



# Part-Time Qualification

## HIGHER CERTIFICATE IN BOOKKEEPING

The Independent Institute of Education (The IIE)  
(CONTACT PART-TIME)

Are you a person who loves working with figures, do you have an ability for excellent attention to detail? Do you have administration skills that keep you on top of your personal paper work at all times? Does working with numbers in a business environment excite you? Figures and maths are things that don't boggle your brain. If you're nodding your head with every line of this description, then this certificate has "you" written all over it.

### What is this Higher Certificate's accreditation status?

This IIE Higher Certificate in Bookkeeping is accredited by the Council on Higher Education (CHE) and is also registered by the South African Qualifications Authority on the National Qualifications Framework (NQF) as a 120-credit qualification on Level 5 (SAQA ID No: 90554).

### Who is this Higher Certificate aimed at?

The qualification is aimed at students who wish to pursue a career in the bookkeeping field. It prepares students for employment in any modern business or office environment which requires a strong focus on the application of bookkeeping skills. Qualifying students will be prepared to take up various positions in industry in a variety of entry level jobs related to bookkeeping.

## What entry requirements will I need to study this Higher Certificate?

Minimum Admission Requirements	English	Notes
NSC: HC pass with	30%	
NC(V): HC pass	40%	
SC: Endorsement - none	33.3%	
SC(a): HC pass with	A minimum of 30% in LOLT in NSC/ SC(a) OR with a min. of 33.3% in SC	
International	A SAQA Evaluation Certificate with NSC L4 equivalence with at least 30% or equivalent for English.	
<b>Senate Discretionary Admissions</b>		
Mature Age Exemption	Candidates must have attempted the Senior Certificate or equivalent, attained the age of 23 before or during the first year of registration with three years' work experience and proven ability relating to the proposed programme as well as adequate communication skills; OR Candidates must have attained the age of 45 before or during the first year of registration.	
Recognition of Prior Learning (RPL)	Candidates must demonstrate suitability for admission in terms of Senate's resolution 6.6 of 20 October 2005 which allows for Senate's discretionary conditional admission (if applicable).	
General Education Development (GED) - An USA qualification developed by the American Council on Education (ACE)	Candidates with a GED qualification may be admitted if they have a SAQA Evaluation Certificate with NSC L4 equivalence as well as NBT: AQL results and have obtained a score of at least 37 for Academic Literacy (AL) and a score of at least 37 for Quantitative Literacy (QL).	

## What is The Teaching and Learning Strategy of The IIE's Varsity College, and how will it help prepare me for the 21st century working world?

At The IIE's Varsity College we are proud of and passionate about our shift away from the 'traditional lecturing' methodology to our blended-learning strategy – the VCBlend.

This blended-learning strategy extends learning beyond the confines of the classroom and creates opportunities for our students to work collaboratively, with peers and their educators, to construct their understanding of concepts. Student engagement is supported by the use of a learning management system (LMS) and the online learning materials that have been developed to underpin our teaching strategy.

The Blended Learning environment is such that it encourages and promotes independent study, research, and online engagement, both in and outside of the classroom. To this effect The IIE's Varsity College supports this learning environment by promoting campus environments that will enable such learning, and by encouraging students to BYOT (Bring Your Own Technology) so as to develop the necessary academic and digital literacies over the duration of this qualification.

This student-focused approach compels our students to be accountable for their learning while developing the critical skills they will need to thrive in the rapidly changing 21st century work environment.

As such, academic life for our students is dynamic, challenging and relevant.

### **How is this Higher Certificate structured?**

The IIE Higher Certificate in Bookkeeping consists of 11 modules. This qualification is offered over two years and is offered via the contact mode of delivery, please consult your student advisor for a qualification fee.

Please note that in line with academic practice, The IIE's curriculum is annually reviewed thus changes may occur in module structure and sequence in order to ensure that the qualification remains relevant. The exit level outcomes of the programme do not change. Registered students receive an updated programme curriculum on an annual basis.

### **What will I study in this Higher Certificate?**

#### **CURRICULUM FOR STUDENTS STARTING IN 2020**

##### **Year 1**

<b>Module</b>	<b>NQF Level</b>	<b>Credit Value</b>
Introduction to Academic and Digital Literacy – IADL5111p	5	12
Business Communication – BUCOf020p	5	10
Financial mathematics – FMAT5111p	5	15
Bookkeeping 1a – BOOK5111p	5	15
Introduction to Personal Computing – INPCf110p	5	5

##### **Year 2**

<b>Module</b>	<b>NQF Level</b>	<b>Credit Value</b>
Accounting Software – PAST110p	5	10
Payroll and Statutory Returns – PAYR5112p	5	11
Corporate Governance and Legal Frameworks - CGLF5112p	5	11
Bookkeeping 1b - BOOK5112p	5	15
Office Management and Administration - OMAD5112p	5	12
Work Integrated Learning - XCBK5119p -	5	10

## **INPCf110 Competency Test**

At The IIE's Varsity College, we recognise that students have developed the core skills to succeed in basic computer skills, either through schooling activities, or personal experience. The module Introduction to Personal Computing (INPCf110) is a 5-credit module and is offered across many of The IIE's academic programmes. We provide students with an opportunity to write a competency test for the Introduction to Personal Computing (INPCf110) module for 2020 which, if passed, will exempt the student from having to attend class and the mark obtained in the competency assessment will become the student's mark for the module.

The competency test will take place prior to the commencement of the module. Students must register for the module in order to access the competency assessment. The test is completed online and will take place in a computer lab on campus. The assessment covers basic Microsoft Windows 10 functionality and Microsoft Office 2016 applications (Word, Excel, PowerPoint and Outlook).

Your results will be available immediately. If you do not pass the competency test you will be required to attend class and complete the module.

## **Work Integrated Learning (WIL)**

The aim of this practical component is to provide students with the opportunity to apply their skills and knowledge covered in the theoretical modules of this programme to different areas of bookkeeping. A series of practical individual and group tasks, all of which form part of a Portfolio of Evidence (PoE), need to be completed for this practical component of the programme.

Students must complete the Work Integrated Learning component to achieve the graduation requirements of this programme.

## **What practical and technology requirements are there for this programme?**

A basic working knowledge of Microsoft Office and Microsoft Outlook would assist students registered for this programme.

## **What must I pass in order to graduate with this Higher Certificate?**

In order to be awarded this qualification, you must have achieved a minimum final year mark of fifty percent (50%) for each module of the programme; and have met all the Work Integrated Learning requirements, where applicable.

## **How long do I have to complete this qualification?**

Students have a maximum of 3 years to complete this qualification.

## **With what qualification will I graduate?**

You will graduate with The IIE Higher Certificate in Bookkeeping

## **Career opportunities: what employment opportunities can I pursue after I have completed this Higher Certificate?**

In addition to essential bookkeeping and office management skills, students will gain basic business skills which will enhance their opportunities to enter the workplace to take up positions such as:

- Bookkeeper
- Payroll clerk
- Accounting clerk
- Admin Officer

### **Website for you to visit:**

<https://www.icb.org.za/>

**Call your nearest IIE's Varsity College campus to discuss your career options with one of our Student Advisors.**

HCBK VERSION 3 2019 | 28 OCT 2019

*Disclaimer: Please note that this fact sheet is accurate at the time of publication. The Independent Institute of Education (The IIE) reserves the right to alter any of the content prior to commencement of registration due to changes in regulation, policy, market requirements or any other valid reason.*



### **British Accreditation Council**

The IIE is not only accredited in South Africa but its dedication to providing quality education also led to it being accredited by the British Accreditation Council (BAC) in 2014. The British Accreditation Council is an independent authority in the United Kingdom that accredits private providers globally, including Greece, Switzerland, Singapore, India, Mauritius and the United Arab Emirates. In 2017 The IIE had its accreditation status confirmed by the BAC as an Independent Higher Education Institution confirming our confidence in the international comparability of our standards.

“South African students need to know, when they select a private higher education institution, that the standards offered are equivalent to those of a public University. Our students get this from our extensive local accreditation and registration. The students also benefit from knowing that we meet international standards too. The IIE is accredited as an Independent Higher Education Institution by the British Accreditation Council. Locally and internationally we have demonstrated the quality of what we offer,” said Dr Coughlan, Director, The Independent Institute of Education.

The IIE's Varsity College students can be confident that their IIE learning experience meets international best practice standards.