Go for it!
Achieve career success with Damelin Correspondence College, one of the most employer recognised colleges in Southern Africa.

Register Today!

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P. O. Box 31001, Braamfontein 2017
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Post your registration form to:
The Registrar, Damelin Correspondence,
P. O. Box 31001, Braamfontein, 2017

www.dcc.edu.za
info@damelin.edu.za
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Message from the General Manager

Dear Student

Right now, you have your sights firmly set on exploring your career development. As you contemplate further study, you want to be certain that your hard work will enjoy the credibility and respect of employers.

Rest assured that Damelin Correspondence College is a learning institution that is employer-recognised and trusted. Damelin prides itself on offering you the very best learning programmes.

As you page through this prospectus, keep your career goals firmly in focus. This will enable you to identify the programme that will open the door to your career success.

Why study with Damelin Correspondence College?

- Damelin is the largest and most comprehensive offering in Southern Africa.
- Employers recognise and have confidence in a Damelin certificate as being academically sound and relevant to their needs.
- Damelin Correspondence College (Pty) Ltd is provisionally registered as a private FET college with the Department of Higher Education and Training until 31 Dec 2014. Prov. Reg. No. 2008/FE07/037
- Damelin Correspondence College (Pty) Ltd Provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training, www.umalusi.org.za. The provisional accreditation number for Damelin Correspondence College (Pty) Ltd is FET 00475 PA. Employers are required to quote this number in their claims to the Skills Levy Fund, for investing in their employee’s education as set out in the Skills Development Act No 31, 2003.
- Damelin Correspondence College offers you the flexibility to gain qualifications while you are working.
- Damelin focuses on providing you with programmes of study that are career-related, and academically driven.
- Damelin’s expertise includes programme development, curriculum design, content, and student support methods that are right up to date.
- Damelin Correspondence College is a Registered Credit Provider, NCRCP 2325

Register now and be one step closer to the career position you desire, and the future you are aiming for.

Yours sincerely
Rakesh Patel
Damelin Correspondence College General Manager
DCC’s Learning Opportunities
DCC caters for a wide variety of learner needs. This means that we offer both formal and non-formal programmes. It is important that you understand the type of programme for which you are enrolling.

Damelin Correspondence College offers you the following learning opportunities:

**National qualifications** are credit-bearing qualifications registered on the NQF and accredited by a Quality Assurance Body, such as a SETA. A skills programme is an accredited component of a national qualification. An example of a National Qualification offered by DCC is the National Certificate in Bookkeeping, NQF Level 3, SAQA ID 58375, accredited by FASSET.

**DCC Provider Programmes** are DCC’s vocational certificates and diplomas that enhance your skills and improve your career opportunities. Provider Programmes are not linked to the NQF, but they are in high demand and carry the approval of the DCC Academic Board. An example of a DCC Provider Programme is the DCC Certificate in Professional Secretary.

**Agent Programmes** are programmes for which DCC offers tuition, but where DCC does not issue the final certificate. The agent body issues the final certificate and manages the final examinations. An example of an Agent Programme offered by DCC is the Microsoft Office User Specialist (MOUS) programme.

**Continuous Professional Development (CPD) Programmes** are short courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career. An example of a DCC CPD programme is the DCC Short Course in Conflict Management.

**Orientation Programmes** are short courses that introduce you to a particular field or career, and that offer you the opportunity to explore an interest or skills set without having to enroll on a full programme. An example of a DCC Orientation Programme is the DCC Short Course: Introduction to Radio Broadcasting.

**Self-employment Programmes** were designed to refine your skills in a particular field of interest, to teach you how to make a living from a particular skill, interest or hobby, and to help you start your own business. An example of a DCC Self-employment programme is the DCC Diploma in Computerised Bookkeeping.
Why Choose Damelin Correspondence?

**Employer Credibility**
Today’s job market is highly competitive, particularly for young people who are seeking their first job. In this environment, the most valuable asset that a job-seeker can have is a relevant qualification from an acclaimed and respected institution. Students can rest assured that, with over 40 years’ experience in preparing students for employment, and branches in most major cities, Damelin has an unrivalled reputation as an educational institution. Every employer knows and respects the calibre of Damelin graduates.

**Flexibility and Commitment to the Student**
Studying by correspondence has several advantages over attending classes at a campus:
- Students can register at any time of the year.
- Students can learn at home, according to a convenient schedule, without having to incur the cost and inconvenience of travelling to classes at fixed times.
- Students can continue to earn an income, while studying outside of working hours at home.
- Students have access to highly qualified and experienced Damelin tutors who can provide quick feedback by giving detailed comments on assignments, and can provide telephonic tutorials on a one-to-one basis.
- Students can engage with study material that is divided up into logically sequenced, manageable units, which form part of an integrated and sound learning process of introduction, reinforcement and review, interspersed with student-centred exercises.

**Career Counselling & Development Service**
Students are encouraged to make use of Damelin’s free educational counselling service. Students can contact the Damelin Correspondence College Call Centre by telephone for referral to a Career Counsellor, or to make a personal appointment. Alternatively, students can e-mail queries to the College.

The Career Counsellor can assist students in choosing a career. He or she can also provide additional academic support (such as study skills, tips for writing assignments and pre-exam techniques, life skills, time-management, coping with stress, and more), or can simply provide job-searching techniques.
Providing for Students with Disabilities or Audio Needs

Damelin seeks to provide students who have disabilities with every opportunity to participate fully in the College. When registering, students are invited to disclose any disabilities that they may have, and to indicate any individual support or special examination arrangements that they may need. Students are also welcome to contact a Damelin Student Consultant for further information. In addition, students with disabilities are invited to discuss their particular needs with the Career Counsellor, who is available to assist with personal, academic and career choices.

Students who experience difficulty in studying from printed material, for whatever reason, are encouraged to contact the Education Desk of Tape Aids for the Blind, to arrange for printed material to be transferred to audio.

Phone 031 309 4800.

Admission requirements – Recognition of Prior Learning

Damelin Correspondence College applies the South African Qualification Authority's (SAQA) policy of recognising prior learning. Therefore, if students do not meet the admission requirements of a particular learning programme, as stated in the entrance requirements for each course, they should contact the College to evaluate their prior learning and experience and decide if they can gain admission to the programme of their choice.

For further information and distance learning guidance visit our website at:

www.dcc.edu.za
The Damelin Correspondence College
Business Learning Programmes

General Business Studies
Damelin Correspondence College has played a major role in business education and training for over 40 years. The College provides high quality training for those who need hands-on skills to advance their careers in the South African business world.

Damelin Correspondence College’s General Business Studies division offers a wide range of learning programmes such as provider programmes, accredited qualifications and programmes by various external agents. For agent programmes, Damelin Correspondence College acts as the educational agent, on behalf of the external bodies.

Admission Requirements
It is important that a student’s choice of learning programme is based on his or her current level of education and experience. It is often detrimental to study success if a student registers for a programme for which he or she doesn’t have the necessary educational background. It might also prove a blow to the student’s self-confidence. Therefore, we urge students to take a conservative, realistic approach, and in so doing build a solid foundation for further study.

We have outlined, in this prospectus, the admission requirements for each programme. However, if students have any doubts about admission requirements, they are encouraged to contact a Damelin Correspondence College Student Consultant, who will be able to answer any queries.

Assessment methods
Internal assessments can be portfolios of evidence or assignments based or written exams.

External assessment consists of assignments and written exams per subject. These are set and managed by external assessment bodies (such as ICB - Institute of Certified Bookkeepers or IBS (Institute of Business Studies).

National qualifications assessments consist of portfolios of evidence (formative and summative assessments)

Awards
Upon successful completion of all the applicable assessment requirements as stated in your study material you will be awarded the relevant award.
Professional Institute Programmes
As we have already mentioned, Damelin Correspondence College offers a selection of programmes that are accredited and externally examined by professional institutions. These professional institutions are:
• the Institute of Business Studies (IBS);
• the Institute of Certified Bookkeepers (ICB).

Details of the programmes concerned can be found in this prospectus.

Damelin Correspondence College Business Career Courses
Most of the Damelin Correspondence College business accreditations form part of structured career programmes. In order to advance through a programme, a student must complete his or her chosen subjects at consecutive levels. Alternatively, students may obtain exemption from given subjects on the basis of their prior learning or experience.

The programmes offered by Damelin Correspondence College’s Business Group are examined programmes. The completion of each programme is rewarded with a full outcomes-based accreditation.
Lyceum Management:
Financial Accounting Diploma
SAQA ID No: 62949

Career Prospects
The Lyceum Management Diploma in Financial Accounting is designed to ensure that students are competent in compiling, using and interpreting financial statements.

Admission Requirements
A senior or Grade 12 certificate with/without matriculation exemption/endorsement, but with at least 5 subjects or a student qualifies for certificate of full/conditional exemption issued by the Matriculation Board of Higher Education South Africa (HESA)/UMALUSI or an equivalent qualification.

Programme Structure:
Year 1

Fundamentals
• Concepts of Management Computing
• Business Communication

Core
• Management I
• Financial Accounting I
• Business Law I

Stream Electives
• Internal Auditing I

Year 2

Core
• Corporate Law
• Management 2
• Project Management
• Economics

Stream Electives
• Financial Accounting 2
• Internal Auditing 2 or Cost & Management Accounting 2 *****

Year 3 (new)

Core
• Management 3
• Business Research

Stream Electives
• Taxation
• Financial Accounting 3

***** Cost and Management Accounting 2 is for students who took the Cost and Management Accounting 1 option in the old two year diploma format.
Programme Duration
36 months

Student Assessment
Students have the following formal assessment opportunities:

Formative Assessment
In order to qualify for the examination, you have to submit both assignments. Your assignment will count 20% of your final mark.

Summative Assessment
In order to successfully complete this learning program, you have to write the examination, which will count 80% of your final mark.

The pass mark for each module is 50%

Contact Sessions
Contact sessions are scheduled during the course of the year prior to the examinations. Information on these classes will be communicated to students.

Certification
On successful completion the student will receive a Lyceum Management: Financial Accounting Diploma
Lyceum Management: Cost and Mngt. Accounting Diploma
SAQA ID No: 62949

Career Prospects
The Lyceum Management Diploma in Cost and Management Accounting will lay the foundation for the knowledge needed to manage the cost effectiveness and profitability of a company's operations.

Admission Requirements
A senior or Grade 12 certificate with/without matriculation exemption/endorsement, but with at least 5 subjects or a student qualifies for certificate of full/conditional exemption issued by the Matriculation Board of Higher Education South Africa (HESA)/UMALUSI or an equivalent qualification.

Programme Structure
Year 1

Fundamentals
- Concepts of Management Computing
- Business Communication

Core
- Management I
- Financial Accounting I
- Business Law I

Stream Electives
- Cost and Management Accounting I

Year 2

Core
- Strategy & Problem Solving
- Management 2
- Project Management
- Economics

Stream Electives
- Cost and Management Accounting 2
- Taxation

Year 3 (new)

Core
- Management 3
- Business Research

Stream Electives
- Cost and Management Accounting 3
- Corporate Social Responsibility
Programme Duration
36 months

Student Assessment
Students have the following formal assessment opportunities:

Formative Assessment
In order to qualify for the examination, you have to submit both assignments. Your assignment will count 20% of your final mark.

Summative Assessment
In order to successfully complete this learning program, you have to write the examination, which will count 80% of your final mark.
The pass mark for each module is 50%

Contact Sessions
Contact sessions are scheduled during the course of the year prior to the examinations. Information on these classes will be communicated to students.

Certification
On successful completion the student will receive a Lyceum Management: Cost and Management Accounting Diploma.
The Institute of Business Studies (IBS) Learning Programmes

Career Prospects
The development of the IBS Learning Programmes in Governance and Administration was prompted by the ongoing need, both locally and internationally, for highly-skilled administration personnel. These qualifications are aimed at the individual who is interested in the administration function in any organisation.

These qualifications will also provide the student with the broad knowledge, skills and values that they will need to operate in the governance and administration field. The learning programme content also highlights the skills, knowledge, values and attitudes that the student will require in order to advance further in this environment.

Programme Type
The Business Administration Service and Management and Administration Learning Programmes are National Qualifications.

Programme Accreditation
This learning programme is accredited by FASSET.

Admission Requirements
Students should be competent in Communication and Mathematical Literacy at Grade 10 (Std. 8) or an equivalent.

Programme Structure
IBS Professional Qualification:
Business Administration NQF 3 (SAQA ID NO: 60650)
- Introduction to Business English
- Introduction to Mathematics for Business
- Introduction to Accounting
- Introduction to Governance

Electives
- Introduction to Office Administration and Information
- Introduction to Business Principles and Human Resources
The Institute of Business Studies (IBS) Learning Programmes

The learner should have competence in:

- Communication at NQF Level 3 and Mathematical Literacy at NQF Level 3 or
- The Professional Qualification: Business Administration NQF Level 3 or an appropriate equivalent (whether achieved by RPL or not) should have been completed.

IBS Professional Qualification: Management and Administration
NQF 4 (SAQA ID NO: 60652)

- Fundamentals of Business English
- Fundamentals of Mathematics
- Fundamentals of Governance
- Fundamentals of Accounting

Electives

- Fundamentals of Entrepreneurship
- Fundamentals of Office Administration

Programme Duration

18 months

Student Assessment

Summative assessments will be conducted by the Institute on all IBS subjects. Please note that exams are written in May and October of each year. Students are required to complete an examination entry form and submit it to the Institute, together with the prescribed examination fee before the closing date for the next examination. Please contact the Institute for details on exam fees and exam dates.

NOTE: These fees are in addition to your tuition fees.

Certification

On successful completion the student will receive an IBS Professional Qualification in Business Administration or Management and Administration, accredited by FASSET.

Aim High

If students combine the Professional Qualification in Business Administration and Professional Qualification in Management and Administration when they register, they will benefit from significant discounts.

Institute Contact Details

P.O. Box 331, Witwatersrand 20050
Tel.: 011 403 2900   Fax: 011 403 1522
E-mail: ibs@icsa.co.za www.icsa.co.za
The Institute of Certified Bookkeepers (ICB)

The ICB was established in 1931 with the objective of promoting quality training and qualifications for Junior Bookkeepers, Senior Bookkeepers and Accounting Technicians in Southern Africa, as well as providing qualifications in the realm of Office Administration and Business Financial Management. Since then thousands of students have completed their studies through the ICB and have become members of the professional body which accrues various benefits to those who have maintained their membership by paying their subscriptions to the ICB.

All the qualifications are South African based and registered on the South African National Qualifications Framework (NQF) and outcomes are relevant to the South African market. The ICB is owned by the Institute of Financial Accountants (IFA) and the International Association of Bookkeepers (IAB), both based in the United Kingdom. Together the ICB, IFA and IAB are represented in over 100 countries around the world, and together represent over 35 000 Bookkeepers, Accounting Technicians and Financial Accountants. Students, who have achieved certain qualifications of the ICB, may apply for membership of the IFA and IAB.

Institute Contact details
The Institute of Certified Bookkeepers
Address: PO Box 2237, Cape Town, 8000
Tel.: 021 685 2746
Fax: 021 686 4083
E-mail: info@icb.org.za
Website: www.icb.co.za
National Certificate: Bookkeeping NQF 3  
(SAQA ID No.: 58375)

**Programme Type**
The National Certificate: Bookkeeping NQF 3 is a National Qualification.

**Career Prospects**
This qualification is designed for individuals wanting a career in Creditors control, payroll administration, E-filing as well as Junior Tax administration. It is ideal for individuals wanting to build a solid foundation in the bookkeeping practice.

**Programme Accreditation**
This learning programme is accredited by ICB and FASSET.

**Admission Requirements**
A Grade 10 (Std. 8) or an equivalent.  
No prior accounting knowledge is required.

**Programme Duration**
18 months

**Programme Structure**
- Bookkeeping to Trial Balance  
- Payroll and Monthly SARS Returns  
- Computerised Bookkeeping  
- Business Literacy

**Student Assessment**
Students are required to hand in written assignments and write 1 formal exam per subject. To qualify to write these exams students must be registered with the Institute of Certified Bookkeepers (ICB).

PLEASE NOTE: Students enrolment with Damelin Correspondence College does not include the registration with ICB. Please contact the Institute for details on exam registration, dates and registration fees.

**Certification**
Upon Successful completion of the programme, Students will receive an ICB results letter outlining the unit standards covered.  
The ICB will apply to FASSET on the student’s behalf for the National Certificate: Bookkeeping NQF 3 to be certificated.

**Aim High**
If students combine the National Certificate: Bookkeeping NQF 3 and any of the other ICB Learning programmes when they register, they will benefit from significant discounts.
Further Education and Training Certificate: Bookkeeping NQF 4 (SAQA ID No.: 58376)

Programme Type
The Further Education and Training Certificate: Bookkeeping NQF 4 is a National Qualification.

Career Prospects
Apart from being able to become a member of the SA Tax practitioners, the vast knowledge of cost accounting, budgeting and financial management and business ethics will fully equip you to becoming a Senior Bookkeeper and pave the way to becoming a Technical Financial Accountant.

Programme Accreditation
This Learning Programme is accredited by ICB and Fasset.

Admission Requirements
Grade 11 (Std. 9) or an equivalent or the National Certificate: Bookkeeping NQF3.

Programme Duration
18 months

Programme Structure
- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping
- Financial Statements
- Cost and Management Accounting
- Business Literacy

Student Assessment
Students are required to hand in written assignments and write 1 formal exam per subject. To qualify to write these exams students must be registered with the Institute of Certified Bookkeepers (ICB).

PLEASE NOTE: Students enrolment with Damelin Correspondence College does not include the registration with ICB. Please contact the Institute for details on exam registration, dates and registration fees.

Certification
On successful completion of the programme, learners will receive an ICB results letter outlining the unit standards covered. The ICB will apply to FASSET on the student’s behalf for the Further Education and Training Certificate: Bookkeeping NQF4 to be certificated.

Aim High
If students combine the FETC: Bookkeeping NQF 4 with any of the other ICB Learning Programmes when they register, they will benefit from significant discounts.
Programme Type
The National Diploma: Technical Financial Accounting NQF 5 is a National Qualification.

Career Prospects
The Diploma in Technical Financial Accounting has been developed as a coherent ‘generic’ set of competence in Accounting so that it applies to a wide range of different types of Accounting jobs in a variety of organisations. Technical Financial Accounting NQF 5 is designed to provide students with those competencies rather than proficiency in using software packages, which are used commercially to perform routine accounting functions. This learning programme is for individual who, for whatever reason, are unable to continue or do not wish to continue with their studies to become Registered Chartered Accountants and is designed with the objective of encouraging the widest possible access to the Accounting profession and Accounting training.

Programme Accreditation
This learning programme is accredited by the ICB and FASSET.

Admission Requirements
Grade 12 (Std 10) or an equivalent, with Accounting or FETC: Bookkeeping NQF4.

Programme Duration
30 months.

Programme Structure
- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping
- Financial Statements
- Cost and Management Accounting
- Income Tax Returns
- Business Law and Accounting Control
- Business Literacy
Assessment and Exam Information

Students are required to hand in written assignments and write 1 formal exam per subject. To qualify to write these exams students must be registered with the Institute of Certified Bookkeepers (ICB).

PLEASE NOTE: Students enrolment with Damelin Correspondence does not include the registration with ICB. Please contact the Institute for details on exam registration, dates and registration fees.

Certification

Upon successful completion of the programme, students will receive an ICB results letter outlining the unit standards covered.

The ICB will apply to FASSET on the student’s behalf for the National Diploma: Technical Financial Accounting NQF 5 to be Certificated.

Aim High

If students combine the National Diploma: Technical Financial Accounting NQF 5 Learning programme with any of the other ICB Learning programmes when they register, they will benefit from significant discounts.
National Diploma: Financial Accounting NQF 6  
(SAQA ID No.: 20366)

Programme Type:
The National Diploma: Financial Accounting NQF 6 is a National Qualification.

Accreditation
The National Diploma: Financial Accounting NQF 6 is accredited by ICB and FASSET.

Career Prospects
The financial sector is one of the largest sectors in the South African economy, and in dire need of qualification professionals. Every industry in the economy needs financial professionals and job prospects for skilled individuals are greatly sought after.

Entrance Requirements:
• National Diploma Technical Financial Accounting NQF 5  
• Or any equivalent

Contents:
• Business Literacy  
• Corporate Strategy  
• Management Accounting Control Systems  
• Financial Reporting and Regulatory Frameworks  
• Accounting Theory and Practice

Course Duration
You should be able to finish this Programme within 18 months.

Exam Information
Students are required to complete written assignments and write a formal exam per subject. To qualify for these exams students must be registered with the Institute of Certified Bookkeepers.

PLEASE NOTE: Your enrolment with Damelin Correspondence College does not include registration with ICB or any fees associated. Please contact the Institute for details on exam registration, dates and membership fees.

Award
Upon successful completion of the qualification, learners will receive an ICB results letter outlining the unit standards covered.

The ICB will apply to FASSET on the learners’ behalf for the National Diploma: Financial Account NQF 6 to be issued/awarded.
Certified Senior
Bookkeeper - CSBlcb(SA)

Career Prospects
Working as a Senior Bookkeeper you will have to deal with depreciable asset disposal, year-end adjustments, financial statement preparation and analysis for sole proprietors, partnerships, close corporations and companies to name a few tasks. This growing field of bookkeeping has seen a great influx of personnel choose this ever growing field.

Programme Type
The Certified Senior Bookkeeper is an Agent Programme.

Programme Accreditation
This Learning Programme is accredited by ICB.

Admission Requirements
Grade 11 (Std. 9) or an equivalent.

Programme Duration
18 months

Programme Structure
• Bookkeeping to Trial Balance
• Payroll and Monthly SARS Returns
• Computerised Bookkeeping
• Financial Statements
• Cost and Management Accounting

Student Assessment
Students are required to hand in written assignments to the ICB and write one formal exam per subject. To qualify to write these exams, students must be registered with the ICB. Contact the ICB for details on fees, dates and exams.

Certification
Once students have completed the Certified Senior Bookkeeper Learning Programme which entitles students to be awarded the designation, students are required to register with the ICB and pay all the necessary fees. Once this has happened, the ICB will issue Membership Certificates indicating the level of membership and designation. These will be valid until 31 January of each year and renewable upon payment of annual subscriptions.

Aim High
If students combine the Certified Junior Bookkeeper Certificate and the Certified Senior Bookkeeper Certificate when they register, they will benefit from significant discounts.
Certified Technical Financial Accountant - CTFAIcb(SA)

Career Prospects
The Technical Financial Accountant will be able to conduct him/herself in a professional environment possessing the skills to communicate with all levels of role players as his ability to operate with management in an accounting environment will be strongly entrenched. The Technical Financial Accountant will have a thorough knowledge of business accounting control. Embarking on this programme will be the best stepping stone to the brightest career as a Technical Financial Accountant.

Programme Type
The Certified Technical Financial Accountant is an Agent Programme.

Programme Accreditation
This Learning Programme is accredited by ICB.

Admission Requirements
Grade 12 (Std 10) or an equivalent, with accounting.

Programme Structure
- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping
- Financial Statements
- Cost and Management Accounting
- Income Tax Returns
- Business Law and Accounting Control

Programme Duration
30 months

Student Assessment
Students are required to hand in written assignments and write 1 formal exam per subject. To qualify to write these exams students must be registered with the Institute of Certified Bookkeepers (ICB).

PLEASE NOTE: Students enrolment with Damelin Correspondence College does not include the registration with ICB. Please contact the Institute for details on exam registration, dates and registration fees.
Certification

Once students have completed the Certified Technical Financial Accountant Learning Programme which entitles students to be awarded the designation, students are required to register with the ICB and pay all the necessary fees. Once this has happened, the ICB will issue Membership Certificates indicating the level of membership and designation. These will be valid until 31 January of each year and renewable upon payment of annual subscriptions.

Aim High

If students combine this Learning Programme with any of the other ICB Learning Programmes when they enrol, they will benefit from significant discounts.
Certified Financial Accounting
- CFAIcb (SA)

Programme Type
The National Diploma: Financial Accounting NQF 6 is an Agent Programme.

Accreditation
The Certified Financial Accounting is accredited by the ICB.

Career Prospects
The ICB makes sure all its members have achieved the highest level of knowledge and skills necessary for the workplace, learners will have adequate knowledge and skills to confidently apply for positions in the accounting field.

Entrance Requirements:
• Certified Technical Financial Accountant
• Or equivalent

Contents:
• Corporate Strategy
• Management Accounting Control Systems
• Financial Reporting and Regulatory Frameworks
• Accounting Theory and Practice

Course Duration
You should be able to finish this Programme within 12 months.

Exam Information
Students are required complete written assignments and write a formal exam per subject. To qualify for these exams students must be registered with the Institute of Certified Bookkeepers. PLEASE NOTE: Your enrolment with Damelin Correspondence College does not include registration with ICB or any fees associated. Please contact the Institute for details on exam registration, dates and membership fees.

Award
Upon successful completion of the Certified Financial Accounting programme which entitles you to be awarded the designation, you will then need to register and pay all the necessary fees to the ICB. Once this has happened, the ICB will issue Membership Certificate indicating the level of membership and designation. These will be valid till the 31 January of each year and are renewable upon payment of annual subscription.
Career Prospects
In South Africa the labour force is increasingly called upon to be self-employed or to seek employment in small businesses, in contrast to the past where large companies, the State and parastatals, employed the majority of workers. This situation has lead to a large increase in the number of small companies with a small labour force.

The National Certificate in Small Business Financial Management is specifically designed for those students who are already managers, or those students who wish to become managers or those who are responsible for keeping financial records of a small business.

Programme Information
A comparative study of international learning programmes in Financial Management at this level has indicated that this Certificate compares with the International Association of Bookkeepers Diploma in Small Business Financial Management. The Unit Standards that comprise this learning programme can also be favourably compared with the National Occupational Standards for Small Firms and the National Standards for Accounting as registered in the United Kingdom.

Accreditation
This learning programme is accredited by the ICB and FASSET.

Programme Type
Small Business Financial Management is a National Qualification.

Admission Requirements
Grade 11 (Std. 9) or an equivalent.
ICB National Certificate in Small Business Financial Management (SAQA ID NO. 48736) cont...

Programme Structure
• Essential Business Finance
• Computerised Bookkeeping
• Business Literacy

Programme Duration
18 months

Student Assessment
Students are required to submit written assignments and write one formal exam per subject. To qualify to write these exams, students must be registered with the ICB. Contact the ICB for details on fees, dates and exams.

Certification
On successful completion the student will receive a National Certificate in Small Business Financial Management from the ICB.

Aim High
If students combine the ICB Certificate in Small Business Financial Management with the Certificate in Business Administration Services or the Certificate in Management, they will benefit from significant discounts.
Career Prospects
The Certificate in Principles of Payroll Administration is for any students who are involved in the Payroll Administration function in a business. This includes working for a club or a charitable organisation. This learning programme will also provide broad knowledge, skills and values needed to start a career in Payroll Administration.

Programme Type
Principles of Payroll Administration is a Provider Programme.

Admission Requirements
Students entering this programme must have achieved the equivalent to an Grade 10 (Std 8) learning programme or 3 years relevant work experience.

Programme Structure
• Record and validate input variation on employee records.
• Generate information and reports for internal and external use.
• Plan, organise, implement and monitor work within the payroll environment.
• Process data using IT.
• Demonstrate an understanding of statutory legislation and requirements.

Programme Duration
18 months

Student Assessment
It is not compulsory to send written assignments to Damelin Correspondence College but they are required to write two formal exams. Please note that exams are written in June and October of each year.

Certification
On successful completion the student will receive a Damelin Correspondence College Principles of Payroll Administration Certificate.

Aim High
Students could enhance their learning programmes if they combine the Certificate in Principles of Payroll Administration with any of the ICB Bookkeeping learning programmes.
Career Prospects
The functions of the Bookkeeper include preparing a trial balance, giving an overview of the organisations finances, and to reconcile and balance the books on a monthly basis. In small businesses the Bookkeeper may also be responsible for calculating and controlling the salaries and wages. At a more senior level, Bookkeepers are required to assist the accountant in compiling management reports.

Programme Type
The Bookkeeping Learning Programmes are Continuous Professional Development Programmes.

Admission Requirements
Grade 10 (Std. 8) or an equivalent.

Programme Structure

Bookkeeping 1 Short Course Certificate
• Accounting I
• Accounting II

Bookkeeping 11 Short Course Certificate
• Accounting I
• Accounting II
• Accounting III

Programme Type

Bookkeeping with Pastel: Diploma is a Self-Employment Programme.

Bookkeeping Diploma with Pastel
• Accounting I
• Accounting II
• Accounting III
• Pastel 11*
• Start your own Small Business

PLEASE NOTE: Students enrolling for the Bookkeeping with Pastel will receive a copy of the educational version of Pastel 11, which will be included in their study material.

Programme Duration

Bookkeeping short course certificate: 12 months
Bookkeeping with Pastel Diploma: 24 months
**Student Assessment**
Students need to submit written assignments to the College for marking.

You have the option to enrol for the formal assessment with the ICB on the subject Start your Own Small Business, at a nominal fee, which will award you 23 credits towards the National Certificate in Small Business Financial Management, accredited by FASSET.

**Certification**
On successful completion the student will receive the relevant Bookkeeping short course certificate or the Bookkeeping with Pastel Diploma Short course certificate.

**Aim High**
If students combine the Bookkeeping Learning Programmes when they register, they will benefit from significant discounts.
Career Prospects
A manager who moves up the corporate ladder in any business must be able to interpret and analyse the financial information. This learning programme will ensure that students become more effective managers by measuring results in financial terms. Combining management skills with the ability to deal with numbers will guarantee career success.

Programme Type
The Financial Accounting Learning Programmes are Provider Programmes.

Admission Requirements
A Grade 12 (Std. 10) or an equivalent OR the Damelin Certificate in Clerical Administration. (If students wish to register on the learning programme and do not meet the minimum admission requirements, but have three years’ relevant working experience, they should call their nearest Damelin branch to discuss the prospects for their entrance to the learning programme.)

Programme Structure
Certificate
- Communication
- Management I
- Economics
- Financial Accounting I
- Principles of Business Law
- Internal Auditing I or Cost and Management Accounting I

Diploma
- Concepts of Management Computing
- Financial Accounting II
- Corporate Law
- Management II
- Financial Accounting III
- Management III
- Internal Auditing II or Cost and Management Accounting II
- Income Tax or Statistics

Programme Duration
Certificate: 18 months
Diploma: 24 months
Student Assessment
It is not compulsory for students to submit written assignments but they are required to write one formal exam per subject. Please note that exams are written in June and October of each year. Once students have passed all their assignments they should complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date for the next examination.

Certification
On successful completion the student will receive a Financial Accounting Certificate or Diploma.

Aim High
If students combine the Certificate and Diploma in Financial Accounting when they register, they will benefit from significant discounts.
ICM Certificate in Credit Management (Part 1)

Accreditation
The Part 1 Credit Management course is accredited by the ICM.

Programme Type:
The Certificate in SA Tax is an Agent Programme.

Entrance Requirements:
Grade 12 with mathematics

Contents:
Forms of Credit
Sources and role of Credit
Internal Credit Environment
Introduction to the Basic Law of Contract
Supervisory Skills

Course Duration
You should be able to finish this Programme within 12 months.

Exam Information
Examinations can be written during June and November of a calendar year. Examination timetables must be obtained from the Damelin Correspondence College. Students must ensure that the subjects which are being written at any one of the examinations can be accommodated by them in terms of availability of time. Student’s must ensure that the examination dates of the subjects being written by them do not clash. Students are cautioned that special examination dates will not be considered. Entrance Requirements:

Award
On successfully completing Part ONE of the Course, and obtaining a minimum of 50% in the examinations set and moderated by the ICM, students will be provided with a document stating that they have successfully completed Part ONE of the THREE Part Certified Course in Credit Management.

ICM notice:
Students are required to register with the ICM as a student member and pay the required registration, membership and examination fees. Information regarding the fees are available from the College and ICM National Office.

ICM National Office
Telephone 011 478 3830 / 1 / 2
FFax 011 478 3841 / 086 606 8945
E-mail: icm@icmorg.co.za
Finance and Money Management: Certificate

Programme Type
The Financial and Money Management Certificate is a Provider Programme.

Entrance Requirements
Grade 12 or equivalent.

Career Prospects
The programme is Finance and Money Management is designed to give individuals in corporate structures and self employed business owners a good sense of financial skills to further their careers and better manage there enterprises or departments.

Contents:
• Basic financial concepts for business
• Value Added Tax (VAT)
• The basics of bookkeeping including source documents, journals and ledgers
• The bank and creditor reconciliation processes
• How to prepare and interpret financial statements
• Managing your cash flow working capital and budgets

Course Duration
You should be able to finish this Programme within 12 months.

Exam Information
Students are required complete written assignments and write a formal exam. PLEASE NOTE: there are exam sittings in June and October of each year. You will need to submit an exam entry form, together with the prescribed examinations fee, to the college before the closing date for the next exam. Please refer to your exam guide for more details.

Award
Upon successful completion of the Programme, you will receive a Damelin Correspondence College Finance and Money Management Certificate.
Local Government: Finance Learning Programmes

Career Prospects
Local Government Managers are faced with the challenges of integrating budgets, meeting the basic needs of communities, and managing scarce resources and finances, on a daily basis.

Programme Type
The Local Government: Finance Learning Programmes are Provider Programmes.

Admission Requirements
A Grade 12 (Std. 10). (If students wish to register on the learning programme and do not meet the minimum admission requirements, but have three years’ relevant working experience, they should call their nearest Damelin Correspondence College branch to discuss the prospects for their entrance to the learning programme.)

Programme Structure

Certificate
- Communication
- Local Government Management I
- Financial Accounting I
- Economics
- Local Government Finance I
- Principles of Law or Local Government Law I

Diploma
- Concepts of Management Computing
- Local Government Management II
- Local Government Finance II
- Financial Accounting II
- Local Government Management III
- Local Government Finance III
- Internal Auditing I
- Administrative Management
Programme Duration
Certificate: 18 months
Diploma: 24 months

Student Assessment
Students are not required to hand in written assignments but need to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students should complete an examination entry form and submit it to the College, together with the prescribed examination entry fee, before the closing date for the next examination.

Certification
On successful completion the student will receive a Damelin Correspondence College Local Government Finance Certificate or Diploma.

Aim High
If students combine the Local Government Finance: Certificate and Diploma when they register, they will benefit from significant discounts.
Continuous Professional Development: Short Course Certificates

Damelin Correspondence College has a wide range of short course learning programmes. If the aim of students is to enhance their skills and to improve their careers, they should choose one or more of the following short learning programmes:

- Wills and Estates
- Business Law
- Debt-collecting
- Civil Litigation
- Property Law and Conveyancing
- Criminal Law and Procedure
- Principles of Performance Management

Please contact a Damelin Correspondence College student consultant for more information on any of these short learning programmes.
The accomplishment of any important goal in life requires two things: a plan, and a commitment to keep to that plan! What follows is a simple 10-step process that will guide you to achieving success in your chosen Damelin programme, therefore bringing you one step closer to the career of your choice, or the advancement that you aspire to.

**Step 1**
Choose the programme that best suits you:
- Identify a career that best suits your natural interests and abilities.
- Choose a learning programme that is relevant to your chosen career, and for which you are able to meet the entrance requirements.

**Step 2**
Fill in your registration form. (You can phone one of our student consultants on 0860-61-61-61 to assist you in filling out the form.) Then send your completed registration form plus the certified copies of the relevant support documents to meet the entrance requirement of your chosen course to Damelin by:
- Posting it to Damelin Correspondence College, P.O Box 31001, Braamfontein, 2017, OR
- Taking it to your nearest Damelin office.

**Step 3**
Once the academic process has been successfully completed decide how you wish to pay for your studies:
- You may pay the full fee in cash (which will save you interest charges), or on terms over an agreed period.
- You may choose to register now for the complete learning programme, even if you plan to do only some of the subjects this year, and the rest later. This will save you money in the long run.

**Step 4**
Once you have registered, Damelin will send you your first study pack containing the following:
- Your Student Card, which identifies you as a student wherever you go;
- Your Damelin Study Notes, which have been designed to make you feel as if you have your own personal teacher;
- Your Information Guide, a summary of important details;
- Certification Road Map, which tells you how to enter for your examinations;
- Your Personal Study Programme, which shows you the study units or items that you will need for each subject that you are studying; and
- Your Assignment Covers and Envelopes, to make it easy for you to send in your assignments and queries to the College.
Step 5
Decide on the study times that best suit your lifestyle. Then work out your own study timetable. Try to keep to your timetable! It is very difficult to catch up when you have fallen behind.

Step 6
Get down to the serious business of studying. The notes have been designed to take the place of a class teacher.

Step 7
Complete regular assignments to check how you are doing.
• Continuous assessment is an essential feature of distance learning. Our study material contains numerous self-assessment exercises, to help you to make sure that you are in control of your work at all times.
• At the end of each module, there is a progress assignment which you can complete and send to the College for marking and/or model answers.

Note that the assignments are not compulsory, for examinable courses, and you can register for exams when you are ready.

Step 8
Enter for the examinations
• Follow the instructions on your Certification Road Map on how and when to enter for your examinations.
• Remember that it is your own responsibility to register in time for a particular examination sitting.

Step 9
Write the examinations
• You will enter the examination room knowing that you have done the very best preparation that you are capable of, and you will face the exam paper with confidence.

Step 10
Qualify for your award
• Join the thousands of successful past students of Damelin Correspondence College who are making a success of their careers.

Help is only a phone call away!
Should you have any queries about the learning programme you are interested in, please do not hesitate to contact a Damelin Student Consultant at the following number:

0860 61 61 61
Make your mark with Damelin

Contact Information:

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1st Floor, Mineralia House
78 De Korte Street, Braamfontein 2001
P.O. Box 31001, Braamfontein 2017
+27 11 712 2556
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Shop 6, 273 Andries Street,
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P.O. Box 1332, Pretoria 0001
+27 12 352 9111
+27 12 322 6369

CAPE TOWN
Shop 34, Matador Centre,
62 Strand Street, Cape Town 8001
P.O. Box 4180, Cape Town 8024
+27 21 417 8160
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DURBAN
The Educor Gallery,
325 Anton Lembede (Smith) Street,
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+27 31 301 0301

PORT ELIZABETH
246 Cape Road, Mill Park
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+27 41 363 0877
+27 41 363 0896

NELSPRUIT
25 Brown Street, Nelspruit 1201
+27 13 752 2400
+27 13 752 6184

NAMIBIA
Shop 17, Mezzanine Floor
BPI House, 269 Independence Ave.
Windhoek
+264 61 308 835
+264 61 308 691

Post your registration form to:
The Registrar, Damelin Correspondence,
P.O Box 31001, Braamfontein, 2017

Damelin Correspondence College (Pty) Ltd.
Reg. No. 1996/000339/07
Fin. Reg. No. 2008/00702/07

DCC is a Registered Credit Provider: NCRCP 2325

www.dcc.edu.za
info@damelin.edu.za

Go for it!
Achieve career success with Damelin Correspondence College, one of the most employer recognised colleges in Southern Africa.

Finance and Accounting
Prospectus