

Duration: 3 days + 1 day follow up
 Target: Operator level and below
 Prerequisite: Basic Literacy & Numeracy [ABET 4]
 NQF Info: NQF Level 2
 Qualification: National Certificate In Plastics Manufacturing NQF Level 2
 Credits: 9
 Certification: MERSETA accredited PFSA Certification.

Unit Standard:

- Use mathematics to investigate and monitor the financial aspects of personal and community life [7469]
- Use a personal budget to manage own money [10718]
- Explain the individual's role within business [12466]

Course Objective:

To enable learners to know their role, rights and responsibilities within a business. They are able to demonstrate an understanding of how a business functions, know organisational structures, organisational culture and procedures and concepts.

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

- Use mathematics to plan and control personal and / or household budgets and income expenditure
- Use simple and compound interest to make sense of and define a variety of situations
- Discuss the rights of an employee within the workplace, including rights regarding language, safety and culture
- Identify and explain the structures, culture, procedures and concepts within a particular organisation, including conditions of employment, disciplinary and grievance procedures, employee representation
- Discuss how business functions including aspects such as customers, deadlines, markets, quality, profit and environment
- Reflect on the individual's role within the organisation

Contents:

- Plan and control personal and other small budgets
- Use simple and compound interest
- Investigate various aspects of financial transactions; Internal and external relationships
- Basic business understanding
- Business Process
- Financing a business
- Financial statements

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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