



CPT

SKILLS DEVELOPMENT SOLUTIONS



Learnerships



Skills
Programmes

Develop & Control a Sectional Budget - Skills Programme NQF 4 Breakdown

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Name of Module	Unit Standards covered	NQF Level	Duration	Approval Number
Develop and Control a Sectional Budget (11 Credits)	13941 - Apply the budget function in a business unit (5) 7468 - Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues (6)	4	5	MERSETA SP0114/07-17

Purpose of this programme:

This unit standard is intended for managers of small businesses and junior managers of business units in larger organisations. The term business unit in this unit standard implies a small business, cost center, section or department.

Junior managers include, but are not limited to team leaders, supervisors, first line managers and section heads. The position is term is used to describe the first level of management in an organisation at which an employee has other employees reporting to him/her.

The qualifying learner is capable of:

Explaining the concept of budgeting in a business unit.

- Analysing the budget needs of a business unit.
- Presenting and justifying a proposed budget for a business unit.
- Monitoring and controlling actual expenses and revenue against projected expenses and revenue.
- Use mathematics to plan and control financial instruments including insurance and assurance, unit trusts, stock exchange dealings, options, futures and bonds
- Use simple and compound interest to make sense of and define a variety of situations including mortgage loans, hire purchase, present values, annuities and sinking funds
- Investigate various aspects of costs and revenue including marginal costs, marginal revenue and optimisation of profit
- Use mathematics to debate aspects of the national and global economy, including tax, productivity and the equitable distribution of resources.

The following underlying factors are addressed:

- The concept of budgeting in a business unit
- Analyse the budget needs of a business unit
- Present and justify a proposed budget for a business unit.

- Monitor and control actual expenses and revenue against projected expenses and revenue.
- Use mathematics to plan and control financial instruments.
- Use simple and compound interest to make sense of and define a variety of situations.
- Investigate various aspects of costs and revenue.
- Use mathematics to debate aspects of the national and global economy.

What the Learners will be able to do:

- Learners are able to make decisions in determining the budget needs of a business unit and in monitoring and controlling revenue and expenses.
- Learners are able to collect, organise and evaluate information in order to forecast budget needs and prepare a budget for a business unit
- Learners are able to communicate effectively in presenting and justifying a proposed budget for a business unit.
- Learners are able to demonstrate an understanding of the world as a set of related systems when aligning a business unit's budget needs and budget technique to an organisation's budget.
- Solve a variety of numerical and financial problems
- Gather, organise, evaluate and interpret financial information to plan and make provision for monitoring budgets and other financial situations.
- Use everyday language and mathematical language to describe relationships, processes and problem solving methods.

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