Financial Management for Non-Financial Managers

1. Overview

The purpose of this Workplace Learning Programme (WLP) is to equip participants with practical financial management knowledge and skills required to support effective decision-making in organisational environments. The programme develops an understanding of financial statements, costing, budgeting, pricing, financial planning, and investment evaluation, enabling managers to interpret financial information and contribute to organisational performance.

2. Programme Outcome:

- Explain fundamental financial management principles and their role in organisational decision-making
- Interpret and analyse financial statements to assess organisational performance
- Apply costing and pricing techniques to support operational and financial decisions
- Prepare and evaluate budgets for effective short-term financial planning and control
- Apply cost-volume-profit and break-even analysis to business decision-making
- Evaluate long-term financial planning and capital investment decisions using appropriate financial techniques
- Apply financial information to improve organisational planning, performance and sustainability
- Demonstrate financial literacy required for managerial and workplace contexts

Qualification: Certificate of Completion
Duration: 4-Months
Programme Type: Category B – Workplace-Based Learning Programme
Programme ID: PA0723
NQF Level: 5
Credits: 20
Entry Requirements: NQF Level 4 qualification (Grade 12/National Senior Certificate or equivalent)
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	**7 Hours**

	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: Financial Management Fundamentals

- Principles of financial management
- The business and financial environment
- Accounting concepts
- Financial and management accounting
- Sources of finance
- Financial decision-making

Module 2: Financial Statements and Performance Analysis

- Financial statements
- Assets, liabilities and equity
- The accounting equation
- Financial reporting principles
- Ratio analysis
- Financial performance evaluation

Module 3: Cost and Pricing Management

- Cost classification
- Inventory management
- Labour and overhead costs
- Costing methods
- Pricing principles
- Cost-volume-profit analysis
- Break-even analysis

Module 4: Budgeting and Financial Planning

- Budgeting principles
- Operating and cash budgets
- Flexible budgeting
- Standard costing
- Variance analysis
- Budget performance monitoring

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

Module 5: Investment and Long-Term Financial Planning

- Time value of money
- Interest calculations
- Capital budgeting
- Investment appraisal techniques
- Long-term financial planning
- Financial decision-making

4. Assessments

Participants will be assessed through a combination of practical assignments, case study analyses, workplace-based applications, reflective activities, and an integrated summative assessment designed to evaluate the application of application of financial management principles in real-world 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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