Proud Afrique HUMAN CAPITAL

Business Operations & Financial Awareness

1. Overview

This programme aims to equip participants with the essential skills and knowledge to operate effectively, ethically, and efficiently within a business unit by enhancing personal effectiveness, applying sound budgeting practices, ensuring ethical compliance, and managing stock and fixed assets responsibly, thereby contributing to the overall performance and sustainability of the organisation.

2. Programme Outcomes:

- Plan and organise their own work
- Establish and maintain working relationships
- Maintain files and records
- Explaining the concept of budgeting in a business unit
- Analysing the budget needs of a business unit
- Presenting and justifying a proposed budget for a business unit
- Monitoring and controlling actual expenses and revenue against projected expenses and revenue
- Describing the code of conduct and ethical issues
- Adhering to code of conduct
- Identifying and understanding the ethical issues in the organisation
- Critique and use techniques for collecting, organising and representing data
- Use theoretical and experimental probability to develop models, make predictions and study problems
- Critically interrogate and use probability and statistical models in problem solving and decision making in real-world situations
- Differentiating between fixed assets and stock in a business unit
- Explaining the influence that stock management can have on the profitability of a business
- Explaining the management of fixed assets in a business unit
- Applying the basic principles of stock and fixed asset management to a business unit

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0017
SAQA US:	110021, 13941, 10022, 9015, 13945
NQF Level:	4
Credits:	23
Entry Requirements:	Communication & Mathematical Literacy at NQF 3

Training Options:	**Online** - Each participant will receive access to an online portal for online content, where all programme materials and resources are available if required to download or they may be emailed directly to the participants. Training is delivered fully online, and participants will join scheduled Moodle sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. The MS Teams platform is an alternative which may also be utilised by participants, participants would be sent programme materials electronically prior to commencement of the programme. **Blended** - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions at the client's premises or providers campus with a facilitator. 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 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

3. Programme Content

- **(110021 US):** Achieve personal effectiveness in business environment
- **(13941 US):** Apply the budget function in a business unit
- **(10022 US):** Comply with organisational ethics
- **(9015 US):** Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
- **(13945 US):** Describe and apply the management of stock and fixed assets in a business unit

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.

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

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.

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