

## DEVELOP AND CONTROL A SECTIONAL BUDGET - NQF LEVEL 4

Duration: 2 days + 1 day follow up  
 Target: Candidates competent in NQF Level 3  
 Prerequisite: NQF Level 3  
 NQF Info: NQF Level 4  
 Qualification: National Certificate In Plastics Manufacturing NQF Level 4  
 Credits: 7  
 Certification: MERSETA accredited  
 PFSA Certification.

### Unit Standard:

- Use mathematics to investigate and monitor the financial aspects of personal, business, national and international business [7468]
- Apply the budget function in a business unit [13941]

### Course Objective:

To use mathematics to plan and control financial instruments, and explain the concept of budgeting in a business unit. To analyse the budget needs of a business unit. To present and justify a proposed budget for a business unit and control actual expenses and revenue against budget.

Outcomes: At the end of the course the learners will be able to :

- 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.
- Explain 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.

### Contents:

- Plans are used to ensure effective control of financial instruments. Calculations are carried out using computational tools efficiently and correctly. Solutions obtained are verified in terms of the context. The differences between simple and compound interest are described in terms of their common applications and effects. Methods of calculation are appropriate to the problem types. Various aspects of costs and revenue investigated.
- The concept of a budget is explained with reference to income and expenditure, cost of sales and cash outflows within a specific business unit. The items that make up gross revenue are identified, and items that make up expenditure are listed. The budgeting technique appropriate to the type of budget is explained with reference to the purpose of the budget.

### Assessment and Certification:

- Assignments to be submitted within two weeks following training. One follow up day is required to give feedback on assessed assignments. A PFSA Certificate of Competence is issued to successful candidates
- Relevant credits may be awarded to successful learners upon MERSETA due approval process.

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