

Financial Literacy and Budgeting

1. Overview

This programme equips participants with foundational knowledge and practical skills in both personal budgeting and business unit budgeting. The course empowers individuals to take control of their personal finances, while also developing the ability to manage budgets effectively in a small business or departmental context. This dual focus enhances financial literacy and supports career development for junior managers and small business owners.

2. Participants Outcome:

- Track and categorize personal expenses
- Compile a practical plan to maximise the value of personal spending
- Create and manage a personal budget
- Implement and follow a savings plan
- Explain the role and importance of budgeting in a business unit
- Analyse and assess the budgetary needs of a business unit
- Compile, present, and justify a proposed budget
- Monitor and control business income and expenses against budget forecasts

Qualification:

Certificate of Completion

Duration:

2-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0484

SAQA US:

10718 & 13941

NQF Level:

4

Credits:

8

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.

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

- **(10718 US):** Use a personal budget to manage own money
- **(13941 US):** Apply the budget function in a business unit

4. Topics

- Module 1: Introduction to Budgeting
- Module 2: Personal Budgeting
- Module 3: Business Unit Budgeting
- Module 4: Budget Preparation and Presentation
- Module 5: Budget Monitoring and Control

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