Business Financial Management and Decision-Making

1. Overview

This programme provides participants with the knowledge and skills needed to effectively manage the financial aspects of a business. It focuses on interpreting financial statements, managing budgets, analysing financial data, and using this information to support strategic decisions and improve overall business performance.

2. Programme Outcome:

- Understand core financial management principles and their role in business success
- Develop skills to prepare, manage, and monitor budgets in line with organizational procedures
- Interpret financial statements to evaluate performance and inform decision-making
- Apply financial management techniques to control cash flow and optimize profitability
- Analyse financial data to support strategic planning and operational decisions
- Identify and manage financial risks associated with business operations

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0022
SAQA US:	117156, 242810, 252040, 13015
NQF Level:	5
Credits:	30
Entry Requirements:	Communication & Mathematical Literacy at NQF 4
Training Options:	**Online** - Each participant will receive the programme materials and resources are emailed to the participants. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. **Blended** - Blended learning combines both online and face-to-face training Participants receive the learning material by email to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions. **Face-to-Face** - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.
Minimum Participants Required:	(1) Online, (1) Blended & (1) Face-to-Face

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3. Programme Content

- **(117156 US):** Interpret basic financial statements
- **(242810 US):** Manage Expenditure against a budget
- **(252040 US):** Manage the finances of a unit
- **(13015 US):** Draft financial statements

4. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation