

### 1. Overview

This programme provides participants with a foundational understanding of financial principles and practices essential for managing business finances and navigating the modern economic environment. It equips learners with the skills to analyse financial information, apply accounting practices, and use financial data to make informed business decisions.

### 2. Programme Outcome

- Analyse the use of mathematics in social, political, and economic contexts
- Apply financial controls to manage business operations
- Identify and implement basic accounting practices and procedures
- Maintain business accounts and records accurately
- Use financial statements to monitor and evaluate business performance

**Qualification:**

Certificate of Completion

**Duration:**

2-Months

**Programme Type:**

Category B – Workplace-Based Learning Programme

**Programme ID:**

PA0941

**SAQA US:**

7449 & 119674

**NQF Level:**

2

**Credits:**

12

**Entry Requirements:**

Mathematical Literacy at NQF 1

**Training Options:**

**Online** - Each participant will receive training resources, which contains all programme materials and resources. 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.

**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) Face-to-face

### 3. Programme Content

- **(7449 US):** Critically analyse how mathematics is used in social, political and economic relations
- **(119674 US):** Manage finances for a new venture

#### 4. Topics

- Module 1: Mathematics in Social, Political, and Economic Contexts
- Module 2: Business Finance Management

#### 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.

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