

CERTIFICATE: ACCOUNTING TECHNICIAN NQF 3



Study with SESTO

SESTO is an accredited AAT training provider and AAT assessment centre. We specialise in enabling both part-time and e-learners to reach their full potential through a range of innovative course delivery options.

Our learning management support system is unique and provides all the necessary guidance that you might need to be successful in your studies.

Give us a call today on 011 888 6099 to unlock your potential as a future accounting professional, or email us with any questions: aatinfo@sesto.co.za

SESTO - your e-learning and part-time tuition provider

aatinfo@sesto.co.za
www.sesto.co.za

Association of Accounting Technicians:

Accounting professionals are highly sought after in organisations and public sector institutions. The AAT's Accounting Technician Certificate NQF 3 is an internationally recognised qualification. This qualification provides the learner with the skills, knowledge and competence to effectively fulfil an accounts and finance administrator role. It also provides a learning pathway towards the AAT Certificate in Accounting NQF 5, and ultimately ACCA, CIMA or a B.Com qualification. The AAT has more than 110,000 members worldwide.

Why the Accounting Technician Certificate NQF 3?

This qualification enables learners to gain practical work experience and competence, with a view to improved employment opportunities and career progression. The qualification is of specific benefit to both private sector and public sector organisations. This qualification has been designed to meet their needs and as employers they can have confidence in the ability of AAT trained staff and can recruit or promote accounting technicians, knowing that they have proved ability to do the required work.

This qualification can be completed within 12 months through part-time study or studying through e-learning with us.

Entry Requirements

Applicants will be individually assessed for entry into the programme. Grade 12 or equivalent level literacy and numeracy skills are required. Contact us to assist you in determining your suitability for this qualification.

The qualification also recognises individuals with previous experience who have not yet had the opportunity to gain a formal qualification. Individuals who have work experience might be exempted from parts of the course on the basis of proven workplace skills. Such recognition will result in completing the qualification sooner. Please contact us to discuss your specific needs.

What skills will this qualification provide me with?

Upon successful completion of the Certificate: Accounting Technician NQF 3, you will have learnt the following:

Learning Clusters	Code	Core Units / Subjects
Basic Accounting I	BAI	<ul style="list-style-type: none"> Principles of recording and processing financial transactions Preparing and recording financial documentations Processing ledger transactions and extracting a trial balance
Basic Accounting II	BAII	<ul style="list-style-type: none"> Maintaining and reconciling the cash book Banking procedures Maintaining petty cash records Maintaining the journal Maintaining control accounts
Work effectively in Accounting and Finance	WEAF	<ul style="list-style-type: none"> Work effectively in accounting and finance
Basic Costing	BCCG	<ul style="list-style-type: none"> Basic principles of costing Provide basic cost and revenue information
Computerised Accounting	COMPA	<ul style="list-style-type: none"> Computerised Accounting