

PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip learners with the necessary knowledge, skills and attitudes to interpret basic financial statements, process financial transactions and manage expenditure against a budget.

PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Process financial transactions
- Interpret basic financial statements.

PROGRAMME OUTLINE

- Financial procedures.
- Financial transactions.
- Filing system.
- Income statement.
- Balance sheet.
- Assets and liability statement.
- Financial decisions.

LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enroll on this programme should be competent in Communication and Mathematical Literacy at NQF Level 3.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL against these unit standards are allowed. Application forms are available from our offices.

METHODOLOGY

Training Programme Duration: 3 Days

Assessment: Portfolio of evidence will be submitted within four weeks after completing the training. Assessment activities include questioning to test knowledge and ability to apply.

Certification: This includes obtaining endorsement from the SETQAA.

Unit Standard(s):

- 7825 - Process financial transactions
- 117156 - Interpret basic financial statements

NQF Level: 4

Credits: 20

TARGET GROUP

- Line managers
- HR managers
- Administration managers
- Administration clerks

BENEFITS

- Increased productivity
- Effective team work
- Credits towards a qualification
- Improved opportunities to claim skills grants