

Local Economic Development Project Planning & Budgeting

1. Overview

This programme equips participants with the knowledge and practical skills to analyse workplace data, prepare and manage budgets, and design, implement, and manage Local Economic Development (LED) projects. Participants will develop the ability to communicate information effectively using tables, graphs and charts, prepare project budgets and financial reports, manage office supply budgets, and conduct research to support sustainable local economic development initiatives.

2. Programme Outcome:

- Analyse and communicate workplace information using appropriate tables, graphs, charts and diagrams
- Interpret numerical data to support workplace decision-making
- Analyse the local economic environment and identify opportunities for Local Economic Development (LED) projects
- Plan, implement, monitor and close an LED research project
- Select suitable research methods and analyse research findings
- Prepare, present and justify budgets for Local Economic Development projects
- Monitor and control project expenditure and prepare financial reports
- Develop and manage office supply budgets
- Implement effective inventory control and distribution systems for office supplies
- Apply budgeting principles to improve organisational efficiency and accountability

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0981

SAQA US:

8662, 110505, 110482, 110528

NQF Level:

5

Credits:

25

Entry Requirements:

NQF Level 4 qualification

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.

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

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

- **(8662 US):** Analyse and communicate workplace data
- **(110505 US):** Design, implement and manage a local economic development project in own work context
- **(110482 US):** Prepare a budget for a local economic development project and prepare the relevant financial reports
- **(110528 US):** Compile and control a budget for a range of office supply requirements

4. Topics

Module 1: Analysing and Communicating Workplace Data

- Introduction to workplace data
- Types of workplace information
- Collecting and organising data
- Using tables to present information
- Creating and interpreting graphs
- Using charts and diagrams effectively
- Analysing numerical information
- Presenting findings to stakeholders
- Workplace numeracy and problem-solving

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

Module 2: Designing, Implementing and Managing a Local Economic Development Project

- Introduction to Local Economic Development (LED)
- Understanding the economic environment
- Identifying community and business needs
- Selecting suitable LED projects
- Planning an LED research project
- Research methodologies
- Developing questionnaires
- Data collection techniques
- Managing project resources
- Implementing an LED project
- Monitoring project progress
- Analysing research findings
- Writing project reports
- Drawing conclusions and recommendations
- Project closure and evaluation

Module 3: Preparing Budgets for Local Economic Development Projects

- Principles of budgeting
- Purpose of project budgets
- Types of budgets
- Budget planning techniques
- Estimating project costs
- Allocating project resources
- Preparing project budgets
- Presenting and justifying budgets
- Monitoring expenditure
- Controlling project finances
- Managing budget variances
- Preparing financial reports
- Financial accountability

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Module 4: Compiling and Controlling Office Supply Budgets

- Office supply planning
- Identifying office resource requirements
- Developing an office supply budget
- Budget monitoring techniques
- Procurement planning
- Stock and inventory management
- Distribution of office supplies
- Implementing internal control measures
- Managing supplier relationships
- Reducing wastage and unnecessary costs
- Reporting on office supply expenditure
- Continuous budget improvement

5. Target Market

This programme is suitable for:

- Supervisors and Team Leaders
- Office Managers and Office Administrators
- Local Economic Development (LED) Officers
- Municipal Officials
- Project Coordinators
- Project Administrators
- Finance and Budget Officers
- Community Development Practitioners
- Economic Development Practitioners
- Operations Supervisors
- Administrative Managers
- Public Sector Employees
- NGO and Community Organisation Staff involved in development projects
- Individuals seeking to develop budgeting, project management, and workplace data analysis skills

6. 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.

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7. 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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