



FASSET

**Fundamental Basic
Instruction CC**

ACCREDITATION NUMBER: 585/01136/10
ACCREDITED AS A DELIVERY AND ASSESSMENT SITE FOR
THE FOLLOWING UNIT STANDARDS (S) LISTED BELOW

Unit Standard Title	NQF Level	Credits
Draft financial statements	5	10
Contribute to the planning and allocation of resources within an accounting framework	5	10
Use the computer as a business tool in an accounting environment	7	8
Record, analyze and prepare cost information	5	10
Prepare financial reports and returns	5	8
Work with information technology in an accounting environment	5	6
Make and record payments	5	8
Recognize, measure, classify and record financial and non-financial data	7	8
Record income and receipts	5	10
Prepare financial reports for different forms of entity	6	16
Prepare ledger balances and an initial trial balance	5	10
Apply provisions relating to the concept of tax avoidance	6	8
Determine and calculate Input Tax	6	12
Determine and apply the concepts of Value-Added Tax	6	14
Comply with Value Added Tax administration	6	6
Determine decisions under risk and uncertainty as they relate to risk assessment and techniques for assessing risk	7	10
Determine dividend decisions	7	8
Prepare business tax returns	5	12
Calculate Output Tax	6	12
Prepare personal tax returns	5	10
Participate in organizational strategy management from a financial management perspective	6	12
Calculate the taxation of companies	6	16
Advise on working capital policy and management	6	8
Prepare and analyze financial reports for different types of business entities	6	16

Evaluate and advise on the cost of capital	7	12
Evaluate current and proposed activities in an accounting environment	5	10
Identify and calculate the Value Added Tax adjustments	6	8
Apply and evaluate the function of financial management as it related to the objective of the firm, strategic financial management and financial statement analysis	7	8
Apply and provide advice on the evaluation of a business entity	7	8
Operate a cash management and credit control system	5	10
Calculate employee's tax and provisional tax	6	10
Manage accounting systems	5	10
Build teams to meet set goals and objectives	5	3
Plan, organise, implement and control record-keeping systems	5	4
Record business financial transactions	4	5
Take on a business` debtor's book in full	4	12
Apply concepts and principles of business ethics in the professional environment	6	5
Apply the budget function in a business unit	4	5
Demonstrate a basic understanding of the role of a business strategy in managing a small business or a business unit	4	5
Calculate tax payable by a small business	4	6
Evaluate companies based on their financial statements	6	15
Demonstrate an understanding of the use of micro- and macro-economic indicators as forecasting and planning tools within the financial markets	6	18
Achieve personal effectiveness in business environment	4	6
Present information in report format	4	6
Apply innovative thinking to the development of a small business	4	4
Produce spreadsheets using accounting related information technology	5	8
Prepare financial statement analysis	6	8
Determine the cost of capital	6	10
Complete PAYE documents	4	7
Perform Value Added Tax Calculations and Complete Returns	4	5
Cost and price a product	4	6
Interpret and apply the laws and procedures related to value-added tax	6	8
Supply costing information for management control	5	8
Achieve personal effectiveness in an accounting environment	5	8
Maintain financial records and prepare general ledger accounts	5	12

FBI

FUNDAMENTAL BASIC INSTRUCTION

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**SETA FOR FINANCE,
ACCOUNTING,
MANAGEMENT
CONSULTING AND
OTHER FINANCIAL
SERVICES**



FASSET

Making the future count

**Our philosophy
of learning
through
doing...**

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Fundamental Basic Instruction

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Port Elizabeth
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6017

Budgeting for Supervisors & Managers



What is budgeting and how can we benefit from the process?



Understanding budgeting is within your grasp

Budgeting for Supervisors and Managers covers six modules:

THE BUDGETING PROCESS

HOW TO COMPILE A MEANINGFUL BUDGET

THE MASTER BUDGET

INDUSTRY SPECIFICS

THE PRACTISE OF SUCCESSFUL BUDGETING

PRACTICAL EXAMPLES AND TIPS

ATTENDANCE CERTIFICATE

In terms of the requirements set out, you will receive a credit bearing attendance certificate if you satisfactorily attend the classes and practical sessions of the course, and satisfactorily perform the learning tasks assigned.

Need to reduce staff loans? We also offer budgeting for salary and wage earners.



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UPON COMPLETION OF THE MODULES:

You will earn the following credits:

- Being able to apply the budget function in a business unit (NQF level 4) AND YOU WILL EARN 4 CREDITS.
- You will be able to present information in report format (NQF level 4) AND YOU WILL EARN 6 CREDITS.

TOTAL CREDITS 10

THE FBI VISION & MISSION:

Vision

To be a superlative business academy of learning designed for success, synonymous with quality and actively contributing towards building a financially nurtured and enlightened new South Africa.

Mission

Our mission is to provide a relaxed, enjoyable learning environment to highly motivated individuals who have a burning desire to succeed. The best way to learn is to learn without knowing that you are learning. Our philosophy of learning through doing will equip students to advance in the field of entrepreneurship, through energy, passion and a desire for life-long learning. Our belief is that learning is a continuous, expanding process and we support and encourage the pursuit of personal and intellectual growth. Real life examples, innovative teaching and learning techniques will equip students with the practical knowledge needed to succeed.



INVEST IN YOU



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Budgeting for Supervisors & Managers

Do you or your staff require budgeting or financial literacy training? If the answer is yes to any of the questions below, chances are you do.

Is there a lack of understanding between staff members regarding the budgeting function?

- YES
 NO
 Not sure or we don't budget

Do all staff understand why it is so important or do they simply see it as a tool used by management to measure performance?

- YES
 NO
 Not sure

Do your staff understand your company's financial function, its responsibilities & it's dependency on other departments?

- YES
 NO
 Not sure

Do you feel you or your staff may benefit from increasing their financial I.Q.?

- YES
 NO
 Not sure

Comments or questions:

Name _____

Address _____

Phone and Email _____

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