assignments, research and self study. Each Damelin campus has a different tuition schedule. Programmes are offered during the week, in the evenings, or on Saturdays.

**ADMISSION REQUIREMENTS**
- Knowledge, comprehension and application of the English language at NQF 2/Grade 10 or equivalent
- Knowledge, comprehension and application of Mathematical Literacy at NQF 2/Grade 10 or equivalent
- Knowledge, comprehension and application of Accounting at NQF 2/Grade 10 or equivalent
- Admission may be subject to an interview with an academic staff member.

**FUNDAMENTALS CREDIT ACCUMULATION TRANSFER (CAT)**
CAT does not apply to this qualification.

**LEARNER MATERIAL**
All text books are included in the tuition fees.
**SCHOOL OF BUSINESS, MANAGEMENT & CORPORATE TRAINING**

<table>
<thead>
<tr>
<th>Programme Title</th>
<th>SAQA ID</th>
<th>NQF</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Skills Programme in Bookkeeping to Trial Balance (ICB)</td>
<td>58375 or 58376</td>
<td>Level 3</td>
<td>35</td>
</tr>
</tbody>
</table>

**PRICING**

Enquire at your nearest Damelin campus for a current programme pricelist.

**ADDITIONAL COSTS**

Upon enrolment, learners will have to pay a once-off Registration Fee with the ICB.

**Note:**
Registration fees are payable to the Damelin campus who will in turn pay it over to the ICB on the learner’s behalf.

**ASSESSMENT**

The learner will be assessed on a Portfolio of Evidence (PoE) comprising a collection of formative assessments as well as a summative assessment (final written examination).

The formative assessments will count 30% towards the final mark, whilst the summative assessments will contribute the remaining 70%. Formative assessments comprise of a collection of activities and evaluations/tests and summative assessments are written under controlled conditions.

The ICB will assess the complete PoE consisting of all the formative and summative activities. The overall pass mark is 60%.

Formative assessments will assess all learning outcomes and adhere to all assessment criteria of the learning programme. An external summative assessment will be conducted at the end of each module (in accordance with the predetermined ICB Exam Dates) to determine whether the specific outcomes for the module have been achieved.

**CERTIFICATION**

Upon successful completion of the programme, ICB will issue learners with a Results Letter outlining the modules covered. The ICB will apply to FASSET on the learner’s behalf for the Skills Programme in Bookkeeping to Trial Balance to be awarded. Learner results will be recorded on the ICB National Learner Records Database within 3 months of completion.

**Whenever Damelin offers training towards a programme that will be awarded by another provider or institute, it is called an Agent Programme. In the case of an Agent Programme, Damelin registers the learners, provides tuition and conducts internal assessments. External examinations with the agent body will result in learners receiving the certificate from them.**
SCHOOL OF BUSINESS, MANAGEMENT & CORPORATE TRAINING

Programme Title | SAQA ID | NQF | Credits
--- | --- | --- | ---
Skills Programme in Bookkeeping to Trial Balance (ICB) | 58375 or 58376 | Level 3 | 35

**DISCLAIMER**
The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Damelin’s control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Damelin will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.

Name of learner: I......................................................, hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of learner: ..............................................................

Name of legal guardian: .......................................................... Signature: ..............................................................

(if applicable)

Name of sales consultant: ...................................................... Signature: ..............................................................

Date: .............................................................................

* Please note the original signed copy should be kept on the learner record file.