

Business Research Skills

1. Overview

This programme is intended to promote general knowledge and understanding of current affairs in a field of business or industry in order to ensure knowledgeable and informed workers in the industry. It addresses a broad base of socio-economic and environmental related knowledge and requires the analysis of current affairs as they could impact on the selected business sector or industry.

2. Programme Outcomes

- Analysing articles and reports from current print and electronic media relating to a specific business sector or industry
- Demonstrating knowledge and understanding of the latest innovations and developments in technology that could impact on a specific business sector or industry
- Analysing proposed business or industrial developments that could impact on the physical environment
- Analyse issues in the media relating to labour that could impact on a business sector or industry
- Analyse proposed business or industrial development that could impact on the physical environment

Qualification:

Certificate of Completion

Duration:

2-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0379

SAQA US:

13943

NQF Level:

4

Credits:

10

Entry Requirements:

Communication & Mathematical Literacy at NQF 4

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.

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. Alternatively, the learning material will be emailed 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.

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

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-face

3. Programme Content

- **(13943 US):** Analyse new developments reported in the media that could impact on a business sector or industry

4. Topics

Analyse Articles and Reports from Current Print and Electronic Material

- Articles and reports on events, both global and national that could result in changes in a specific business sector or industry are collected over a period of at least 6 months
- The articles are summarised showing insight into how the reported events could impact on a business sector or industry in South Africa and/or internationally
- The events are summarised in a table and ranked to indicate the relative importance of each event for a business sector or industry in South Africa
- Controversial issues related to a business sector or industry are analysed and own views are expressed and substantiated in plain language
- Current events in the political and legislative environments are interpreted and an indication is given of their possible impact on a specific business sector or industry

Demonstrate Knowledge and Understanding of the Latest Innovations and Developments in Technology

- New innovations or developments in technology that could affect a specific business sector or industry are described and an indication is given of how the innovation or technology could impact on the business sector or industry
- The possible impact of the innovation on a specific business sector or industry is explained and an indication is given of the possible time frame before the technology becomes readily available
- The pros and cons of the new innovations or technology are investigated and summarised in a table
- A recommendation is made as to whether the innovations should be further investigated and how they could add value to a particular organisation

Analyse Proposed Business or Industrial Development that could Impact on the Physical Environment

- Articles and reports on events, both global and national on proposed business or industrial developments that could impact on the physical environment are collected over a period of at least 6 months
- The articles are summarised showing insight into how the reported events could impact on the physical environment in South Africa and/or internationally
- The events are summarised in a table and ranked to indicate the relative impact of each event on the physical environment
- Controversial issues related to a business or industrial development are analysed and own views are expressed and substantiated in plain language

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

- The sustainability of the proposed development is discussed from the point of view of both the developer and the environment

Analyse issues in the Media Relating to Labour that could impact on a Business Sector or Industry

- Wage negotiation in a specific sector is discussed with reference to increases in salaries and trends in the sector
- The sustainability of developments in a business sector or industry are analysed in relation to ongoing employment
- Incidents involving withholding of labour and other protests are analysed to identify the outcomes of the action
- The role of the Unions in a specific business sector or industry is identified and an indication is given of the issues addressed in their deliberations
- Articles relating to unemployment and job losses in a business sector or industry are examined and an indication is given of possible reasons for a trend
- The impact of HIV/AIDS on a business sector or industry is determined from reports in the media and an indication is given of what if anything the business sector or industry is doing to manage the impact of the pandemic in the sector

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