



INTERPRET BASIC FINANCIAL STATEMENTS (2 DAYS)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title:	Interpret basic financial statements
Unit Standard ID:	117156
NQF Level:	4
Credit Value:	4

INTRODUCTION

This learning programme is intended for all persons who need to interpret basic financial statements. Learners who achieve this unit standard are able to interpret an income and expenditure statement and use information in the statement to make a financial decision.

COURSE CONTENT

Analyse the Elements of an Income and Expenditure Statement

- Purpose of a statement of comprehensive income (Income and Expenditure Statement)
 - Element definition
- Sources of income and expenditure
- Financial viability – evaluate income and expenditure statements
 - Analysing with ratios
 - Analysing profit

Analyse the Elements of a Statement of Financial Position (Balance Sheet)

- Purpose of a Statement of Financial Position
- Analyse and evaluate a Statement of Financial Position
- Assets and Liabilities in a Statement of Financial Position
- Compare and evaluate Statement of Financial Position in terms of performance

Compile a Personal Assets and Liabilities Statement

- Compiling a personal assets and liabilities statement
- Situations when the statement is required

Use Financial Statements to make a Decision

- Analyse the financial strengths and weaknesses of an entity
 - Ratio analysis
 - Break-even analysis
- Financial terms
- Cash flow in terms of liquidity

Principles of Budgeting

- Benefits of budgeting
- Budgeting techniques
- Budgetary control process

Note: The above module (**Principles of Budgeting**) does not form part of the Unit Standard 117156. It includes additional principles of budgeting that will be of benefit. Time may not permit the completion of this Module but it is recommended that it is completed as a self-study exercise.

TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role plays
- Break-away sessions
- Relevant business exercises
- Presentation
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through ‘doing’ where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.



Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.

Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

*To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.*

For more information contact us on:

Email: info@kwelangatraining.co.za

Johannesburg: +27 11 704 0720 | Cape Town: +27 21 683 4084

Durban: +27 31 266 2808 | Port Elizabeth: +27 41 368 1500

Website: www.kwelangatraining.co.za