



# BOOKKEEPING NQF L5

Learn bookkeeping skills employers want.

QCTO: 06-QCTO/SDP280725181240

**NQF Level 05**

## Why study with Springfield College

**Accredited Program:** Springfield College offers accredited programs recognized by relevant educational authorities, by ensuring that your qualification is valued by employers.

**Experienced Faculty:** Our College boasts a team of qualified and experienced educators who bring industry knowledge and practical expertise in the classroom

**State-Of-The- Art Facilities:** Modern learning environments, including well-equipped classrooms and computer labs.

**Affordable Fees:** The College provides competitive tuition fees, with options for financial aid.

## Course Entry Requirements

- Grade 12 or any equivalent qualification
- You need to be 16 years of age
- If you don't have grade 12. You can start with a noncredit bearing bridging course
- You could be credited for some subjects on Nated courses if those subjects articulate with the modules you are going to study
- Proficiency in reading and writing in English will be an added advantage

## Non Credit bearing (Bridging Course)

A non-credit bearing course will be applied as a precursor to RPL assessment, this will be mandatory to any person who does not meet the minimum course entry requirements.

## **OLD LEGACY NATED COURSES N4-N6 FINANCIAL MANAGEMENT**

Credit transfer will be considered for some students who are in the process of completing their National Diploma and a student who has completed N4, N5 or N6 will be admitted into this qualification

## **OCCUPATIONAL QUALIFICATIONS NQF LEVEL 5 BOOKKEEPING**

### **Qualification Overview**

This is a comprehensive, industry-recognized qualification quality assured by the Quality Council for Trades and Occupations (QCTO). It is designed to equip learners with the knowledge, practical skills, and work experience need to operate as professional bookkeeper across all sectors of commerce and industry.

### **Key Components**

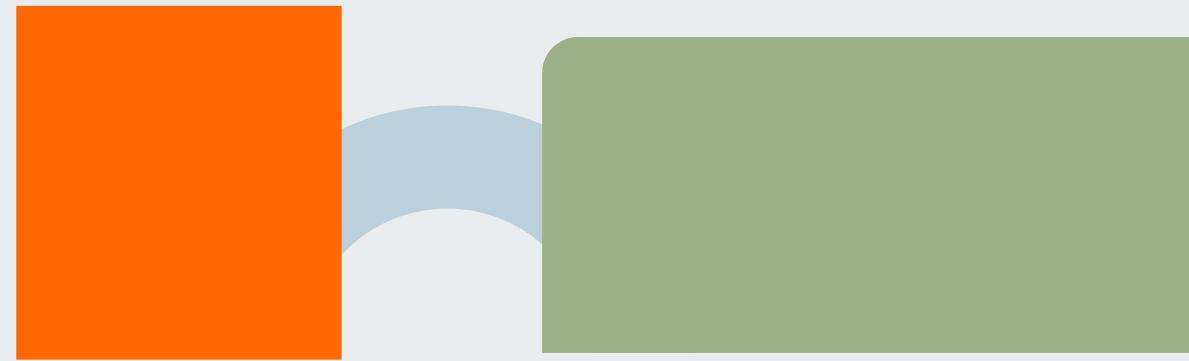
The qualification includes three components: Knowledge (theoretical understanding), Practical skills (applying theory), and Workplace Experience (structured learning in a work environment).

### **Key Learning Outcomes**

Upon completion, learners will be able to perform tasks such as using accounting software, maintaining financial records, performing bookkeeping duties accurately, completing SARS returns and preparing financial reports.

### **Career Opportunities**

This qualification can lead to various roles like Bookkeeper, Financial Assistant, Accounts Manager, Junior Accountant, and Payroll Manager



## CHOOSING A CAREER IN BOOKKEEPING AND ACCOUNTING

A career in bookkeeping and accounting offers stability, diverse industry opportunities and potential for career development.

- High demand: Both Bookkeepers and Accountants are essential to almost every business across all industries, providing good job security.
- Flexible Work: Opportunities exist for full-time, part-time, self-employed and remote work, allowing a flexible lifestyle.
- Clear Progressions: Bookkeeping is an excellent entry point into the finance field, with a clear path to advance.
- Valuable transferable skills: Gives you a strong set of abilities that are useful not only in finance but in almost any business or management role

## VERTICAL AND HORIZONTAL ARTICULATION

**Horizontal articulation:** (at NQF level 5) in higher certificate in accounting, Higher certificate in Business Management, Higher Certificate in Banking services, Higher certificate in Accounting services, Other associated Higher Certificates at NQF Level 5

**Vertical Articulation:** will among others include Advanced Certificate in Bookkeeping, Diploma in Accounting, Advanced certificate in Financial Planning and other associated advanced Certificates or Diplomas at NQF level 6

## LEARNING MODES

Springfield offers traditional on-campus learning experiences, it has physical campuses and facilities for in-person classes. A mix of on and off campus blended learning is part of the structure of delivery for this qualification with a blend of online lessons

## CAMPUS LIFE

Our campuses are more than just a place to learn- it's a vibrant community that offers endless opportunities for growth, connection and fun, while ensuring a safe and secure campus.

## LEARNER SUPPORT

Springfield College offers learner support services including academic advices, guidance from registration to certification, administrative queries, financial support and support is also assessed on individual level to meet each student's specific needs.

## LEARNER FEEDBACK

"I feel more confident in my ability to apply the skills learned in this course"

"The lecturer was approachable and responsive to questions"

"The admin team is very patient and kind, they helped me understand my fee structure and how to break them down to my financial capabilities"

## PHYSICAL LOCATIONS

Campus A

No 6 Kotze street Next to McDonald's restaurant

Campus B

No 100 Beyers Naude Next to the police station (Venue for classes for this qualification)

### Campus C

87 Beyers Naude street (also known as student support center)

Main Campus

Portion 24 & 50 of Farm Kroondal 304

## CONTACT DETAILS

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Apply online:<https://www.springfieldcollege.co.za/Admissions/AddStudent.aspx>

