



F A S S E T

Make the future count

YOU ARE THE NEXT

BIG

THING

A GUIDE TO BUILDING YOUR LASTING LEGACY

SUCCESS STORIES:



FASSET Funds financial futures

Courtney Michaels is a BCom graduate from University of Western Cape whose hope was restored when she was able to complete her degree and further apply for honours with funding from FASSET. After battling with funding for her first two years at UWC, Courtney successfully applied for the FASSET bursary which gave her and her mother peace of mind. "Not only did FASSET cover my tuition and books but they also offered academic workshops where I was able to learn quite a lot about stock markets and how they operate thus elevating my work readiness skills". Courtney is just one of many students who have benefited from FASSET's initiatives.



If you want the prize, visualise it

Having a goal and FASSET helped Phinah Mokoka move closer to her dream of becoming a CA(SA). As a BCom Accounting cum-laude graduate from University of Johannesburg (UJ), Phinah needed to first complete a short term bridging certificate in the Theory of Accounting in order to apply for honours and thereafter the ultimate accolade, CA(SA). She found out about FASSET in her second year when FASSET offered Saturday Accounting classes at UJ, free of charge. "After signing up for the classes, I immediately started doing more research about FASSET and came across their bursary offering which also funded bridging courses. I knew how lucky I was as there were not many bursaries for bridging course students. Thank you to all those at FASSET for the enormous support both financially and socially."



Awful to awesome in one FASSET move

Luyanda Ndima, an aspiring accountant, admits that his tertiary path has been a rocky one. Having registered for a BCom in Accounting at the University of Fort Hare in 2013, he found himself repeating his final year in 2018 and coming from a single parent home no funding was available for him to retry. FASSET's initiative presented itself at just the right time with financial and academic support. FASSET's Academic Support initiative extended a comfort blanket of extra classes, psychology sessions and counselling, boot camps and book and laptop allowances. "I am a better person than I was in 2018, my attitude is positive and confidence levels are soaring. In life, you need resilience and support to survive and FASSET gave me both."

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ABOUT FASSET

FASSET is a Sector Education and Training Authority (SETA) mandated and regulated by the Department of High Education, Science and Technology to transform the South African economy through its programmes and interventions. As a SETA focused on the Finance and Accounting sector, FASSET has driven transformation in the sector for 19 years, to effect dramatic and radical change to the sector's demographic profile and, in so doing, create a robust and sustainable industry. FASSET sees transformation as non-negotiable, but as a critical component of nation building. Through collaboration with our many partners such as employers, higher education and training institutions and professional bodies we curate the following programmes for learners:

1. FASSET Bursary Scheme – provides end-to-end financial support covering not only tuition, but accommodation, books and equipment and subsistence expenses. The suite of Academic

Support Programmes may be applied directly to the institution of higher Learning.

2. Post-school academic support programmes which lead to the completion of qualifications (including TVET college qualifications) and/or professional designations.
3. Learner professional development initiatives ensure that the employed graduates have the skills needed to deliver in the workplace.

Our Mandate:

The Skills Development Act (SDA) and Skills Development Levy Act (SDLA) provide the institutional framework for the SETA. The framework serves as our mandate to develop and implement national, sectoral and workplace strategies to develop and improve the skills of the national workforce, resulting in improvements in employability and productivity, while contributing to the competitiveness of the country.



VISION

'To facilitate the achievement of world-class finance and accounting services skills.'



MISSION

'Increase the flow of new finance and accounting services entrants to employment; develop and grow skills required in the sector and facilitate the transformation of the finance and accounting services sector.'



SHARED VALUES

Our shared values articulate what we stand for, what we value as an organisation and inform how we interact with our stakeholders.

Why choose finance and accounting?



Why choose finance and accounting?

1. Money makes the world go around – **the world needs accountants**
2. Excellent employment opportunities after graduation
3. Great promotion aspects
4. Skills needed by any industry
5. Scope to work overseas
6. Respect associated with being a professional and an entrepreneur

ABOUT THE FINANCE AND ACCOUNTING SERVICES SECTOR

The financial and accounting services sector is particularly important because it is the largest employer of people with financial management, accounting, and auditing skills. As at 2018 we have more than 163 000 people working in the sector.

The demarcation and definition of this sector differs in the various data sources available, as well as in different environments. In the national accounts and in employment surveys conducted by Statistics South Africa (such as the Labour Force Survey (LFS)) the sector includes real estate activities and an array of other business services such as labour brokerages, information technology services, legal services, and engineering and architectural services.

FASSET is the Financial and Accounting Services Sector Education and Training Authority (SETA). The Financial and Accounting Services Sector refers to the organisations served by FASSET.

This sector includes: investment entities and trusts and company secretarial services; stockbroking and financial markets; financial development organisations; accounting, bookkeeping, auditing and tax services; business and management consulting services; the South African Revenue Service (SARS); the national and provincial treasuries; and other activities auxiliary to financial intermediation, such as debt collection.



CHOOSING A FINANCIAL AND ACCOUNTING SERVICES RELATED CAREER

When choosing a career in the finance and accounting services sector, it is important to take into account the many different types of occupations that are available. It is also important to note that there are a variety of pathways into these careers. These pathways are often linked to memberships of professional bodies which can lead to different career opportunities.

Finance and accounting services professionals may belong to one or more professional bodies. Professional body membership is not always a prerequisite to practise in a financial occupation, but in some instances it is a requirement. Employers often prefer to appoint people who are members of the professional bodies.

The advantage to the employer is that a professional designation or title is a good indication of the skills of the financial professional, and members of professional bodies are bound to a strict code of conduct that helps to ensure that they will be ethical.

The various pathways you can follow in building a financial career are not separated from other career options within the sector, and it is possible to move

between different careers. For example, an auditor can become a management accountant or financial manager in an organisation outside the finance and accounting sector. Similarly, an accountant can become an internal auditor. However, in planning your career it is important to be aware of the registration and other legal requirements in the different positions.

When choosing an educational institution, make sure that you choose the stream that best suits your interests. Also ensure that the training institution is accredited with the professional body with which you would like to register or become a member. In the next section we explain the typical learning paths that lead to the different professional qualifications.

However, all these qualifications can be obtained by combining theoretical and practical work. That means that you can study part-time to complete the theoretical sections of the work while at the same time doing the practical work through a learnership.

CHOOSE YOUR SUBJECTS WISELY

When you select your subjects in Grade 9, naturally you should take subjects that you love as you are likely to excel in these. However, you also need to choose wisely with your intended career in mind.

STEM subjects (science, technology, engineering and mathematics) are highly sought after, particularly in industries and occupations that have emerged with tremendous advances in technology, finance and communications.

The value that these skills are adding to the well-being of the South African economy cannot be overestimated, and there is increasing pressure on youngsters to matriculate with good maths and science marks to their credit.

STEM skills are prerequisites for entry into nursing and allied health, bioscience, aircraft engineering, digital technology, accountancy; for trades such as electrical, plumbing, and motor mechanics. But they are an advantage whatever career is being considered.

If, when the time comes to select your subjects, you have no clear vision of what your future holds, it is advisable to not drop maths, particularly as this will seriously limit your career options. Taking maths literacy in place of maths will also narrow your options as maths literacy is not accepted in commerce, engineering, the built environment, information technology, health sciences or science.




<i>Field of study</i>	<i>School subjects required</i>
<ul style="list-style-type: none"> • Medicine and health • Science • Agriculture 	<ul style="list-style-type: none"> • Mathematics • Physical Science • Life Sciences
<ul style="list-style-type: none"> • Engineering 	<ul style="list-style-type: none"> • Mathematics • Physical Science
<ul style="list-style-type: none"> • Arts • Social sciences 	<ul style="list-style-type: none"> • Mathematics or • Mathematical Literacy
<ul style="list-style-type: none"> • Economics • Management sciences • Financial services 	<ul style="list-style-type: none"> • Mathematics • Accounting • English or • First Additional Language
<ul style="list-style-type: none"> • Education • Law • Theology 	<ul style="list-style-type: none"> • Mathematics or • Mathematical Literacy

NQF Framework explained

NQF LEVEL

Doctoral Degree Doctoral Degree (Professional)	10	*
Master's Degree Master's Degree (Professional)	9	*
Bachelor's Honours Degree Postgraduate Diploma Bachelor's Degree	8	
Bachelor's Degree Advanced Diploma	7	Occupational Certificate
Diploma Advanced Certificate	6	Occupational Certificate
Higher Certificate	5	Occupational Certificate
National Certificate	4	Occupational Certificate
Intermediate Certificate	3	Occupational Certificate
Elementary Certificate	2	Occupational Certificate
General Certificate	1	Occupational Certificate

- Integrated system of three coordinated qualifications sub-frameworks for general and further education and training, higher education and trades and occupations
- Facilitates access to, and mobility and progression within, education, training and career paths
- Enhances quality of education and training
- Addresses past discrimination in education, training and employment opportunities
- Contributes to full personal development of each learner and the social and economic development of the nation

-  Higher Education Qualification Sub-Framework
-  General and Further Education and Training Qualification Sub-Framework
-  Occupational Qualification Sub-Framework

* Where there is an occupational qualification needed at levels 9 and 10 the developers should contact SAQA and the quality councils to motivate.

SCARCE SKILLS

Scarce skills refers to a shortage of people with the required attributes to fill positions available in the labour market. The attributes that employers are seeking when they try to fill positions in their organisations are specifically important. These may be qualifications, specific skills and experience, a specific race or gender, or a combination of these attributes.

Scarce skills are normally expressed in terms of the occupations for which there are not enough candidates available. Scarce skills in the financial services sector are mainly in the professional and technician and associated professional occupations. Although these occupational

categories are experiencing above-average growth, the shortages are often related to very special skills sought by employers. The lack of qualified black people, especially in the higher level occupations and professional designations, is considered a serious problem.

The Sector Skills Plan of FASSET, 2016 - 2021 indicates that shortages of finance and accounting services skills exist at all levels – clerical, technical, administrative, professional, and managerial.

The table below shows scarce and critical skills in the financial and accounting services sector:

RANK	FASSET GROUP NAME	OCCUPATION NAME
1	Accountants and Auditors	Accountant (General)
		External Auditor
		Finance Manager
		Tax Professional
		Accountant in Practice
		Accounting Technician
		Management Accountant
		Financial Accountant
		Tax Technician
		Payroll Manager
2	ICT Professionals	Programmer Analyst
		ICT Systems Analyst
		Database Designer and Administrator
		Developer Programmer
		ICT Project Manager
		Software Developer
		Programme or Project Manager
		Systems Administrator

RANK	FASSET GROUP NAME	OCCUPATION NAME
2	ICT Professionals (continued)	ICT Sales Representative
		ICT Security Specialist
		Multimedia Designer
		Applications Programmer
		Computer Networks and Systems Engineer
		ICT Trainer
		Information Technology Manager
		Computer Network Technician
3	Management Consultants	Organisation and Methods Analyst
		Management Consultant
		Policy Analyst
4	Financial Markets Professionals	Financial Investment Advisor
		Investment Manager
		Investment Analyst
		Investment Advisor
		Securities Dealer
		Financial Markets Practitioner
		Compliance Officer
		Financial Markets Business Manager
		Commodities Trader
5	Bookkeeping, Accounting Technicians and Clerks	Accounts Clerk and Payroll Clerk
		Bookkeeper
		Credit/Loans Officer
6	Internal Auditors and Risk Managers	Internal Audit Manager
		Internal Auditor
		Organisational Risk Manager
7	Actuaries and Statisticians	Actuary
		Statistician
8	Debt Collectors	Debt Collector
9	Marketing Professionals	Marketing Practitioner
		Customer Service Manager
		Sales and Marketing Manager
		Director of Marketing
10	Economists	Economist

FINANCIAL MANAGER/CHIEF FINANCIAL OFFICER

What does a person in this occupation do?

Financial managers are responsible for managing and controlling the financial matters of a company. In large organisations they oversee the functions of financial employees appointed to take care of specific aspects of the financial division, but in smaller companies financial managers are responsible for performing most or all of these tasks themselves.

Study path

Most financial managers start their careers as accountants, financial accountants or auditors, and only become financial managers after years of experience. An accounting qualification may be augmented by a management qualification such as a Master's degree in Business Administration (MBA).

Professional bodies

Professional body membership or registration is not a general prerequisite to becoming a financial manager. However, certain employers may require their financial managers to be members of professional bodies, for example, some of the large companies appoint only Chartered Accountants (i.e. members of the South African Institute of Chartered Accountants - SAICA) as financial managers.



EXTERNAL AUDITOR

What does a person in this occupation do?

An external auditor is an independent professional who conducts external audits of companies. An external auditor expresses an opinion on the fair presentation of the companies' financial statements.

In expressing the opinion, an auditor would typically audit the accounting systems, procedures and financial statements of a company and would evaluate the way in which the company manages corporate funding and financial risk. An auditor would also ensure that a company complies with all the legal requirements of its business and that tax payments are correct and in line with tax legislation and requirements.

Professional designations

Registered Auditor (RA)

Study path

To become an auditor you must follow the recognised study path of a professional body accredited by the Independent Regulatory Board for Auditors (IRBA), currently only SAICA is accredited. To qualify you must successfully complete the following programmes:

- A BCom and Honours in Accounting (e.g. Certificate in the Theory of Accounting accredited by SAICA)
- A recognised core assessment programme (e.g. SAICA's Part 1: Initial Test of Competence)
- A recognised professional development and assessment programme (e.g. SAICA's three-year training contract, professional programme and Part 2: Assessment of Professional Competence)

On completion of the above the candidate will enter into the IRBA's experiential learning period,

which is called the Audit Development Programme (ADP). The ADP is a minimum of 18 months' work experience undertaken by a qualified professional accountant in the area of audit and assurance. The ADP develops candidate RAs for the role of engagement partner at entry level to the profession. On successful completion of the ADP, the candidate will be eligible to register as an RA.

Regulatory bodies

Auditors must be registered with the IRBA.

ACCOUNTANT

What does a person in this occupation do?

An accountant is a qualified professional who applies accounting, mathematical and analytical skills to solve business, taxation, financial and management problems. Accountants use their numerical, analytical, statistical and management skills to maintain reliable accounting and financial systems, and to advise businesses on a variety of financial matters. They are involved in all critical business areas such as accounting, strategic business planning, marketing, information technology and financial management.

Study path

Requirements for all undergraduate programmes in accounting are set by each of the different universities or private training institutions. As a rule, aspirant students require a National Senior Certificate with matriculation exemption and English and mathematics. Accounting at Grade 12 level is recommended.

Professional bodies

Professional body membership is not a legal requirement to practice as an accountant. However, the professional designations listed below are linked to membership of the various professional bodies. Some employers may also require professional body membership.

ACCOUNTANT (NO PROFESSIONAL DESIGNATION)

Accountants plan and provide systems and services relating to the financial dealings of organisations and individuals, and advise on associated record-keeping and compliance requirements.

Study path

B degree in Accounting at any South African university or university of technology. National diploma in accounting from any South African university of technology.

ACCOUNTANT (continued)

CHARTERED ACCOUNTANT

What does a person in this occupation do?

Chartered accountants work with, analyse, and translate the financial aspects of a wide range of organisations, large and small. They are able to manage budgets, track and manage the financial performance of a company, audit, read and sign off on a company's financial statements, make sound tax decisions, understand world economics, and how business works. Chartered accountants also create reports that update the organisation on its financial standing.

Study path

Undergraduate: BCom Accounting degree at a university accredited by SAICA.

Postgraduate: Certificate in the Theory of Accounting (CTA) or honours qualifications at a university accredited by SAICA.

Workplace experience

The second part of your path towards becoming a Chartered Accountant (CA) in South Africa entails completing a three-year learnership programme. This is known as a training contract, and one which

a trainee accountant enters into with a registered training office.

Professional examinations

The final two steps to becoming a CA(SA) are passing two Qualifying Examinations, namely the Initial Test of Competence (ITC) and the Assessment of Professional Competence (APC). Both of these exams are set and administered by SAICA.

Professional bodies

South African Institute for Chartered Accountants (SAICA)

CHARTERED CERTIFIED ACCOUNTANT

Chartered Certified Accountants work in all fields of business and finance, in public practice, the private sector, and in government.

Study path

The Association of Chartered Certified Accountants (ACCA) offers the Certified Diploma: Accounting and Finance.

Theoretical training

Theoretical training can be done through an accredited training institution or through distance education.

Workplace experience

Learners must complete a three-year learnership with an accredited workplace.

Professional examinations

Professional examinations are set by ACCA. All the prescribed subjects have to be passed.

Professional bodies

Association of Chartered Certified Accountants (ACCA).

ACCOUNTANT (continued)

MANAGEMENT ACCOUNTANT

What does a person in this occupation do?

Management accountants are trusted to guide critical business decisions and drive strong business performance. They combine financial expertise and business acumen to achieve sustainable business success. They understand how the different parts of the business need to come together. A management accountant usually works at providing advice to the management of a company or individual clients on how to interpret financial information to help them make wise financial decisions that will affect the company. The company or individual may have financial goals they want to achieve and therefore need the assistance of a person trained in this branch of accounting. It is a broad field in which there are several different job titles.

Professional Designation

Associate Chartered Management Accountant, Chartered Global Management Accountant (ACMA, CGMA)

Study Path

There are various entry routes into the CIMA qualification through Recognition of Prior Learning. Exemptions may be awarded based on prior academic qualifications or relevant professional experience. A minimum of a matric pass is recommended but not compulsory.

Undergraduate

Management Accounting and Accounting qualifications are recommended but not compulsory for the application of exemptions as other Finance and Business qualifications may be recognised.

The CIMA qualification can be studied through self-study or through an accredited Tuition Provider.

Work Experience

Students require a minimum of three years verified

relevant work-based practical experience in an appropriate organisation.

Professional bodies

Professional body membership is not compulsory for a person to work as a Management Accountant, but to use the ACMA, CGMA (Associate Chartered Management Accountant, Chartered Global Management Accountant) designation, you must be a member of CIMA.

ACCOUNTANT (continued)

PROFESSIONAL ACCOUNTANT (SA)

For over 35 years, the South African Institute of Professional Accountants (SAIPA) has been the leading institute for professional accountants. SAIPA is only one of two professional bodies in South Africa registered with IFAC, and is also a member of PAFA (Pan African Federation of Accountants).

SAIPA's NQF Level 8 designation – Professional Accountant (SA) – means that you can perform a wide range of accounting and tax related services and can be the business advisor to SMEs (Small/Medium Enterprises), offering tailored advice on business challenges and creating opportunities for business success for their clients. Professional Accountants (SA) work in practice, the public sector, corporate and industry, and in academia. SAIPA has a recently-launched Student Membership option which offers great benefits including linking you with potential employers to start your three-year learnership.

Study path

A three-year undergraduate degree in accounting is required – either a BCom or equivalent – from a South African Institute of Professional Accountants (SAIPA)-accredited university.

Core subjects should include

- Financial Accounting 3
- Taxation 2
- Auditing 1 or Internal Auditing
- Commercial Law 1
- Management Accounting 3

To view the list of SAIPA-accredited universities, visit: www.saipa.co.za/student/saipa-accredited-universities

Workplace experience

Learners must complete a three-year learnership with a SAIPA accredited workplace.

Click here to find the one closest to you:
www.saipa.co.za/lists-of-atcs

Professional examinations

Once you have completed your three-year learnership, you will be required to write the SAIPA Professional Evaluation (PE). The PE is written twice a year in May or November.

On being found competent in the PE, you may apply for SAIPA membership and the designation of Professional Accountant (SA).

Professional bodies

South African Institute of Professional Accountants (SAIPA).

SAIPA also offers a number of other professional designations. For more information, visit www.saipa.co.za

TAX PRACTITIONERS AND PROFESSIONALS

What does a person in this occupation do?

The South African tax profession is divided into two main work classifications, each addressing different needs: tax practitioners and tax professionals. Tax practitioners are individuals who complete SARS returns on behalf of a third party for a fee. Tax Practitioners are able to prepare and file tax and VAT returns for individuals and corporates and handle basic disputes and objections with SARS. Tax professionals are advisors and specialists in the Tax field and are able to analyse, report and provide advice on taxation issues to organisations. They also provide tax opinions and mediate tax disputes. Tax Professionals are generally employed in one of three main sectors namely: SARS, commerce or industry, or professional service firms. Academics dedicated to tax will also fall under this classification.

Professional designations

The following South African Institute of Tax Professionals (SAIT) designations are registered with SAQA:

Tax Technician (SA)

General Tax Practitioner (SA)

Tax Advisor (SA)

Master Tax Practitioner (SA)

Transfer Pricing Specialist

Further details can be obtained via SAIT's website (www.thesait.org.za).

Study path & work experience

The minimum requirement to register with SARS as a Tax Practitioner is an NQF 5 qualification with modules of taxation and relevant work experience. SAIT administers the Occupational Qualification: Tax Technician (NQF 6). This qualification can be obtained by enrolling at one of the Skills Development Providers, The Tax Faculty or Credo Business College. A Tax Professional (Tax Advisor (SA)), requires a minimum undergraduate academic qualification in taxation, as well as practical skills training by Skills Development Providers and completing the required learnership (workplace experience).

Most advisory firms require an honours in taxation in order to be appointed on the Tax Professional learnership. The following undergraduate programmes offer modules in taxation: Diploma in Accountancy, BCom Accounting, B Accounting or LLB (or related degrees such as a degree in finance or management accounting). Many universities, such as UCT, UJ and UP offer a Hons B Com in Tax. Further Post Graduate academic qualifications (MCom Taxation, PGDip Taxation, LLM Taxation, MPhil Taxation, etc.) with work experience would lead to the Master Tax Practitioner (SA) designation.

Professional bodies

Registration with SARS as a tax practitioner is dependent on being a member of a recognised professional body, such as SAIT, SAICA, SAIPA, ACCA or LSSA.

Tax professionals are required to register with SARS and the South African Institute of Tax Professionals (SAIT).

ACCOUNTING TECHNICIAN

AT(SA) is a competency-based accountancy qualification and membership designation offered by the South African Institute of Chartered Accountants (SAICA), the foremost accountancy institute in South Africa. The qualification promotes the theory and practice of accountancy and offers prospects of a solid foundation in accounting, finance and business practice. AT(SA) qualifications were designed against global standards and are quality assured by SAICA to ensure relevance in the South African workplace. AT(SA) is accessible to aspirant accountants who operate at foundational business levels.

Study path

Certificate: Accounting Technician

This entry level accounting technician qualification allows students access into the profession without any previous knowledge of accounting. Students are introduced to the basic principles of accounting, costing, general workplace skills and computerised accounting. Graduates are able to fulfil support roles in all sectors of the economy in a number of roles, including accounts clerk, accounts assistant, tax assistant and junior bookkeeper. This qualification is open access. It is, however, assumed that the learners accessing this qualification are competent in language, literacy, communication and mathematical literacy at NQF Level 3. Training providers may conduct an initial assessment to determine at which level of the 3 suite qualification the student should begin.

FET Certificate: Accounting Technician

The FET Certificate in Accounting aims to provide students with the knowledge, skills and competencies to work effectively as an accounting technician. Students who successfully complete this qualification will be able to confidently prepare

final accounts, understand the principles of cash management and costing and be in a position to provide cost and revenue information. It is assumed that the learners accessing this qualification are competent in language, literacy, communication and mathematical literacy at NQF Level 4.

Certificate: Accounting

The Certificate in Accounting aims to provide students with the knowledge, skills and competencies to work effectively as an accounting technician. This qualification focuses on the more complex accounting functions. Students who successfully complete this qualification are able to confidently draft financial statements, manage budgets and evaluate financial performance. It is assumed that learners accessing this qualification have completed the NQF Level 4 AT qualification or other suitable equivalent qualifications, and are competent in language, literacy, communication and mathematical literacy at NQF Level 4.

Professional bodies

SAICA – Accounting Technician South Africa

INSTITUTE OF ACCOUNTING & COMMERCE (IAC) ACCOUNTING OFFICER

The IAC Accounting Officer provides a number of accountancy related services to companies, close corporations, partnerships, sole proprietors, trusts and various other types of small business and non-corporate undertakings. The IAC Accounting Officer must have acquired knowledge of and demonstrated competence in areas such as financial accounting, internal and external auditing, taxation, company law, management accounting and practice management.

Some of the IAC Accounting Officer's key duties and responsibilities are to: **Study path/Professional qualification**

- Prepare and sign-off financial statements for close corporations and companies that have PIS scores below 100 or are owner managed.
- Do an independent compilation or review of annual financial statements for companies and corporates with PIS scores below 100. Financial statements for companies and CCs need to comply with IFRS.
- Prepare and sign-off financial statements for NPOs and PBOs (as long as the organisation's constitution and PIS score allows it).
- Prepare and sign-off financial statements for Trusts (if the trust deed allows it).
- Prepare and sign-off financial statements for a sole proprietor, partnership and money lenders.
- Be allowed to accept the audits of schools, but this needs to be understood in terms of the School's Act 84 of 1996 as well as the requirements of the Schools Act in the various Provinces.

You are eligible to apply for membership as an IAC Accounting Officer:

If you have completed an IAC Diploma in Accounting, Cost and Management Accounting and Company Secretaries, OR

If you have completed an Accounting qualification with a minimum SAQA rated NQF Level 6 (pre 2009) and NQF Level 7 (post 2009).

The qualification must contain the following core subjects:

- Financial Accounting 3
- Taxation in SA Legislation
- Company Law in SA Legislation
- Auditing 1 or Internal Auditing 2

Work experience

To have gained a MINIMUM of three years' supervised training (per IAC logbook), under the guidance of a registered Accounting Officer, OR to have gained a MINIMUM of six years relevant, practical accounting experience at a management or supervisory level.

The application must be supported by an affidavit, stamped and signed by a Commissioner of Oaths, verifying the applicant's practical experience, as well as a comprehensive job description.

Entrance Assessment/Evaluation

Once the academic and practical component has been met, an applicant would need to undergo a three-hour written evaluation followed by a two-hour oral evaluation, conducted by a registered IAC assessor, covering the following:

- Accounting
- Auditing
- Company Law
- Taxation
- Practice Management

The pass marks for the assessment evaluation are:

- Accounting 80%
- All other subjects 75%.



MANAGEMENT CONSULTANT

What does a person in this occupation do?

Management consultants help organisations solve issues, create value, maximise growth and improve business performance. They use their business skills to provide objective advice and expertise, and help an organisation to develop any specialist skills that it may lack.

They focus primarily on the strategy, structure, management and operations of a company, identify options for the organisation, suggest recommendations for change, and advise on additional resources to implement solutions.

Types of work may include:

- Business strategy
- E-business
- Financial and management controls
- Human resources
- Information technology
- Marketing
- Supply-chain management

Study path

Management consultancy is open to graduates from any degree discipline (business, economics, engineering, finance, mathematics and science), and a degree that is numerical or analytical can be an advantage.

A degree relevant to the industry of interest is an advantage, e.g. accounting or banking.

A postgraduate degree is not essential, but it can be useful. A Masters in Business Administration (MBA) or PhD, for example, will allow you to enter the profession at a higher level.

Typical duties may include:

- Carrying out research and data collection to understand the organisation
- Conducting analysis
- Interviewing the client's employees, management team and other stakeholders
- Running focus groups and facilitating workshops
- Preparing business proposals and presentations
- Identifying issues and forming hypotheses and solutions
- Presenting findings and recommendations to clients
- Implementing recommendations/solutions and ensuring the client receives the necessary assistance to carry it all out
- Managing projects and programmes;
- Leading and managing team members, including analysts.

Work experience

Employers often value experience and skills as much as qualifications and so it is useful to gain relevant work experience before you enter the profession.

Professional designation

Certified Management Consultant (CMC).

Professional bodies

Institute of Management Consultants and Master Coaches of South Africa (IMCSA).



FINANCIAL MARKETS PROFESSIONALS

What does a person in this occupation do?

Financial Markets Professionals include traders, who invest in securities and various other financial products on behalf of institutional, corporate and private clients, as well as administrative staff such as settlement officers who are responsible for the finalisation of financial markets transactions.

The financial markets consist of the equities market, the bonds market, the money market, the foreign exchange market and the derivatives market.

Financial markets professionals need to stay abreast of information on securities and market conditions and therefore they must continuously analyse individual securities, industries and the economy. They also work with clients, and before providing investment advice, they identify the profile and the related investment needs of the clients.

They execute transactions in securities with or on behalf of clients and subsequently conclude or settle transactions and record the transactions in the relevant systems.

Types of work may include:

- Trader
- Settlement Officer
- Corporate Action Administrator
- Investment Administrator

Study path

Entry into the pathway for these occupations starts with an NQF Level 6 qualification in the financial field. This is followed by a learnership that leads to the Occupational Certificate: Financial Markets Practitioner. The learnership consists of a knowledge component (including practical skills) and a workplace component. The knowledge and practical skills components are offered at accredited tertiary institutions as an Advanced Diploma in

Financial Markets. The workplace component of the learnership has to be completed at an approved workplace. After completion of these components, a final exam set by the South African Institute of Stockbrokers (SAIS) must be written.

After completion of the Financial Markets Practitioner qualification, candidates can write any number of exams prescribed by the various exchanges and focus on a specific function such as trading, settlement or compliance. In order to obtain the designation 'Stockbroker' the stockbroker exams set by SAIS have to be passed.

Professional body

South African Institute of Stockbrokers (SAIS).

FINANCIAL PLANNER

What does a person in this occupation do?

A financial planner provides expertise and advice to clients on all the components of financial planning including personal savings, personal and family insurance cover, health insurance, investments, asset and wealth management, retirement and estate planning and tax liability.

Study path

Entry: National Senior Certificate with matriculation exemption. Each undergraduate programme has its own entry requirements, but subjects such as mathematics and English are often required.

Undergraduate: An undergraduate programme in accounting, finance, economics, business science, mathematics or law provides a sound basis from which to pursue a career in financial planning.

Various universities offer a BCom degree in Financial Planning or in Investment Management.

Postgraduate: Postgraduate Diploma in Financial Planning and Advanced Diploma in Financial Planning.

Professional bodies

Financial advisors are required to apply for registration as financial services providers with the Financial Sector Conduct Authority (FSCA) formerly known as Financial Services Board (FSB).

They may also become members of the Financial Planning Institute of Southern Africa (FPI).



FINANCIAL AND INVESTMENT ADVISOR

What does a person in this occupation do?

A financial and investment advisor gives advice to clients about investing in securities such as stocks, bonds, mutual funds or exchange traded funds. Some investment advisors manage portfolios of securities. They may also be referred to as investment counsels, or investment, asset, wealth, money or portfolio managers.

Investment advisors serve individuals, trusts, families and groups of families, and corporations, private pension plans, public pension plans, education institutions, endowments, foundations, mutual funds, hedge funds, investment partnerships and other pooled accounts, banking institutions and governments.

An investment advisor uses a number of different investment styles and strategies, such as growth or value. Some specialise in investments in stocks/equities or in bonds/fixed income, while others manage portfolios that consist of investments in stocks, bonds, and cash.

Some advisors shape investment portfolios for each client. Others use one or more centrally managed portfolios that reflect a specific investment strategy, style or model. Clients sometimes retain several advisors with different investment strategies and styles to diversify their portfolios.

Study path

Working in financial advising in South Africa requires a tertiary qualification in commerce, finance, accounting or economics. A postgraduate degree is offered to earn the designation 'certified financial planner' (CFP). CFP is the premier financial planning qualification in the world and is recognised in 19 countries.

In terms of the Financial Advisory and Intermediary Services (FAIS) Act, a financial service provider (FSP) licence is required, for which graduates apply

after completing their university degree. These licences are issued by the Financial Sector Conduct Authority (FSCA) formerly known as Financial Services Board (FSB) and prospective financial advisers must pass their board exams and be certificated by the FSCA.

Professional designation

Certified financial planner (CFP).

Professional bodies

Financial Services Board. They may also join the Financial Planning Institute of Southern Africa (FPI).

BOOKKEEPER

What does a person in this occupation do?

Bookkeepers compute, classify, and verify numerical data in order to develop and maintain financial records. In smaller organisations, bookkeepers handle all aspects of financial transactions. They record debits and credits, compare current and past balance sheets, summarise details of separate ledgers and prepare reports for supervisors and managers. They may also prepare bank deposits and send cash, cheques and other forms of payment to the bank. The increased use of computers has allowed the use of specialised accounting software on personal computers.

Professional designations

Associate Bookkeeper (Certificate)
Fellow bookkeeper (Diploma)

Study path

A person may become a bookkeeper with a National Senior Certificate with mathematics and accounting as subjects. Various private institutions offer certificate and diploma courses in accounting and bookkeeping.

Institute for Certified Bookkeepers (ICB) professional qualifications:

Certificate for Registered Bookkeeper (NQF 4)
National Diploma: Technical Financial Accounting (NQF 5).

These two qualifications are registered as learnerships.

Professional bodies

Professional body membership or registration is not a requirement to work as a bookkeeper. You may want to become a member of the ICB.

FINANCIAL CLERK

What does a person in this occupation do?

Financial clerks are responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. Financial clerks receive deposits and pay out money in financial institutions, process credit, loan and insurance applications, maintain records of securities transactions and registrations, compile data and undertake statistical and actuarial computations.

Study path

Entry: National Senior Certificate

Many organisations provide in-house training in financial administration. Various private institutions offer certificate and diploma courses in the field.

INTERNAL AUDITOR

What does a person in this occupation do?

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. Internal auditors provide objective assurance to executive management in order to add value to organisational strategy and to assist with meeting organisational objectives. Internal auditing is a fundamental pillar of governance within organisations, ensuring sufficient oversight in terms of risks and internal controls. Internal auditors often have input into strategic planning, market analysis, compliance and change management.

Study path

- B degree in Accounting or Internal Auditing at any university or university of technology or
- BTech degree in Internal Auditing at any university of technology.

Professional qualifications

Diploma: Technician – Internal Auditing

This is an entry-level occupational qualification registered on the National Qualifications Framework (NQF) at NQF Level 7. This qualification is completed over a two-year period. Individuals who complete this qualification are able to perform entry level audit tasks, executive audit programmes, prepare work papers and draft audit findings and reports. After successfully completing the Diploma: Technical – Internal Auditing, members of the Institute of Internal Auditors South Africa (IIA SA) will have the professional designation, Internal Audit Technician (IAT) conferred on them. Consideration for Recognition of Prior Learning (RPL) will be given

to individuals who have an NQF Level 7 or higher qualification, at least four years of internal auditing experience, and are currently working in an internal audit role.

Certificate: General Internal Auditing

This is the next step in the career path. The Certificate: General Internal Auditing is a supervisory level occupational qualification, completed over one year. Individuals who complete this qualification are able to perform internal audit activities at a supervisory level. After successfully completing the Certificate: General Internal Auditing, members of the IIA SA will have the professional designation, Professional Internal Auditor (PIA) conferred on them. Consideration for RPL will be given to individuals who have obtained the Diploma: Technician – Internal Auditing and IAT designation, have at least five years of internal auditing experience and are currently working in an internal audit role.

Additional designations

Certified Internal Auditor (CIA)

The CIA is the premier international certification for internal auditors around the world. Applications for the CIA examination are accepted from individuals who are members of the IIA SA who have a relevant NQF Level 7 qualification and at least two years of internal auditing (or equivalent) experience. Consideration for RPL is given to individuals with a recognised two-year qualification and five years of verifiable internal auditing experience, as well

as individuals who have seven years of verifiable internal audit (or equivalent) experience.

Professional bodies

Professional body registration or membership is not a prerequisite to practice as an internal auditor. However, in order to retain and use the IAT, PIA and CIA designations you must be a member of the Institute of Internal Auditors of South Africa (IIA SA).

COMPANY SECRETARY

What does a person in this occupation do?

Company secretaries plan, administer and review corporate governance activities and effective practice concerning company board meetings and shareholdings, ensuring all business matters and transactions are managed and implemented as directed by the board. They have a significant role in assisting the board of the organisation to achieve its vision and strategy. There is a shortage of qualified and experienced company secretaries, with demand on the increase in light of the new Companies Act (71/2008) and King IV.

Study path

The Chartered Secretaries Southern Africa (CIS or CSSA) professional qualification is a course in a chosen specialised field, whether it be a company secretary, accountant, accounting officer, administrator or manager. Chartered secretaries embark on a lifelong career relationship with CSSA.

The final course of study is the CSSA International Qualifying Board Examinations. The CSSA International Qualifying Scheme is a rigorous course. Each qualification along the continuum renders the graduate employable and when accumulated, prepares governance professionals and accounting

officers for the intense demands of the role of chartered secretary. Once a student passes all the exams they can apply to be a graduate (Grad ICISA) and then an Associate (ACIS) and finally a Fellow (FCIS). Continuing Professional Development ensures that all governance professionals and accounting officers are able to remain at the forefront of governance issues.

Professional bodies

Professional body registration or membership are not prerequisites to practice as a company secretary, however graduates can register with the CSSA.

DEBT COLLECTOR

What does a person in this occupation do?

Debt collectors collect payments for overdue accounts, overdue instalments or damage claims on behalf of creditors. They locate and notify customers of delinquent accounts by mail, telephone, or personal visits to solicit payment. Duties include preparing statements to the credit department if a customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts.

Study path

Entry: Senior Certificate

A person can also enter into a learnership in debt collection with a firm that is accredited by FASSET.

Professional bodies

Registration with the Council for Debt Collectors is a prerequisite for working as a debt collector. However, there are no academic requirements for this registration.



ECONOMIST

What does a person in this occupation do?

An economist is an expert in the study of the production, distribution and application of resources. He provides clients with support, advice and information about global and domestic economic prospects. This includes the identification of threats and opportunities in the business environment and economy. Sometimes an economist would also monitor, report on and, where possible, influence developments and government policy in his or her particular field of involvement.

Economists may be employed in a range of fields in both the private and public sectors. A macro economist will concentrate on the economy as a whole and could be employed by financial institutions such as banks or life assurance companies, in the manufacturing or retail trade sectors, or at the South African Reserve Bank (SARB) and government departments. Forecasting of economic and demand/supply conditions within sectors or enterprises is widely used to optimally employ resources and assist in budgeting, planning and strategic processes. An economist's input may be used to improve the investment performance of institutional or private client portfolios.

SARB, a major employer of economists, offers an accelerated management programme and deploys economists in research, administrative, and management functions, where they learn to collect and process important economic data into a meaningful format.

Study path

To become an economist requires a Bachelor degree, which is available to those with matric maths, but not maths literacy. Economics, business science and accounting are also relevant.

Some universities offer a BA degree with economics as a major subject. Specialised courses such as

BSc (Agriculture) and BSc (Animal Science) have agricultural economics and economics as major subjects.

Postgraduate study is recommended for promotion and to qualify for research, administrative positions and permanent teaching positions in universities and universities of technology.

Qualifications

Available Bachelor degrees include:

- Bachelor of Economics and Informatics
- Bachelor of Business Science
- Bachelor of Economics, Risk and Investment Management;
- Bachelor of Economics and International Trade
- Bachelor of Economics and Risk Management
- Bachelor of Philosophy, Politics and Economics
- Bachelor of Social Sciences, majoring in Economics
- Bachelor of Commerce, with majors in Economics or Econometrics
- Bachelor of Economic Sciences



TVET WORK-BASED EXPERIENCE (WBE) PROGRAMME

The Department of Higher Education, Science and Technology identified the need to capacitate public TVET Colleges, to become the preferred providers of relevant occupational skills in South Africa. This need was identified to, in part; address the high unemployment rate within the 16-34 age group.

FASSET has implemented a project aimed at facilitating and funding workplace-based experience for graduates from public TVET Colleges. This project is aimed at learners who have successfully completed their N6 certificate in business studies and who are eligible to achieve the National N Diploma at NQF Level 6, upon completion of 18 months' relevant work experience.

Learners should have specialised in one of the following areas:

- Financial Management
- Business Management
- Marketing Management
- HR Management, and
- Management Assistant

Please visit our career portal on www.fassercareers.co.za, register and create your CV to enable employers to access your CV. You are required to include a cover page and upload your N6 certificate or transcript.

BE YOURSELF EVERYONE ELSE IS TAKEN

Since completing the FASSET-funded TVET Work-based Experience (WBE) programme, Onke Mkizwana has been himself, but better. So much so that he has been appointed as Risk Administrator at KPMG where analysing, identifying, describing and estimating risks affecting or having the potential to affect the business are all part of his business day.

This is only the beginning: Onke's ten-year dream is to be an influential entrepreneur who creates opportunities and changes lives.

"Life is not about measuring yourself against others, because we all have different starting points," he says. "It is measuring yourself against the only person standing where you are right now, and that is you."

Onke Mkizwana

Turn your potential into skills, choose a career in finance and accounting.

VISIT

**WWW.FASSETLEGACY.CO.ZA
TO READ ONKE'S STORY**



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FASSET

Make the future count

LEARNERSHIPS

What is a learnership?

A learnership is a structured learning programme that consists of a theoretical and a practical component and that leads to a qualification which is registered on the National Qualifications Framework (NQF). A learnership provides a learner with an excellent opportunity to gain experience in the labour market while studying towards a qualification.

A learnership is regulated by a formal contract (learnership agreement) between an employer, a learner and a training provider. An employer can enter into learnership agreements with existing employees or with learners who are not employees. If the employer enters into a learnership agreement with a learner who is not an employee, the employer is not obliged to employ the learner when the learnership ends.

Learnership agreement

The learnership agreement is a formal agreement that is entered into by the learner, the employer and the training institution. The agreement must be in the prescribed format and must be registered with the Seta with which the employer is registered.

Who is involved in a learnership?

The learner

The learner (unemployed learner or employed learner) is selected and placed in a Learnership, signs a learnership agreement with the employer and/or training provider. The learnership agreement states the rights and responsibilities of the learner (if the learner is under 21 years of age, the parent or guardian signs the agreement on behalf of the learner).

What is expected of a learner?

A learner who enters into a learnership agreement is expected to:

- participate in induction programmes
- work for the employer as part of the learning process
- register with a training provider for the theoretical component of the learnership
- participate in all learning and work experience required by the learnership
- comply with the employer's workplace policies and procedures
- complete any timesheets/log books or written assessment tools supplied by the employer or the training provider
- attend all study periods and theoretical learning sessions with the training provider
- undertake all learning conscientiously and set aside sufficient time for self-study
- undergo all practical and theoretical assessments for the learnership.



LEARNERSHIPS (continued)

The employer

The employer provides the workplace experience part of the learnership and signs the same learnership agreement with the learner stating the employer's rights and responsibilities.

What is expected of an employer?

An employer who enters into a learnership contract with one or more learners must:

- be accredited as a workplace training provider with the Seta to which they pay their skills development levy
- recruit and select learners for the learnership programme
- provide the learners with the necessary workplace experience, supervision and mentorship for the particular learnership
- release the learners to attend training at the training provider or, if the learners study through distance education, to work through the relevant study material
- ensure that the learners are assessed by a registered assessor

How to participate in a learnership?

- Plan a career path
- Identify the learnership that supports the chosen career path
- Find as much information as possible about the learnership
- Enquire about the applicable criteria for entering the learnership
- Find an employer willing to provide practical work experience.

Why are learnerships important?

- The programme is outcomes-based
- The learner interacts within the working environment (practical)
- The learner interacts with clients and obtains an understanding of workplace dynamics
- Assessment occurs at various stages and is based on the learner's competence (learner-centred)
- The qualification is recognised both nationally and is benchmarked against international standards.

Why learnerships were established

Learnerships are intended to address the gap between current education and training provision and the needs of the labour market and are often seen as the crux of skills upliftment in terms of the Skills Development Act. Learnerships seek to address:

- The decline in levels of employment in South Africa
- The unequal distribution of income
- Unequal access to education and training, and employment opportunities
- The effects of race, gender and geographical location on advancement
- The skills shortage within the labour force.

Criteria, as set out in the Skills Development Act, indicate that a learnership must:

- Include a structured learning component
- Include practical work experience
- Lead to a qualification
- Relate to an occupation

FASSET registered learnerships

A list of learnerships that fall within FASSET’s scope follows. If more information is required, the South African Qualifications Authority (SAQA) ID can be entered into the SAQA searchable database (<http://regqs.saqa.org.za/>). Alternatively, you can visit the learnerships page of the FASSET website for more information.



LEARNERSHIPS (continued)

No	Learnerships	SAQA ID No	NQF Level
<i>Association of Accounting Technicians (ATSA) – 011 621 6915</i>			
1	Certificate: Local Government Accounting	59751	3
2	Certificate: Accounting Technician	73710	3
3	Further Education and Training Certificate: Accounting Technician	77143	4
4	Advanced Certificate: Local Government Accounting	73712	4
5	Certificate: Accounting	80189	5
<i>Association of Certified Fraud Examiners (ACFE) – SA Chapter – 012 346 1913</i>			
6	Advanced Certificate: Fraud Examination	67269	7
<i>Association of Chartered Certified Accountants (ACCA) – 011 459 1900</i>			
7	Certificate: Certified Accounting Technician	20397	5
8	Chartered Certified Accountant	63550	8
<i>Chartered Institute of Management Accountants (CIMA) – 011 788 8723</i>			
9	National Certificate: Business Accounting	24418	5
10	National Diploma: Management Accounting	24406	6
11	Professional Qualification: Chartered Management Accountant	20400	7
<i>Chartered Secretaries - Southern Africa (CSSA) – 084 815 2018</i>			
12	CIS Professional Qual. Management and Administration	60653	6
13	CIS Professional Qual. Governance and Admin	60651	6
14	CIS Professional Advanced Qualification: Governance and Admin	60655	7
15	CIS Professional Postgraduate Qualification: Company Secretarial and Governance Practice	60654	8
<i>FASSET – 011 476 8570</i>			
16	Further Education and Training Certificate: Debt Recovery	49021	4
<i>Institute of Administration and Commerce (IAC) – 021 761 6211</i>			
17	Diploma: Financial Accounting	67710	6

No	Learnerships	SAQA ID No	NQF Level
<i>Institute of Certified Bookkeepers (ICB) – 021 685 2746</i>			
18	National Certificate: Bookkeeping	58375	3
19	Further Education and Training Certificate: Bookkeeper	58376	4
20	National Certificate: Public Sector Accounting	20352	4
21	National Certificate: Small Business Financial Management	48736	4
22	Certificate: Office Administration	23618	5
23	Senior Office Administrator	23619	5
24	National Diploma: Technical Financial Accounting	36213	5
25	Diploma: Public Sector Accounting	20353	5
<i>Institute of Internal Auditors (IIA) – 011 450 1040</i>			
26	Certificate: General Internal Auditing	20359	8
<i>South African Institute of Chartered Accountants (SAICA) – 011 621 6600</i>			
28	Chartered Accountant: Auditing	48913	8
<i>South African Institute of Professional Accountants (SAIPA) – 011 207 7840</i>			
29	Postgraduate professional qualification: Professional Accountant in Business	20392	7
30	Postgraduate Diploma: Professional Accountant in Practice	20391	8
<i>South African Institute of Stockbrokers (SAIS) – 011 853 8702</i>			
31	Occupational Certificate: Financial Markets Practitioner	93603	7
<i>South African Institute of Tax Professionals (SAIT) – 086 177 7274</i>			
32	Occupational Certificate: Tax Professional	93624	8

SOUTH AFRICAN UNIVERSITIES AND UNIVERSITIES OF TECHNOLOGY

<i>Province</i>	<i>University</i>	<i>Financial Aid Contact Details</i>
Eastern Cape	Rhodes University	046 603 8248
	Nelson Mandela Metropolitan University	041 504 3182
	University of Fort Hare	040 602 2282
	Walter Sisulu University	043 702 9359
Free State	Central University of Technology	051 507 3375
	University of the Free State	051 401 9160
Gauteng	Tshwane University of Technology	012 382 4149
	Vaal University of Technology	016 950 9484
	University of Johannesburg	011 559 3575
	University of Pretoria	012 420 2389
	University of the Witwatersrand	011 717 1081
KwaZulu-Natal	Durban University of Technology	033 845 8890
	Mangosuthu University of Technology	031 907 7189
	University of KwaZulu-Natal	031 260 7839
	University of Zululand	035 902 6307/6682
Limpopo	University of Limpopo	015 268 2405
	University of Venda	015 962 8421
North West	North-West University	018 299 2045
Western Cape	Cape Peninsula University of Technology	021 959 6594
	University of Cape Town	021 650 2125/3545
	University of Stellenbosch	021 808 9111
	University of the Western Cape	021 959 9753
National	University of South Africa	011 471 2366

PROGRAMMES OFFERED AT PUBLIC TVET COLLEGES IN THE FINANCE AND ACCOUNTING FIELD

Public TVET colleges	Contact Details	NCV (National Certificate: Finance, Economics and Accounting)			National N4-N6 Programmes in Financial Management			National N4-N6 Programmes in Business Management		
		NQF L2	NQF L3	NQF L4	NQF L4	NQF L5	NQF L6	NQF L4	NQF L5	NQF L6
Eastern Cape										
Buffalo City	043 704 9218	x	x	x	x	x	x	x	x	x
East Cape Midlands	041 995 2000	x	x	x	x	x	x	x	x	x
King Hintsa	047 401 6400	x	x	x						
Lovedale	043 642 1331	x	x	x	x	x	x	x	x	x
Port Elizabeth*	041 585 7771	x	x	x		x	x	x	x	x
Free State										
Flavius Mareka	016 976 0815/0829	x	x	x				x	x	x
Goldfields	057 910 6000	x	x	x				x	x	x
Maluti	058 713 6100	x	x	x				x	x	x
Motheo	051 406 9330/1	x	x	x						
Gauteng										
Central JHB	011 484 1388/351 6000	x	x	x	x	x	x	x	x	x
Ekurhuleni East	011 736 4400/730 6600	x	x	x	x	x	x	x	x	x
Ekurhuleni West	086 139 2111	x	x	x	x	x	x	x	x	x
Sedibeng	016 422 6645	x	x	x				x	x	x
South West Gauteng	011 527 8300	x	x	x	x	x	x	x	x	x
Tshwane North	012 401 1941/1600	x	x	x	x	x	x			
Tshwane South	012 401 5021	x	x	x	x	x	x	x	x	x
Western	011 692 4004	x	x	x	x	x	x	x	x	x
KwaZulu-Natal										
Coastal	031 905 7200	x	x	x	x	x	x			
Elangeni	031 716 6700	x	x	x	x	x	x			
Esayidi	039 318 1433	x	x	x	x	x	x	x	x	x
Majuba	034 326 4888	x	x	x	x	x	x	x	x	x
Umfolozu	035 902 9503	x	x	x	x	x	x	x	x	x
Umgungundlovu	033 341 2101	x	x	x	x	x	x	x	x	x

PROGRAMMES OFFERED AT PUBLIC TVET COLLEGES IN THE FINANCE AND ACCOUNTING FIELD (continued)

Public TVET colleges	Contact Details	NCV (National Certificate: Finance, Economics and Accounting)			National N4-N6 Programmes in Financial Management			National N4-N6 Programmes in Business Management		
		NQF L2	NQF L3	NQF L4	NQF L4	NQF L5	NQF L6	NQF L4	NQF L5	NQF L6
Limpopo										
Lephalele	014 763 2252/1014							x	x	x
Letaba	015 307 5440/015 307 2215	x	x	x						
Mopani South East	015 781 5721/5	x	x	x						
Sekhukhune	013 269 0278	x	x	x	x	x	x			
Vhembe	015 963 3156/015 963 3100	x	x	x						
Waterberg	015 491 8581/8602	x	x	x						
Mpumalanga										
Ehlanzeni	013 752 7105	x	x	x						
Gert Sibande	017 712 9040/1458/1459	x	x	x	x	x	x	x	x	x
Nkangala	013 690 1430/3824	x	x	x	x	x	x	x	x	x
Northern Cape										
Northern Cape Rural	054 331 3836	x	x	x						
Northern Cape Urban	053 839 2000/2061	x	x	x	x	x	x			



Public TVET colleges	Contact Details	NCV (National Certificate: Finance, Economics and Accounting)			National N4-N6 Programmes in Financial Management			National N4-N6 Programmes in Business Management		
		NQF L2	NQF L3	NQF L4	NQF L4	NQF L5	NQF L6	NQF L4	NQF L5	NQF L6
North West										
Orbit	014 592 8461/2/8814	x	x	x	x	x	x			
Taletso	018 384 2346/7/9	x	x	x						
Vuselela	018 406 7800	x	x	x				x	x	x
Western Cape										
Boland	021 886 7111/2	x	x	x	x	x	x	x	x	x
College of Cape Town*	021 404 6700	x	x	x				x	x	x
False Bay*	021 003 0600	x	x	x	x	x	x	x	x	x
Northlink	021 970 9000	x	x	x	x	x	x	x	x	x
South Cape	044 884 0359	x	x	x	x	x	x	x	x	x
West Coast	022 482 1143							x	x	x

* This TVET college also offers the National Diploma: Technical Financial Accounting (NQF Level 5).

Source: FASSET Sector Survey 2012



* BURSARY LISTINGS

Below is a list of websites where you can find bursaries relating to different qualifications or programmes with individual criteria. FASSET bursaries administered by different institutions can be found on www.FASSET.org.za in February each year.

Structure/ Scheme	Website
Brand South Africa	http://www.southafrica.info/services/education/studentloans.htm#.U_s_79jlrcr
Bursary.co.za	http://bursary.co.za/students-intro-2/
Career Planet	http://www.careerplanet.co.za/bursaries
Careers Portal	http://www.careersportal.co.za/bursaries/bursary-guide.html
Career Wise	http://www.careerwise.co.za/index.php?pg=corp_burs
FASSET Bursary Scheme	http://www.FASSET.org.za
Get a Life	http://www.gal.co.za/fm_bursary_list.asp
LUCKYsters	http://luckysters.com/bursaries-and-scholarships/
NSFAS	http://www.nsfas.org.za/NSFAS/STUDENTS/BURSARIES
Pace Career Centre	http://www.gostudy.mobi/default.aspx
Rural Education Access Programme (REAP)	http://www.reap.org.za/pages/applicants.html
SA Bursaries	http://www.sabursaries.com/
SASStudy.co.za	http://sastudy.co.za/bursaries/
Study trust	http://www.studytrust.org.za/index.php/bursaries
SAQA Career Advise Services	http://www.careerhelp.org.za/page/financing-studies/bursary/1155240-List-of-available-bursaries

* The list above is not comprehensive, but may help those in search of funding opportunities. Students are encouraged to conduct further research in this regard.

SKILLS OF THE FUTURE 10 SKILLS YOU'LL NEED TO THRIVE BEYOND 2020

WHAT IS THE FOURTH INDUSTRIAL REVOLUTION?

The Fourth Industrial Revolution builds upon the innovation of the Third Industrial Revolution to revolutionise industries all over the globe such as:

- Artificial Intelligence
- Internet of Things
- Self-driving Vehicles
- Nanotechnology
- Renewable Energy
- Quantum Computing
- Biotechnology

Because of this explosion of new fields, new markets will emerge which will require a new set of skills for employment. Increasingly smart robots will take over some jobs and jobs that didn't exist before will be in demand.

WHAT ARE THE TOP 10 SKILLS YOU'LL NEED?

1. COMPLEX PROBLEM SOLVING

The skill to see relationships between industries and craft creative solutions to problems that are yet to appear is a must to keep up with AI machines

2. CRITICAL THINKING

People who can turn data into insightful interpretations will be sought after due to the complexity and interconnectedness of various fields like computer science, engineering and biology

3. CREATIVITY

The quality of randomness and the ability to build something out of ideas is a skill that will pay off now and in the future

4. PEOPLE MANAGEMENT

Robots may acquire analytical and mathematical skills but they can't replace humans in leadership and managerial roles that require people skills

5. COORDINATING WITH OTHERS

Effective communication and team collaboration skills will be a top demand among job candidates in any industry

6. EMOTIONAL INTELLIGENCE

Qualities that relate to emotional intelligence such as empathy and curiosity will be a big consideration factor for hiring managers of the future

7. JUDGMENT AND DECISION-MAKING

The ability to condense vast amounts of data, with the help of data analytics, into insightful interpretations and measured decisions is a skill that will be useful in the information age

8. SERVICE ORIENTATION

People who know the importance of offering value to clients in the form of services and assistance will be in demand as businesses would want to provide solutions to the problems of society

9. NEGOTIATION

The ability to negotiate with businesses and individuals to come up with a win-win situation is a skill that will be needed to survive in affected industries

10. COGNITIVE FLEXIBILITY

The ability to switch between different persons to accommodate the challenge at hand will be important to be successful in combined industries

Career family tree worksheet

Take a look at the careers chosen by your grandparents, aunts, uncles, and other relatives.

It's fun to think about how family members' career choices have influenced their lives – and it may help you identify things you want and don't want in a career. Fill in each box with the career of the listed person. If you can, add boxes of aunts, uncles, cousins, brothers, and sisters.



Are there career areas that several of your relatives have pursued? If so, list them here.

How have your family members' career choices changed over time?

What reasons do your relatives give you to choose or not choose careers like theirs?

KEEP IN CONTACT

Collect the contact details of people/organisations with whom you want to follow up.

Fill in their details in the space below:

Who did I speak to in my career planning journey and whom I would like to keep contact with in the future?:

Name _____

Institution _____

Telephone No _____

Email _____

Reason for contact _____

Name _____

Institution _____

Telephone No _____

Email _____

Reason for contact _____

Name _____

Institution _____

Telephone No _____

Email _____

Reason for contact _____

Name _____

Institution _____

Telephone No _____

Email _____

Reason for contact _____



F A S S E T

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