



# MEMORANDUM

Chief Director: Human Resources

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**TO:** Members of the GMM

**FROM:** **Victor Mothobi**  
Chief Director: Human Resources

**DATE:** 11 September 2018

**RE:** Nominations for the AAT Programme for 2019

Dear colleagues

Stellenbosch University (SU) decided that staff members should be afforded the opportunity from 2012 to obtain a formal finance qualification. For this purpose, the SU introduced a programme of the Association of Accounting Technicians (AAT) referred to as the AAT Programme. Staff employed at the SU has the chance to take part in the AAT Programme annually, subject to a nomination and selection process. Some 130 staff members completed the first six programmes.

In 2006, the AAT was recognised by the Seta for Finance, Accounting, Management Consulting and Other Financial Services (FASSET) as a quality assurance partner, and in 2007 a memorandum of understanding was signed with the South African Institute of Chartered Accountants (SAICA) to advance and facilitate the education, training and development of accounting technicians in South Africa. The AAT accounting qualification is accredited in the regulatory credit framework and comprises a suite of competency-based qualifications at levels 3, 4 and 5 of the South African National Qualifications Framework (NQF).

Certificate: Accounting Technician (NQF 3)
FET Certificate: Accounting Technician (NQF 4 )
Higher Certificate in Accounting (NQF Level 5

The SU intends to offer staff members the opportunity once again to take part in the seventh AAT Programme in 2019. The SU intends to present the Certificate: Accounting Technician (NQF 3) and/or the FET Certificate: Accounting Technician (NQF 4) programmes.

As the SU regards the continued professional development of its staff as a strategic priority, it would be appreciated if you could nominate persons from your environment for the AAT Programme. The target group comprises staff who are mostly, but not exclusively,

responsible for finances but who do not necessarily have the required qualifications. The target group also includes SU staff members in administrative positions (post levels 9-12) who perform excellently and who show potential (talent).

- Prospective learners must submit their applications by e-mail ([alviraa@sun.ac.za](mailto:alviraa@sun.ac.za)), by **8 October 2018**. Learners must indicate their job level, job title and highest qualification. The criteria to be considered when finalising the 2019 AAT Programme include the number of applications received and the availability of funds.
- The nominated persons will be contacted and the appointed provider of the learnerships will present an information session for the potential learners. Staff members will be evaluated and consulted during these sessions to ensure that they are placed according to the correct programme level.
- A panel will deal with the final acceptance and approval of the nominations. The number of learners will also be evaluated in terms of the availability of funds.
- If their applications are successful, learners and managers of learners will be informed by **30 November 2018** of the decisions.
- Prospective learners and their managers will subsequently be required to sign a so-called agreement of devotion that will compel learners and their managers to be 100% committed to the AAT Programme.
- The costs incurred by the University, and especially additional costs such as re-evaluations, can and will be recovered from the relevant individual in the case of a learner being unsuccessful.
- The AAT Programme will be presented at the University.
- According to the AAT Programme, all learners will be obliged to attend two to three days of formal full-day sessions per month.
- The AAT Programme also includes a monthly formal skills assessment of two to three hours.
- The Programme will be presented over a period of one year, after which the final certification will be done.
- The cost of the AAT Programme comes to approximately R25 000 per learner and is fully funded from the SU's skills fund.

Information about the AAT Programme is available on the homepage of the AT (SA) at <http://www.accountingtechniciansouthafrica.co.za/>. Please contact Alvira Albertus at 021 8082966 or [alviraa@sun.ac.za](mailto:alviraa@sun.ac.za) should you require further information.

Kind regards



**VL Mothobi**

**CHIEF DIRECTOR: HUMAN RESOURCES**