

**PURPOSE OF THE PROGRAMME**

The purpose of this programme is to equip the learner with the necessary knowledge, skills and attitudes to manage expenditure against a budget.

**PROGRAMME OUTCOMES**

On completion of this programme learners will be able to:

- Explain the concept of budgeting pertinent to an area of responsibility.
- Determine the elements of a budget relevant to an area of responsibility.
- Monitor and control actual expenses (and revenue), against projected budget.

**PROGRAMME OUTLINE**

- The Concept of Budgeting
- Budget Elements
- Monitor and Control Expenses against the Budget

**LEARNING ASSUMED TO BE IN PLACE**

Delegates wishing to enroll on this programme should be competent in Computer Literacy, Mathematical Literacy and Communications at NQF level 3.

**RECOGNITION OF PRIOR LEARNING (RPL)**

RPL against the unit standard of this programme is allowed. Application forms are available from our offices.

**METHODOLOGY**

**Training Programme Duration:** 1 Day

**Assessment:** Portfolio of Evidence will be submitted within three weeks of completing the training. Assessment activities include monitoring and controlling actual expenses against budget.

**Certification:** This includes obtaining endorsement from the SETQAA.

**Unit Standard(s):**

- 13941 - Apply the budget function in a business unit

**NQF Level:** 4

**Credits:** 5

**TARGET GROUP**

- First line managers
- Business owners
- Branch managers
- Entrepreneurs

**BENEFITS**

- Competent managers
- Effective management of expenditure
- Credits towards a qualification
- Improved opportunities to claim skills grants