

PERSONAL FINANCE

Duration:	1 day
Target:	Candidates competent in NQF Level 3
Prerequisite:	NQF Level 3
NQF Info:	NQF Level 4
Qualification:	Towards the National Certificate in Polymer Composite Fabrication NQF Level 4
Credits:	2
Certification:	merSETA-accredited Plastics SA Certification

Unit Standards

- Develop a personal financial plan [12429]

Objective of Learning Programme

To enable learners to understand bank statements and income and expenditure accounts.

Outcomes

At the end of the learning programme, learners will be able to

- Use mathematics to interpret bank statements.
- Process transactions on a bank statement
- Ensure calculations are carried out correctly and analyses are presented in a basic income/expenditure account
- Understand debit and credit on a bank statement

Contents

- Understand the layout and terminology used in a bank statement
- Understand how debit and credit work
- What's the difference between a debit card and a credit card?
- Be able to verify correctness of calculations in a bank statement
- How to keep records of your bank account
- Reconciling a bank statement
- Understand how a bank account can be used as a balance sheet

Assessment and Certification

- Workplace Experience Assignments to be submitted within two weeks following training. A Plastics|SA Certificate of Competence is issued to successful candidates.
- Relevant credits may be awarded to successful learners upon merSETA due approval process.