

## Business Management Fundamentals

### 1. Overview

The purpose of this Workplace Learning Programme (WLP) is to equip participants with foundational business management knowledge and practical skills required to perform core management functions in contemporary organisations. The programme introduces key management principles, entrepreneurship, ethical business practices, planning, organising, leadership, control, and digital business concepts to support organisational effectiveness and business growth.

### 2. Programme Outcome:

- Apply fundamental business management concepts and principles within organisational environments
- Analyse internal and external business environments to support informed management decisions
- Apply the core management functions of planning, organising, leading and controlling to achieve organisational objectives
- Demonstrate an understanding of ethical business practices, corporate governance and social responsibility in organisational decision-making
- Evaluate different forms of business ownership and entrepreneurial opportunities within the business environment
- Apply organisational design, delegation and change management principles to improve organisational effectiveness
- Demonstrate effective leadership, teamwork and communication skills to support organisational performance
- Apply basic e-business and digital business management principles within contemporary organisations

**Qualification:**

Certificate of Completion

**Duration:**

4-Months

**Programme Type:**

Category B – Workplace-Based Learning Programme

**Programme ID:**

PA0730

**NQF Level:**

5

**Credits:**

20

**Entry Requirements:**

NQF Level 4 qualification (Grade 12/National Senior Certificate or equivalent)

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

### Training Options:

**Online** - The SLP is delivered through a blended online support model consisting of:

| Activity                                                             | Duration       |
|----------------------------------------------------------------------|----------------|
| Session 1: Introduction to the SLP and Formative Assessment Briefing | 2 Hours        |
| Session 2: Formative Assessment Feedback and Consultation Session    | 1 Hour         |
| Session 3: Contact Session (Content Consolidation and Discussion)    | 2 Hours        |
| Session 4: Examination Preparation and Revision Session              | 2 Hours        |
| Total Facilitated Engagement                                         | <b>7 Hours</b> |

Participants will also have ongoing access to academic support through the LMS discussion forums throughout the project period.

### Minimum Participants Required:

(1) Online & (1) Blended

## 3. Topics

### Module 1: Introduction to Business Management

- Fundamentals of business management
- The role and responsibilities of managers
- Management functions and processes
- Management skills and competencies
- Organisational environments
- Systems approach to management
- Internal and external business environments

### Module 2: Business Ethics and Corporate Governance

- Business ethics and ethical decision-making
- Codes of ethics
- Corporate governance principles
- Corporate social responsibility
- Stakeholder management
- Ethical leadership
- Responsible business practices

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

### **Module 3: Entrepreneurship and Business Ownership**

- Principles of entrepreneurship
- Entrepreneurial skills and competencies
- Business opportunities
- Business planning
- Forms of business ownership
- Establishing and growing a business
- Factors influencing business success

### **Module 4: Management Theory and Contemporary Practice**

- Evolution of management thought
- Classical and behavioural management theories
- Contemporary management approaches
- Management in changing business environments
- Emerging management trends

### **Module 5: Planning and Decision-Making**

- Planning as a management function
- Strategic, tactical and operational planning
- Goal setting
- Strategic planning
- Decision-making processes
- Problem-solving techniques
- Planning and decision-making tools

### **Module 6: Organising and Managing Change**

- Organisational structure and design
- Authority, responsibility and delegation
- Job design
- Organisational change
- Change management
- Organisational culture
- Diversity and inclusion in the workplace

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## **Module 7: Leadership and Team Management**

- Leadership principles and styles
- Leadership versus management
- Team dynamics
- Communication in organisations
- Motivation and employee performance
- Leadership effectiveness

## **Module 8: Performance Control**

- Principles of organisational control
- The control process
- Performance measurement
- Monitoring organisational performance
- Characteristics of effective control systems

## **Module 9: Digital Business and E-Business**

- Introduction to e-business and e-commerce
- Digital business models
- Benefits and challenges of e-business
- Information security
- Cybersecurity awareness
- South African cyber law
- Digital transformation in business

## **4. Assessments**

Participants will be assessed through a combination of practical assignments, case studies, workplace-based activities, reflective exercises and an integrated summative assessment designed to evaluate the application of business management principles in organisational contexts.

Successful participants will receive a certificate of completion.

## **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.

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