

**SAQA ID 59201**

**NATIONAL CERTIFICATE: GENERIC  
MANAGEMENT**

**CLUSTER 5**

**Accredited  
course  
information:**

Unit Standard ID

NQF Level

Credits

252040

5

8

Manage the finances of a unit

**Accredited  
course  
information:**

Unit Standard ID

NQF Level

Credits

252036

5

6

Apply mathematical analysis to economic and financial information

**LEARNER LOGBOOK**



### Important Information

Please ensure that this logbook is kept in a safe place. It is one of the legal records of your program participation, and without this, you cannot receive credit for what you achieve

<b>This logbook belongs to:</b>	
<b>Contact telephone number:</b>	
<b>My employer:</b>	
<b>My training provider:</b>	
<b>Date received:</b>	
<b>Date returned:</b>	

### Instructions to Learner

The completion and submission of this Logbook is essential for the Learners achievement of the qualification.

The following need to be noted before using this logbook:

1. The responsibility for the completion of the logbook lies with the Learner
2. Entries in the logbook must be clear, concise and in reasonable detail and where additional evidence is required please ensure that it is attached.
3. Learners are reminded that this logbook constitutes valuable record of work experience
4. If workplace experience cannot be attained for Exit Level Outcome, then a simulated working environment can be arranged in order to assess the abilities of the Learner
5. When in doubt, contact your assessor/mentor

### Instruction to Mentor/Supervisor

Interpretation of the method used to assess learner's understanding

Key to Methods	Obs	Observation	Q	Questioning	PE	Product Evaluation
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## WORKPLACE LOGBOOK

This logbook must be completed by the **Appointed Mentor** to you as the Learner. Ensure to make an appointment with your Mentor before submitting your POE for assessment.

### Instruction to Mentor:

As an appointed Mentor to the learner, you play an important role in the development of a learner and should ensure that you check understanding of the relevant demonstratable outcomes. Carefully read what the learner needs to demonstrate, asks questions around the topic and guide the learner on what evidence would be relevant to include in the portfolio, this evidence can include actual workplace tasks that are being performed and or where performed. Furthermore, ensure to give the learner positive, constructive feedback on workplace tasks related to the outcomes as set out below.

i.e if a learner was part of and or experienced a conflict situation, make comments on the how the learner handled the situation, what they could've done better etc. in the evidence cell and if necessary, at the comment section below.

If the outcome requires the learner to be part of a meeting, give the learner opportunity to do so, and give the feedback on what they did correctly and what they could do to improve.

The table also indicates activities that the learner needed to complete during the process in the Portfolio of evidence and after the process, check the activity and provide guidance and or praise where applicable.

**ID 252040 - Manage the finances of a unit**

U. std	SO / AC (Reference)	Specific Outcomes and Assessment Criteria	Learner should be able to demonstrate/show understanding of the following	POE Activity COMPLETED	Method Used to assess understanding	Supporting Evidence to show learner 's understanding	Date Completed
SO1: Demonstrating an understanding of the key concepts of managerial finance.							
252040	1.1	Means of a diagram explain the accounting cycle.	Learners you need be able to show understanding of accounting cycle. You must show their knowledge and understanding of the accounting conventions applied to the financial management. Be able to publish the financial reports.	Summative 1, 3 Logbook	Mentor to observe learner's show their understanding on accounting cycle. You need to observe learners. Observe attachment provided by the learners of example of each of the following financial reports. <ul style="list-style-type: none"><li>• Statement of Comprehensive Income (income statement)</li><li>• Statement of Financial Position (balance sheet)</li><li>• Statement of Cashflow</li></ul>		
252040	1.2	The role of budgeting and forecasting in the strategic planning process is explained with reference to the manager's specific organisational context.		Summative 1, 3 Logbook			
252040	1.3	The accounting conventions applied to the financial management of a unit are explained with examples.		Summative 1, 3 Logbook			
252040	1.4	The financial reports published by the manager's entity are explained with examples.		Summative 1, 3 Logbook			
SO2: Interpret financial statements.							
252040	2.1	Financial statements are analysed, using data sources identified and evaluated for authenticity and accuracy.	Learner you should be able to interpret and analyse financial statements using data sources. You must be able to apply ratio to measure the probability, liquidity	Summative 3 Logbook	Mentor to observe learner's show their understanding on accounting cycle. You need to observe learners.		
252040	2.2	The ratios are applied to measure the profitability and liquidity of an entity.		Summative 3 Logbook			



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252040	2.3	The ratios are applied to measure the working capital and asset utilisation of an entity.	working capital and asset utilization of an entry.	Summative 3 Logbook	Observe attachment provided by the learners of example of each of the following financial reports. <ul style="list-style-type: none"><li>• Statement of Comprehensive Income (income statement)</li><li>• Statement of Financial Position (balance sheet)</li><li>• Statement of Cashflow</li></ul>		
252040	2.4	The ratios are applied to measure the return of an entity.		Summative 1, 3 Logbook			
252040	2.5	Recommendations are made regarding the profitability of, liquidity, working capital, return and resource utilisation by the entity using the results obtained from the application of the ratios.		Summative 3 Logbook			
SO3: Describe and prepare financial forecasts.							
252040	3.1	The types and formats of financial forecasts are identified with examples.	Learner you need be able to show understanding of how to prepare financial forecasts. You must be able to identify the types, formats and sources of financial forecasts. You must also identify factors in preparing financial forecasts.	Summative 3 Logbook	Mentor to observe learner's show their understanding on accounting cycle. You need to observe learners. Observe attachment provided by the learners of example of each of the following financial reports. <ul style="list-style-type: none"><li>• Statement of Comprehensive</li></ul>		
252040	3.2	Sources of financial forecasts are identified as per the entity's standard practice.		Summative 3 Logbook			
252040	3.3	Factors in preparing financial forecasts are outlined in line with entity's standard operating procedures.		Summative 3 Logbook			
252040	3.4	Relevant factors are incorporated in the preparation of financial forecasts.		Summative 3 Logbook			



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252040	3.5	Financial forecasts are analysed to determine the viability of the entity's requirements.		Summative 3 Logbook	Income (income statement) <ul style="list-style-type: none"> <li>• Statement of Financial Position (balance sheet)</li> <li>• Statement of Cashflow</li> </ul>		
<b>SO4: Draft budgets according to the operational plan of the unit.</b>							
252040	4.1	Budget plans are linked to operational objectives.	Learner you need be able to create a budget plans and make sure they are linked to operational objectives. You should be to formulate the budget according to standard operating procedure. You should be able to draft a budget.	Summative 3 Logbook	Mentor to observe learner's show their understanding on accounting cycle. You need to observe learners. Observe attachment provided by the learners of example of each of the following financial reports. <ul style="list-style-type: none"> <li>• Statement of Comprehensive Income (income statement)</li> <li>• Statement of Financial Position (balance sheet)</li> <li>• Statement of Cashflow</li> </ul>		
252040	4.2	Operational objectives are established in line with the unit's strategic plan.		Summative 3 Logbook			
252040	4.3	The budget is formulated according to standard operating procedures.		Summative 3 Logbook			
252040	4.4	Drafted budget is reviewed, reflected on and modified to ensure alignment to the operational plan of the unit		Summative 3 Logbook			



<i>U. std</i>	<i>SO / AC (Reference)</i>	<i>Specific Outcomes and Assessment Criteria</i>	<i>Learner should be able to demonstrate/show understanding of the following</i>	<i>POE Activity COMPLETED</i>	<i>Method Used to assess understanding</i>	<i>Supporting Evidence to show learner 's understanding</i>	<i>Date Completed</i>
<b>S05: Supervise financial management of a unit against given requirements.</b>							
252040	5.1	Monitoring systems are agreed and adhered to, according to standard operating procedures.	Learner you need be able to supervise financial management of a unit. You should be able to monitor expenditure reports for the year for each team in your workplace.	Summative 3 Logbook	Mentor to observe learner's show their understanding on accounting cycle.		
252040	5.2	Expenditure reports are monitored for the year for each team within the unit against given criteria.		Summative 3 Logbook	You need to observe learners. Observe attachment provided by the learners of example of each of the following financial reports.		
252040	5.3	Corrective actions are implemented where necessary in accordance with the entity's policies and procedures.		Summative 3 Logbook	<ul style="list-style-type: none"> <li>• Statement of Comprehensive Income (income statement)</li> <li>• Statement of Financial Position (balance sheet)</li> <li>• Statement of Cashflow</li> </ul>		



<i>U. std</i>	<i>SO / AC (Reference)</i>	<i>Specific Outcomes and Assessment Criteria</i>	<i>Learner should be able to demonstrate/show understanding of the following</i>	<i>POE Activity COMPLETED</i>	<i>Method Used to assess understanding</i>	<i>Supporting Evidence to show learner 's understanding</i>	<i>Date Completed</i>
<b><i>Coach / Mentor Comment</i></b> This section is compulsory, and must include positive, constructive feedback to the learner in the subject matter area being addressed.				<b>Coach /Mentor Signature</b>	<b>Learner Signature</b>	<b>Assessor Signature</b>	<b>Moderator Signature</b>
				<i>caron elferink</i>			





**ID 252036 – Apply mathematical analysis to economic and financial information**

U. std	SO / AC (Reference)	Specific Outcomes and Assessment Criteria	Learner should be able to demonstrate/show understanding of the following	Activity to be Completed by Learner in the POE	Method Used to assess understanding	Supporting Evidence to show learner 's understanding	Date Completed
SO1: Use mathematical techniques to collect and organise data.							
252036	1.1	Appropriate methods are selected for collecting, recording and organising financial and/economic data.	Learner you must be able to use mathematical techniques to collect and organise data. You need to identify the appropriate methods for collecting, recording and organising financial and/economic data. You need to collect the financial and demographic relevant to the unit.	Summative 2, 3 Logbook	Observe learners work when they show their ability to complete the income and expenditure statement summary provided below by filling in figures from the Statement of Comprehensive Income you supplied in previous activity:		
252036	1.2	Financial and demographic relevant to the unit are collected.		Summative 3 Logbook			
252036	1.3	Financial and demographic relevant to the unit are recorded in a usable format.		Summative 3 Logbook			
SO2: Apply mathematical techniques to calculate and represent financial and economic data.							
252036	2.1	Averages and standard deviations are calculated using the data collected.	Learner you must be able to apply mathematical techniques to calculate and represent financial and economic data. Be able to calculate the lines of best fit using the data collected and be able to represent in a graphical format.	Summative 3 Logbook	Mentor to observe the learner's demonstrating the ability to analyse the elements of the Income and Expenditure Statement above:		
252036	2.2	The lines of best fit are calculated using the data collected.		Summative 3 Logbook			
252036	2.3	Calculations relating to the time value of money are performed for different transactions.		Summative 3 Logbook			
252036	2.4	Data collected, and calculations are represented in a graphical format.	You need to be able to perform calculations relating	Summative 2, 3 Logbook			



U. std	SO / AC (Reference)	Specific Outcomes and Assessment Criteria	Learner should be able to demonstrate/show understanding of the following	Activity to be Completed by Learner in the POE	Method Used to assess understanding	Supporting Evidence to show learner 's understanding	Date Completed	
			to the time value for different transactions.					
SO 3: Apply mathematical analysis to indicate economic relationships.								
252036	3.1	Economic relationships are indicated through graphical representation techniques.	Learner you need to be able to demonstrate your understanding on how to apply mathematical analysis to indicate economic relationships. You need to be able to graphical represent and numerical summaries and make sure that they are consistent with the data, are clear and appropriate to the situation.	Summative 2, 3 Logbook	Mentor: Observe the learner’s evidence when they indicate economic relationships through graphical representation techniques – use at least 2 and submit all the documents that you used to do this [Note: Graphical formats could include histograms, pie charts, bar charts, line graphs and stack bar charts]			
252036	3.2	Graphical representations and numerical summaries are consistent with the data, are clear and appropriate to the situation.		Summative 2, 3 Logbook				
252036	3.3	Projections are made on the basis of mathematical analysis.		Summative 3 Logbook				
Coach / Mentor Comment This section is compulsory, and must include positive, constructive feedback to the learner in the subject matter area being addressed.					Coach /Mentor Signature	Learner Signature	Assessor Signature	Moderator Signature
					caron elferink			



<b><i>U. std</i></b>	<b><i>SO / AC (Reference)</i></b>	<b><i>Specific Outcomes and Assessment Criteria</i></b>	<b><i>Learner should be able to demonstrate/show understanding of the following</i></b>	<b><i>Activity to be Completed by Learner in the POE</i></b>	<b><i>Method Used to assess understanding</i></b>		<b><i>Supporting Evidence to show learner 's understanding</i></b>	<b><i>Date Completed</i></b>



# FEEDBACK REPORT

**Instruction to Mentor:** Complete the workplace performance report below as an overall outcome to all the above activities. Rate the learner based on the interactions. A true and honest reflection is important to ensure the learner is not mis-guided and or mis-represented.

## WORKPLACE PERFORMANCE SCALE FEEDBACK ON LEARNER

Scale			
1= Below Expectations			
2= Meets Expectations			
3= Exceed Expectations			
Behavioural Attributes	1	2	3
Quality and quantity of work:			
Punctuality:			
Communication skills:			
Interrelationship with staff members:			
Problem solving:			
Overall Comments by Supervisor/Mentor:			
Mentor/Supervisor's Signature:		Date:	
<i>caron elferink</i>			

### **GENERAL COMMENTS FROM THE LEARNER**

**Instructions to learner:** Complete the following section to reflect your daily duties and or major tasks and activities that you complete daily/monthly. Make special reference to communication tasks, how you communicate and what methods are generally used in your workplace.