

2025 PROSPECTUS



TRANSCOLLEGE

accredited by



ICB
INTERNATIONAL
CERTIFICATIONS FOR BUSINESS

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WHAT COULD YOUR JOB TITLE BE?

Financial Accountant

Contributes to the development and implementation of the organisation's accounting systems, policies and procedures.

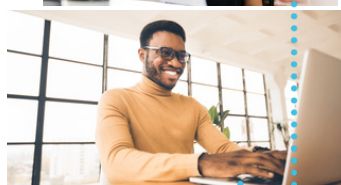
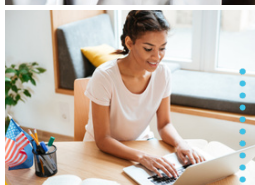
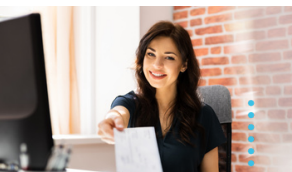
Accountant (General)

Plans and provides systems and services relating to financial dealings of organisations and individuals.

Bookkeeper

Maintains and evaluates records of financial transactions in account books and computerised accounting systems.

Find out your
job title and
responsibilities



Accounting Technician

Prepares budgets, financial statements, monitors the financial performance of an organisation and maintains internal financial control and accounting systems.

Accounts Clerk

Monitors creditor and debtor accounts and undertakes related routine documentation. May work in a call centre.

Taxation Clerk

Prepares and maintains tax records.

Payroll Clerk

Prepares payroll, wages and related records for employee salaries and statutory record keeping purposes.

Cost Clerk

Calculates and investigates the cost of wages, materials, overheads and other operating expenses.



INTERNATIONALLY RECOGNISED & NQF REGISTERED



All ICB qualifications are registered on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA).

Our programmes are valued by employers, and our graduates are recognised locally and internationally by several professional bodies.

ICB qualifications are modular, which means you can build on them as your studies or career progress. You can also qualify in another programme by just completing a few more subjects.



Transcollege is an accredited ICB training provider. We are also accredited by the Quality Council for Trades and Occupations (QCTO). Our NQF aligned certificates and diplomas are issued by the Finance and Accounting Services Sector Education and Training Authority (Fasset).

THE ACCOUNTING LANDSCAPE

Study NQF L3-6 with the Transcollege

Progress to a degree

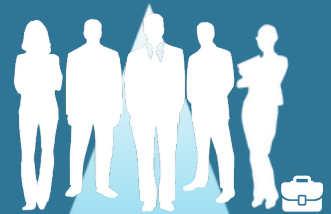
Join a Professional Body



ICB qualifications are modular, which means you can build on them as your studies or career progresses.



You can also qualify by completing just a few subjects



WHY THE ICB?



NO MATRIC?
no problem!



START EARNING!
put skills into practice quickly



CHOICE
in what to study and how



START NOW!
finish later - flexible learning



NQF 3 - 6
Registered qualifications



MULTIPLE SUBJECTS
across multiple qualifications

CHOOSE WHAT TO STUDY



ICB's 3 Study Programmes

**FINANCIAL ACCOUNTING
BUSINESS MANAGEMENT
OFFICE ADMINISTRATION**

Transcollege's ICB accredited programmes are designed to give you the most relevant, practical and useful knowledge and skills to make you employable and valuable.

When you look at the programmes in detail, you'll see that some subjects appear in all of them. These are the courses that give you the most essential skills, no matter which programme you choose

OUR MOST POPULAR PATHWAY



#ICANBE

FINANCIAL ACCOUNTANT

= TOTAL: 3 YEARS



FINANCIAL ACCOUNTING PROGRAMME

START HERE
and work your way up!

*Timeframes are estimated based on 48 learning hours per module

CHOOSE YOUR QUALIFICATION

Transcollege ICB STUDY PROGRAMMES

Transcollege's ICB accredited programmes are designed to give you the most relevant, practical and useful knowledge and skills to make you employable and valuable.

When you look at the programmes in detail, you'll see that some subjects appear in all of them. These are the courses that give you the most essential skills, no matter what programme you choose.

FINANCIAL ACCOUNTING PROGRAMME

This course will equip you with knowledge and practical skills in bookkeeping, financial accounting, income tax, financial management, reporting standards, corporate strategy, management accounting and research. There are 12 subjects which build onto each other as you navigate your way through the levels.

BOOKKEEPER



SENIOR BOOKKEEPER



ACCOUNTING TECHNICIAN



FINANCIAL ACCOUNTANT

12 MONTHS

Entry Requirements:

Grade 10 (Std 8) or equivalent. You must be at least 16 years old.

SUBJECTS

- 1 Bookkeeping to Trial Balance (BKTB)
- 2 Payroll and Monthly SARS Returns (PMSR)
- 3 Computerised Bookkeeping (CPBK)
- 4 Business Literacy (BUSL)

NQF LEVEL

National Certificate: Bookkeeping

NQF L3 (SAQA ID: 58375)

Total credits: 120

+ 6 MONTHS

Entry Requirements:

Successful completion of the previous subjects (1-4).

SUBJECTS

- 5 Financial Statements (FNST)
- 6 Cost and Management Accounting (CMGT)

NQF LEVEL

Further Education and Training Certificate: Bookkeeping

NQF L4 (SAQA ID: 58376)

Total cumulative credits: 130

+ 6 MONTHS

Entry Requirements:

Successful completion of the previous subjects (1-6).

SUBJECTS

- 7 Income Tax Returns (ITRT)
- 8 Business Law and Accounting Control (BLAC)

NQF LEVEL

National Diploma: Technical Financial Accounting

NQF L5 (SAQA ID: 36213)

Total credits: 251

+ 12 MONTHS

Entry Requirements:

Successful completion of the previous subjects (1-8).

SUBJECTS

- 9 Corporate Strategy (CRPS)
- 10 Management Accounting Control Systems (MACS)
- 11 Financial Reporting and Regulatory Frameworks (FRRF)
- 12 Research Theory and Practice (RTAP)

NQF LEVEL

National Diploma: Financial Accounting

NQF L6 (SAQA ID: 20366)

Total credits: 280



BUSINESS MANAGEMENT PROGRAMME

Good business management is vitally important for a company's commercial success. In this programme, you'll learn about business and financial management best practices, office and legal practice, human resource management, computer literacy, global business strategy and research methods in commerce.

BUSINESS ADMINISTRATOR



SENIOR BUSINESS ADMINISTRATOR



BUSINESS ACCOUNTANT

9 MONTHS	
Entry Requirements: Grade 11 (Std 9), NQF 3 or equivalent.	
SUBJECTS	
1	Business Management 1 (BMT1)
2	Bookkeeping to Trial Balance (BKTb)
3	Business Literacy (BUSL)
NQF LEVEL	
National Certificate: Small Business Financial Management	
NQF L4 (SAQA ID: 48736) Total credits: 120	

+15 MONTHS	
Entry Requirements: National Certificate: Small Business Financial Management (must include the Business Management 1 subject).	
SUBJECTS	
4	Office and Legal Practice (OLRP)
5	Business Management 2 (BMT2)
6	Marketing Management and Public Relations (MMPR)
7	Financial Statements (FNST)
8	Human Resource Management and Labour Relations (HRLR)
NQF LEVEL	
Higher Certificate: Office Administration	
NQF L5 (SAQA ID: 23619) Total cumulative credits: 240	

+12 MONTHS	
Entry Requirements: Higher Certificate: Office Administration (must include the Business Management 2 subject).	
SUBJECTS	
9	Business Management 3 (BMT3)
10	Financial Management and Control (FMCL)
11	Financial Reporting and Regulatory Frameworks (FRRF)
12	Research Theory and Practice (RTAP) (By short dissertation, topic: Business Management)
NQF LEVEL	
National Diploma: Financial Accounting	
NQF L6 (SAQA ID: 20366) Total cumulative credits: 280	

OFFICE ADMINISTRATION PROGRAMME

This programme is perfect for those of you who want to learn a little bookkeeping, and a lot of all-round office knowledge. By learning about all the elements that contribute to a smooth-running office, you'll be able to help out in just about any department.

ENTREPRENEUR



SENIOR ENTREPRENEUR



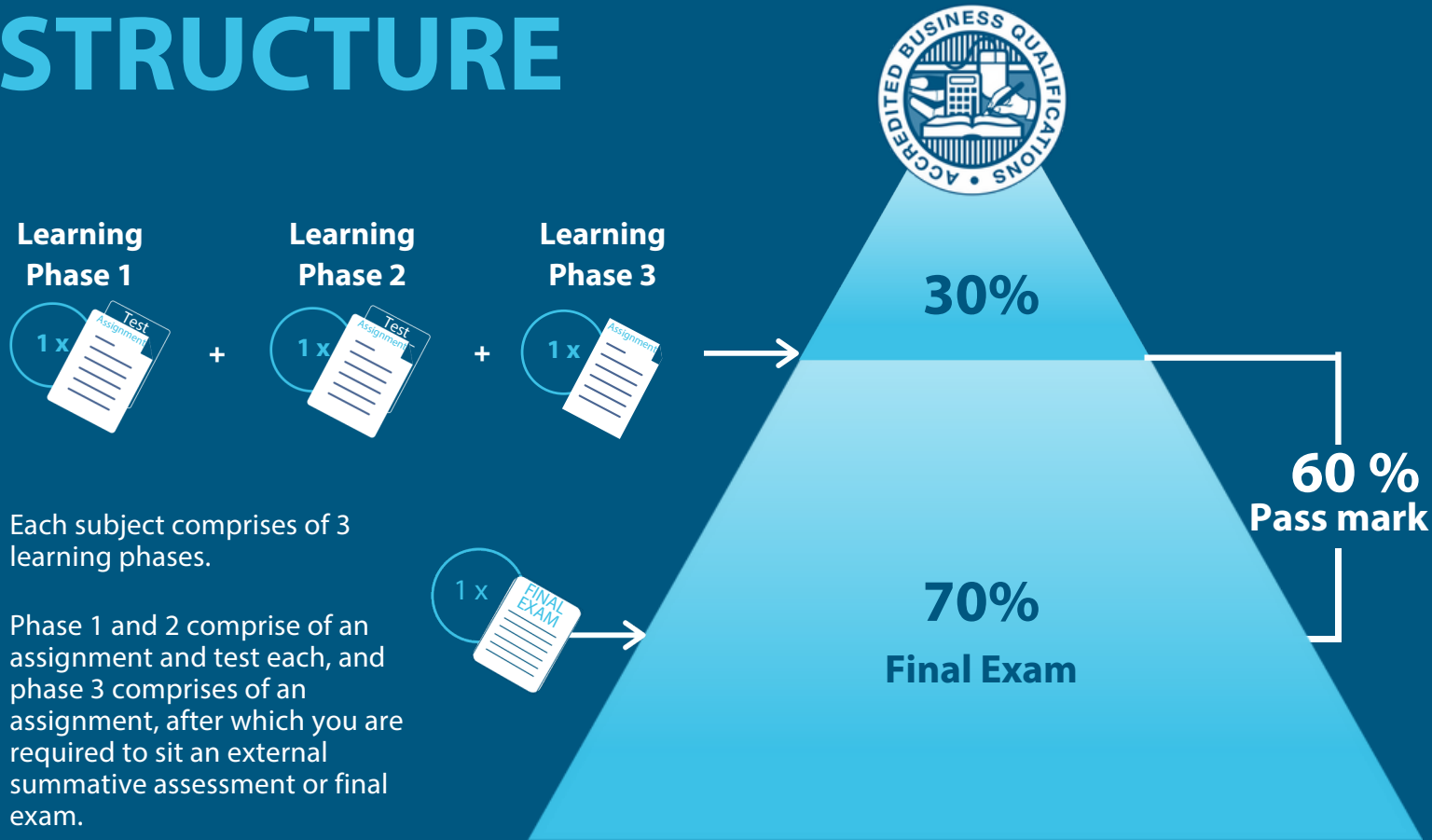
MANAGEMENT ACCOUNTANT

18 MONTHS	
Entry Requirements: Grade 12 (Std 10), NQF 3 or equivalent.	
SUBJECTS	
1	Business and Office Administration 1 (BOA1)
2	Bookkeeping to Trial Balance (BKTb)
3	Business Literacy (BUSL)
4	Marketing Management and Public Relations (MMPR)
5	Business Law and Administrative Practice (BLAP)
6	Cost and Management Accounting (CMGT)
NQF LEVEL	
Certificate: Office Administration	
NQF L5 (SAQA ID: 23618) Total credits: 120	

+9 MONTHS	
Entry Requirements: Certificate: Office Administration, which consists of the previous 6 subjects.	
SUBJECTS	
7	Business and Office Administration 2 (BOA2)
8	Human Resources Management and Labour Relations (HRLR)
9	Economics (ECON)
NQF LEVEL	
Higher Certificate: Office Administration	
NQF L5 (SAQA ID: 23619) Total cumulative credits: 240	

+9 MONTHS	
Entry Requirements: Higher Certificate: Office Administration which consists of the previous 9 subjects	
SUBJECTS	
10	Business and Office Administration 3 (BOA3)
11	Financial Statements (FNST)
12	Management (MGMT)
NQF LEVEL	
Diploma: Office Administration	
NQF L6 (SAQA ID: 35958) Total cumulative credits: 360	

THE ICB'S ASSESSMENT STRUCTURE



MACCI & ONLINE TUITION

✓ Online Digital PoE's

All PoE's are completed on Macci (ICB's PoE platform).

All tests are online and auto-marked immediately.

Assignments 1 and 2 are online and auto-marked.

Assignment 3 is to be downloaded, completed and uploaded by the PoE due date.

Final exams are online.

✓ Online Registration

Transcollege offers both face to face & online tuition.

✓ Online exams

All subjects are taken online. These can be written at work, at home, or even at a college. Provided that the environment meets the requirements.

Accredited by



ICB

INTERNATIONAL
CERTIFICATIONS FOR BUSINESS

Internationally Recognised | Locally essential

IMPORTANT RESOURCES



ICB exams all
year round



Online exams



Online tuition

CONNECT WITH US



www.transcollege.co.za



Transcollege South Africa



Student Group

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