

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 POE



TRAINING FORCE
Linking Training to Industry

Investing in your talent!

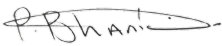


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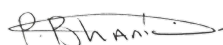
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PRE-ASSESSMENT MEETING CHECKLIST

Your facilitator/assessor will go through the below checklist with you. Please (✓) in the space provided to confirm that the points were discussed.

| # | POINTS TO BE DISCUSSED | ✓ |
|-------------------------------|--|---|
| Did the facilitator/Assessor: | | |
| 1. | Provide a clear explanation of Outcomes-based assessment and the NQF system. | |
| 2. | Explain the assessment process and the principles of good assessment practice. | |
| 3. | Explain the roles and responsibilities of the learner, assessor and moderator. | |
| 4. | Explain the learner's rights, discuss the appeals process and assessment policies | |
| 5. | Ensure the learner was ready for the assessment by conducting formative assessment | |
| 6. | Provide the Learner with a copy of the unit standard against which they will be assessed | |
| 7. | Discuss and identify any special needs of the learner | |
| 8. | Discuss the VACS evidence requirements | |
| 9. | Discuss the assessment planning and conducting documents indicating the evidence, methods, resources, timing and special needs | |
| 10. | Discuss the importance of confidentiality if all the information. | |
| 11. | Give the Learner an opportunity to seek clarification on any items discussed | |
| Learner Signature |  | |
| Assessor Signature | | |
| Date of Meeting | | |

ASSESSMENT PLAN

| | | | | | | |
|--------------------------|--|-------------------------------|---|---|----|--------------------|
| Date of Assessment | | | | | | |
| Assessor Declaration | The assessor at this moment declares that this document will be completed and a judgment made once all the evidence submitted according to this plan has been assessed against model answers and the VACS criteria | | | | | |
| Assessor Name | | Assessor signature | | | | |
| Moderator Name | | Moderator Signature | | | | |
| Learner Name | | Learner Signature | |  | | |
| Mentor/ Facilitator Name | | Mentor/ Facilitator Signature | | | | |
| Key to Methods | Obs | Observation | Q | Questioning | PE | Product Evaluation |

ID 252040 - Manage the finances of a unit

| | Specific Outcomes and Assessment Criteria | Assessment | Evidence | Method | C | NYC | 2nd | 3rd |
|---|---|-------------------------------|------------------------|--------------------------------------|---|-----|-----|-----|
| SO1: Demonstrating an understanding of the key concepts of managerial finance. | | | | | | | | |
| 1.1 | Means of a diagram explain the accounting cycle. | Formative 1 Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 1.2 | The role of budgeting and forecasting in the strategic planning process is explained with reference to the manager's specific organisational context. | Formative 1 Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 1.3 | The accounting conventions applied to the financial management of a unit are explained with examples. | Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 1.4 | The financial reports published by the manager's entity are explained with examples. | Formative 3 Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| SO2: Interpret financial statements. | | | | | | | | |
| 2.1 | Financial statements are analysed, using data sources identified and evaluated for authenticity and accuracy. Financial statements are analysed, using data sources identified and evaluated for authenticity and accuracy. | Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 2.2 | The ratios are applied to measure the profitability and liquidity of an entity. | Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 2.3 | The ratios are applied to measure the working capital and asset utilisation of an entity. | Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 2.4 | The ratios are applied to measure the return of an entity. | Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 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 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |

| | Specific Outcomes and Assessment Criteria | Assessment | Evidence | Method | C | NYC | 2nd | 3rd |
|--|--|---------------------------------|---------------------|--------------------------------|---|-----|-----|-----|
| SO3: Describe and prepare financial forecasts. | | | | | | | | |
| 3.1 | The types and formats of financial forecasts are identified with examples. | Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 3.2 | Sources of financial forecasts are identified as per the entity's standard practice. | Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 3.3 | Factors in preparing financial forecasts are outlined in line with entity's standard operating procedures. | Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 3.4 | Relevant factors are incorporated in the preparation of financial forecasts. | Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 3.5 | Financial forecasts are analysed to determine the viability of the entity's requirements. | Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| SO4: Draft budgets according to the operational plan of the unit. | | | | | | | | |
| 4.1 | Budget plans are linked to operational objectives. | Formative 4 Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 4.2 | Operational objectives are established in line with the unit's strategic plan. | Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 4.3 | The budget is formulated according to standard operating procedures. | Formative 4 Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 4.4 | Drafted budget is reviewed, reflected on and modified to ensure alignment with the operational plan of the unit. | Formative 4 Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| SO5: Supervise financial management of a unit against given requirements. | | | | | | | | |
| 5.1 | Monitoring systems are agreed and adhered to, according to standard operating procedures. | Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 5.2 | Expenditure reports are monitored for the year for each team within the unit against given criteria. | Formative 3,5 Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 5.3 | Corrective actions are implemented where necessary in accordance with the entity's policies and procedures. | Summative 1, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |

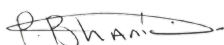
ID 252036 - Apply mathematical analysis to economic and financial information.

| | Specific Outcomes and Assessment Criteria | Assessment | Evidence | Method | C | NYC | 2nd | 3rd |
|---|---|-------------------------------|------------------------|--------------------------------------|----------|------------|------------|------------|
| SO1: Use mathematical techniques to collect and organise data. | | | | | | | | |
| 1.1 | Appropriate methods are selected for collecting, recording and organising financial and/economic data. | Summative 2, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 1.2 | Financial and demographic relevant to the unit are collected. | Summative 2, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 1.3 | Financial and demographic relevant to the unit are recorded in a usable format. | Summative 2, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| SO2: Apply mathematical techniques to calculate and represent financial and economic data. | | | | | | | | |
| 2.1 | Averages and standard deviations are calculated using the data collected. Averages and standard deviations are calculated using the data collected. | Formative 3 Summative 2, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 2.2 | The lines of best fit are calculated using the data collected. | Summative 2, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 2.3 | Calculations relating to the time value of money are performed for different transactions. | Summative 2, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 2.4 | Data collected and calculations are represented in a graphical format. | Summative 2, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| SO3: Apply mathematical analysis to indicate economic relationships. | | | | | | | | |
| 3.1 | Economic relationships are indicated through graphical representation techniques. | Summative 2, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 3.2 | Graphical representations and numerical summaries are consistent with the data, are clear and appropriate to the situation. | Summative 2, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |
| 3.3 | Projections are made on the basis of mathematical analysis. | Formative 3 Summative 2, 3 | Knowledge Practical | Questioning Product Evaluation | | | | |

FORMATIVE ASSESSMENT



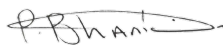
Please complete the following checklist to indicate that you have completed all the formative assessment activities required for your portfolio. These activities must be completed in full and in black pen.

| # | FORMATIVE ASSESSMENT ACTIVITY | TICK TO CONFIRM COMPLETION |
|--|--|---------------------------------------|
| 1 | Formative Assessment Activity 1 | |
| 2 | Formative Assessment Activity 2 | |
| 3 | Formative Assessment Activity 3 | |
| 4 | Formative Assessment Activity 4 | |
| 5 | Formative Assessment Activity 5 | |
| | | |
| Learner signature:  | | |
| Assessor signature: | | |
| Moderator signature: | | |





Please insert **ALL** your printed formative assessments results for Cluster 5 behind this page.





LEARNER SELF-ASSESSMENT

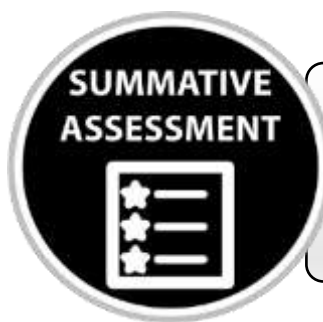
This self-assessment gives you the opportunity to declare your readiness for the summative assessment activities.
PLEASE COMPLETE IN FULL AND IN BLACK PEN.

| Learner outcomes covered | I can do this | I need assistance to do this | I can't do this |
|---|--|------------------------------|-----------------|
| Demonstrating an understanding of the key concepts of managerial finance. | | | |
| Interpret financial statements. | | | |
| Describe and prepare financial forecasts. | | | |
| Draft budgets according to the operational plan of the unit. | | | |
| Supervise financial management of a unit against given requirements. | | | |
| Use mathematical techniques to collect and organise data. | | | |
| Apply mathematical techniques to calculate and represent financial and economic data. | | | |
| Apply mathematical analysis to indicate economic relationships. | | | |
| | | | |
| | | | |
| Learner signature |  | | |
| I, the assessor, declare that the learner can achieve the above learning outcomes and is ready to progress onto the summative assessment. | | | |
| Assessor signature | | | |

LEARNER EVALUATION OF FACILITATOR

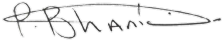
| |  |  |  |  |
|--|---|---|---|---|
| | Totally Dissatisfied | Dissatisfied | Satisfied | Totally Satisfied |
| 1. Venue | | | | |
| Comfortable seating? | | | | |
| Temperature Control? | | | | |
| Well equipped? | | | | |
| Adequate lighting? | | | | |
| 2. Preparation of Venue | | | | |
| Clean? | | | | |
| White Board Clean? | | | | |
| Board markers available/working? | | | | |
| Data projector set up / focused? (if applicable) | | | | |
| Training material ready for use? | | | | |
| Tables & chairs set out correctly? | | | | |
| <u>General Comments:</u> | | | | |
| | | | | |

| |  |  |  |  |
|--|---|---|---|---|
| | Totally Dissatisfied | Dissatisfied | Satisfied | Totally Satisfied |
| 3. Facilitator | | | | |
| In time to start at a scheduled time? | | | | |
| Projects a professional image? | | | | |
| Creates a pleasant working atmosphere? | | | | |
| Good subject knowledge? | | | | |
| Treat all learners with respect? | | | | |
| Able to answer all questions? | | | | |
| Good pace of presenting/facilitating? | | | | |
| Attitude towards learners? | | | | |
| 4. Course Content | | | | |
| Volume of material suitable for one day? | | | | |
| Course material easy to understand? | | | | |
| Learners Manual contains enough info? | | | | |



Please complete the following checklist to ensure that you have completed all the summative assessment activities. These activities should be completed in full in black pen

SUMMATIVE ASSESSMENT ACTIVITIES

| # | SUMMATIVE ACTIVITY | TICK TO CONFIRM COMPLETION |
|--|---------------------------------|----------------------------|
| 1. | Summative Assessment Activity 1 | |
| 2. | Summative Assessment Activity 2 | |
| 3. | Summative Assessment Activity 3 | |
| | | |
| | | |
| | | |
| Learner Signature:  | | |
| Assessor Signature: | | |
| Moderator Signature: | | |

SUMMATIVE ASSESSMENT ACTIVITY 1: KNOWLEDGE ASSESSMENT



252040 SO1, AC1 - 4

EEK 1, 2

CCFO

Assessment Method: Questioning

Instructions: Complete the following questions:

INSTRUCTIONS: This is an individual activity; your work is required. Using a black pen, please complete the below questions in full. Elaborate on your answers where required.

1. Identify and list the 10 steps in the accounting cycle. **(10)**

2. Fill in the missing words to explain the role of budgeting and forecasting in the strategic planning process. **(8)**

Strategic planning is a _____ and _____ approach for developing long-term organisational _____ and for developing strategies to accomplish them.

The _____ process consists of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets.

Budgeting is implementing a business plan on _____ before any resources are committed to production; it helps you _____ the consequences of an adjustment in your operation before ever making the adjustment

Budgets are usually compiled and re-evaluated on a _____ basis. A budget is a _____ that managers use to translate future plans into quantitative terms

3. Explain the following accounting concepts applied in the financial management of a unit. **(6)**

Going Concern

Consistency

| | |
|-----------------|--|
| Prudence | |
|-----------------|--|

4. Explain the following key characteristics of accounting information applied in the financial management of a unit with examples

Key Characteristics of Accounting Information

There is general agreement that, before it can be regarded as useful in satisfying the needs of various user groups, accounting information should satisfy the following criteria: **(12)**

| Criteria | What it means for the preparation of accounting information |
|--------------------------|---|
| Understandability | |
| Relevance | |
| Consistency | |
| Comparability | |
| Reliability | |
| Objectivity | |

5. Identify and list the 4 financial reports that would be published in an organization. **(4)**

6. Identify and list the ratios that are applied to measure the return of an entity. **(3)**

7. Describe the difference between finance (financial analysis) and accounting. **(2)**

8. Describe the relationship between the financial statements and the accounting equation. **(2)**

9. Describe how you would do a financial analysis (refer to trends and ratios). **(5)**

10. Use an example to describe how you would analyse past performance, recognise opportunities and plan for the future. **(3)**

11. Define financial performance measurement and list at least 3 techniques / ratios that you can use to measure

financial performance. (5)

Marking Matrix

Scoring Guide

One marks per question

Score

/60

Marking Matrix

Feedback to Learner:

VACS Assessment of Evidence

V

A

C

S

The result of First Assessment

C

NYC

Date

Result of Second assessment

C

NYC

Date

The result of Third Assessment

C

NYC

Date

Learner Signature

P. Bhanu

Date

Assessor Signature

Date

Moderator Signature

Date

SUMMATIVE ASSESSMENT ACTIVITY 2: KNOWLEDGE ASSESSMENT



US 252036: SO1, AC 1; SO3, AC1, 2, 5, 6

EEK 1, 2, 3, 4, 5, 6

CCFO1,2,3

Assessment Method: Product Evaluation

Instructions: Complete the following questions:

1. Data collected, and calculations can be represented in a graphical format – identify and list at least 4 graph formats. **(4)**
2. Identify and list 2 methods each for collecting, organising and analysing financial and economic data. **(6)**
3. Define averages, standard deviations and line of best fit. **(3)**
4. Describe what “Time value of money” is. **(2)**

Marking Matrix

Scoring Guide

One marks per question

Score

/15

Marking Matrix

Feedback to Learner:

VACS Assessment of Evidence

V

A

C

S

The result of First Assessment

C

NYC

Date

Result of Second assessment

C

NYC

Date

The result of Third Assessment

C

NYC

Date

Learner Signature

P. Bhanu

Date

Assessor Signature

Date

Moderator Signature

Date

SUMMATIVE ASSESSMENT ACTIVITY 3: PRACTICAL ASSESSMENT



252040; SO1 – SO5
252036; SO1 – SO3

EEK ALL

CCFO: ALL

Assessment Method: Questioning

You need to show that you can

- manage the finances of a unit in your work environment.
- apply mathematical analysis to economic and financial information in your work environment

Complete the following in your workplace:

- Provide a recent example of each of the following financial reports** that have been published by an organisation:
 - Statement of Comprehensive Income (income statement)
 - Statement of Financial Position (balance sheet)
 - Statement of Cashflow
- Apply mathematical analysis to the economic and financial information by interpreting the selected financial statements:**
 - Complete the **income and expenditure statement** summary provided below by filling in figures from the Statement of Comprehensive Income you supplied in 1:

Company Name:

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED

| | | This Year: | Prior Year: | | |
|---------------------|--|------------|-------------|--|--|
| Sales | | R | R | | |
| Less: Cost of Sales | | R | R | | |
| Gross profit | | R | R | | |
| Less: | | | | | |
| Costs | | R | R | | |
| Costs | | R | R | | |
|Expenses | | R | R | | |
| Net profit | | R | R | | |

- Analyse the elements of the Income and Expenditure Statement above:
 - Sales in this year are R..... higher/ lower than the prior year (.....%). Profit this year is larger/smaller than last year.
 - Cost of Sales was higher/lower than the prior year (.....%) - this could be due to
 - Gross Profit is higher/ lower than the prior year.
 - Running costs are R..... higher/lower than the prior year. This could be due to:
 - Net profit was, therefore, R..... higher/lower than the prior year.

c. Refer to the **Statement of Financial Position (balance sheet)** *that you have supplied and supply the following:*

| | |
|----------------------------|--|
| i. Total assets | |
| ii. Total liabilities | |
| iii. Stock | |
| iv. Cash and bank balances | |

d. Make an assessment of the company's liquidity based on the Statement of Financial Position (balance sheet) information ***that you have supplied and supply the following*** by completing the following:

| | |
|--|--|
| i. Calculate the Current Ratio (CR) | |
| ii. What does the CR tell you about the company's liquidity? | |
| iii. Calculate the Quick Ratio (QR) | |
| iv. What does the QR tell you about the company's liquidity? | |

Remember to show all your calculations

- e. 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]
- f. Review the budget you supplied and highlight the items that are critical to achieving the operational plan of the unit
- g. Provide evidence to show that you have monitored the business unit's expenditure, e.g. emails, meeting minutes, etc.

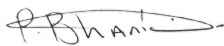
Remember: Provide workplace evidence to support your answers and show your ability to do what is required of you in this activity.

Practical Activity Checklist

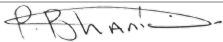
Please tick that you have submitted the following evidence as per the instructions above:

| Learner Name | Date |
|--------------|------|
| | |

| Practical Activity 1 | Submitted Yes/No | Name of my document / Comments |
|--|------------------|--------------------------------|
| Provide examples of the following financial reports | | |
| a. The financial reports include <ul style="list-style-type: none"> i. Statement of Comprehensive Income (income statement), ii. Statement of Financial Position (balance sheet) iii. Statement of Cashflow iv. Departmental/unit budget | | |
| Interpret the financial statements you have supplied | | |
| a. Complete the income and expenditure statement summary and analysis | | |
| b. Analyse the Statement of Financial Position (balance sheet) | | |

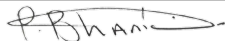
| Practical Activity 1 | | Submitted Yes/No | Name of my document / Comments |
|--|---|---|-----------------------------------|
| c. | Make an assessment of the company's liquidity based on the Statement of Financial Position (balance sheet) information | | |
| d. | Indicate economic relationships through 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] | | |
| Draft budgets according to the operational plan of the unit | | | |
| a. | Review the budget you supplied and highlight the items that are critical to achieving the operational plan of the unit | | |
| Supervise financial management of a unit against given requirements | | | |
| a. | Provide evidence to show that you have monitored the business unit's expenditure, e.g. emails, meeting minutes, etc. | | |
| Learner Signature | |  | |

Feedback to Learner:

| Marking Matrix | | | | |
|---|-------|-----|------|---|
| Scoring Guide One marks per question | Score | | | |
| | /20 | | | |
| Marking Matrix | | | | |
| VACS Assessment of Evidence | V | A | C | S |
| The result of First Assessment | C | NYC | Date | |
| Result of Second assessment | C | NYC | Date | |
| The result of Third Assessment | C | NYC | Date | |
| Learner Signature  | | | Date | |
| Assessor Signature | | | Date | |
| Moderator Signature | | | Date | |

LEARNER EVALUATION OF THE ASSESSMENT PROCESS

Kindly complete the form below to provide feedback to the assessor

| Please answer the following questions by ticking the applicable box | | |
|---|--|----|
| Criteria | Yes | No |
| Did the assessor go through the assessment meeting with you? | | |
| Did the assessor explain the reason for the assessment | | |
| Did you receive a copy of the Unit standard/s you were being assessed against | | |
| Did the assessor explain the assessment methods and criteria? | | |
| Where the instructions for each assessment clear? | | |
| Did your assessor provide you with developmental feedback? | | |
| Do you agree with the feedback? | | |
| Additional Comments: | | |
| | | |
| Learner Name | | |
| Signature: |  | |
| Date: | | |

DEVELOPMENT PLAN

This form will be completed by the appointed assessor

| | |
|---|-------------|
| Learner Name | |
| Assessor Name | |
| Programme Name: | |
| Date: | |
| Areas of development and additional evidence required | |
| | |
| Resubmission date | |
| Learner Signature | P. Bhandari |
| Assessor Signature | |