

Management of Business	5	10
Ethics and Risks	5	8

SAIT: TAX TECHNICIAN QUALIFICATION PROSPECTUS 2017

INFORMATION:

Tax Technician Qualification: SAQA ID 94098
Level: 6
Credits: 399
Occupational Code: 331303
Curriculum Code: 331303001

Oxbridge Training Institute (OTI) is an accredited Skills Development provider for the Tax Technician qualification with the Quality Council of Trade and Occupation (QCTO).

Accreditation number: QCTO: SDP/16/0106

The South African Institute for Tax Professionals (SAIT) Tax Technician Qualification has **three parts** that are required to be completed as well as an **external examination**.

The three parts consist of:

1. Knowledge modules credits 144
2. Practical modules credits 118
3. Workplace experience modules credits 137

Oxbridge Training Institute (OTI) will be responsible for the training of the **modules** of part one and two. Part 3 will be done by working at an SAIT accredited or non-accredited accounting and taxation company. The learners will do assessments as preparation for the external examinations. **The external examinations** are compiled and assessed by SAIT.

PART ONE: KNOWLEDGE MODULES: 144 CREDITS

Title	Level	Credits
Tax Legislation	5	40
Tax Administration	5	20
Taxation of Business	6	10
Taxation of Individual	6	10
Value Added Tax	6	10
Commercial Law	4	6
Financial Accounting	6	20
Basic Principles of Cost and Management Accounting	4	10

PART TWO: PRACTICAL SKILLS MODULES: 118 CREDITS

Title	Level	Credits
Complete registration documents or register taxpayer online	5	14
Drafting, checking and classifying tax records and source documents	5	14
Compute tax liability using relevant legal, accounting and tax principles	6	40
Submitting tax returns	5	10
Producing tax packs for audit and review functions	6	14
Analysing assessments	6	10
Initiating, consulting and managing a tax dispute process	5	8
Maintain ethical, fiduciary and administration responsibilities related to a tax technician	5	8

PART THREE: WORK EXPERIENCE MODULES: 137 CREDITS

Title	Level	Credits
Complete registration documents or register taxpayer online	5	21
Drafting, checking and classifying tax records and source documents	5	21
Capture tax liability using relevant legal, accounting and tax principles	6	40
Submitting tax returns	5	10
Producing tax packs for tax review functions	6	21
Analysing assessments	6	8
Participate in a tax dispute (objection only) process	5	8
Manage timesheets	5	8

This qualification will enable you to submit and deal with tax compliance issues on behalf of clients.

A QUALIFIED PERSON WILL BE ABLE TO:

1. Register taxpayers.
2. Calculate and compute tax liability.

3. Submit tax returns.
4. Produce tax packs for audit and review functions.
5. Analyse assessments.
6. Initiate, consult and manage a tax dispute process.
7. Manage administrative processes and fiduciary responsibility.

COURSE STRUCTURE:

The course is divided into knowledge based, practical based and work experience modules

You will need to complete 18 - 36 month's work experience at an accredited/ non accredited accounting & taxation firm. You can do this while you are doing the knowledge and practical part of your studies or after completing your studies or use your past experience for recognition of prior learning.

After completing your work experience modules, you will be required to write an external examination compiled and assessed by SAIT. Successful learners will receive their Tax Technician Qualification as well as professional membership with SAIT.

PROFESSIONAL MEMBERSHIP

By completing your Tax Technician Qualification you can register for professional membership with SAIT.

Any person who wants to be a Tax Practitioner needs to be registered with SARS and a recognised controlling body in terms of Section 240A of the Tax Administration Act, 2011 (as amended). The Act requires that minimum academic and practical requirements be set to register with a controlling body. The SAIT is a registered controlling body in terms of Section 240A.

ENROLMENT MONTH:

Enrolment for 2017 opens 1 March 2017 until 30 April 2017.

LANGUAGE OF INSTRUCTION:

English

ADMISSION REQUIREMENTS:

1. Grade 12 or equivalent qualification with Accounting and Mathematics, and
2. Accounting subject passed (50%), and
3. Mathematics subject passed (50%)

Highly recommended for course:

1. A computer to do assignments
2. Internet access
3. Taxation Acts – website:
<http://www.sars.gov.za/Legal/Primary-Legislation/Pages/default.aspx>

PROGRAMME COMMENCES:

Induction day: 01 June 2017

First week of classes start – 5th June 2017 in Pretoria

MODE OF DELIVERY:

Contact session (part time and full time) classes
No distance education

1. Full time (1 Year/ 12 months)
3 Times a week (Monday, Wednesday and Fridays)
2. Part time: (2 Years/ 24 months)
 - 2 Evenings a week class; or
 - 3 Saturdays in a month class

COURSE FEE:

The course fee for **PART ONE** and **PART TWO** of the qualification is **R35 000 per learner**.

The course fee includes the following

- Textbook for each unit
- Study guide for each unit
- A programme that provide structure; keep a learner focused, interested and motivated
- One assessment opportunity
- Guidance in respect of the workplace experience logbook

There is no fee to register with SAIT as a student. Examination- and membership fee for SAIT are not included in the cost above

CONTACT DETAILS:

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