

Fasset Learnerships: Occupational Certificate: Tax Technician



Learnership Title	Occupational Certificate: Tax Technician
Learnership Code	01/Q010057/99/399/6
NQF Level	06
SAQA ID	94098

The South African Institute of Tax Professionals (SAIT) is a Non-Profit Organisation (NPO) with a member base of over 12,000 tax professionals in South Africa. SAIT aims to continuously improve the work of tax professionals in the country for the betterment of all South Africans. SAIT is the only professional organisation in South Africa that is solely dedicated to tax. Through a number of high calibre tax qualifications and regular training programmes SAIT elevates their students and members to ensure that they can achieve their career goals in the tax industry.

Qualification:

The Occupational Certificate Tax Technician Qualification consists of three components: Knowledge, Practical Skills and Workplace. The three components have to be completed successfully before a candidate can gain access to the final exam.

The Tax Technician Learnership satisfy the Workplace Component of the Occupational Certificate Tax Technician Qualification, SAQA ID. 94098. The Tax Technician Occupational Certificate is awarded by the Quality Council for Trades and Occupations (QCTO). The qualification leads to SAIT membership and designation.

For further details in regards to the qualification please follow the links:

https://sait.site-ym.com/?page=tax_tech

<http://www.qcto.org.za/index.php/tax-professional?layout=table>

Purpose:

The purpose of the Tax Technician Learnership is to prepare a learner to operate as a Tax Technician who is able to provide tax compliance services by preparing and submitting tax returns, reviewing completed tax records, verifying and availing source documents.

A qualified learner will be able to:

- Register taxpayers
- Check and classify tax records and source documents.
- Calculate and compute tax liability.
- Submit tax returns.
- Produce tax packs for audit and review functions.

- Analyse assessments.
- Initiate, consult and manage Alternative dispute resolution (ADR) process.
- Manage administrative processes and fiduciary responsibility.

Entrance Requirements:

A minimum of NQF 4 qualification is required.

- The entry requirements for the Occupational Certificate Tax Technician Qualification and Tax Technician Learnership make provision for recognition of prior learning (RPL).

In order to promote high standards of professionalism and ethics, the SAIT requires candidates who wish to enrol for this qualification to meet certain academic, practical experience, professional and character based criteria.

Syllabus

This Learnership satisfies the workplace component of the Occupational Certificate Tax Technician. The Knowledge Component and Practical Skills Component of the Occupational Certificate Tax Technician can be completed at any time at an Accredited Skills Provider. Provision is made for recognition of prior learning for all components.

The learnership can be obtained while students are completing their knowledge and practical skills component of the qualification. This learnership typically runs for 36 months.

Workplace Experience Component: Private Practice and SARS

	Description	NQF Level	Credits
1	Complete registration documents or register taxpayer online	5	21
2	Drafting, checking and classifying tax records and source documents	5	21
3	Capture tax liability using relevant legal, accounting and tax principles	6	40
4	Submitting tax returns	5	10
5	Producing tax packs for audit and review functions	6	21
6	Analysing assessments	6	8
7	Participate in the ADR (objection only) process	5	8
8	Maintain timesheets	5	8
	Total Practical Skills Credits		137

Examinations:

The Occupational Certificate Tax Technician consist of three components; Knowledge Component, Practical Skills Component and Workplace Component.

- The Knowledge Component and Practical Skills Component can be completed through an Accredited Skills Provider. Recognition of prior learning makes provision for candidates from non-accredited providers to access the qualification by writing an RPL assessment called the Knowledge Competency Assessment. Passing this assessment will satisfy the Knowledge and Practical Skills Components of the qualification.

- The RPL assessment is a written assessment over two days.
- After completing all three components of the qualification a student can apply to write the final assessment called the External Integrated Summative Assessment (EISA).
- The EISA assessment is a written assessment and is written over two days.

Assessment of the practical experience will be done via a logbook or training log. The logbook will be assessed by the Accredited Workplace Provider and/or SAIT assessor to ensure that the workplace experience component requirements have been met.

Please mail education@thesait.org.za to apply for admission to the qualification and gain access to the assessment on-line registration form.

Learnership registration information:

In order to register, the following is needed:

- Employers/Workplace Providers need to apply to SAIT to become SAIT Accredited Workplace Providers
- Candidates apply to SAIT to be admitted to the qualification
- A learnership agreement is completed and signed
- Copy of candidates Identity Document
- Copy of the candidates employment contract
- Proof that levy payments are up to date
- Proof that workplace training plan has been approved
- All documentation is forwarded to SAIT for verification. SAIT will contact the relevant SETA in order to register the learnership.

Contact Details:

Professional Body:	South African Institute of Tax Professionals - SAIT
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