

## Financial & Business Literacy Skills

### 1. Overview

The purpose of this programme is to empower participants with essential skills in managing personal finances and applying fundamental mathematical concepts to solve real-life problems. It is designed to equip participants with practical tools for financial planning, understanding numeric relationships, and interpreting the world using basic mathematical concepts.

### 2. Programme Outcome:

- Confidently manage their personal budgets and bank accounts
- Apply basic accounting principles in daily life
- Solve everyday problems using mathematical reasoning
- Recognise and apply numeric patterns and geometric concepts
- Interpret and solve measurement and mapping problems

**Qualification:**

Certificate of Completion

**Duration:**

5-Months

**Programme Type:**

Category B – Workplace-Based Learning Programme

**Programme ID:**

PA0391

**SAQA US:**

243189, 13999, 119362, 119368, 119373, 110083

**NQF Level:**

1

**Credits:**

30

**Entry Requirements:**

Communication & Mathematical Literacy at NQF 2

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

### 3. Programme Content

- **(243189 US):** Manage personal finances
- **(13999 US):** Demonstrate an understanding of basic accounting practices
- **(119362 US):** Work with numbers; operations with numbers and relationships between numbers
- **(119368 US):** Describe, interpret and represent mathematical patterns, functions and algebra in different contexts
- **(119373 US):** Describe and represent objects in terms of shape, space and measurement
- **(11973 US):** Describe and represent objects in terms of shape, space and measurement

### 4. Topics

- Module 1: Personal Financial Management
- Module 2: Understanding Numbers
- Module 3: Patterns and Relationships
- Module 4: Geometry and Measurement

### 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**