



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

Employee Tax Responsibilities in South Africa

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

Unit Standard 252145 · NQF Level 2 · 2 Credits · 1 Day

COURSE OVERVIEW

This course equips employed individuals with a clear understanding of their tax responsibilities under South African law. Learners will gain practical knowledge of how to comply with tax obligations, including completing tax returns and understanding tax certificates. The course ensures that employees can confidently manage their personal tax affairs and avoid common pitfalls.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	252145
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

- Apply the principles of South African tax law to identify personal tax responsibilities as an employed individual.
- Analyze different types of income and deductions to accurately complete a tax return.
- Evaluate the tax implications of fringe benefits and allowances received from an employer.
- Demonstrate the correct procedures for submitting tax returns and making payments to SARS.
- Implement record-keeping practices to support tax compliance and respond to SARS queries.
- Interpret tax certificates (IRP5/IT3(a)) and understand their role in the tax process.

WHO SHOULD ATTEND

- This course is designed for employed individuals in South Africa who need to understand their personal tax obligations.
- It is suitable for employees at all levels, from entry-level to management, who want to ensure compliance with SARS requirements.

COURSE OUTLINE

Day 1: Understanding Employee Tax Responsibilities

- Overview of South African tax legislation (Income Tax Act, SARS requirements)
- Employee vs independent contractor classification
- PAYE (Pay-As-You-Earn) calculation and withholding
- UIF (Unemployment Insurance Fund) contributions
- SDL (Skills Development Levy) obligations
- Tax directives: when and how to apply
- Issuing IRP5/IT3(a) certificates and tax reconciliation
- Penalties and interest for non-compliance

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	Pretoria, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Mauritius
13 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Abu Dhabi, UAE
18 Aug 2026	18 Aug 2026	On-Campus	Durban, South Africa

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 252145) 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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