



# TAX TECHNICIAN PREPARATION COURSE

INITIAL TEST OF COMPETENCE  
NOVEMBER 2017



## **1. BACKGROUND OF OXBRIDGE TRAINING INSTITUTE (OTI)**

OTI is a private training company, specialising in the field of financial training. OTI is an accredited service provider that, in line with the Government's National Skills Development Strategy, supports national and sectoral growth, development and equity principles.

The purpose of training is to ensure employees are adequately equipped to meet the requirements of their current positions and grow professionally.

OTI's intention is to develop a skilled, competent and confident workforce through training interventions that would equip and enhance the growth of the learner, their employer and society. We aim to achieve this through:

- nationally recognised and accredited learning programmes;
- needs analysis and relevance to business needs; and
- improved skills and work performance.

OTI's newly appointed General Manager was part of the development team of the Tax Professional Occupational Qualification and successfully registered the Qualification with the QCTO and subsequently the Learnership with the Department of Higher Education and Training (DHET). She was the Learner Facilitator as the DQP (Development Quality Partner) for the Tax Technician Occupational Qualification and successfully developed, implemented and registered the Qualification and Learnership.

## 2. TAX TECHNICIAN PREPARATION COURSES

The purpose of the Tax Technician Preparation Courses is to ensure that learners are adequately equipped and prepared for the South African Institute of Tax Professionals (SAIT) Tax Technician Qualification Assessments.

*The name of the SAIT Tax Technician Knowledge Competency Assessment (KCA) changed to the SAIT Tax Technician Initial Test of Competence (ITC). The Syllabus and the rules and regulations changed as well. Each learner on the preparation course would receive the new syllabus and rules and regulations.*

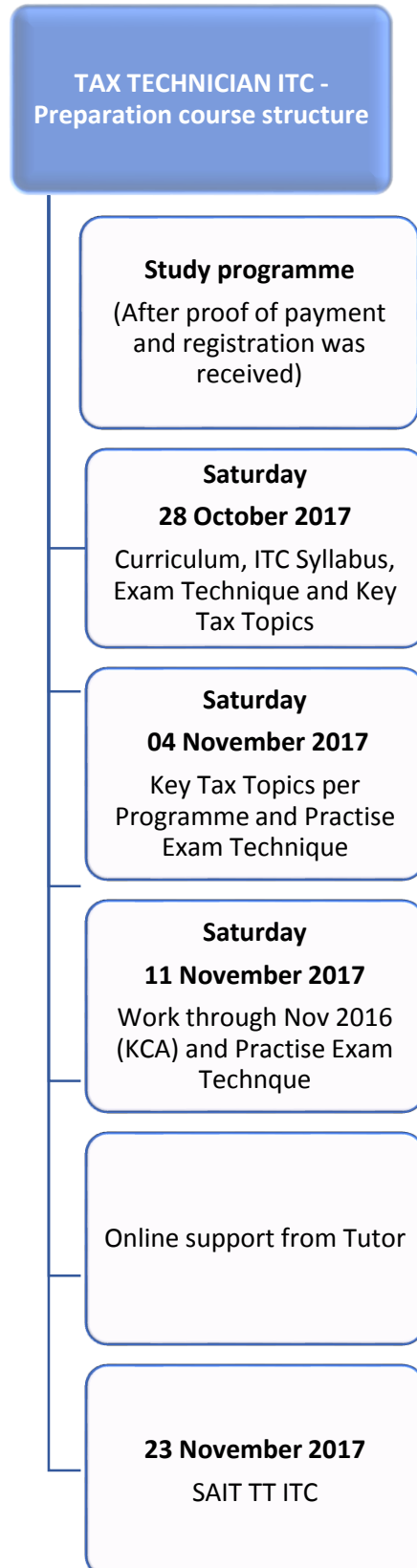
The preparation courses integrate a more practical aspect to the preparation towards the Tax Technician Knowledge ITC and Tax Technician External Integrated Summative Assessment (EISA), with contact sessions focussing mainly on exam technique and on doing practical questions, whilst also using the opportunity to revise key technical aspects.

OTI successfully presented the preparation course for the SAIT Tax Technician KCA written in November 2016. Ninety (90) learners attended the OTI preparation course of which over 70% of the learners passed the SAIT Tax Technician KCA.

OTI only appoints highly qualified tutors, mostly with a CA (SA) qualification and Master degrees in Taxation. All tutors work / have worked in the private sector for many years. By having top qualified staff, we ensure that we provide quality education to each learner.

The preparation courses are developed to empower and motivate the learners and are designed to the needs of a learner attempting the SAIT Assessments.

## 2.1 COURSE STRUCTURE



The study information package consists of:

- The Tax Technician Curriculum, ITC Syllabus and learner guide;
- A programme that contains the information's of the topics that would be discussed each day;
- Slides of all the tax topics that would be discussed in class;
- Previous KCA exam questions and answer papers that will be discussed in class and that learners can work through;
- Access to the recordings of the preparation course, 3 days after the session was recorded and
- Assistance via email to a highly qualified tutor to assist with any questions.

*We recommend that each learner work through the November 2016 SAIT KCA Papers and all the topics according the Tax Technician Curriculum before the preparation course starts. Learners should work through the November 2016 Tax Technician KCA exam paper prior to the commencement of the preparation course. This will ensure that learners are technically sound before the preparation course starts.*

**Preliminary programme:**

<b><u>Dates:</u></b>	<b><u>Topics</u></b>
<b>Saturday, 28 October 2017</b>	1. SAIT Curriculum, ITC Syllabus and Exam Technique 2. Individual Tax 3. Employees' Tax 4. Provisional Tax 5. Tax Administration Act
<b>Saturday, 04 November 2017</b>	1. Trusts 2. Partnerships 3. Farming 4. VAT 5. Corporate Tax
<b>Saturday, 11 November 2017</b>	1. Analysis of Financial Statements 2. Ethics and Risks 3. Work through November 2016 KCA Exam Paper

## 2.2 WHO SHOULD ATTEND AND WHY?

Learners who are preparing for the November 2017 SAIT Tax Technician ITC exam.

- Expand learner's knowledge and deepen understanding of the key tax topics.
- Improve exam technique and skills to generate marks.
- Identification of relevant and practical issues.
- Motivation, planning and structure in preparing for the ITC.
- Online support from course tutor.

## 2.3 ADMINISTRATIVE ARRANGEMENTS

### 2.3.1 Enrolment

Enrolments are open for the Tax Technician Preparation Course from **Monday, 7 August 2017 until close of business on Thursday, 28<sup>th</sup> September 2017.**

To enrol, please complete **Annexure A: Registration Form** and **Annexure B: Invoice Template**, as attached.

Payment must be made in full before commencement of the preparation course. Once proof of payment is received by OTI, learner registration will be confirmed.

### 2.3.2 Dates of Preparation course

- Saturday, 28 October 2017
- Saturday, 04 November 2017, and
- Saturday, 11 November 2017

### 2.3.3 Venue for Saturday's scheduled contact sessions

Oxbridge Training Institute  
Block A, Glen Gables Office Park  
c/o Lynnwood Road and January Masilela Drive  
Lynnwood Glen, 0081

### 2.3.4 Time

9:00 – 14:00

### 2.3.5 Mode of delivery

Contact session classes. Distance learning support is available on request.

### 2.3.6 Mode of instruction

English.

### 2.3.7 Cost per Learner

R3 990 (incl VAT).

### 2.3.8 Catering

Learners should bring their own snacks and lunch. Water, tea and coffee will be provided.

### 2.3.9 Learners should bring the following to the contact sessions

- learner's attempt of the November 2016 Tax Technician KCA
- study information pack
- pen and paper
- calculator
- any current published tax textbooks and Tax Acts
- recommended book: SILKE: South Africa Income Tax 2017

Authors: Madeleine Stiglingh, Aletta Koekemoer, Linda van Syl,  
Jolanie Wilcocks, Redge de Swart  
Publisher: LexisNexis South Africa

## 3. CONTACT DETAILS

### TAX PROGRAMMES MANAGER:

Contact person: Juanita Dolphin

Email: [juanita@oxbridgetraining.co.za](mailto:juanita@oxbridgetraining.co.za)

Telephone number: 012 348 3888

### OTI GENERAL MANAGER:

Contact person: Ronel de Kock

Email: [ronel@oxbridgetraining.co.za](mailto:ronel@oxbridgetraining.co.za)

Telephone number: 012 348 3888