



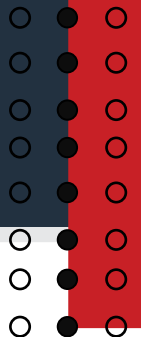
Africa Centre for Customs, Excise and Trade Studies

Boosting intra-Africa trade through capacity building.



Prospectus

2023



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According to SADC, statistics show that, between 25 October 2020 and 16 March 2021, total delays at the five border posts along the North South Corridor came to 16 393 543 hours and cost US\$330 million.¹

The SADC Business Council attributed the costs to poor border management and service delivery at border posts; vehicle congestion; poor process flows; inadequate and outdated infrastructure and poor communication between private and public sectors.

Global Alliance for trade facilitation states that “customs brokers serve as the intermediary between the Customs administration and traders, a well-functioning border relies heavily upon brokers’ knowledge, professionalism, and integrity.”²

The Global Alliance for trade facilitation further states that “Under current practices, some brokers can obtain licenses without proper training, proof of knowledge of applicable customs laws and requirements, demonstrated compliance with customs requirements, or even demonstrating a physical address for their business. The private sector believes that brokers often lack sufficient knowledge and expertise in clearing goods because there is no proper customs brokers framework, training, and examination in place.”

While some Universities in Zimbabwe now offer degree programs majoring in customs and supply chain management, these courses are best suited for designed to capacitate managers and policy makers. They do not provide the mechanics of doing the job on the ground. If regional economic integration in Africa is to achieve its objectives, there is need to reduce the trucks’ border standing time which may will subsequently result in the reduction of cross border costs as well. Capacity building initiatives should include industry artisans and operatives entrusted to serve at our borders.

In light of the above, it is critical to develop courses that are accredited by the relevant education authorities and which are globally recognised to address some of the challenges observed.

ACCETS is an innovative and ambitious provider of high-quality education services. The education received from ACCETS equips students with skills and experiences to face the future with confidence. Its instructors are both highly qualified and are industry experts with vast experiences.

As an ACCETS student, upon completion of one of our diploma courses, you will be a highly skilled entrepreneur capable of creating employment for yourself and others. We help to reduce unemployment levels in Africa by including entrepreneurship skills development module in our courses.

We learn every day and we continue to improve ACCETS experience. Our face-to-face lectures are conducted at the Zimbabwe Institute of Public Administration and Management (ZIPAM) campus. The campus is located at a very beautiful and scenic area. The campus has a computer laboratory, gym equipment and a medical clinic among other facilities.

You will enjoy an immersive continental experience with more than 50 African nationalities represented at campus. This provides a continental networking opportunity.

You are about to make a very exciting and important decision about where you choose to study and we are delighted you are considering joining us at ACCETS.

I wish you the very best of luck with your studies and look forward to welcoming you on campus soon.

Elisha Tshuma

ACCETS Project Manager.

¹ Refer to <https://www.news24.com/>.

² Refer to <https://www.tradefacilitation.org/request-for-proposals-consultant-clearing-agent-training-specialist/>

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Introduction



Africa Centre for Customs Excise and Trade Studies (ACCETS) is a training division of the Zimbabwe Institute of Certified Customs and Excise Experts Trust (ZICCEET). The ZICCEET is a Trust registered in Zimbabwe under Notarial Deed MA0002470/2019. The Trust is a body corporate and capable of suing and can be sued. The Trust has perpetual succession and shall continue as a legal entity notwithstanding any changes in the membership.

The Africa Centre for Customs, Excise and Trade Studies is licenced as a training institution with the Zimbabwe Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development. To ensure **QUALITY ASSURANCE** and **STANDARDS**, ACCETS courses are accredited by the Zimbabwe Higher Education Examination Council (HEXCO).

This means that ACCETS offers tuition services while HEXCO sets the examinations and issues internationally recognised certificates and diplomas.

ACCETS is also an Affiliate Academic member of the International Network of Customs Universities (INCU).

Our Vision

Our vision is to become a global centre of excellence in the provision of high-quality education services in the fields of customs, international trade and taxation.

Our Mission

Our mission is to develop future generations of customs and trade facilitation experts through training.

Our mission is to develop future generations of customs and trade facilitation experts

Our Core Values

INTEGRITY: *Integrity is our way of life. We do what is RIGHT not what is EASY or CONVENIENT*

PROFESSIONALISM: *We exhibit expertise in our chosen fields. We are committed to carrying out our duties in accordance with both the letter and spirit of all applicable rules of ethics and canons of conduct.*

PARTNERSHIPS: *"Alone we can do so little; together we can do so much."*



Boosting intra-Africa trade through capacity building.



1.0 NATIONAL DIPLOMA IN CUSTOMS AND EXCISE MANAGEMENT

The course is designed to develop a Customs and Excise operative with knowledge, skills and attitudes needed in the Commerce industries and other related areas. The course will consider gender mainstreaming, environment for sustainable development, physical or mental challenges and health dispositions; and the intersections between race, class and culture. The duration of the course will be two years full time (hours). Entry qualifications into the course will be a relevant National Certificate or equivalent. Assessment will be through theoretical, practical, assignments and written examinations.

1.1 STRUCTURE

	SUBJECT	AIM	CODE	DURATION
1.	GATT/WTO Trade rules	The aim of this subject is to equip the students to be able to identify and apply the correct valuation method for each transaction.	659/21/S01	180
2.	WCO Harmonised Systems	The aim of this subject is to equip the students with knowledge on how to classify commodities logically according to the WCO Harmonised System.	659/21/S02	200
3.	ICT in Customs operations	The aim of this subject is to equip the students with knowledge of the importance of ICT in the 21 st century customs operations.	659/21/S03	150
4.	Customs Reliefs	The aim of this subject is to equip the students with knowledge of international conventions, regional economic communities and national provisions for customs reliefs.	659/21/S04	120
5.	Integrity and Professionalism in customs	The aim of this subject is to equip the students with knowledge, skills and attitudes needed in upholding the integrity and professionalism in the customs profession.	659/21/S05	80
6.	Import and Export procedures	The aim of this subject is to equip the students with the needed theoretical, practical knowledge and capabilities in various aspects of import and export procedures in order to facilitate trade.	659/21/S06	200
7.	Customs Law, Enforcement and Compliance	The aim of this subject is to equip the students with knowledge, skills and attitudes needed in compliance and enforcement of customs laws.	659/21/S07	120
8.	Economic Integration	The aim of this subject is to equip the students with knowledge of determining the correct origin of goods.	659/21/S08	200

9.	Excise Management	The aim of this subject is to equip the students with knowledge to comply with legislation and procedures governing Excise management.	659/21/S09	200
10	Trade and Gender	The aim of this subject is to equip the students with knowledge to determine and understand the linkages between trade and gender.	659/21/S10	80
11	Quantitative Techniques	The aim of the subject is to enable a student apply statistics and quantitative techniques in decision making, research and data analysis.	500/15/S06	200
12	Research Methods	The aim of the subject is to prepare a student to undertake research activities and other enquiries on problems in her/his situations or on problems and opportunities that arise in her/his environment	500/15/S15	170
13	Business Communication	The aim of this subject is to enable the student to communicate effectively in business	500/15/S01	150
14	Skills Proficiency Schedule	The schedule aims to help students develop qualities expected in the industry.	659/21/S11	200
15	National Studies	The subject is designed to cultivate values of patriotism, national identity, national unity and commitment to sustainable national development in students.	401/S01	80
16	ESD	The syllabus is designed to develop a culture of responsible and sustainable entrepreneurship in students, equipping them with knowledge, attitudes and skills to run a business enterprise.	402/S01	80
17	On the job education and training (OJET)	Industrial attachment aims to assist students to relate theory to practice.	659/21/S12	1280
18	Project	The subject aims to develop research report writing skills		6 months
	TOTAL			3770



**National Studies and Entrepreneurship Skills Development are done by students who have not done them at National Certificate*

1.2 DURATION: The course duration is 3770 hours in two years.

1.3 ENTRY REQUIREMENTS

A minimum of a National Certificate in Purchasing and Supply, National Certificate in Customs and Excise Management or equivalent.

1.4 MODE OF STUDY

Full-time | Part-time | Block Release | Online Delivery Lessons

1.5 ASSESSMENT SCHEME

EXAMINABLE SUBJECTS	METHOD OF ASSESSMENT		TOTAL %
	COURSEWORK ASSESSMENT 60%	FINAL WRITTEN EXAM 40%	
GATT/WTO Trade rules	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100
WCO Harmonised Systems	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour structured paper.	100
ICT in Customs operations	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100
Customs Reliefs	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100
Integrity and Professionalism in customs	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100
Import and Export procedures	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100
Customs Law and Enforcement	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100
Economic Integration	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100
Excise Management	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100
Trade and Gender	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100
Quantitative Techniques	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100

Research Methods	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100
Business communication	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100
Skills Proficiency 517/20/S13	Skills Proficiency Schedule	Submit marks	100
National Studies 401/19/SO1	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100
Entrepreneurial Skills Development 401/19/SO2	A minimum of: <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practical Assignments 20% • 2 Tests 20% 	One 3-hour paper.	100
On Job Education Training (OJET)	Log book	Submit marks	100
Project 517/16/SO6	N/A	N/A	100

1.6 GRADING

1.6.1 All Courses except WCO Harmonised System

- 0% to 49% - Fail
- 50% to 59% - Pass
- 60% to 79% - Credit
- 80% and above - Distinction

1.6.2 WCO Harmonised System

- 0% to 69% - Fail
- 70% to 79% - Pass
- 80% to 89% - Credit
- 90% and above - Distinction

1.7 CONDITIONS OF AWARD

- 1.7.1 A candidate should attend at least 85% of learning sessions to qualify for the Examination
- 1.7.2 The final mark should be obtained through aggregation, provided the candidate scores at least 50% in each of Continuous Assessment, Skills Proficiency and Examinations
- 1.7.3 The pass mark shall be 50% except for WCO Harmonised System (70%)
- 1.7.4 Candidates should pass all subjects.

1.8 RE-WRITE

- 1.8.1 Re-write(s) should conform to current course structure.
- 1.8.2 Candidates should pass at least two thirds of the course to qualify for a referral
- 1.8.3 Any candidate who fails to pass at least two thirds of the course should repeat the whole course, including the subjects that have been passed

- 1.8.4 There is no limit for which to rewrite a failed examination
- 1.8.5 There is no aggregation for re-writes
- 1.8.6 All re-writes should pass on performance in the examinations
- 1.8.7 If a candidate fails Continuous Assessment, he/she repeats the subject

1.9 EXEMPTIONS

- 1.9.1 Exemptions are only granted in subjects already attained from a completed accredited qualification provided an exemption certificate specifying subjects of exemption is produced.
- 1.9.2 Exemption Certificate should be applied for at enrolment and produced before registration for examinations.

1.10.0 IRREGULAR PRACTICES

- 1.10.1 Cheating in Continuous assessment and/or Examinations will result in disqualification from the whole course. The candidate will be suspended for two (2) years from undertaking any HEXCO course.
- 1.10.2 The penalty for Plagiarism shall be as in 1.10.1

2.0 NATIONAL DIPLOMA IN FREIGHT FORWARDING LOGISTICS MANAGEMENT

The course is designed to develop a practitioner with the knowledge, skills, and attitudes required in freight forwarding and logistics management when moving cargo in the transport industry. Entry qualifications to the course are 5 Ordinary Level passes including English, Mathematics and Science passed at grade C or better, and a National Certificate in Freight Forwarding or its equivalent.

The course duration is 3124 hours (2 years) inclusive of six (6) months of supervised on-the-job training. Assessment is through written examinations, continuous assessment, a project and supervised on-the-job education and training (OJET).

2.1 STRUCTURE

SUBJECT	AIM	CODE	DURATION
Business Communication	The aim of this subject is to equip the students to be able to identify and apply the correct valuation method for each transaction.		180
Logistics and Supply Chain Management	The subject aims to equip the student with effective and efficient organisational skills required to manage cargo movement	650/21/S01	200
Modes of Transport	The subject aims to	650/21/S02	180

	equip the student with skills to determine the appropriate mode of transport for cargo in transit.		
Dangerous Goods Management	The subject aims to equip students with knowledge, skills, and attitudes of handling dangerous cargo in transit.	650/21/S03	180
Warehousing Management	The subject aims to equip the students with warehousing management skills for use in freight forwarding and logistics.	650/21/S04	120
Insurance	The subject aims to equip the students with skills to appropriately insure cargo in transit	650/21/S05	100
Financial Accounting 1	The aim of the subject is to develop an understanding of basic accounting functions in line with national and international accounting standards.	500/15/S03	200
ICT in Freight Forwarding	The subject aims to equip the students with working knowledge and skills to use computer technology in freight forwarding	650/21/S06	120
Safety and Security	The subject aims to equip the students	650/21/S07	100

	with knowledge and skills in managing safety and security in freight forwarding		
International Trade	The subject aims to equip the student with knowledge, skills and attitudes of conducting international trade transactions	650/21/S09	180
Trade and Gender	This subject aims to equip the students with the knowledge to determine and understand the linkages between trade and gender.	659/21/S10	120
Research Methods	The aim of the subject is to prepare a student to undertake research activities and other enquiries on problems in her/his situations or on problems and opportunities that arise in her/his environment	500/15/S06	170
Quantitative Techniques	The aim of the subject is to enable a student apply statistics and quantitative techniques in decision making, research and data analysis.	500/15/S06	200
Entrepreneurship Skills Development	The course is designed to develop a culture of responsible and sustainable entrepreneurship in students,	401/19/S02	80

	equipping them with knowledge, attitudes and skills to run a business enterprise.		
National studies	The subject is designed to cultivate values of patriotism, national identity, national unity and commitment to sustainable national development.	401/19/S01	80
Skills Proficiency	The aim is to help students develop qualities expected in the industry.	650/21/S11	80
On Job Education Training	Industrial attachment aims to assist students to relate theory to practice.	650/21/S08	1 year
Project	This subject aims to develop research report writing skills		6 months

2.2 ASSESSMENT SCHEME

2.2.1 First Year

EXAMINABLE SUBJECTS	MODE OF ASSESSMENT		WEIGHTING
	WRITTEN EXAMINATION 40%	COURSEWORK ASSESSMENT 60%	
Business Communication	3 hour written paper	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
Logistics and Supply Chain Management	3 hour written paper	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
Modes of Transport	3 hour written paper	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
Dangerous Goods	3 hour written	A minimum of	

Management	paper	2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
Warehousing Management	3 hour written paper	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
Insurance	3 hour written paper	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
Financial Accounting 1	3 hour written paper Practically biased	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
ICT in Freight Forwarding	3 hour written paper	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
Safety and Security	3 hour written paper	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%

2.2.2 Second Year

EXAMINABLE SUBJECTS	MODE OF ASSESSMENT		WEIGHTING
	WRITTEN EXAMINATION 40%	COURSEWORK ASSESSMENT 60%	
International Trade	3 hour written paper	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
Gender in Trade	3 hour written paper	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
Research Methods	3 hour written paper	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
Quantitative Techniques	3 hour written paper	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
Project	See Research Guidelines	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
National Studies	3 hour written paper	A minimum of 2 Practicals 20%	100%

		2 Assignment 20% 2 Tests 20%	
Entrepreneurship and Skills Development	3 hour written paper	A minimum of 2 Practicals 20% 2 Assignment 20% 2 Tests 20%	100%
Skills Proficiency	Submit marks		
On Job Education Training (OJET)	As per logbook		

2.2.3 A candidate who fails any examinable subject in year one of the course shall be permitted to proceed to the second year.

2.3 GRADING

0% to 49%	-	Fail
50% to 59%	-	Pass
60% to 79%	-	Credit
80% to 100%	-	Distinction

2.4. CONDITIONS OF AWARD

2.4.1 All examinable subjects should be passed.

2.4.2 A candidate must pass both the final written examination and coursework assessment.

2.5 RE-WRITE

2.5.1 A candidate should pass a minimum of 10 subjects to qualify to re-write the failed subject(s).

2.5.2 Exemptions should be applied for at the time of enrolment.

2.6 EXEMPTIONS

2.6.1 A candidate will be exempted in the subject(s) already passed or equivalent.

2.6.2 Exemptions should be applied for at the time of enrolment.

2.7 PROJECT GUIDELINE

	PROJECT COMPONENT	AREAS TO BE ASSESSED	POSSIBLE MARK	SUB TOTAL
1	Project Proposal	Project Identification Write-up	10	10
2	Chapter One	- Introduction - Background of the study - Statement of problem - Aim of study Objectives of the study -Hypothesis/ Research questions - Significance of study -Assumptions of the study	10	10

		- Limitations of the study - Delimitations of the study - Definition of terms - Conclusion		
3	Chapter Two Literature Review	- Introduction - Theoretical framework - Empirical Framework - Conclusion	15	15
4	Chapter Three Research Methodology	- Introduction - Research design - Sources of Data - population and sampling - Research instruments - Data Presentation and analysis - Conclusion	10	10
5	Chapter Four Data Presentation & Analysis	- Introduction - Presentation of findings and analysis - Discussion of findings and interpretations - Conclusion	10	10
6	Chapter Five Conclusions and Recommendations	- Introduction - Summary of the project - Conclusions - Recommendations	10	10
7	Project Presentation	- Indexing - Annexure	5	5
TOTAL POSSIBLE MARK			100	100

3.0 NATIONAL DIPLOMA IN APPLIED TAXATION

The course is designed to develop a Tax Accountant with the necessary knowledge, skills and attitudes to satisfy the taxation needs of all sectors in the economy. The entry requirement to the course is English Language and Mathematics passed at 'O' level with C or better and any other three "O" subjects or relevant NFC subjects. The regulations give equal opportunities to all aspiring students and are non-discriminatory against HIV and encourage female students to undertake TVET programmes, focusing on development which is sustainable.

The course duration is 2 340 hours (2 year) offered on full time or part time basis. The trainee will be assessed through continuous assessment and examination.

3.1 COURSE STRUCTURE

SUBJECT	AIM	CODE	DURATION
Corporate Tax	To apply principles of tax that govern the operation of businesses in Zimbabwe with a focus on the taxation of business income.	653/21/S01	240 hours
Employment Tax	To understand and apply principles governing determination of employment tax.	653/21/S02	150 hours
Value Added Tax	To understand and apply principles that govern the operations of VAT	653/21/S03	180 hours

Capital Gains Tax	Students will be able to identify income subject to capital gains tax and computation thereof.	653/21/S04	120 hours
Financial Accounting 1	The aim of the subject is to develop an understanding of basic accounting functions in line with national and international accounting standards.	500/15/S03	200 hours
Commercial Law	The aim of the subject is to equip a Tax accountant with knowledge of the legal system pertaining to businesses.	500/15/S04	150 hours
Research Methods	The aim of the subject is to prepare a Tax accountant to undertake research activities and other enquiries on problems in her/his situations or on problems and opportunities that arise in her/his environment	500/15/S15	170 hours
Management	The aim of the subject is to enable a Tax Accountant to appreciate the role and significance of the basic concepts of an organisation and management in the development and successful operation of an enterprise.	500/15/S05	180 hours
Principles of Economics	The aim of the subject is to equip the Tax accountant with the principles of economics as a basis for further training in the various specified fields of economics.	500/15/S02	180 hours
Business Communication	The aim of the subject is to develop a Tax accountant with skills to communicate clearly and concisely in verbal and non-verbal forms of communication.	500/15/S01	150 hours
Integrity & Professionalism in Customs	The aim of this subject is to equip the students with knowledge, skills and attitudes needed in upholding the integrity and professionalism in the customs profession.	659/21/S05	80 hours
Computer Applications and Packages	The aim of the subject is to equip a Tax accountant with modern computer application skills and to enable her/him to use modern techniques in the work environment.	500/15/S12	180 hours
Financial Accounting II	The aim of the subject is to provide a tax accountant with skills which	500/15/S07	200 hours

	enable her/him to draw up, analyse and interpret the accounts of different business entities		
National and Strategic Studies	The subject is designed to cultivate values of patriotism, national identity, national unity and commitment to sustainable national development	401/19/S01	80 hours
Entrepreneurial Skills Development	The syllabus is designed to develop a culture of responsible and sustainable entrepreneurship in students, equipping them with knowledge, attitudes and skills to run a business enterprise	402/19/S01	80 hours
On the Job Education and Training	Industrial attachment to assist students to relate theory to practice	500/15/S14	One year
Skills Proficiency	This aim to help students develop qualities expected in the industry.	653/21/S05	80 hours
TOTAL			2340 hours

3.2 COURSE DURATION

The course duration is 2340 hours.

3.3. ENTRY REQUIREMENTS

The entry requirement to the course is English Language and Mathematics passed at 'O' level with C or better and any other three "O" subjects or relevant NFC subjects.

3.4 MODE OF STUDY

Full Time	-	2340 hours
Part Time	-	2340 hours

3.5 ASSESSMENT SCHEME

SUBJECT	MODE OF ASSESSMENT		TOTAL
	EXAMINATION WEIGHTING 40%	CONTINUOUS ASSESSMENT 60%	
Corporate Tax 653/21/S01	3 hour paper	A minimum of <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
Employment Tax 653/21/S02	3 hour paper	A minimum of <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
Value Added Tax 653/21/S03	3 hour paper	A minimum of <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
Capital Gains Tax 653/21/S04	3 hour paper	A minimum of <ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% 	100%

		<ul style="list-style-type: none"> • 2 Tests 20% 	
Integrity & Professionalism in Customs 659/21/S05	3 hour paper	<ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
Business Communication 500/15/S01	3 hour paper	<ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
Principles of Economics 500/15/S02	3 hour paper	<ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
Financial Accounting I 500/15/S03	3 hour paper	<ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
Commercial Law 500/15/S04	3 hour paper	<ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
Management 500/15/S05	3 hour paper	<ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
Computer Applications 500/15/S12	3 hour paper	<ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
Financial Accounting II 500/15/S07	3 hour paper	<ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
Research Methods 500/15/S15	3 hour paper	<ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
Entrepreneurial Skills Development 402/13/S01	3 hour paper	<ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
National & Strategic Studies 401/13/S01	3 hour paper	<ul style="list-style-type: none"> • 2 Assignments 20% • 2 Practicals 20% • 2 Tests 20% 	100%
On the Job training 500/15/S14	As per log book	As per log book	100%
Skills Proficiency 653/21/S05	As per Skills Proficiency Schedule	As per Skills Proficiency Schedule	100%

3.6 GRADING

Less than 50%	-	Fail
50% - 59%	-	Pass
60% - 79%	-	Credit
80% and above	-	Distinction

3.7 CONDITIONS OF AWARD

3.7.1 A National Diploma in Applied Taxation is awarded when all the subjects are passed.

3.7.2 A student must pass both coursework and examination to be awarded a pass.

3.7.3 non-submission of the required coursework will result in the candidate being deferred.

3.8. RE-WRITE

3.8.1 A candidate must pass at least two thirds of the eight subjects to qualify for a rewrite.

3.8.2 A candidate is given no time limit in which to re-write the failed subject(s).

3.8.3 Re-writes should conform to current syllabi regulations and content.

3.9. EXEMPTIONS

3.9.1 A candidate will be exempted in the subject(s) already passed where a certificate or diploma was awarded.

3.9.2 Exemptions should be applied for at the time of enrolment.

4.0 NATIONAL CERTIFICATE IN TRANSPORT AND LOGISTICS MANAGEMENT

The course is designed to develop Transport and Logistics Assistants with knowledge, skills and attitudes required to satisfy the basic needs of the Transport & Supply Chain function in an organization across industries.

4.1 STRUCTURE

SUBJECT TITLE		AIM	CODE	NATIONAL HOURS
1	Basic Accounting	The aim of the subject is to develop an understanding of basic accounting functions in line with national and international accounting standards.	310/19/S01	200 hours
2	Basic Communication	The aim of the subject is to enable the student to communicate effectively in business	310/19/S02	180 hours
3	Business Mathematics and Statistics	The aim of the subject is to prepare students for Quantitative Methods and help them to interpret basic statistics and apply calculations to real business situations.	310/19/S03	200 hours
4	Fundamentals of Supply Chain Management	The aim of the subject is to develop a transport	367/21/S05	180 hours

		practitioner with knowledge, skills and attitudes to efficiently manage the supply chain operations.		
5	Logistics and Transport Operations Management	The aim of the subject is to develop a Transport Assistant with knowledge, skills and attitudes to efficiently plan, organise and controlling transport services.	367/21/S03	200 hours
6	Introduction to Law	The aim of the subject is to enable students to apply general principles of law to the transport and logistics systems in Zimbabwe.	310/19/S04	180 hours
7	Fundamentals of Information Technology	The aim of the subject is to apply computer skills in banking operations	310/19/S07	80 hours
8	National Studies	The subject is designed to cultivate values of patriotism, national identity, national unity and commitment to sustainable national development.	401/19/S01	80 hours
9	Entrepreneurship Skills Development	The syllabus is designed to develop a culture of responsible and sustainable entrepreneurship in students, equipping them with knowledge, attitudes and skills to run a business enterprise.	402/19/S02	80 hours
10	Skills Proficiency	Help students develop qualities expected in the industry.	367/21/S04	80 hours
Total				1 460 hours

4.2 DURATION

The course duration is 1460 notional hours spread over one (1) year.

4.3 ENTRY REQUIREMENTS

The entry requirements for the course shall be English Language and Mathematics passed at Ordinary Level with grade C or better and any other three ordinary level or National Foundation Certificate (NFC) subjects.

4.4 MODE OF STUDY

Full-time	:	1460 notional hours.
Part-time	:	1460 notional hours.
Block Release	:	1460 notional hours
ODL	:	1460 notional hours

4.5 ASSESSMENT SCHEME

SUBJECT TITLE AND CODE		WRITTEN EXAMINATION 40%	CONTINUOUS ASSESSMENT 60%	WEIGHTING
1	Fundamentals of Supply chain Management 367/ 21/S05	3 hour written paper	A minimum of <ul style="list-style-type: none"> ▪ Theory assignments 20% ▪ 2 Practical assignments 20% ▪ 2 Tests 20% 	100%
2	Logistics and Transport Operations Management 367/ 21/S03	3 hour written paper	A minimum of: <ul style="list-style-type: none"> ▪ 2 Theory assignments 20% ▪ 2 Practical assignments 20% ▪ 2 Tests 20% 	100%
3	Basic Accounts 310/19/S01	3 hour written paper	A minimum of <ul style="list-style-type: none"> • 2 Theory assignments 20% • 2 Practical assignments 20% • 2 Tests 20% 	100%
4	Business Mathematics & Statistics 310/19/S03	3 hour written paper	A minimum of <ul style="list-style-type: none"> • 2 Theory assignments 20% • 2 Practical assignments 20% • 2 Tests 20% 	100%
5	Basic Communication 310/19/S02	3 hour written paper	A minimum of <ul style="list-style-type: none"> • 2 Theory assignments 20% • 2 Practical assignments 20% • 2 Tests 20% 	100%

6	Fundamentals of Information Technology 310/19/S07	3 hour written paper	A minimum of <ul style="list-style-type: none"> • 2 Theory assignments 20% • 2 Practical assignments 20% • 2 Tests 20% 	100%
7	Introduction to Law 310/19/S04	3 hour written paper	A minimum of <ul style="list-style-type: none"> • 2 Theory assignments 20% □ 2 Practical assignments 20% • 2 Tests 20% 	100%
8	Entrepreneurship Skills Development 402/19/S02	3 hour written paper	A minimum of <ul style="list-style-type: none"> • 2 Theory assignments 20% □ 2 Practical assignments 20% • 2 Tests 20% 	100%
9	National and Strategic Studies 401/19/S01	3 hour written paper	A minimum of <ul style="list-style-type: none"> • 2 Theory assignments 20% • 2 Practical assignments 20% • 2 Tests 20% 	100%
10	Skills Proficiency 367/21/S04	Submit Marks	As per Skills Log	100%

4.6 GRADING

0% to 49%	-	Fail
50% to 59%	-	Pass
60 to 79%	-	Credit
80% and above	-	Distinction

4.7 CONDITIONS FOR AWARD

4.7.1 A candidate should attend at least 85% of learning sessions to qualify for examinations.

4.7.2 The final mark should be obtained through aggregation provided the candidate scores at least 40 % in each of continuous assessment and examinations.

4.7.3 The pass mark shall be 50 %.

4.7.4 Candidates should pass all subjects.

5.0 RE-WRITES

5.1 Re-write(s) should conform to current course structure.

5.2 Candidates should pass at least two thirds of the course to qualify for a referral.

5.3 Any candidate who fails to pass at least two thirds of the course should repeat the whole course, including the subjects they would have passed.

5.4 There is no time limit for which to re-write a failed examination.

- 5.5 There is no aggregation for re-writes.
 5.6 All re-writes should pass on performance in the examination.
 5.7 If a candidate fails coursework, he/she repeats the subject.

6.0 EXEMPTION

- 6.1 Exemptions are only granted in subjects already attained from a complete accredited qualification provided an exemption certificate specifying subjects of exemption is produced.
 6.2 Exemption Certificate should be applied for at enrolment and produced before registration for examinations.

7.0 MODE OF DELIVERY

- 7.1 Weekend virtual classes via google classroom.
 7.2 One-month block release per year. Face to face tuition at ZIPAM campus

8.0 COURSE FEES

- 8.1 Tuition fees for National Diploma Courses is US\$1700.00. 50% is payable during the first year while the remaining 50% is payable during the second year.
 8.2 Tuition Fees for National Certificate is US\$850.00.
 8.3 Full board accommodation (bed, breakfast, lunch and dinner) fees at ZIPAM is US\$3000.00 per block of 30 tuition days. Students attend a single block per year.

9.0 COURSE APPLICATION PROCEDURE

- 9.1 You can visit our website: www.accets.org and apply online.
 9.2 You can request an application form at info@accets.org

10. OUR INSTRUCTORS



Elisha Tshuma



Trythanks Nyikadzino



Sendra Chihaka



Juliet Matare



Yotamu Jacob



Danisile Kusano



Kasiroori Fanuel



Stella Gorogodo