

BASIC TAXATION
SUMMATIVE ASSESSMENT

Module #	331301000-KM-05
NQF Level	L04
Notional hours	50
Credit(s)	Cr5
Development Quality Partner	Quality Council for Trades and Occupations (QCTO)
Occupation Specialization	or 331301000; Bookkeeper
Associated Occupation	Bookkeeper

Name	
Contact Address	
Telephone (H)	
Telephone (W)	
Facsimile	
Cellular	
E-mail	

Purpose:

The main focus of the learning in this knowledge module is to build an understanding of the overview of the South African tax system as it applies to all forms of income, general deductions and all classification of taxpayers. On completion of this module students will have a detailed knowledge of the Income Tax Act, the computation of VAT as it applies to the calculation of special deductions, capital allowances and capital gains tax for business and individual entities.

Topic elements to be covered include:

- ✓ KM-05-KT01: Tax Compliance (20%)
- ✓ KM-05-KT02: Income Tax regulations and public notice governing the application to become a taxpayer (20%)
- ✓ KM-05-KT03: Key tax concepts (40%)

Exemptions

None

Entry Requirements:

An NQF Level 4 qualification with Mathematical Literacy and Communication in English.

Provider Accreditation Requirements for the Knowledge Module

Physical Requirements:

- ✓ The provider must have lesson plans and structured learning material or provide learners with
- ✓ Access to structured learning material that addresses all the topics in all the knowledge modules.

In addition, the following must be provided:

- A computer with the necessary software per student in class
- Printers
- Access to internet facilities
- Distance and e-learning modalities available to learners

Provider Accreditation Requirements for the Knowledge Module

Human Resource Requirements:

- ✓ Lecturer/learner ratio of 1:20 (Max)
- ✓ Lecturers need to be qualified at a Level 6 or higher in the relevant field or have at least 5 years' relevant experience in Computerised Financial Systems.
- ✓ It would be advantageous if lecturers are registered with a relevant accounting Professional Body for Continuous Professional Development purposes
- ✓ Assessor and Moderator have professional recognition in the Computerised Financial Systems field

Provider Accreditation Requirements for the Knowledge Module

Legal Requirements:

- ✓ Legally compliant venue, (i.e. Fire protection services, OHS and other legislation)
- ✓ Code of Conduct
- ✓ Approved and accredited by the relevant AQP as per QCTO requirements

Venue, Date and Time:

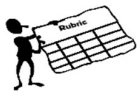
Consult your facilitator should there be any changes to the venue, date and/or time.

Assessments:

The only way to establish whether you are competent and have accomplished the learning outcomes is through continuous assessments. This assessment process involves interpreting evidence about your ability to perform certain tasks. You will be required to perform certain procedures and tasks during the training programme and will be assessed on them to certify your competence.

This module includes assessments in the form of self-evaluations/activities and exercises. The exercises, activities and self-assessments will be done in pairs, groups or on your own. These exercises/activities or self-assessments (Learner workbook) must be handed to the facilitator. It will be added to your portfolio of evidence, which will be proof signed by your facilitator that you have successfully performed these tasks.

Listen carefully to the instructions of the facilitator and do the given activities in the time given to you.

 Books	This icon means that other books are available for further information on a particular topic/subject.
 References	This icon refers to any examples, handouts, checklists, etc....
 Important	This icon represents important information related to a specific topic or section of the guide.
 Activities	This icon helps you to be prepared for the learning to follow or assist you to demonstrate understanding of module content. Shows transference of knowledge and skill.
 Exercises	This icon represents any exercise to be completed on a specific topic at home by you or in a group.
 Tasks/Projects	An important aspect of the assessment process is proof of competence. This can be achieved by observation or a portfolio of evidence should be submitted in this regard.
 Workplace Activities	An important aspect of learning is through workplace experience. Activities with this icon can only be completed once a learner is in the workplace
 Tips	This icon indicates practical tips you can adopt in the future.
 Notes	This icon represents important notes you must remember as part of the learning process.

BASIC TAXATION (BT) —ASSESSMENT

Instructions to Learner

- Answer all questions.
- Write your answers in the spaces provided.
- Marks are indicated for each question.

QUESTIONS

SECTION IAC0100

IAC0101

Complete the VAT 101e form in compliance with the regulations. (10 Marks)

Answer:

IAC0102

Completion of the IT 77 form for individuals and business entities in compliance with the regulations. (10 Marks)

Answer:

IAC0103

Recording transactions accurately and prepare supporting documentation for the completion of VAT 201. (10 Marks)

Answer:

IAC0104

Calculation of employee taxes and preparing supporting documents including IRP 5 codes for the EMP 201. (10 Marks)

Answer:

SECTION IAC0200

IAC0201

Complete the VAT 101e form in compliance with the regulations. (10 Marks)

Answer:

IAC0202

Completion of the IT 77 form for individuals and business entities in compliance with the regulations. (10 Marks)

Answer:

IAC0203

Recording transactions accurately and prepare supporting documentation for the completion of VAT 201. (10 Marks)

Answer:

IAC0204

Calculation of employee taxes and preparing supporting documents including IRP 5 codes for the EMP 201. (10 Marks)

Answer:

SECTION IAC0300

IAC0301

Complete the VAT 101e form in compliance with the regulations. (10 Marks)

Answer:

IAC0302

Completion of the IT 77 form for individuals and business entities in compliance with the regulations. (10 Marks)

Answer:

IAC0303

Recording transactions accurately and prepare supporting documentation for the completion of VAT 201. (10 Marks)

Answer:

IAC0304

Calculation of employee taxes and preparing supporting documents including IRP 5 codes for the EMP 201. (10 Marks)

Answer:

SECTION IAC0400

IAC0401

Complete the VAT 101e form in compliance with the regulations. (10 Marks)

Answer:

IAC0402

Completion of the IT 77 form for individuals and business entities in compliance with the regulations. (10 Marks)

Answer:

IAC0403

Recording transactions accurately and prepare supporting documentation for the completion of VAT 201. (10 Marks)

Answer:

IAC0404

Calculation of employee taxes and preparing supporting documents including IRP 5 codes for the EMP 201. (10 Marks)

Answer:

TOTAL MARKS: 160

Facilitator Feedback & Remarks	
Assessment Judgement	
Competent(Tick/Cross) ☐	Not Yet Competent(Tick/Cross) ☐
Action/s required (if any):	
By when:	
Learner Feedback & Comments	

Declaration by the Learner

I (Learner) declare that I am satisfied that the feedback given to me by the Facilitator was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment event.

Declaration by the Facilitator

I (Facilitator) hereby certify that I have examined the learner workbook and I am satisfied with the evidence provided by the learner.

Declaration by the Assessor

I (Assessor) hereby certify that I have examined the learner workbook and I am satisfied with the Facilitator Judgment of this assessment.

Learner (Sign)	Date	Facilitator (Sign)	Date
Assessor (Sign)	Date	Moderator (Sign)	Date