



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Tax Responsibilities for Self-Employed Individuals

Business, Commerce and Management Studies / Finance, Economics and Accounting

Unit Standard 252144 · NQF Level 2 · 2 Credits · 1 Day

COURSE OVERVIEW

This course equips self-employed individuals with the knowledge to identify and fulfill their tax responsibilities in South Africa. Participants will learn about tax registration, record-keeping, provisional tax, VAT, and compliance requirements to avoid penalties and manage their tax affairs effectively.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	252144
Accreditation	SAQA Accredited · NQF Level 2 · 2 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Identify the tax registration requirements for self-employed individuals in South Africa.
- Apply the principles of record-keeping and documentation for tax purposes.
- Analyze the implications of provisional tax and VAT for self-employed persons.
- Demonstrate the process of completing and submitting tax returns accurately.
- Evaluate the consequences of non-compliance with tax laws and regulations.
- Implement strategies to manage tax liabilities and minimize penalties.

WHO SHOULD ATTEND

- This course is designed for self-employed individuals, freelancers, independent contractors, and small business owners in South Africa who need to understand and manage their tax obligations.

COURSE OUTLINE

Day 1: Understanding Tax Responsibilities for Self-Employed Individuals

- Introduction to self-employment and tax obligations
- Registering as a taxpayer and for provisional tax
- Allowable business expenses and capital allowances
- Completing the ITR12 tax return
- Provisional tax payments and penalties
- Record-keeping requirements and best practices
- Common tax pitfalls for self-employed individuals
- Resources and support from SARS

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **2 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Mauritius
11 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 252144) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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