

DIPLOMA IN PUBLIC FINANCE

Dip (Public Finance) - NQF Level 6 (360 credits)

Qualification code: DPPF20

SAQA ID: 110046, CHE NUMBER: H/H16/E081CAN

Campus where offered: Ga-Rankuwa, Mbombela and Polokwane campuses

REMARKS

a. Admission requirement(s) and selection criteria:

• APPLICANTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:

Admission requirement(s):

A Senior Certificate or an equivalent qualification, with at least a D symbol at Higher Grade for English and a C symbol at Standard Grade for Mathematics or Accounting.

Selection criteria:

Swedish formula:

SYMBOL	HG VALUE	SG VALUE
A	7	6
B	6	5
C	5	4
D	4	3
E	3	2
F	2	1

To be considered for this qualification, applicants must have a score of **22** or more.

• APPLICANTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE IN OR AFTER 2008:

Admission requirement(s):

A National Senior Certificate with a bachelor's degree, or a diploma, endorsement or an equivalent qualification, with an achievement level of at least 4 for English (home language or first additional language), 4 for Accounting or 3 for Mathematics or Technical Mathematics or 5 for Mathematical Literacy.

Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **23** (with Accounting), or at least **22** (with Mathematics or Technical Mathematics), or at least **24** (with Mathematical Literacy). Life Orientation is excluded for APS calculation.

• APPLICANTS WITH A NATIONAL CERTIFICATE (VOCATIONAL) AT NQF LEVEL 4:

Admission requirement(s):

A National Certificate (Vocational) at NQF Level 4 with a bachelor's degree or a diploma endorsement, with at least 50% for English (home language or first additional language) and 40% for Mathematics or 60% for Mathematical Literacy, 40% for Life Orientation (excluded for APS calculation), and 50% for any other three compulsory vocational subjects.

Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **22** (with Mathematics), or at least **24** (with Mathematical Literacy). Life Orientation is excluded for APS calculation.



- **FOR APPLICANTS WITH A NATIONAL N DIPLOMA AS PUBLISHED IN NATED 191 (NQF LEVEL 5) :**

Admission requirement(s):

A National Senior Certificate (NSC) with at least 50% (APS score of 4) for English, and a National N Diploma (Nated 191: N4/N5/N6) at NQF Level 5, issued by the Council for Quality Assurance in General and Further Education and Training (Umalusi), with at least 40% (APS of 3) for Financial Accounting at NQF Level 5 averaged from the combination of N4 Financial Accounting and N5 Financial Accounting and N6 Financial Accounting at NQF Level 5.

Applicants will be exempted from certain NQF Level 5 modules on the grounds of N4/N5/ N6 modules passed.

- **APPLICANTS WITH QUALIFICATIONS ON THE HIGHER EDUCATION QUALIFICATION SUB-FRAMEWORK (HEQSF) OFFERED BY UNIVERSITIES OF TECHNOLOGY:**

A Higher Certificate in Accounting, or any other equivalent recognised certificate at NQF Level 5. Applicants will be exempted from equivalent modules on condition that 50% per module is achieved.

- b. *Assessment procedure(s):*

No further assessment will be done. Please take note that all completed applications received within the published due dates will be ranked. After consideration of the Departmental Student Enrolment Plan, only the top ranking applicants will be selected. Once a programme is full, a waiting list will be in place to provide an opportunity for applicants to fill places of those who did not register on time. Applicants will be informed of their status per official letter from the Office of the Registrar, alternatively, they can check their application status on the TUT website, www.tut.ac.za.

- c. *Recognition of Prior Learning (RPL), equivalence and status:*

See Chapter 30 of Students' Rules and Regulations.

- d. *Intake for the qualification:*

January only.

- e. *Presentation:*

Day classes.

- f. *Minimum duration:*

Three years.

- g. *Exclusion and readmission:*

See Chapter 2 of Students' Rules and Regulations.

- h. *WIL in Public Finance I, II and III (Simulation):*

See Chapter 5 of Students' Rules and Regulations.

CURRICULUM

FIRST YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
ACL125X	Academic Literacy I (block module)	(5)	(2)	
CPI105X	Computer Literacy I	(5)	(10)	
LF1125X	Life skills I (block module)	(5)	(2)	
PFA105D	Public Finance Administration I	(5)	(20)	



WPF105D	WIL in Public Finance I (Simulation)	(5)	(20)
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FIRST SEMESTER

CUA115X	Communication for Academic Purposes I	(5)	(10)
FAA115D	Financial Accounting IA	(5)	(12)
PFM115D	Public Finance Management I	(5)	(10)

SECOND SEMESTER

ADC115D	Advanced Communication I	(5)	(12)
FAB115D	Financial Accounting IB	(5)	(12)
PFC115D	Public Finance and Accounting I	(5)	(10)

TOTAL CREDITS FOR THE FIRST YEAR: **120**

SECOND YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
WPF206D	WIL in Public Finance II (Simulation)	(6)	(20)	WIL in Public Finance I (Simulation)

FIRST SEMESTER

ASY216D	Public Accounting Systems II	(6)	(10)	Computer Literacy I
AUA216D	Auditing IIA	(6)	(12)	Financial Accounting IA Financial Accounting IB
FAA216D	Financial Accounting IIA	(6)	(12)	Financial Accounting IA Financial Accounting IB
PFM216D	Public Finance Management II	(6)	(10)	Public Finance Management I

SECOND SEMESTER

AUB216D	Auditing IIB	(6)	(12)	Financial Accounting IA Financial Accounting IB
FAB216D	Financial Accounting IIB	(6)	(12)	Financial Accounting IA Financial Accounting IB
MCN215D	Macro Economics I	(5)	(12)	
PFC216D	Public Finance and Accounting II	(6)	(8)	Public Finance and Accounting I
PFW215D	Public Finance Law II	(5)	(12)	

TOTAL CREDITS FOR THE SECOND YEAR: **120**

THIRD YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
PFM306D	Public Finance Management III	(6)	(18)	Public Finance Management II
PPS306D	Professional Standards and Ethics in Public Sector I	(6)	(12)	
WPF306D	WIL in Public Finance III (Simulation)	(6)	(20)	WIL in Public Finance II (Simulation)

FIRST SEMESTER

AUA316D	Auditing IIIA	(6)	(12)	Auditing IIA Auditing IIB
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FAA316D	Financial Accounting IIIA	(6)	(12)	Financial Accounting IIA Financial Accounting IIB
TAX315D	Taxation I	(5)	(12)	Financial Accounting IA Financial Accounting IB

SECOND SEMESTER

AUB316D	Auditing IIIB	(6)	(12)	Auditing IIA Auditing IIB
FAB316D	Financial Accounting IIIB	(6)	(12)	Financial Accounting IIA Financial Accounting IIB
PFW316D	Public Finance Law III	(6)	(10)	Public Finance Law II
TOTAL CREDITS FOR THE THIRD YEAR:			120	
TOTAL CREDITS FOR THE QUALIFICATION:			360	

MODULE INFORMATION (OVERVIEW OF SYLLABUS)

The syllabus content is subject to change to accommodate industry changes. Please note that a more detailed syllabus is available at the Department or in the study guide that is applicable to a particular module. At time of publication, the syllabus content was defined as follows:

A

ACADEMIC LITERACY I (ACL125X)

CONTINUOUS ASSESSMENT

(Module custodian: Directorate of Library and Information Services)

Introduction of information literacy. Development of a search strategy and application of a search string to search engines and academic databases. Evaluation of information sources. Ethical and legal use of information. (Total notional time: 20 hours)

ADVANCED COMMUNICATION I (ADC115D)

1 X 3-HOUR PAPER

(Module custodian: Department of Auditing)

Written communication in general, meeting procedures, structure and writing reports, editing of reports, oral communication in general, interpretation of complex verbal communication, presentation skills for complex and sensitive topics and issues and convey alternative viewpoints. (Total notional time: 120 hours)

AUDITING IIA (AUA216D)

1 X 3-HOUR PAPER

(Module custodian: Department of Auditing)

External Audit and its postulates. Foundation for auditing principles and practice. Auditing as a professional career choice. The South African Institute for Chartered Accountants (SAICA) code of ethics. Basic business structures, how a business operates and various cycles within a business illustrating key business concepts like objectives, risks and controls and various operational activities within a business. Development of critical thinking skills in real life scenarios and how to work independently. (Total notional time: 120 hours)

AUDITING IIB (AUB216D)

1 X 3-HOUR PAPER

(Module custodian: Department of Auditing)

Foundation for internal auditing principles and practice with its primary focus on internal audit. Internal auditing as a professional career choice. The Institute of Internal Audit (IIA) code of ethics. Basic business structures, how a business operates and various cycles within a business illustrating key business concepts like objectives, risks and controls and various operational activities within a business. Development of critical thinking skills in real life scenarios and how to work independently. The different role players in a business and internal auditor's role and interaction with these various key role players. (Total notional time: 120 hours)



AUDITING IIIA (AUA316D)**1 X 3-HOUR PAPER****(Module custodian: Department of Auditing)**

Professional standards, methodologies and processes applied by auditors in their work. Students will also be exposed to the Code of Professional Conduct for auditors. They will learn methodologies to be applied to gather audit evidence that should enable them to express audit opinions on the information contained in the financial statements. The student will also be exposed to the South African tax legalisation and corporate law. (Total notional time: 120 hours)

AUDITING IIIB (AUB316D)**1 X 3-HOUR PAPER****(Module custodian: Department of Auditing)**

The essential objective of the module is to help students fully grasp professional standards, methodologies and processes applied by auditors in their work. Students will also be exposed to the Code of Professional Conduct for auditors. Students will learn methodologies to be applied to gather audit evidence that should enable them to express audit opinions on the information contained in the financial statements. The students will also be exposed to the South African tax legalisation and corporate law as well as elements of conducting an external audit on a company's financial statements and control environments. (Total notional time: 120 hours)

C**COMMUNICATION FOR ACADEMIC PURPOSES I (CUA115X)****1 X 3-HOUR PAPER****(Module custodian: Department of Auditing)**

A workable knowledge of English is an essential skill for any graduate who is required to conduct themselves successfully in a professional working environment. This module will equip students with the competencies required to compose a selection of written texts related to communicating both internally and externally within a professional environment. In addition, the module includes strategies that are essential for the effective communication in various situations, including small groups to avoid unproductive conflict, a multicultural context, etc. (Total notional time: 100 hours)

COMPUTER LITERACY I (CPI105X)**CONTINUOUS ASSESSMENT****(Module custodian: End User Computing Unit)**

This module provides foundational knowledge in computing fundamentals, essential digital skills in key applications based on MS Office Suite and network basics (i.e. MS Outlook and Internet). Online exams are mapped with End-User Computing: SAQA 49077 (61591) Core Element as well as Internet and Computing Core Certification (IC3). (Total notional time: 100 hours)

F**FINANCIAL ACCOUNTING IA (FAA115D)****1 X 3-HOUR PAPER****(Module custodian: Department of Accounting)**

The module introduces the accounting process for recording of transactions from source documents through to the financial statements of a sole trader. The focus is on the measurement and recognition of Value Added Tax (VAT), assets, liabilities, income and expenses; recognition of accounting adjustments and period end adjustments. (Total notional time: 120 hours)

FINANCIAL ACCOUNTING IB (FAB115D)**1 X 3-HOUR PAPER****(Module custodian: Department of Accounting)**

The module will re-enforce the accounting process for recording of transactions from source documents through to the financial statements of a partnership, close corporation and non-profit organisation. The focus is on the measurement and recognition of Value Added Tax (VAT), assets, liabilities, income and expenses; statement of cash-flow, the disposal of non-current assets, recognition of accounting adjustments and period end adjustments. (Total notional time: 120 hours)

FINANCIAL ACCOUNTING IIA (FAA216D)**1 X 3-HOUR PAPER****(Module custodian: Department of Accounting)**

Requirements of the Companies Act, 2008 (Act No. 71 of 2008) in respect of the preparation of a set of financial statements; the accounting framework and presentation of financial statements; property, plant and equipment, inventories, revenue, events after reporting period and change in accounting policies, estimates and prior period's error. (Total notional time: 120 hours)



FINANCIAL ACCOUNTING IIB (FAB216D)**1 X 3-HOUR PAPER****(Module custodian: Department of Accounting)**

Introduction to group financial statements (simple group structure, elimination of intergroup transactions), the statement of cash flows, the accounting treatment and disclosure of income tax including deferred tax, foreign exchange transactions, earnings and dividends per share and analysis of financial statement. (Total notional time: 120 hours)

FINANCIAL ACCOUNTING IIIA (FAA316D)**1 X 3-HOUR PAPER****(Module custodian: Department of Accounting)**

A broad overview of the framework and Presentation of financial statement (IAS 1), Income tax (IAS 12), Property, plant and equipment ((IAS 12) and (IFRS 13)), Impairment of assets (IAS 36), Intangible assets (IAS 38), Earnings per share (IAS 33) and Leases (IAS 17). (Total notional time: 120 hours)

FINANCIAL ACCOUNTING IIIB (FAB316D)**1 X 3-HOUR PAPER****(Module custodian: Department of Accounting)**

Recording and disclosure of financial information as required by the accounting standards. The syllabus covers the following topics: Consolidated financial statements, Cash flow statements (IAS 7). Accounting policies, Change in accounting estimates and errors (IAS 8), Interpretation of financial statements; Borrowing costs (IAS 23) and Foreign currency transaction ((IAS 30) and (IFRS 7)). (Total notional time: 120 hours)

L**LIFE SKILLS I (LFI125X)****CONTINUOUS ASSESSMENT****(Module custodian: Directorate of Student Development and Support)**

Personal, socio-emotional and academic skills development for students in higher education. This module includes 1. Intra- and interpersonal skills (e.g. emotional intelligence, relationships, and conflict management); 2. General study skills (e.g. time management, goal setting, learning styles); 3. Health and wellness (e.g. HIV/AIDS, GBV issues, substance abuse); 4. Student life and adjustment (e.g. identity development, adjusting to a higher education environment); and 5. Financial management. (Total notional time: 20 hours)

M**MACRO ECONOMICS I (MCN215D)****1 X 3-HOUR PAPER****(Module custodian: Department of Economics)**

This module presents principles of macroeconomics and their applications in the context of goods and financial markets. Macroeconomic models such as AD-AS and IS-LM will be applied to real world scenario to demonstrate macroeconomic concepts such as economy's output levels and determination of interest rates. (Total notional time: 120 hours)

P**PROFESSIONAL STANDARDS AND ETHICS IN PUBLIC SECTOR I (PPS306D)****1 X 3-HOUR PAPER****(Module custodian: Department of Public Sector Finance)**

Work and workplace ethics, professional standards and code of conduct as prescribed by relevant national and international professional bodies, fundamental principles and threats to comply with being professional and ethical decisions and analysis of behaviour. (Total notional time: 120 hours)

PUBLIC ACCOUNTING SYSTEMS II (ASY216D)**CONTINUOUS ASSESSMENT****(Module custodian: End User Computing Unit)**

This module provides students with the skills to install and operate both Pastel Evolution and VIP Payroll. This module focuses on the computerised accounting system that includes the creation of records, doing revenue and expenditure assets and liabilities transactions electronically. It includes a Payroll system that accommodates all aspects of salaries, taxation and resignation of employees. (Total notional time: 100 hours)

PUBLIC FINANCE AND ACCOUNTING I (PFC115D)**CONTINUOUS ASSESSMENT****(Module custodian: Department of Public Sector Finance)**

An introduction to public sector accounting, covering how government accounts for revenue and expenditure in the ledger accounts using appropriate public sector accounting standards; procedures applied by government in its procurement process and calculation thereof when choosing a supplier for goods and services. (Total notional time: 100 hours)



PUBLIC FINANCE AND ACCOUNTING II (PFC216D)**CONTINUOUS ASSESSMENT***(Module custodian: Department of Public Sector Finance)*

Ledger accounts and interface processes used in government to account for salaries paid to government employees, the compilation of a monthly bank reconciliation statement as well as debtor management using government procedures. (Total notional time: 80 hours)

PUBLIC FINANCE ADMINISTRATION I (PFA105D)**1 X 3-HOUR PAPER***(Module custodian: Department of Public Sector Finance)*

Administering of all three spheres of government in South Africa as well as the processes and procedures undertaken in the public financial management and formation and functions of parliament. (Total notional time: 200 hours)

PUBLIC FINANCE LAW II (PFW215D)**1 X 3-HOUR PAPER***(Module custodian: Department of Public Sector Finance)*

Constitution of the Republic of South Africa, Public Finance Management Act, 1999 (Act No. 1 of 1999), Municipal Finance Management Act, 2003 (Act No. 53 of 2003) and basic knowledge regarding terminology used in different legislation. (Total notional time: 120 hours)

PUBLIC FINANCE LAW III (PFW316D)**1 X 3-HOUR PAPER***(Module custodian: Department of Public Sector Finance)*

Legislation applicable on local government, revenue and revenue generated legislation and budget procedures as prescribed by different legislation. (Total notional time: 100 hours)

PUBLIC FINANCE MANAGEMENT I (PFM115D)**CONTINUOUS ASSESSMENT***(Module custodian: Department of Public Sector Finance)*

Introduction into public sector finance management, covering how government finance are managed using appropriate costing techniques in the public sector and basic techniques to calculate a budget. (Total notional time: 100 hours)

PUBLIC FINANCE MANAGEMENT II (PFM216D)**CONTINUOUS ASSESSMENT***(Module custodian: Department of Public Sector Finance)*

Cash Flow Management. Asset management. Budgeting. (Total notional time: 100 hours)

PUBLIC FINANCE MANAGEMENT III (PFM306D)**CONTINUOUS ASSESSMENT***(Module custodian: Department of Public Sector Finance)*

Year-end annual financial statements and the notes to the annual financial statements; Compile annual financial statements and meet the disclosure requirements of the Modified Cash Standard, Treasury Regulation and PFMA. (Total notional time: 180 hours)

T**TAXATION I (TAX315D)****1 X 3-HOUR PAPER***(Module custodian: Department of Accounting)*

A broad overview of the different South African taxes with specific reference to income tax and the related topics of gross income, exempt income and deductions; fringe benefits; employees' tax; provisional tax and taxes on non-residents. (Total notional time: 120 hours)

W**WIL IN PUBLIC FINANCE I (SIMULATION) (WPF105D)****WORK-INTEGRATED LEARNING***(Module custodian: Department of Public Sector Finance)*

Compile accounting records manually from source documents, analysis of accounting records, draft a basic budget using excel and debate the processes that will enhance community participation. (Total notional time: 200 hours)

WIL IN PUBLIC FINANCE II (SIMULATION) (WPF206D)**WORK-INTEGRATED LEARNING***(Module custodian: Department of Public Sector Finance)*

Create and compile a set of books for a national department or municipality using the prescribed computerised accounting system, analyse the information of the department/municipality and interpret the results, draft a cash flow budget using excel and debate the processes that is prescribed in the legislation to ensure community engagement. (Total notional time: 200 hours)



WIL IN PUBLIC FINANCE III (SIMULATION) (WPF306D)
(Module custodian: Department of Public Sector Finance)

WORK-INTEGRATED LEARNING

Add the full budget to the information of the simulated department; Compile a complete set of financial statements for the simulated department according to GRAP standards; Discussion and implementation of disciplinary action regarding unethical behaviour, should fraud be made. (Total notional time: 200 hours)

