



Business & Entrepreneurship Qualifications and Courses

Brochure



EXPERIAN BUSINESS SKILLS INSTITUTE

Moving your future forward through the power of knowledge

Learning can be incremental, or it can be instantaneous! Whether you are wanting to quickly upskill yourself or your employees through short modular learning, or are looking for longer-term accredited training, the Experian Business Skills Institute has the courses and learning method you want.

About BSI

Experian’s Business Skills Institute helps our learners and clients move their futures forward through the education, training and development of their most valuable assets - their knowledge and careers.

BSI was developed from the need for a training provider for professionals and companies in Africa and beyond.

Our training institute comprises of professional staff who are specialised in training, learning methodology and business skills. BSI is a resource for smart and inquisitive individuals or companies wanting to instil confidence in their abilities, processes and service.

Our Offerings

BSI offers students and professionals of all ages and companies of all sizes digital, blended and in-class skills training, qualifications, learnerships, skills programmes, short courses and workshops across a wide range of business skills topics to meet their career needs and move their futures forward.

Classroom-Based/ Face-to-Face Instruction	Virtual Instructor-Led Training	Blended Learning
Online Courses	Customised Courses	Learnerships

Our accredited qualifications and learnerships give learners the necessary business tools to build long and successful careers. After completing our short, digital courses, learners can action what they’ve just learnt making them effective, valuable and productive from the get-go!

Credit and Banking Skills	Debt Recovery Skills	Debt Review / Counselling Skills
Legislation and Compliance	Business and Entrepreneurship Skills	Leadership and Management Skills
Accounting and Financial skills	Office Management and Administration	Compliance Training

BUSINESS & ENTREPRENEURSHIP QUALIFICATIONS / LEARNERSHIPS

BUSINESS MANAGEMENT

ICB Business Administrator Programme**(National Certificate: Small Business Financial Management, SAQA ID: 48736, Level 4, 120 Credits)****Qualification Overview:**

This 9-month Business Administrator programme will ensure you are able to understand the documentation, processing and recording of a business' financial transactions. With this qualification, you will be able to communicate effectively with business stakeholders and demonstrate your general management abilities. You will also learn to cost and price products as well as manage the working capital of the business.

Learning Outcomes:

- Record business transactions; produce quotations and invoices and prepare reconciliation statements as per organisational requirements and recognised bookkeeping practice.
- Calculate Value Added Tax and prepare returns as required by legislation.
- Calculate gross pay, statutory deductions and prepare IRP 5s as required by legislation.
- Prepare and interpret final accounts as per organisational requirements.
- Calculate the cost of a product and distinguish between fixed and variable costs, carry out break-even analysis and calculate the selling price of a product.
- Calculate working capital for an organisation.
- Prepare a business plan and a budget for a small business.
- Communicate effectively in the workplace.

ICB Senior Business Administrator Programme**(Higher Certificate: Office Administration, SAQA ID: 23619, NQF Level 5, 240 Credits)****Qualification Overview:**

This 15 months Senior Business Administrator programme will further your knowledge and skills to operate efficiently as a general office manager through learning to effectively manage your diary and work schedule as a manager. You will also learn how to apply marketing, law, public relations, as well as economic principles in business. This qualification will also teach you how to draw up and interpret financial statements and reports, work efficiently with the human resources and labour relations departments as well as how to apply business growth principles for local and global expansion.

Learning Outcomes:

- Show insight into the principles of financial management and decision-making.
- Demonstrate an understanding of the South African economic system, reading with insight and analysing economic data in a meaningful way and will demonstrate a sound fundamental knowledge and understanding of economic principles of local, national and international economic problems in order to make decisions, as managers, future producers, consumers and citizens, on an economic-oriented foundation.
- Demonstrate an appreciation of the human resource function and its invaluable role. in the organisation and show linkages with other resources-capital, equipment, management and materials.
- Demonstrate a clear understanding of the theories and practice relating to the human resource in organisations.
- Apply the elementary labour relations principles and trends as described, in a business environment.
- Apply labour relations principles and trends to a given work situation.
- Demonstrate an understanding of what management in an enterprise involves so that the concept “supervision” can be related to that aspect of the business environment.
- Demonstrate an in-depth understanding of marketing concepts and issues relating to international marketing, industrial marketing and services marketing.
- Understand and apply the basic principles of law which affect business relationships and transactions within the scope of the administration of companies and other organisations.

ICB Business Accountant Programme

(National Diploma: Financial Accounting, SAQA ID: 20366, Level 6, 280 Credits)

Qualification Overview:

This 1-year Business Accountant programme will give you the ultimate competitive advantage in equipping yourself to manage the financial affairs of a company through applying managerial finance and control principles and drawing up and interpreting financial statements and reports in accordance with IFRS. With this qualification, you will be able to work with management information systems at a corporate level as well as prepare for an internal/external audit. You will also learn to apply the principles of strategic intent and strategic thinking in a global business environment. This qualification will set your career in finances on a path of success.

Learning Outcomes:

- Has acquired knowledge of and demonstrates competence in all areas of Financial Accounting.
- Demonstrates knowledge of, and competence in all areas of Cost and Management Accounting.
- Understands and applies tax regulations in the field of personal and business taxation.
- Demonstrates a sound understanding of the nature of law and an appreciation of the role of law within which an accountant operates.
- Has acquired knowledge of and demonstrates competence in all areas of financial management.
- Demonstrates an understanding of Internal and External Auditing processes.

- Has acquired an understanding of Information Systems in business.
- Demonstrates knowledge and understanding of the key marketing and management theories, concepts and techniques operating within business organisations.
- Understands and applies sound Accounting theory and practice.
- Demonstrates knowledge and understanding of Management Accounting Control systems.
- Has acquired an understanding of Financial Accounting with respect to the Regulatory Framework.
- Demonstrates knowledge and understanding of corporate strategy.

ENTREPRENEURSHIP

ICB Entrepreneur Programme

(National Certificate: Small Business Financial Management, SAQA ID: 48736, Level 4, 120 Credits)

Qualification Overview:

This 9-month Entrepreneurship programme will equip you with the knowledge and understanding of what it means to be an entrepreneur in South Africa as well as provide you with the skills to identify business opportunities and set up a new business. This qualification will further ensure you are able to understand the documentation, processing and recording of a business' financial transactions. With this qualification, you will be able to communicate effectively with business stakeholders and demonstrate your general management abilities. You will also learn to cost and price products as well as manage the working capital of the business.

Learning Outcomes:

- Record business transactions; produce quotations and invoices and prepare reconciliation statements as per organisational requirements and recognised bookkeeping practice.
- Calculate Value Added Tax and prepare returns as required by legislation.
- Calculate gross pay, statutory deductions and prepare IRP5s as required by legislation.
- Prepare and interpret final accounts as per organisational requirements.
- Calculate the cost of a product and distinguish between fixed and variable costs, carry out break-even analysis and calculate the selling price of a product.
- Calculate working capital for an organisation.
- Prepare a business plan and a budget for a small business.
- Communicate effectively in the workplace.

ICB Senior Entrepreneur Programme

(Higher Certificate: Office Administration, SAQA ID: 23619, NQF Level 5, 240 Credits)

Qualification Overview:

This 15 months Senior Entrepreneurship programme will further your knowledge and skills to successfully manage and lead a small/medium-sized business while learning to effectively manage your diary and work schedule as an entrepreneur. You will also learn how to apply marketing, law, public relations, as well as economic principles in business. This qualification will also teach you how to draw up and interpret financial statements and reports, work efficiently with the human resources and labour relations departments as well as how to apply business growth principles for local and global expansion.

Learning Outcomes:

- Show insight into the principles of financial management and decision-making.
- Demonstrate an understanding of the South African economic system, reading with insight and analysing economic data in a meaningful way and will demonstrate a sound fundamental knowledge and understanding of economic principles of local, national and international economic problems in order to make decisions, as managers, future producers, consumers and citizens, on an economic-oriented foundation.
- Demonstrate an appreciation of the human resource function and its invaluable role in the organisation and show linkages with other resources - capital, equipment, management and materials.
- Demonstrate a clear understanding of the theories and practice relating to the human resource in organisations.
- Apply the elementary labour relations principles and trends as described, in a business environment.
- Apply labour relations principles and trends to a given work situation.
- Demonstrate an understanding of what management in an enterprise involves so that the concept “supervision” can be related to that aspect of the business environment.
- Demonstrate an in-depth understanding of marketing concepts and issues relating to international marketing, industrial marketing and services marketing.
- Understand and apply the basic principles of law which affect business relationships and transactions within the scope of the administration of companies and other organisations.

ICB Management Accountant Programme (National Diploma: Financial Accounting, SAQA ID: 20366, Level 6, 280 Credits)

Qualification Overview:

This 1-year Management Accountant programme will give you the ultimate competitive advantage in equipping yourself to manage the financial affairs of a company through applying managerial finance and control principles and drawing up and interpreting financial statements and reports in accordance with IFRS. With this qualification, you will be able to work with management information systems at a corporate level as well as prepare for an internal/external audit. You will also learn to apply the principles of strategic intent and strategic thinking in a global business environment. This qualification will set your career in finances on a path of success.

Learning Outcomes:

- Has acquired knowledge of and demonstrates competence in all areas of Financial Accounting.
- Demonstrates knowledge of, and competence in all areas of Cost and Management Accounting.
- Understands and applies tax regulations in the field of personal and business taxation.
- Demonstrates a sound understanding of the nature of law and an appreciation of the role of law within which an accountant operates.
- Has acquired knowledge of and demonstrates competence in all areas of financial management.
- Demonstrates an understanding of Internal and External Auditing processes.
- Has acquired an understanding of Information Systems in business.
- Demonstrates knowledge and understanding of the key marketing and management theories, concepts and techniques operating within business organisations.
- Understands and applies sound accounting theory and practice.
- Demonstrates knowledge and understanding of Management Accounting Control systems.
- Has acquired an understanding of Financial Accounting with respect to the Regulatory Framework.
- Demonstrates knowledge and understanding of corporate strategy.

LEADERSHIP & MANAGEMENT SHORT COURSES & SKILLS PROGRAMMES**Bookkeeping to Trial Balance**

This skills programme introduces business, bookkeeping and accounting. Learners will specifically learn about the recording of various financial (cash, credit & sundry) transactions, value-added tax (VAT), inventory systems as well as how a bank, debtor, creditor, supplier and general ledger accounts need to be reconciled. Finally, this skill programme also equips learners with the knowledge and skills to draft financial statements for a business.

Business Management 2

Learners will learn the skills and techniques used for planning, decision making, organising, leadership and motivation. The skills programme will also teach learners about the nature and importance of control in a business as well as how economic principles need to be applied in business.

Business Management 1

This skills programme is focused on teaching learners about the different levels of management and the management environment as well as how to manage working capital, calculate costs and prices and do financial planning and control. It introduces the fundamentals of different types of tax and shows learners how to calculate the tax payable by businesses. Learners will also learn how to do bookkeeping using Microsoft Office and the computerised accounting package Pastel.

Business Management 3

This skills programme provides learners with an introduction to strategic management, specifically in terms of how strategic intent and strategic thinking should be applied in a global business environment. It also gives learners information about the significance and progression of international business and international trade. Finally, learners will learn how to analyse the macro-environmental matrix and the global business strategy.

Business Literacy

A key skill for any office administrator to have is the ability to communicate effectively as well as perform basic mathematical calculations within a business environment. This skills programme is specifically focused on equipping the learner with the knowledge and skills to understand and apply the key principles of effective business communication as well as communicating through spoken and written word. To prepare learners to measure, analyse and communicate workplace data, this module also teaches learners how to work with numbers (including fractions and decimals), percentages, ratios, proportions and equations as well as to use interest rates within a business context.

Entrepreneurship 2

This skills programme kicks off by discussing the economic significance of a small business, followed by introducing the concept of a new business venture and how an entrepreneur should get started and lead a small business. It also highlights and explains the various managerial functions that an entrepreneur of a small business needs to perform such as marketing and advertising as well as managing the human resources of the business within legal boundaries. The programme also provides an introduction to economics, the various economic systems, how the economy works, the economic cycle, growth, development and forecasts. An overview is also provided on the monetary, public and foreign sectors as well as the significance and progression of international business.

Entrepreneurship 1

This skills programme teaches the valuable skills and techniques required to start up a new business, manage working capital and how to financially plan and control. It introduces learners to the different types of tax, how to calculate the taxes that need to be paid by business and how to work with SARS. Learners also learn different costing and financial techniques and how to get the logistical aspects of the business on track. Finally, this programme also teaches learners how to budget, control cash and forecast effectively as well as to interpret financial statements and record business financial transactions.

Entrepreneurship 3

In this skills programme, learners are introduced to the entrepreneurial revolution as well as the entrepreneurial process to recognising and evaluating opportunities. Learners are also provided with the knowledge and skills to be able to manage rapid growth and change in the business. As strategy is key to the success of every business, the learner is also familiarised with the concept of strategic management as well as global business strategies. Further attention is given to global human resources management, including the importance of mentorship and training. This programme concludes with an overview of personal ethics and the entrepreneur.

Financial Statements

Every business should have financial statements that indicate the financial performance of the organisation. These include income statements, statements of financial position as well as cash flow statements. This skills programme familiarises the learner with the process of preparing the various financial statements for a small business, sole proprietorship, partnership or corporate entities following the recording of business financial transactions and finalising and interpreting accounts. The application of financial ratios, to understand a business' profitability and liquidity is also introduced to the learner. Financial reporting standards are also discussed and explained.

Financial Reporting and Regulatory Frameworks

This skills programme introduces the learner to the International Financial Reporting Standards (IFRS), which are issued by the International Accounting Standards Board (IASB) and that are increasingly used worldwide, including South Africa and dozens of other countries. The programme specifically sets out the principles and conceptual framework or issues relating to IFRS.

Financial Management and Control

This skills programme focuses on teaching learners about various methods of costing, including activity-based and standard costing. The topics of cost classification, estimation and behaviours, linear programming as well as cost-volume-profit analysis are introduced and explained. Finally, learners are provided with knowledge on pricing policy and transfer pricing, budgeting and divisional performance evaluation.

Office and Legal Practice

This skills programme introduces learners to the basic principles, processes and procedures of business law and administrative practice. Learners will obtain a basic legal background on contracts, credit agreements, business entities, suretyship, intellectual property and competition and environmental law.

Human Resources Management & Labour Relations

This skills programme focuses specifically on enabling learners to perform human resources and labour relations administrative tasks within a business. The learner is introduced to the field of human resources management, including how businesses should strategise, structure and plan for human resources requirements within a business. A basic overview of the recruitment, selection and placement of employees are discussed, including how employees should be effectively inducted into an organisation. Learners are further introduced to important human resources management functions such as performance, compensation and career management as well as human resources development. This programme also familiarises learners with the structures created by the Labour Relations Act for collective bargaining and dispute resolution while explaining the role and importance of employment relations in the organisation. The importance of ensuring a safe and healthy work environment is also explained.

Marketing Management & Public Relations

This skills programme provides learners with knowledge and skills in marketing and public relations. Learners are introduced to the concepts in marketing management as well as the difference between an internal and external marketing environment. The programme also familiarises the learner with the 4 P's in the marketing mix and how these should be applied within marketing efforts and the creation of a strategic marketing plan. Finally, the role of public relations and mass communication within a business is explained.

Manage Budgets and Business Continuity Risks

In a world where any disruption, no matter how small, can have a significant effect on a company's finances, it's integral for those working within companies to have a solid foundation on how to manage budgets. Whether the disruption is caused by a global incident or by a company needing to cut back on costs, understanding how to create, control and adapt, budgets will be key to a company's continued success. Those responsible for ensuring that the business continues in their respective division, whether that's day-to-day or in the event of unexpected circumstances, need to learn the skills to create and manage budgets, identify and plan for potential risks, and action and implement a recovery process. It is, however, a growing trend that business continuity management is housed within the corporate finance division in business, with the responsibility lying with finance and accounting managers along with senior-level executives, functional and operational managers. In this learning programme, learners will develop knowledge and understanding of how to prepare, implement, manage and control budgets. Learners will also gain knowledge and skills on how to manage business continuity risks in a banking environment.

ACCREDITATIONS AND MEMBERSHIPS

- **BANKSETA (557033):** Our accreditation with BANKSETA enables us to deliver national qualifications and various registered skills programmes and short courses on Levels 2 to 5 on the NQF, for stakeholders in this sector. Our qualifications include the National Certificate in Microfinance Level 3 (23453); the Further Education and Training (FET) Certificate: Microfinance Level 4 (23433); the FET Certificate in Banking Level 4 (20185); National Certificate in Banking Level 5 (20186); and a National Certificate in Generic Management: Banking Level 5 (59201:96100).
- **FASSET (A585000003):** We are accredited for the FET Certificate: Debt Recovery (49021) on NQF Level 4.
- **SERVICES SETA (3974):** Our Management Development Skills Programme is approved through the Services SETA.
- **QCTO (SDP/1228/17/00325):** We are accredited for the Occupational Certificate: Compliance Officer (91671) on NQF Level 6.
- **Institute of Certified Bookkeepers (ICB) (300973):** We have full accreditation with the ICB for qualification programmes in Accounting, Public Sector Accounting, Office Management, Small Business Financial Management, and Entrepreneurship.
- **The Institute of Credit Management (ICM):** We have full accreditation with the ICM, which is a professional body providing the syllabi and curricula for all training institutions who present qualifications in credit management. Consequently, our accreditation allows us to deliver the ICM National Certificate in Credit Management (Parts 1-5).
- **The National Credit Regulator (NCR):** We are one of the few training service providers approved by the NCR to provide debt counsellor training in South Africa. The NCR is responsible for the regulation of the South African credit industry, under the ambit of the National Credit Act (NCA) 34 of 2005.

Why Choose Us:

- Focus on quality
- Range of training delivery platforms
- Qualified and expert training practitioners
- Ability to deliver training nationally and abroad
- Proven track record of results and experience

Where We Operate

We provide our skills training and development services across Africa. In-class training can be held at your offices, a suitable training venue or one of our own in-house training venues in Stellenbosch and Bryanston, South Africa. Understanding the need for remote learning in Africa and beyond, we have also offer online courses and virtual classrooms.