



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Elementary Modelling Techniques for Business

Services / Transport, Operations and Logistics

Unit Standard 244247 · NQF Level 6 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the ability to apply elementary modelling techniques to represent and solve business problems. Participants will learn to construct basic models using tools such as spreadsheets and diagrams, enabling them to analyze data, forecast outcomes, and support decision-making in a business context.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	244247
Accreditation	SAQA Accredited · NQF Level 6 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply elementary modelling techniques to represent business scenarios.
- Analyze data using basic statistical and graphical models.
- Evaluate the appropriateness of different modelling approaches for given problems.
- Construct simple spreadsheet models to support business decisions.
- Demonstrate the ability to interpret model outputs and draw conclusions.
- Implement basic modelling techniques to improve business process efficiency.

WHO SHOULD ATTEND

- This course is designed for entry-level professionals, administrative staff, and junior managers who need to apply modelling techniques to improve business processes and reporting.

COURSE OUTLINE

Day 1: Introduction to Business Modelling

- Definition and purpose of business modelling
- Overview of business model types (e.g., revenue, cost, process)
- Key components: inputs, outputs, assumptions, variables
- Role of modelling in strategic planning and operations
- Case studies of simple business models

Day 2: Basic Mathematical Concepts for Modelling

- Review of arithmetic and algebraic fundamentals
- Percentages, ratios, and proportions in business
- Linear equations and graphs
- Break-even analysis: cost-volume-profit relationships
- Practical exercises on break-even calculations

Day 3: Data Collection and Preparation

- Primary vs secondary data sources
- Data collection methods: surveys, databases, reports
- Data organisation using spreadsheets
- Data cleaning techniques: handling missing values, outliers
- Ensuring data accuracy and reliability

Day 4: Spreadsheet Modelling Fundamentals

- Introduction to spreadsheet software (e.g., Excel)
- Basic formulas: SUM, AVERAGE, IF
- Absolute vs relative cell references
- Model layout: inputs, calculations, outputs
- Auditing tools: trace precedents, error checking

Day 5: Financial Modelling Basics

- Structure of a financial model
- Revenue forecasting methods
- Cost behaviour: fixed vs variable costs
- Building a profit and loss statement
- Introduction to sensitivity analysis (one-way data tables)

Day 6: Scenario and What-If Analysis

- Scenario manager in spreadsheets
- Goal seek and data tables for what-if analysis
- Best-case, worst-case, and base-case scenarios
- Interpreting and presenting scenario results
- Limitations and risks of scenario modelling

Day 7: Modelling Business Processes

- Process mapping tools and symbols
- Key performance indicators (KPIs) for processes
- Building a process flow model in spreadsheets
- Simulating process changes

- Identifying and addressing bottlenecks

Day 8: Introduction to Forecasting Techniques

- Time-series data and patterns
- Moving averages (simple and weighted)
- Linear trend extrapolation
- Forecast error metrics: MAE, RMSE
- Limitations of forecasting

Day 9: Decision Models and Optimisation

- Decision trees: structure and expected value
- Introduction to linear programming
- Using Solver in spreadsheets
- Resource allocation and profit maximisation
- Interpreting sensitivity reports

Day 10: Model Validation and Sensitivity Analysis

- Model validation techniques: back-testing, cross-validation
- Advanced sensitivity analysis (two-way data tables, tornado charts)
- Identifying key drivers using scatter plots
- Documentation best practices
- Common modelling errors and how to avoid them

Day 11: Communicating Model Results

- Data visualisation principles (charts, graphs)
- Building dashboards in spreadsheets
- Structuring a model report
- Presenting assumptions and limitations
- Tailoring communication to audience

Day 12: Integrated Modelling Project and Review

- Integrated business case project
- Model design and construction
- Testing and validation
- Presentation and peer feedback
- Course summary and further resources

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **15 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 45,100.00	R 45,100.00
1	In-House	R 58,600.00	R 58,600.00
1	On-Campus (Pretoria)	R 67,600.00	R 67,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	20 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	21 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	24 Aug 2026	On-Campus	Mauritius
10 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	26 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	27 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	28 Aug 2026	On-Campus	Mauritius

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 244247) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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