

Business Reporting and Analytical Management

1. Overview

This programme equips participants in administrative roles with the practical skills and knowledge to prepare, present, and analyse business information effectively. Participants will learn to create accurate and timely reports, assess media developments that impact industries, apply systematic approaches to achieving objectives, and make informed decisions to solve workplace challenges.

The programme provides workplace-relevant competencies in administration, reporting, planning, and problem-solving, preparing participants to contribute effectively to organisational efficiency in both commercial and non-commercial contexts.

2. Programme Outcome:

- Identify the purpose, content, format, frequency, and audience of organisational reports
- Access and utilise appropriate information sources and follow organisational procedures for data collection and distribution
- Compile accurate, relevant, and timely reports aligned with business functions
- Liaise with stakeholders to ensure reporting requirements are met
- Analyse media reports and articles for their impact on business sectors or industries
- Understand technological developments and innovations affecting business environments
- Assess socio-economic, environmental, and labour-related issues reported in the media
- Define clear objectives and develop actionable plans
- Coordinate resources and personnel to achieve organisational goals
- Implement plans effectively and evaluate outcomes for continuous improvement
- Apply systematic problem-solving and decision-making processes

Qualification:	Certificate of Completion
Duration:	5-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0653
SAQA US:	110023, 13943, 242822, 242817
NQF Level:	4
Credits:	36
Entry Requirements:	Communication & Mathematical Literacy at NQF 3
Training Options:	Online - Each participant will receive access to an online portal, where all programme materials and resources are available. 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.

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

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 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

3. Programme Content

(110023 US):	Present information in report format
(13943 US):	Analyse new developments reported in the media that could impact on a business sector or industry
(242822 US):	Employ a systematic approach to achieving objectives
(242817 US):	Solve problems, make decisions and implement solutions

4. Topics

Module 1: Present Information in Report Format

- Understanding business information requirements
- Types, purposes, and structures of organisational reports
- Report formats, styles, and compilation techniques
- Identifying information sources and following organisational procedures
- Ensuring accuracy, relevance, and timely submission
- Engaging with stakeholders to verify information

Module 2: Analyse New Developments Reported in the Media

- Introduction to media analysis in business contexts
- Analysing print and digital media
- Technological innovations affecting industries
- Assessing environmental, socio-economic, and labour-related developments

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

Module 3: Employ a Systematic Approach to Achieving Objectives

- Setting clear objectives and goals
- Planning and allocating resources efficiently
- Coordinating personnel and operational processes
- Implementing plans and evaluating results for continuous improvement

Module 4: Solve Problems, Make Decisions and Implement Solutions

- Identifying and defining workplace problems
- Investigative and analytical techniques for problem-solving
- Generating, evaluating, and selecting solution options
- Applying decision-making tools and models
- Implementing solutions and evaluating outcomes for effectiveness

5. 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.

6. 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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