

Appendix A

The Institute for Public Finance and Auditing Qualifications

IPFA has recorded the following four qualifications on the SAQA framework:-

?? National Masters Degree in Public Sector Financial Management (Tier 1)

?? National Degree in Public Sector Accounting (Tier 2)

?? National Diploma in Public Sector Accounting (Tier 3)

?? National Certificate in Public Sector Accounting (Tier 4)

The detail of each qualification (and the unit standards of competence which comprise them) is set out in the remainder of this Appendix.

The format specified by SAQA requires that information on Performance Levels, ‘Critical Cross-Field Outcomes’, Assessment Criteria, Accreditation, Embedded Knowledge and ‘Benchmarking’ be provided with each qualification. As this information is common to all the IPFA qualifications, it is set out immediately below and not repeated for each one.

PERFORMANCE LEVELS

Level 1	Level 2	Level 3
Carries out established processes Makes judgements of quality using given criteria	Manage processes Manage own work with minimal supervision Takes full responsibility for quality & quantity of own work Select criteria for the evaluation process	Establish principles & processes Evaluate and shape process Establish criteria for the evaluation process

CRITICAL CROSS-FIELD OUTCOMES

Learners will have the demonstrated ability to reflect on, evaluate and adapt and improve on the embedded knowledge and specific outcomes in a variety of contexts.

All the critical cross-field outcomes will be applicable in each of the unit standards at the same level of competence as described under specific outcomes.

ASSESSMENT CRITERIA

The standards describe competent performance in Public Finance, and lay down the criteria by which competence should be judged, as well as the range of circumstances in which competence should be demonstrated.

Integrated assessment methods and tools will allow the candidate to demonstrate that she/ he has acquired knowledge of and can safely and effectively apply competence in public finance; administration procedures; clear and effective communication skills; resource selection and business principles. These tools include:

1. Written (e.g. tests/case studies/projects)
2. In-situ (on-the-job) observations
3. Simulation
4. Role-play/structured classroom discussions
5. Portfolio of evidence

These methods must be carefully selected based on the purpose of the assessment (For example, the written method of assessing knowledge, or on-job demonstration of practical competence). The assessment must integrate a number of different methods in order to give the assessor reliable and valid proof of competence and evidence of required attitudes.

REQUIREMENTS FOR A PORTFOLIO

Valid, reliable and authentic evidence (presented as a portfolio of evidence) from past achievements and experience which serves to supplement the assessment of applied competence.

The portfolio should include inter alia:

- ?? Written statements from persons (e.g. current and/or previous employer, colleague, peer, manager, external customers) confirming competence of the learner
- ?? Relevant certificates or awards

?? Previous assessment records

?? Journals/logbook

For each Standard there are corresponding performance assessment criteria that describe the evidence which an assessor should use to make judgement on a candidate's competence. Candidates are assessed against these assessment criteria. Currently employed candidates are observed carrying out their normal work duties by an assessor. They may also be asked to carry out simulated tasks and to answer written and/or oral questions.

ACCREDITATION

Training institutions offering the qualifications, or part thereof, shall be accredited in terms of the criteria laid down by the relevant SETA/ETQA. Qualified Assessors will be appointed by the training institutions offering the qualifications and must be registered and accredited with the relevant ETQA.

EMBEDDED KNOWLEDGE

All the outcomes in the unit standards in these qualifications take into account the public sector environment. Each unit standard has a description of the embedded knowledge component.

General Government knowledge	National & Provincial structures
	Government decision-making processes
	Programme setting process
Government specific financial	Public Finance Management Act
	Treasury Regulations to the Public Finance Management Act
	Reforms in budgeting and budgetary systems
	Planning
	Documents for planning and budgeting
	Medium Term Expenditure Framework (MTEF)
	Accountability in the Public Sector
	Best practice guidelines issues by International Treasury
	Procurement in the Public Sector
	Programme setting process
	Project management and project management systems
	Salary and relevant personal and relevant personal salary systems
	Understanding of the MIS and formal reporting systems
	Trading accounts, public entities
	Knowledge of applicable financial systems e.g. FMS, BAS
Occupational Safety Committee directives	
General financial	General Accepted (Recognised) Accounting Practice
	Economic growth
	Effects of unemployment
	Inflation
	Economic activities
	Monetary policy

	Fiscal policy
	Balance of payments
	Exchange rate policy
	Economic problems in a developing country

BENCHMARKING

Defined competencies in the IPFA Structure are closely aligned to comparable designations in the private sector. (However, some differences do exist, for example, a more emphasis on provisioning competencies, less emphasis on taxation.) The range statement/underpinning knowledge differ, for example, no/very little focus on different type of business entities such as partnerships, commercial laws such as estate duty and Companies Act, with more focus on the regulatory public sector environment.

The professionalisation of the financial disciplines in Government will be more effective when Government aligns itself with the accrual accounting basis applied in the private sector. The IPFA tiered membership structure requires competence in terms of an accrual basis of accounting.

In formulating the standards for the National Masters Degree in Public Sector Financial Management, reference has been made to the following:

- ?? South African Institute of Chartered Accounts (SAICA) - CA (Financial Management)
- ?? Canadian Institute of Chartered Accountants – new competency model
- ?? GFOA
- ?? New Zealand Institute of Chartered Accountants
- ?? Public Accountants and Auditors Board (PAAB) - recognition model
- ?? ACCA.

NATIONAL MASTERS DEGREE IN PUBLIC SECTOR FINANCIAL MANAGEMENT (Tier 1)

NQF LEVEL	08
CREDITS	535
PURPOSE	To provide a recognised qualification for learners wishing to enter the Public Sector at the level of a Financial Officer. The qualification provides a structured training programme for learners. Upon successful completion, learners will be eligible to register as a Registered Public Sector Financial Officer at IPFA, and may be able to register with other professional bodies such as ACCA, SAICA, CIMA and CFA.
LEARNING ASSUMED TO BE IN PLACE	National Degree in Public Sector Accounting – level 7
EXIT LEVEL OUTCOMES	
Learners will have the demonstrated ability to consider a range of options in order to make decisions about and evidence performance around various unit standards for the qualification. The learner will have level of competence that is relevant to this specific qualification.	

STANDARDS COMPRISING THE QUALIFICATION			
Number	Standard	Performance level	Credit
FUNDAMENTAL			
50	Conduct work in an ethical manner	2	5
51	Conduct work in a professional manner to enhance the accounting profession	2	5
52	Manage and supervise in an accounting environment	2	10
53	Manage and apply self-management	2	10
54	Monitor and maintain operational management	2	5
TOTAL			35
CORE			
23	Establish a framework for financial reports	2	40
24	Prepare and analyse financial reports	2	40
25	Understand the nature of costs & advise on and evaluate cost classification, cost behaviour & cost volume benefit	2	15
26	The concept of costing & cost management of labour is understood & can be advised on	2	15
27	The concept of costing & cost management of overheads is understood & can be advised on	2	15
28	The management of accounting information systems as it relates to types of costing systems & allocation of costs can be advised on	2	15
29	The process of planning and control as it relates to strategy, budgeting, standard costing and decentralised control are understood, can be applied on commented on	2	30
30	The function & strategic financial management & financial analyses as it relates to		

	the objectives of the entity can be explained & evaluated where appropriate	2	30
31	Techniques for assessing risk can be determined & explained	2	30
32	Performance measurement strategies & techniques can be determined & explained	1	30
33	Working capital policy and management as it relates to accounts receivable & accounts payable can be advised on	2	20
34	Management of suppliers	2	15
36	Management of provisioning environment	2	20
37	Determine and calculate lump -sum benefits	2	15
38	Determine and calculate employee's tax	2	15
39	Identify and value fringe benefits and allowances	2	15
40	Establish the responsibilities, functions & qualities of the internal auditor & Auditor-general	1	10
41	Understand the concepts & principles relevant to the audit function	1	15
42	Establish a framework for the evaluation of internal control	2	30
43	Establish the procedures for obtaining audit evidence	1	10
44	Establish a framework for internal audit	1	20
45	Awareness in the process of reporting audit findings	1	10
TOTAL			455
ELECTIVES (ALL ELECTIVES MUST BE COMPLETED)			
46	Use the computer as a management tool	2	10
47	Participate in the implementation, post-implementation review & maintenance of information systems	2	10
48	Participate in the management of information systems resources	1	10
49	Provide advise on & establish controls appropriate in the information systems environment	2	15
TOTAL			45

RULES OF COMBINATION

All core and fundamental standards must be completed. All electives must be completed to ensure at least 535 credits for the entire National Masters Degree in Public Sector Financial Management is obtained. The list of electives is not exhaustive. The added electives must be at or above the level of this qualification. Any such electives may be sourced from the National Qualifications Framework (NQF), so as long as it (1) relates directly to the industry in which the learner is employed/seeks employment and (2) has been recognised by the relevant National Standards Body (NSB) as learning which equips the learner with competencies which assists in achieving the purpose of this qualification.

CERTIFICATION

Candidates who have successfully completed sufficient unit standards (minimum 535 credits-refer to "Rules of Combination") making up this National Qualification will automatically be awarded a full National Masters Degree Public Sector Financial Management by he ETQA or delegated bodies.

NATIONAL DEGREE IN PUBLIC SECTOR ACCOUNTING (Tier 2)

NQF LEVEL	07
CREDITS	376
PURPOSE	To provide a recognised qualification learners wishing to enter the Public Sector at the level of General Accountant. The qualification provides a structured training programme to learners. Upon successful completion, learners will be eligible to register as a Registered Public Sector General Accountant at IPFA, and may be able to register with other professional bodies such as ACCA, SAICA, CIMA and CFA. This registration provides the opportunity to progress to higher levels of professional qualifications, such as Registered Financial Officer.
LEARNING ASSUMED TO BE IN PLACE	Recording and accounting for cash transactions Recording and accounting for credit transactions Store, retrieve and supply information Maintain financial records and preparing accounts Using information technology Drafting financial statement (Government)
EXIT LEVEL OUTCOMES	Learners will have the demonstrated ability to consider a range of options in order to make decisions about and evidence performance around various unit standards for the qualification. The learner will have level of competence that is relevant to this specific qualification.

STANDARDS COMPRISING THE QUALIFICATION			
FUNDAMENTAL			
Number	Standard	Performance level	Credit
50	Conduct work in an ethical manner	2	2
51	Conduct work in a professional manner to enhance the accounting profession	2	2
52	Manage and supervise in an accounting environment	2	5
53	Manage and apply self-management	2	5
54	Monitor and maintain operational management	2	2
TOTAL			16
CORE			
23	Establish a framework for financial reports	2	40
24	Prepare and analyse financial reports	2	20
25	Understand the nature of costs and advise on & evaluate cost classification, cost behaviour & cost volume benefit	2	10
26	The concept of costing & cost management of labour is understood & can be advised on	2	10
27	The concept of costing & cost management of overheads is understood & can be		

	advised on	2	10
28	The management of accounting information systems as it relates to types of costing systems & allocation of costs can be advised on	2	10
29	The process of planning & control as it relates to strategy, budgeting, standard costing and decentralised control are understood, can be applied on commented on	2	20
30	The function & strategic financial management & financial analyses as it relates to the objectives of the entity can be explained and evaluated where appropriate	2	20
31	Techniques for assessing risk can be determined and explained	2	15
32	Performance measurement strategies & techniques can be determined and explained	1	15
33	Working capital policy & management as it relates to accounts receivable and accounts payable can be advised on	2	15
34	Management of suppliers	2	10
35	Physical handling of materials	2	10
36	Management of provisioning environment	2	15
37	Determine and calculate lump-sum benefits	2	10
38	Determine and calculate employee's tax	2	10
39	Identify and value fringe benefits and allowances	2	10
40	Establish the responsibilities, functions & qualities of the internal auditor & Auditor-general	1	10
41	Understand the concepts & principles relevant to the audit function	1	10
42	Establish a framework for the evaluation of internal control	2	15
43	Establish the procedures for obtaining audit evidence	1	10
44	Establish a framework for internal audit	1	15
45	Awareness in the process of reporting audit findings	1	10
TOTAL			320
ELECTIVES (ALL ELECTIVES MUST BE COMPLETED)			
46	Use the computer as a management tool	2	10
47	Participate in the implementation, post-implementation review & maintenance of information systems	2	10
48	Participate in the management of information systems resources	1	10
49	Provide advise on & establish controls appropriate in the information systems environment	2	10
TOTAL			40

RULES OF COMBINATION

All core and fundamental standards must be completed. All the electives must be completed to ensure at least 3760 credits for the entire National Degree in Public Sector Accounting are obtained. The list of electives is not exhaustive. Electives added must be at or above the level of this qualification. Any such electives may be sourced from the National Qualifications Framework (NQF), so as long as it (1) relates directly to the industry in which the learner is employed/seeks employment and (2) has been recognised by the relevant National Standards Body (NSB) as learning which equips the learner with competencies which assists in achieving the purpose of this qualification.

NATIONAL DIPLOMA IN PUBLIC SECTOR ACCOUNTING (Tier 3)

NQF LEVEL	06
CREDITS	322
PURPOSE	To provide a recognised qualification to learners wishing to enter the Public Sector at the level of Public Sector Accounting Technician. Upon successful completion, learners will be eligible to register as a Registered Public Sector Accounting Technician at IPFA, and may be able to register with other professional bodies such as ACCA, SAICA, CIMA and CFA. This registration provides the opportunity to progress to higher levels of qualifications, such as Registered Public Sector General Accountant.
LEARNING ASSUMED TO BE IN PLACE	Further education and training certificate or equivalent (NQF level 4)
EXIT LEVEL OUTCOMES	Learners will have the demonstrated ability to consider a range of options in order to make decisions about and evidence performance around various unit standards for the qualification. The learner will have level of competence that is relevant to this specific qualification.

STANDARDS COMPRISING THE QUALIFICATION			
Number	Standard	Performance level	Credit
FUNDAMENTAL			
50	Conduct work in an ethical manner	2	2
51	Conduct work in a professional manner to enhance the accounting profession	2	2
52	Manage and supervise in an accounting environment	2	3
53	Manage and apply self-management	2	3
54	Monitor and maintain operational management	2	2
TOTAL			12
CORE			
1	Recording and accounting for cash transactions	2	30
2	Recording and accounting for credit transactions	2	30
3	Recording payroll transactions	2	20
4	Data processing	2	10
5	Communication for accounting	2	10
6	Monitor and maintain a healthy, safe and secure workplace	2	10
7	Create and maintain effective working relationships	2	10
8	Store, retrieve and supply information	2	10
9	Contribute to the effectiveness of workflow	2	10
10	Maintain financial records and preparing accounts	2	20
11	Recording cost information	2	20
12	Preparing reports and returns	2	10
13	Using information technology	2	10

14	Contributing to the management of costs and the enhancement of value	2	20
15	Contribute to the planning and allocation of resources	2	10
16	Managing accounting systems	2	10
17	Drafting financial statements (Government)	2	50
TOTAL			280
ELECTIVES (AT LEAST 30 CREDITS FROM ELECTIVES)			
18	Operating a cash management and credit control system	2	10
19	Evaluating current and proposed activities	2	20
20	Implement audit procedures	2	20
21	Prepare business tax returns	2	10
21(b)	Prepare VAT returns	2	10
22	Prepare personal tax returns	2	10

RULES OF COMBINATION

All core and fundamental standards must be completed. At least 30 credits for electives must be completed to ensure at least 322 credits for the entire National Diploma in Public Sector Accounting are obtained. The list of electives is not exhaustive. These added electives must be at or above the level of this qualification. Any such electives may be sourced from the National Qualifications Framework (NQF), so as long as it (1) relates directly to the industry in which the learner is employed/seeks employment and (2) has been recognised by the relevant National Standards Body (NSB) as learning which equips the learner with competencies which assists in achieving the purpose of this qualification.

The CBET Accounting Technician programme

The CBET programme has a cross-recognition arrangement with the Association of Accounting Technicians in the United Kingdom, which gives learners credit for South African credits completed. The CBET programme will contribute to the following:

- ?? Strengthening of the current human resources capacity to support systems and the implementation of generally recognised accounting practice
- ?? The implementation of a mentorship programme
- ?? Professionalisation of government accounting disciplines
- ?? Enhancement of the skills and competencies of accounting support staff, resulting in increased workplace efficiency and productivity.

Upon successful completion of the full CBET programme, participants will be eligible to register with IPFA as Registered Public Sector Accounting Technicians (Tier 3). Participants who are unable to complete the programme, but gain credits for successful completion of modules, may register as Registered Public Sector Accounts Administrators (Tier 4).

NATIONAL CERTIFICATE IN PUBLIC SECTOR ACCOUNTING (Tier 4)

NQF LEVEL	05
CREDITS	179
PURPOSE	To provide an entry level for learners wishing to enter the Public Sector at the level of Public Sector Accounts Administrator. The qualification provides a structured training programme for learners who have no formal tertiary qualifications. Upon successful completion, the learners will be eligible to register as a Registered Public Sector Accounting Administrator at IPFA, and may be able to register with other professional bodies such as ACCA, SAICA, CIMA and CFA. This registration provides the opportunity to progress to higher levels of qualifications, such as Registered Public Sector Accounting Technician.
LEARNING ASSUMED TO BE IN PLACE	Further education and training certificate or equivalent (NQF Level 4)
EXIT LEVEL OUTCOMES Learners will have the demonstrated ability to consider a range of options in order to make decisions about and evidence performance around various unit standards for the qualification. The learner will have level of competence that is relevant to this specific qualification.	

STANDARDS COMPRISING THE QUALIFICATION AND CREDIT COMPOSITION			
FUNDAMENTAL			
Number	Standard	Performance level	Credit
50	Conduct work in an ethical manner	2	1
51	Conduct work in a professional manner to enhance the accounting profession	2	1
52	Manage and supervise in an accounting environment	1	2
53	Manage and apply self-management	1	2
54	Monitor and maintain operational management	1	1
TOTAL			9
CORE			
1	Recording and accounting for cash transactions	2	30
2	Recording and accounting for credit transactions	2	30
4	Data processing	2	10
5	Communication for accounting	2	10
6	Monitor and maintain a healthy, safe and secure workplace	1	10
7	Create and maintain effective working relationships	2	10
8	Store, retrieve and supply information	2	10
9	Contribute to the effectiveness of workflow	2	10
20	Implement audit procedures	1	20
TOTAL			140

ELECTIVES (AT LEAST THREE ELECTIVES)			
3	Recording payroll transactions	1	20
10	Maintain financial records and preparing accounts	2	20
21	Prepare business tax returns	1	10
21(b)	Prepare VAT returns	1	10
22	Prepare personal tax returns	1	10
34	Management of suppliers	1	10
35	Physical handling of materials	1	10
TOTAL			90

RULES OF COMBINATION

All core and fundamental standards must be completed. At least three electives from the list must be completed to ensure at least 179 credits for the entire National Certificate in Public Sector Accounting are obtained. The list of electives is not exhaustive. Electives could be added and must be at or above the level of this qualification. Any such electives may be sourced from the National Qualifications Framework (NQF), so as long as it (1) relates directly to the industry in which the learner is employed/seeks employment and (2) has been recognised by the relevant National Standards Body (NSB) as learning which equips the learner with competencies which assists in achieving the purpose of this qualification.