



## Fact Sheet

### National Certificate: Small Business Financial Management

#### Description

The 36 week Certificate in Small Business Financial Management is specifically designed for those learners who are already, or those who wish to become, owner-managers or those who are responsible for the keeping of the financial records, of a small business.

#### Career Fields

- Those who are new to financial management and who wish to acquire the essential skills and knowledge required to perform the key financial tasks involved in operating a small business.
- Those who are already employed in record-keeping, financial management or allied roles in a small business and who wish to ensure that they have a firm foundation to perform financial management tasks.
- Those who have performed financial management and financial record-keeping for a long time but who have no formal Qualification which acknowledges their knowledge, skills and expertise.
- Those who were denied access to formal education and who wish to gain a Qualification in financial management related to small businesses.

#### Admission Requirements

It is assumed that learners are competent in Communication and Mathematical Literacy at NQF Level 3.

#### Certification

On successful completion of the programme, the learner will receive an **ICB Certificate in Small Business and Financial Management**.

#### Programme Outline

- Business Literacy
- Computerised Bookkeeping
- Essential Business Finance

#### NQF Alignment

Should you require more of the Unit Standards covered please refer to the ICB Table f Credits