



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

The Certificate: Local Government Accounting, level 3, is a competency-based occupational qualification aimed at accounts clerks and accounting technicians working in local government.

The programme is internationally designed against a global standard and quality assured by the South African Institute of Chartered Accountants (SAICA). It offers individuals entry into the accounting field and opportunities for career progression to the FETC: Local Government Accounting, level 4. It can be used to articulate into general accounting qualifications.

With a focus on local government, the qualification is tailored for this sector and it covers subject areas such as processing sales and receipts, reconciling accounts, operating a computerised accounting system, recording accounting information, managing cash balances, collecting debt and applying ethics to public practice.

Target Audience

The qualification is suitable for any individual working in an accounts department in local government or a municipality.

Those holding the qualification can work in local government and other sectors of the economy in positions such as accounts administrator, clerk or assistant, wages clerk, accounts payable and sales ledger clerk and trainee accounting technician.

Entry Requirements

- Either already be employed in a relevant Local Government finance role or be employed under the conditions of the learnership in order to participate.
- Competency in Communication (English) at NQF Level 2.
- Competency in Mathematical Literacy at NQF Level 2.
- Computer Literacy at NQF Level 2.

Workplace Requirements

- Access to appropriate workplace environments.
- Active support by a mentor or supervisor.
- Access to a PC, software and the internet.

Finance & Accounting

Certificate: Local Government Accounting

SAICA / AT(SA) Certification

SAQA ID: 59751

NQF Level: 3

Credits: 120

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, assignments, case studies and self study to embed skills.

You will need to:

- Demonstrate theoretical and practical understanding of programme content through assessment.
- Participate in and contribute to group discussions, practical work and activities.
- Be declared competent by allocated Assessors, Moderators and SETA Verifiers to obtain certification.

Upon successful completion of the qualification, delegates will be issued with a Statement of Achievement and a Certificate: Local Government Accounting, NQF Level 3, awarded by SAICA/AT(SA).

Learning Outcomes

By the end of the qualification, you will be able to:

- Process sales, receipts, purchases and payments correctly.
- Process petty cash and reconcile accounts.
- Present financial data for internal use.
- Monitor and control cash receipts and payments.
- Manage cash balances effectively.
- Grant credit accurately.
- Monitor and control collecting debts.
- Apply general principles and procedures for ethical compliance within the accounting sector.
- Develop, maintain and apply ethics in employer and employee situations and in public practice.





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Course Content

Certificate: Local Government Accounting

Accreditation Body: FASSET and SAICA

Membership: AT(SA)

SAQA ID: 59751 | Learning Programme ID: NA

NQF Level: 3 | Credits : 120

Module 1: Recording Income and Receipts

- Element 1.1 Process documents relating to goods and services supplied
- Element 1.2 Process receipts

Module 2: Making and Recording Payments

- Element 2.1 Process documents relating to goods and services received Performance criteria
- Element 2.2 Process payments

Module 3: Working with Computers

- Element 21.1 Use computer systems and software
- Element 21.2 Maintain the security of data

Module 4: Professional Ethics

- Element 32.1 Apply general principles and procedures for ethical compliance expected within the accounting sector
- Element 32.2 Develop, maintain and apply ethics in employer/employee situations

Module 5: Accounting Work Skills

- Element 31.3 Perform effectively in the workplace

Our Accredited Organisations



FACULTY
TRAINING
INSTITUTE



Siyangoba



Siyaya[®]
SKILLS INSTITUTE



PROSERV
SOUTH AFRICA



MBAT
DEVELOP - EMPOWER - GROW

