Foundations of Mathematical and Financial Literacy for the Workplace

1. Overview

This programme is intended to develop essential mathematical and financial literacy skills for everyday life and the workplace. It empowers participants to confidently manage personal and household finances, understand and apply fundamental financial concepts (such as interest and budgeting), handle basic business transactions, and critically evaluate data and patterns.

It also supports further learning in the business, financial, and administrative sectors by strengthening computational thinking and numeracy.

2. Programme Outcome:

- Use mathematics to plan and control personal and/or household budgets
- Apply concepts of simple and compound interest to real-life contexts (investments, inflation, depreciation)
- Investigate key aspects of financial transactions: cost price, selling price, profit, and loss
- Use and analyse computational tools and make accurate estimates and approximations
- Understand and use number systems, and represent numbers in multiple ways
- Work flexibly with functions and patterns to solve everyday problems
- Estimate, measure, and calculate physical quantities in practical contexts
- Apply techniques to collect, organise, and model data for specific purposes
- Interpret and give opinions on the implications of modelled data
- Receive, receipt, and deposit payments using basic banking procedures
- Use a petty cash system for small office purchases

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0505
SAQA US:	7469, 7480, 9007, 9009, 12444, 14353
NQF Level:	2
Credits:	19
Entry Requirements:	Communication & 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

- **(7469 US):** Use mathematics to investigate and monitor the financial aspects of personal and community life
- **(7480 US):** Demonstrate understanding of rational and irrational numbers and number systems
- **(9007 US):** Work with a range of patterns and functions and solve problems
- **(9009 US):** Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems
- **(12444 US):** Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts
- **(14353 US):** Conduct basic financial transactions

4. Topics

- Module 1: Personal Finance and Budgeting
- Module 2: Interest and Financial Concepts
- Module 3: Financial Transactions and Profitability
- Module 4: Numbers and Number Systems
- Module 5: Functions and Patterns
- Module 6: Measurement and Geometry
- Module 7: Data Handling and Interpretation
- Module 8: Money Handling and Basic Transactions

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