

**Skills Programme:  
Business Financial  
Management**

Skills Category: Business Skills

SAQA Qualification No:

NQF Level: 4

Credits: 23



**Training & Consulting**  
*Unlocking your hidden Potential*

### ***Target Audience***

**Minimum 10 Delegates**

This qualification is designed as the first qualification in the learning pathway in all sector and is suited to the following occupations:

- ❖ Company Secretaries
- ❖ Entrepreneurs looking to start a new venture

### ***Entry Requirements***

Learners accessing this qualification are assumed to be competent in: Communication and Mathematical Literacy at NQF Level 3 (Grade 11/standard 9).

Recognition of prior learning available

### ***Qualification Objectives***

Recipients of this qualification will be able to:

- ❖ Demonstrate an ability to identify and create a new venture.
- ❖ Demonstrate knowledge of interpersonal skills required in a business environment.
- ❖ Demonstrate an understanding of basic economics within a market economy.
- ❖ Manage a new venture by applying business principles and techniques.
- ❖ Demonstrate an understanding of the role of leadership and management.

### ***Qualification Exit Level Outcomes***

On achieving this qualification, the learner will be able to:

- ❖ Demonstrate an ability to identify and create a new venture.
- ❖ Demonstrate knowledge of interpersonal skills required in a business environment.
- ❖ Demonstrate an understanding of basic economics within an market economy.
- ❖ Manage a new venture by applying business principles and techniques.

- ❖ Demonstrate an understanding of the role of leadership and management..

## Qualification Outline

ID	UNIT STANDARD TITLE	Level	C
	<b>BUSINESS FINANCIAL MANAGEMENT</b>		<b>23</b>
<b>263474</b>	Manage finances of a new venture	4	6
<b>114584</b>	Finance a new venture	4	5
<b>117156</b>	Interpret basic financial statements	4	4
<b>263456</b>	Plan strategically to improve new venture performance	4	4
<b>263534</b>	Implement an action plan for a new venture	4	4

Modules	Notional hours	Classroom based training = 20%	Workplace training = 70%	Assessment / Remediation = 10%
<b>Module 3</b>	230	46	161	23

Module	Total Number of days	Classroom based training = 20%	Workplace training = 70%	Assessment / Remediation = 10%
<b>Module 3</b>	30	6	21	3

## Course Delivery

<b>Starting time</b>	: 08h30
<b>Mid-morning break</b>	: 10h00 – 10h15
<b>Lunch</b>	: 12h00 pm – 12h45
<b>Mid-afternoon break</b>	: 14h30– 14h45
<b>Knock off</b>	: 16h00

### *Delivery Method:*

The programme is facilitated by a competent subject matter specialist/s, which utilises the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Simulation; and learner assessment.

## ***Assessment and Certification***

### ***Formal Assessment:***

Each learner will be provided with an assessment guide on the last day of the programme in which a range of assessment methods and tools will be used to assess the competence level of each individual learner.

### ***Feedback:***

Learners will receive comprehensive, detailed and accurate feedback on assessment.

### ***Certification:***

When the learner is found to be competent in the specific field of knowledge a certificate will be issued.

### ***Language of delivery:***

English