



PART-TIME 2026
Saturday Classes

STARTS 6 JUNE

**Textbooks & study material
are included in course fees**

Overview

The Institute of Certified Bookkeepers (ICB) Financial Accounting qualifications will equip you with knowledge and practical skills in bookkeeping, financial accounting, income tax, financial management, reporting standards, payroll, business law and cost and management accounting.

The study programmes provide students with a thorough understanding of financial management principles and practices necessary to manage financial operations effectively. Additionally, students will gain hands-on experience with Pastel accounting software and explore strategic management concepts, preparing them for success in various business environments.

Institute of Certified Bookkeepers (ICB)

The Institute of Certified Bookkeepers (ICB) is an independent external examination body. The ICB has been setting professional standards since 1931 — that's over 90 years of trusted expertise in the fields of Bookkeeping, Financial Accounting, Business Management, and Office Administration.

International Qualifications for Business (IQB)

The International Qualifications for Business (IQB, United Kingdom) is a leading organisation that provides internationally recognised certifications across various industries. Their professional certifications and qualifications ensure that students meet global standards and remain competitive worldwide.

Since July 2024, all ICB programmes are endorsed and self-regulated by IQB, giving graduates access to Professional International Certifications that enhance their career mobility and global employability.



Full-time course duration

Duration varies dependent on the number of subjects students register for at any given time. Subject durations vary from 8 – 15 weeks.

*A full-time option is also available—
speak to a Study Advisor for more
information.*

Admission requirements

You must be at least 17 years of age and must have obtained a South African grade 12 or a GCSE qualification.

Applicants who do not meet the standard admission requirements may apply for special consideration. The Unigrad advisory board will review these applications on a case-by-case basis.

Fees and study material (full-time)

Fees include course material and ICB fees.

Course fees can be paid either in full or in convenient monthly instalments. Speak to a Unigrad Study Advisor for detailed information on fees and payment options. Unigrad College also partners with Student Hero and Capitec to offer funding solutions, visit

<https://www.unigradcollege.co.za/fu>



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VOTED THE NO.1 TERTIARY INSTITUTE IN MBOMBELA | QCTO ACCREDITED PRIVATE COLLEGE

Financial Accounting Subjects and Progression Pathway

**National Certificate
NQF Level 3**



**National Diploma
NQF Level 5**



**National Diploma
NQF Level 6**

National Certificate Bookkeeping – NQF Level 3

• Bookkeeping To Trial Balance	• Computerised Bookkeeping (Pastel)
• Payroll and monthly SARS returns	• Business Literacy

National Diploma Technical Financial Accounting NQF – Level 5

• Financial Statements	• Income Tax Returns
• Cost and Management Accounting	• Business Law and Accounting Control

National Diploma Financial Accounting – NQF Level 6

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

Certification

On successful completion you will be awarded with:

- **National Diploma: Financial Accounting**
NQF Level 6 – SAQA ID# 20366
- **National Diploma: Technical Financial Accounting**
NQF Level 5 – SAQA ID# 36213
- **FET Certificate: Bookkeeping**
NQF Level 4 – SAQA ID# 58376
- **National Certificate: Bookkeeping**
NQF Level 3 – SAQA ID# 58375
- **IQB: Subject Certificate** for each subject completed



Disclaimer

Unigrad (Pty) Ltd is accredited by the Quality Council for Trades and Occupations (QCTO) NATED/14/0054. The college is a registered examination centre with the Department of Higher Education and Training (DHET No: 699990686). The National Certificates and Diploma are registered with the South African Qualifications Authority (SAQA). Refer to the certification section of this factsheet for SAQA ID numbers and the National Qualifications Framework (NQF) Level.

I _____ (student/legal guardian), hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this programme. Student/legal guardian signature: _____

Date: _____



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