



Fast track your career in
accounting with AAT(SA)

aat^{SA}

What is AAT(SA)?

AAT South Africa – AAT(SA) – is a joint venture between the South African Institute of Chartered Accountants (SAICA) and the Association of Accounting Technicians (AAT). Each of these two bodies have been involved with the education and development of accounting and financial staff for more than 20 years. With the backing of two such world-renowned and leading institutions, AAT(SA) regards itself as the premier professional body in South Africa dedicated to the education, development, regulation and support of accounting technicians.

AAT(SA) offers a practical qualification targeted at all staff levels, from clerical-administrative to professional accounting positions. These qualifications will facilitate your career in finance and accounting and help you make a truly positive contribution to your business, department or unit.

AAT(SA) also raises the competence and professionalism of our members, through continuing professional development (CPD), paving the way for career advancement and raising the standards of performance in the workplace.



Sophia Shadung, gold member, Assistant Accountant,
Hannover Reinsurance Africa Ltd



Fast track your career

Are you interested in the practical language of business? Have you started thinking about a professional career in finance? Did you know double entry bookkeeping is one of the world's greatest inventions?

A qualification from the newly established AAT(SA) will help you to pursue your ambitions.

AAT(SA) offers you the opportunity to obtain a reliable, globally recognised qualification that has the backing of industry experts. What's more, with AAT(SA) you can work and study at the same time. So while you earn, you can work towards an internationally recognised qualification that opens doors, sets you on a path to career growth and shows employers that you have been trained to a high standard.

A woman with short dark hair, wearing a bright yellow blazer, a patterned scarf, and black trousers, stands in a hallway with large white columns. She is smiling and has her hands on her hips. The hallway has a tiled floor and a wooden baseboard.

Winnie Gumende MAAT(SA), platinum member,
Finance Officer at Liberty Life Insurance

What are the benefits?

At AAT(SA), we provide training, support and advice at every stage of your career and give you all the benefits of a professional home. Think of AAT(SA) as your development partner.

AAT(SA) training...

...is practically oriented and improves your career prospects

The AAT(SA) qualification develops skills that will enable you to work in many different kinds of companies and organisations, improving your employment prospects.

...allows you to earn while you learn

If you prefer to earn while you learn, AAT(SA)'s qualification package allows you study part-time. What's more, you get to apply your newly acquired skills from the word go.

...provides you with a qualification that is globally recognised yet locally focused

The AAT(SA) qualification is internationally recognised yet tailored specifically for the local market. Our programme works with South African currency and local tax laws, giving you skills that are tailored to our own economy.

...is accredited and contributes to professional credibility

The AAT(SA) qualification is based on occupational standards that have been accredited by the South African Qualifications Authority (SAQA) into the South African National Qualification Framework (NQF). Employers actively seek AAT qualified people because they value the real life skills we develop.

...carries the benefit of AAT(SA) membership and support

When you enrol for the AAT(SA) qualification, you also become a member of AAT(SA). This means you can call upon the expertise and resources of a team that services more than 140,000 members worldwide. We offer a range of benefits and services that will enable you to continue your professional development throughout the whole of your career.

These include:

- access to AAT(SA) website and support services
- access to certain SAICA services
- access to the SAICA handbook
- invitations to SAICA seminars at the SAICA members' discounted rate
- copies of Accounting Technician (UK) and Accountancy SA magazines
- access to online study support and professional development support
- dedicated helpline for learners
- ongoing access to technical and ethical specialist query lines.

The qualification we offer

The AAT(SA) qualification is designed to be flexible, allowing you to qualify at your own pace. In terms of our work-based learning approach, AAT(SA) encourages you to develop and apply your skills while you work.

Our qualification is practical and skills based. From the first day of training, you learn techniques and processes that you can use at work. It's rewarding to be able to apply what you have learnt so quickly.

As well as helping you to develop your technical abilities in accounting and finance, our qualification also includes modules designed to build communication and interpersonal skills. So you learn to contribute even more effectively in the workplace.

The AAT(SA) accounting qualification has three certificate levels, each of which is a qualification in its own right. You will receive recognition for each one you complete. If you choose to register only for one or more units, you will receive a transcript confirming competence on completion of each unit.





The AAT(SA) qualification offers three certificate levels

Certificate: Accounting Technician

The Certificate develops skills in double entry bookkeeping and gives an understanding of management and administrative processes. Learners will be taught manual and computerised accounting systems and will show learners how to work with purchases ledger, sales ledger and general ledger.

Further Education and Training (FET) Certificate: Accounting Technician

The FET Certificate introduces more complicated accounting tasks, including the preparation of final accounts for sole traders and partnerships. Learners develop skills in maintaining cost accounting records, preparing reports and returns. Financial spreadsheets and professional ethics are also covered.

Certificate: Accounting

Here you'll learn how to draft financial statements for limited companies, perform complex management accounting tasks and develop your own management skills. The Certificate: Accounting includes a choice of specialist units, which means that learners can focus their efforts on the areas of accounting most relevant to your needs and interests – including a personal taxation unit and a business taxation unit tailored to South African Tax Legislation.

Left: **Reginald Vincent**,
Operations Specialist Management Accountant, Telkom

The AAT(SA) Accounting Qualification

Who is it for?

The AAT(SA) qualification has broad appeal and relevance for people working in finance and accounting. It's often the first step in professional training that can lead to the highest levels of financial responsibility.

What qualifications do I need to enrol for an AAT(SA) course?

You don't need any formal entry qualifications to develop your skills with AAT(SA). However, new learners should have completed Grade 12, be able to complete written assessments in English and be numerate.

You will gain AAT(SA) membership when you enrol for the qualification. As you gain professional experience, you are eligible to move on to higher membership levels, which carry greater benefits.

Recognition of prior learning (RPL) AAT(SA) is committed to RPL. Should you have any existing accounting qualifications, these will be assessed. If they meet our standards, you may be given permission to enrol for the Certificate or the Diploma without having to complete the Certificate in Accounting. This will be at the discretion of AAT(SA).

How long does it take?

If you choose to study part-time while working full-time, it takes about a year to complete each level and between 36 and 42 months on average to qualify as a platinum member of AAT(SA).

How much does the training cost?

Learners who register for the initial level of qualification pay a R200 registration fee to AAT(SA). Registration fees thereafter are charged according to your membership level.

Tuition fees are determined by the approved training providers, but we place a strong emphasis on cost effective tuition. This is a premier qualification with international recognition and is priced accordingly.

Employers are willing to sponsor you to achieve the AAT(SA) qualification.

Where can I train?

You may study for the AAT(SA) qualification of your choice with one of our approved training providers. For further information on an approved training provider near you, visit www.aatsa.org.za. Alternatively, your employer may offer the qualification in-house.

Where can I register?

You need to register at an AAT(SA) approved training provider. To find your closest approved training provider or obtain any further information, call the AAT(SA) helpline on **+27 (0)11 621 6888**, or visit www.aatsa.org.za

How will I be assessed?

Title

AAT(SA) Level 3 Certificate: Accounting Technician

Basic Accounting I

Basic Accounting II

Work effectively in accounting and finance

Basic costing

Computerised accounting

AAT(SA) Level 4 Further Education and Training Certificate: Accounting Technician

Accounts preparation I

Accounts preparation II

Cash management

Costs and revenues

Indirect tax

Spreadsheets software

Professional ethics in accounting and finance

AAT(SA) Level 5 Certificate: Accounting (Mandatory units and 2 optional pairs)

Financial statements I

Budgeting

Financial performance

Internal control and accounting systems

Optional units – 2 from 4

Credit management and control

Personal tax

Business tax

External auditing

All AAT assessments will be delivered using current and/or emerging computer-based technologies. Please also note that it is the AAT's aim to develop alternative assessments so the form of assessment delivered in year 1 may not be the same form of assessments we use in year 2, 3, 4 or 5.

We are aware that the infrastructure in South Africa varies and training providers will not immediately be able to adopt computer-based assessments (CBA). So the assessment strategy in South Africa, in the short-term, will be different to the UK with regard the use of formal CBAs.

Membership levels

This table describes the different AAT(SA) membership levels. You can progress through the membership levels when you further your qualification and work experience.

Membership Level	Red	Silver	Gold	Platinum MAAT(SA)	Diamond FMAAT(SA)
Qualification	AAT(SA) learners working towards an AAT(SA) Certificate: Accounting Technician or a Local Government Accounting Certificate (LGAC).	Completion of Certificate level of the AAT(SA) Accounting Qualification/ LGAC.	Completion of Further Education and Training (FET) Certificate: Accounting Technician.	Completion of the AAT(SA) Certificate: Accounting.	Completion of the AAT(SA) Certificate: Accounting.
Work experience		At least one year relevant work experience.	At least one year relevant work experience.	At least one year relevant work experience plus a professional recommendation.	Five years' platinum membership plus five years' senior level work experience.
Your staff skills		Double entry bookkeeping. Understanding of management and administrative processes. Use of manual and computerised accounting systems. Work with the purchases ledger, sales ledger and general ledger.	Preparation of final accounts for sole traders and partnerships. Maintain cost accounting records and how to prepare reports and returns. Start understanding professional ethics.	Personal taxation unit. Business taxation unit tailored to South African Tax Legislation.	High professional recognition in the industry.

NQF = National Qualifications Framework

*For further details on the different qualifications please visit www.aatsa.org.za



Jessie Bosco, silver member, Eskom

If you want to know more about the qualification featured in this brochure, or to find out more about AAT(SA) contact us on **+27 (0)11 621 6888**, visit **www.aatsa.org.za** or email **info@aatsa.org.za**

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Front cover: **Dresen Naidoo**, silver member,
Assistant Store Manager Sales at CNA, Edcon

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