



# Johannesburg Polytechnic

## FIA|CAT: Certified Accounting Technician Tel: +27 11 403 2625

### COURSE SUMMARY

<b>SAQA ID:</b>	<b>63550</b>
<b>NQF Level:</b>	5
<b>*Duration:</b>	1 Year Full time
<b>Examinations:</b>	Computer Based Assessment (7 Modules) Paper Based Examinations at Designated ACCA Centres Countrywide (3 Modules)
<b>Course Start Dates and Modes:</b>	<b>Full Time:</b> 02 <sup>nd</sup> February 2015   13 <sup>th</sup> July 2015 <b>Part Time:</b> Saturdays (7 <sup>th</sup> February 2015)   18 <sup>th</sup> July 2015 <b>Part Time:</b> Evenings (02 <sup>nd</sup> February 2015) 13 <sup>th</sup> July 2015
<b>Ending Dates:</b>	1 <sup>st</sup> Semester: 31 <sup>st</sup> May 2015   2 <sup>nd</sup> Semester: 31 <sup>st</sup> October 2015
<b>Examinations:</b>	Examined by 2 hour examination set by the Association of Chartered Certified Accountants- UK via Computer Based Examination or Paper Based Examinations

### MINIMUM ENTRY REQUIREMENTS?

No academic qualifications required for this route.

#### COLLECT QUALIFICATIONS ALONG THE WAY

- You'll be awarded *the Introductory Certificate in Financial and Management Accounting* when you have completed exams FA1 and MA1;
- *The Intermediate Certificate in Financial and Management Accounting* when you have completed exams FA2 and MA2;
- And *the Diploma in Accounting and Business* when you have completed exams FAB, FMA and FFA.
- You will be awarded *Certified Accounting Technician* when you have completed 2 Exams from FTX, FFM and FAU

This is a great way to demonstrate to employers your level of knowledge and capabilities and it motivates you to keep studying. Please note you will receive these awards only when you have also *completed Foundations in Professionalism*. This is an online module found in MyACCA.

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# ABOUT ACCA CERTIFIED ACCOUNTING TECHNICIAN

## Introduction:

Rated at level 5 under the SAQA National Qualifications Framework, the Certified Accounting Technician Qualification is designed to provide the accounting book keeping knowledge, skills and professional values which will deliver accounting technicians who are capable of building successful careers across all sectors, whether they are working in the public or private sectors, practicing in accounting firms, or pursuing a career in business. In order to qualify as a CAT member, you will complete:

- 9 exams (nine of which are eligible for exemption)
- Relevant practical experience, with a minimum of 1 year
- A Foundations in Professionalism module.

## Who is this course intended for?

- Accountants who do not have any formal qualifications
- School Leavers who want to cut a career in Management Accounting
- Accounting Practitioners
- Management Accountants
- Book Keepers aspiring to become Chartered Management Accountants
- Internal Auditors
- Tax Practitioners
- Finance Directors
- Anyone who have strong numerical (Mathematics) skills and would like to have a progression in accounting field

## WHAT'S INVOLVED?

To achieve the CAT Qualification you will need to register as a student on Foundations in accountancy and complete:

### Nine exams from:

#### **Introductory Certificate in Financial and Management Accounting**

- Recording Financial Transactions (FA1)
- Management Information (MA1)
- ***A professionalism and ethics module called Foundations in Professionalism***

#### **Intermediate Certificate in Financial and Management Accounting**

- Maintaining Financial Records (FA2)
- Managing Costs and Finances (MA2)
- ***A professionalism and ethics module called Foundations in Professionalism***

#### **Diploma in Accounting and Business**

- Accountant in Business (FAB)
- Management Accounting (FMA)
- Financial Accounting (FFA)
- ***A professionalism and ethics module called Foundations in Professionalism***

#### **Plus two of the following to get the Certified Accounting Technician Qualification:**

- Foundations in Taxation (FTX)
- Foundations in Financial Management (FFM)
- Foundations in Audit (FAU)
- ***A professionalism and ethics module called Foundations in Professionalism***

One year's relevant practical experience in any accounting environment to show you can use your knowledge from the exams in the workplace. Experience can be completed before, at the same time or after taking your exams.

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## HOW LONG WILL IT TAKE TO COMPLETE?

It's up to you as there is no time limit. You can sit most of the exams on demand as computer-based exams at Johannesburg Polytechnic or choose to sit paper-based exams in June and December at a designated examination centre. You can complete Foundations in Professionalism before or after the exams. So you could complete the CAT Qualification in one or two years.

## CAN I MISS OUT SOME EXAMS IF I HAVE RELEVANT QUALIFICATIONS?

Yes. Please visit ACCA exemptions page to check what exemptions you may claim based on your previous qualifications. In addition you can use any relevant practical experience you may have to claim exemption from exams FA1, MA1, FA2 and MA2.

## I DON'T WANT TO FINISH THE CAT PROGRAMME, I WANT TO CONTINUE WITH ACCA PROFESSIONAL SCHEME

Now you can undertake 3 modules (FAB, FMA and FFA) and continue directly to F4 without undertaking the full CAT programme. Just call ACCA on 0860 02 10 10 (Share call) and inform them that you want to undertake the ACCA upon completion of the 3 modules under the Diploma level!

## COURSE DELIVERY

<b>On Campus:</b>	<b>Johannesburg Polytechnic Campus. Formative Assessments are delivered on Campus. On demand Computer Based Exams are available throughout the year. Paper Based Exams as per ACCA designated centres</b>
<b>On Work Site:</b>	<b>Company works out a delivery site where employees can learn on Saturdays or After Hours* A facilitator will be sent to the site. Formative Assessments will be delivered on Site. On demand Computer Based Exams are available throughout the year. Paper Based Exams as per ACCA designated centres</b>
<b>Course Commencement Dates:</b>	<b>The first 7 modules are available all the time. You can start at any time as examinations are ON DEMAND. The 7 modules can be done in any order and examinations are done in our COMPUTER BASED EXAMINATIONS CENTRE IN BRAAMFONTEIN.</b>

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# JOHANNESBURG POLYTECHNIC TUITION FEES

**On Campus/On Company site\* Books and Revision Kits *EXCLUDED*.**

Paper Code Description Tuition Fee (Rand)	On Campus	Exams
<b>INTRODUCTORY CERTIFICATE IN FINANCIAL AND MANAGEMENT ACCOUNTING</b>		
Recording Financial Transactions (FA1):	4100.00	R 1400.00
Management Information (MA1):	4100.00	R1400.00
<b>INTERMEDIATE CERTIFICATE IN FINANCIAL AND MANAGEMENT ACCOUNTING</b>		
Maintaining Financial Records (FA2)	4100.00	R1400.00
Managing Costs and Finances (MA2)	4100.00	R1400.00
<b>ACCA DIPLOMA IN BUSINESS AND ACCOUNTING NQF LEVEL 5</b>		
Accountant in Business (FAB),	4100.00	R1600.00
Management Accounting (FMA)	4100.00	R1600.00
Financial Accounting (FFA)	4100.00	R1600.00
<b>ACCA CERTIFIED ACCOUNTING TECHNICIAN NQF LEVEL 5</b>		
Foundations in Taxation (FTX)	4100.00	R1720.00**
Foundations in Financial Management (FFM)	4100.00	R1720.00**
Foundations in Audit (FAU)	4100.00	R1720.00**

*\*On Company Site: an extra fee will be charged for logistics and transport.*

*\*\*Forex fluctuations and banking charges dictates that we add R200 per paper while calculating the exchange rate. These papers are only available in paper based format.*

## STUDY TEXT AND REVISION KITS

- *Kaplan Study Text: R995.00 per module x 9modules*
- *Kaplan Revision Kit: R895.00 per module x 9modules*
- *Kaplan Pocket Notes: R250.00 per module x 9modules*

## INCLUDED IN THE TUITION FEES

2 Interim Examinations per module	1 Mock Examination per module (2 weeks before examination)
Face to Face Tuition Support (for On Campus and On Company Site)	Email and Telephonic Support
<b>NB: ACCA REGISTRATION AND SUBSCRIPTION ARE NOT INCLUDED IN THE TUITION FEES</b>	

## ACCA REGISTRATION, SUBSCRIPTION AND EXAM FEES

### REGISTRATION AND SUBSCRIPTION FEES

You will be asked to pay an initial registration fee when you apply. In addition to this, an annual subscription fee will be due on 1 January each year you are registered as a student. The following fees apply from 9 November 2012 (and are subject to change without written notice):

ACCA Qualification	
Initial registration	£79
Annual subscription	£83
*Re-registration fee	£79* + Unpaid fees

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Additional fees may apply to register with the relevant Joint Examination Scheme partner - please contact the Joint Exam Scheme partner for details.

## EXAM ENTRY

Enter for your exams anytime and online. The earlier you do it the more money you save. The exam fees for early, standard and late exam entry are listed below.

### EXAM ENTRY FEES (PAPER BASED EXAMS) FOUNDATION LEVEL EXAM ENTRY FEES

Exam level	Exam entry period	June 2015 exam fee (per exam)
FA1 and MA1	Early	£50
	Standard	£53
	Late	£210
FA2 and MA2	Early	£50
	Standard	£53
	Late	£210
FAB, FMA and FFA	Early	£71
	Standard	£76
	Late	£231
FTX, FAU and FFM	Early	£71
	Standard	£76
	Late	£231

## EXAM ENTRY DEADLINES

Exam entry period	Early	Standard	Late
June exam session	8 March	9 March - 8 April	9 April - 8 May
December exam session	8 September	9 September - 8 October	9 October - 8 November
Exam entry method	online only	online and paper	online only

### Easy to remember dates

The closing dates for early, standard and late exam entry period are easy to remember – 8 is the date!

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**BANK: FIRST NATIONAL BANK OR STANDARD BANK**

<b>ACCOUNT:</b>	<b>JOHANNESBURG POLYTECHNIC PTY LTD</b>	<b>JOHANNESBURG POLYTECHNIC PTY LTD</b>
<b>BANK:</b>	<b>FIRST NATIONAL BANK</b>	<b>STANDARD BANK</b>
<b>BRANCH:</b>	<b>BRAAMFONTEIN</b>	<b>BRAAMFONTEIN</b>
<b>ACCOUNT:</b>	<b>62389074677</b>	<b>202688011</b>
<b>AC TYPE:</b>	<b>CHEQUE-CURRENT ACCOUNT</b>	<b>CHEQUE-CURRENT ACCOUNT</b>
<b>CODE:</b>	<b>251905</b>	<b>004805</b>
<b>*SWIFT CODE:</b>	<b>FIRZAJJ</b>	<b>SBZAJJ</b>
<b>* Important for International Students who may need to do Swift Transfer</b>		
<b>ADDRESS:</b>	<b>92 - 94 Jorissen Street, Braamfontein, 2001</b>	<b>76 Jorissen Street, Braamfontein, 2001</b>
<b>REFERENCE:</b>	<b>QUOTATION NUMBER OR YOUR NAME AND SURNAME</b>	<b>QUOTATION NUMBER OR YOUR NAME AND SURNAME</b>

Please fax your deposit Slip to us on 086 653 8029 or scan to email to [info@polytechnic.co.za](mailto:info@polytechnic.co.za)

## WHAT NEXT?

- Read the course brochure and decide whether this course is right for you.
- Register with ACCA as a student on [www.accaglobal.com](http://www.accaglobal.com) you can also request us to assist you with the registration. Note that if you decide to register this year you will not pay subscription next year. This is a promotion for new students from CIMA. Registration fee will be required while registering, please have a VISA or MasterCard.
- Select at least 2 or 1 modules (if you are working) or 3-5 modules if you are full time student
- Company Sponsored students can pay all the modules at the same time
- Fill in the registration form attached.
- Fax or Email back to us (0866538029) [info@polytechnic.co.za](mailto:info@polytechnic.co.za)
- Attach a copy of ID/Passport/Refugee ID/ Asylum Seekers Permit
- Send us R1000.00 Registration fee
- 1 Passport size photo for you student card

### Once we receive the documents:

- We will Invoice you with the amount for the course. You have the option of paying it:
  - In full –All the amount for the courses / Modules you have selected
  - In three 3 Installments: 40% of the Fees on registration, 3 by 20% installments of the remainder on the 1<sup>st</sup> of every month for the next 3 Months
- Examinations will be done on demand (when you are finished with each module).
- Please read the rules and regulations of the college on Fees.

### Need more information on this programme?

<b>Contact:</b>	<b>Joseph K Kamau</b> <b>Course Coordinator</b> <b>Johannesburg Polytechnic</b> <b>Tel: +27 11 403 2625/ +27 11 403 0087</b> <b>Fax: +27 11 403 2625 / 086 653 8029</b> <b>Email: <a href="mailto:info@polytechnic.co.za">info@polytechnic.co.za</a></b> <b>Web: <a href="http://www.polytechnic.co.za/cima/">http://www.polytechnic.co.za/cima/</a></b>	<b>ACCA South Africa 1st Floor</b> <b>18 Hurlingham Road</b> <b>Illovo 2196</b> <b>ShareCall Number: 0860 02 10 10</b> <b>(South Africa Only)</b> <b>Tel: +27 11 459 1905</b> <b>Fax: +27 11 268 6374</b>
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