Fundamentals of Financial Management

1. Overview

This programme equips junior managers with the skills and knowledge to manage financial and operational performance effectively. Participants will learn how to apply mathematics in financial planning, manage expenditure against a budget, and maintain accurate team records in alignment with organisational requirements. The programme strengthens financial literacy, accountability, and data management to support informed decision-making in the workplace.

2. Programme Outcomes:

- Use mathematical principles to investigate and monitor personal, business, and national financial aspects
- Explain and manage budgets within an area of responsibility
- Monitor and control expenditure in relation to budgetary goals
- Maintain accurate and relevant records for a team's activities and performance
- Apply record-keeping practices to support management decisions and organisational compliance

Qualification: Certificate of Completion
Duration: 3-Months
Programme Type: Category B – Workplace-Based Learning Programme
&Programme ID: PA0889
SAQA US: 7468, 242810, 242820
NQF Level: 4
Credits: 16
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

- **(7468 US):** Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
- **(242810 US):** Manage Expenditure against a budget
- **(242820 US):** Maintain records for a team

4. Topics

Module 1: Using Mathematics to Investigate and Monitor Financial Aspects

- Use mathematics to plan and control financial instruments (e.g., insurance, investments, and bonds)
- Apply simple and compound interest calculations in real financial situations (loans, hire purchase, mortgages, annuities)
- Analyse costs, revenue, and profit for business decision-making
- Use mathematics to interpret and debate national and global economic issues such as taxation, productivity, and resource distribution

Module 2: Managing Expenditure Against a Budget

- Understanding the concept of budgeting
- The importance of budgets in organisational management
- Elements of a budget: income, expenditure, and cost categories
- Preparing and interpreting a departmental budget
- Monitoring and recording actual vs. projected expenditure
- Identifying variances and analysing causes
- Taking corrective actions and budgetary control measures
- Reporting on budget performance and compliance
- Linking budgeting to organisational strategy and goals

Module 3: Maintaining Records for a Team

- The importance of record-keeping in organisations
- Types of records required by team leaders (attendance, performance, training, incidents, output)
- Legal and organisational requirements for record management (confidentiality, accuracy, retention)
- Methods and systems for maintaining team records (manual and electronic)
- Recording and monitoring team performance against targets
- Analysing performance data to identify trends and issues
- Using records to support decision-making and reporting
- Data security and ethical handling of team information

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

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