



# Fact Sheet

Tax Technician



# Tax Technician

## FACULTY OF BUSINESS AND MANAGEMENT

### Occupational Studies: 2024 Fact Sheet

Programme Title	SAQA ID	Credits	NQF
Occupational Certificate - Tax Technician	94098	399	6

## Programme description

Get comprehensive training designed to equip you with the skills needed to excel in tax compliance services. From handling tax returns to resolving compliance issues, you'll become a pro at delivering top-notch tax services to clients and government agencies. Join us and become a key player in promoting fiscal responsibility and ensuring compliance with regulatory standards.

A tax technician can provide tax compliance services by preparing and submitting tax returns, reviewing completed tax records and verifying and availing source documents, according to SAQA.

This service has become increasingly important in South Africa due to complex tax legislation and administrative processes. This qualification prepares students for working as tax technicians, and it equips them with the skills they need to submit tax returns and deal with tax compliance issues. This qualification also aims to enhance the quality of tax compliance services provided to the public by private practitioners and by SARS.

## Admission requirements

- ▶ NQF Level 4 with Mathematics
- ▶ The RPL process could also be applied to gain access to the Occupational certificate: Tax Legislation

## Mode of study | Duration

**Evening Classes** (part time): 3 Years, (2 x evening classes per week, 18:00 - 21:00, Mon & Wed or Tues & Thurs as well as 2 x Saturday classes per month)

**Distance Learning** (self study): 3 Years

This is a self-study programme. However, students will be privileged to attend tutorial classes twice a month from 9 am – 4 pm (Optional).

## Programme outline

### Year 1

- ▶ Tax Legislation
- ▶ Tax Administration

### Year 2

- ▶ Taxation and Commercial Law
- ▶ Financial Accounting

### Year 3

- ▶ Management Accounting, Ethics and Risks
- ▶ Legal, Accounting and Tax Principle

## Teaching and Learning Methodology

A blended teaching and Learning methodology is followed. All theory classes will be conducted Virtually through Lecturer-led interactive teaching on a national basis. A flipped classroom approach will be followed in some sessions. This means that students are introduced to content at home and practice working through it during the applicable session, either the virtual theory sessions or the practical sessions. All students will be allocated to lecturers that are not necessarily based at the campus of enrollment but who will always be subject matter experts. CTU implements a national academic standard and all lecturers have been appointed on the same criteria and use the same academic content in the teaching and learning process. The adherence to a national academic standard is monitored by the Academic Management team at the Head office. Therefore, all students will continue to receive the same quality of education. Students will attend some practical, group, and research sessions on campus or virtually. The same work and time will be spent on both methods, face to face and VLIT, with students. Extra practical sessions can be booked with the Campus Operational Manager. Students will be expected to attend the practical, group, and research classes on campus a minimum of two days a week, as per the campus schedule.

## Textbooks and e-guides

A list of prescribed textbooks will be provided in your e-guides. Students will receive an electronic version of the academic guides (e-guides) for this programme on the Teaching and Learning platform. Access is available to an electronic library of textbooks on O'Reilly, and it is included in the fees. Refer to the [Device Specifications and Stationery List](#) document for more information.

## Technology hardware, software and data requirements

Because CTU is embracing the future of education - education beyond the classroom - it is compulsory for students to have their own laptop with the necessary specifications to speed up their journey to success.

## Student Support

Student support sessions with the facilitator will also take place on a one-on-one basis either virtually or physically at the campus per appointment or per the academic schedule.

## Certification

On successful completion and verification by the Quality Assurance Partner of the programme, the student will receive an Occupational Certificate: Tax Technician (SAQA ID: 94098, NQF 6, 399 Credits)

## International certifications

- ▶ **Year 1:** Microsoft Word
- ▶ **Year 2:** Microsoft Excel
- ▶ **Year 3:** Microsoft Powerpoint

## Career fields

Students can be employed in the following career fields:

- ▶ Tax Compliance Officer
- ▶ Tax Consultant
- ▶ Junior Tax Consultant
- ▶ Tax Risk Administrator
- ▶ Tax Administrator
- ▶ Tax Manager
- ▶ Payroll Administrator

## What is EISA?

The External Integrated Summative Assessment (EISA) is an integral and critical component of the QCTO's quality assurance system. It is a single national assessment leading to the awarding of an Occupational Certificate. EISA ensures that the assessment of occupational qualifications, part qualifications and trades is standardised, consistent and credible.

For learners to qualify for entry to EISA, they must provide proof of completion of all required knowledge, practical and work experience modules as stipulated in the qualification. The statement of results obtained from the Skills Development Provider serves as proof that the candidate has satisfied all the requirements to be admitted to sit for EISA.

## Pricing\*

Programme	Registration fees	Tuition fee
Year 1	R9 000	R55 000.00
Year 2	R9 000	R57 750.00
Year 3	R9 000	R60 637.50

\* **Excludes external fees and identified textbooks if applicable.**

\* **Prices are subject to annual adjustments.**

## Payment

Visit our website to view the payment method. [Payment Methods.](#)

**[APPLY for Student Loan HERE!](#)**

## Additional costs

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing, field trips etc.

## Disclaimer

The content of this fact sheet is subject to change without notification due to market trends in the industry, legislation and/or programme version updates. Refer to website for the latest version of the prospectus. Creative & Technology Universitas, a division of CTU Training Solutions (PTY) Ltd, reserves the right to change the programme content without prior notice. Additional international exams may be written but are not included in the programme fee. Minimum student (capacity) group sizes will fall into the Virtual Instructor-Led programme commencing in the months of February & July of each year.

I (Name of student):..... hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Student signature:.....

Signature of legal guardian:.....

Name of legal guardian:.....

Consultant signature:.....

Name of sales consultant:.....

Date:.....

\* **Please note the original signed copy should be kept on the student record file.**

## CONTACT US

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