



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

Budget Preparation and Management

Business, Commerce and Management Studies / Generic Management

Unit Standard 252038 · NQF Level 5 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to prepare, manage, and monitor budgets effectively within an organisational context. Participants will learn to align budgets with strategic objectives, track variances, and implement corrective actions to ensure financial accountability.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	252038
Accreditation	SAQA Accredited · NQF Level 5 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate an understanding of the budgeting process and its role in organisational planning.
- Prepare a budget using relevant financial data and organisational guidelines.
- Monitor actual expenditure against budget and analyse variances.
- Implement corrective actions to manage budget deviations.
- Evaluate the effectiveness of budget management and recommend improvements.
- Apply ethical principles and internal controls in budget preparation and management.

WHO SHOULD ATTEND

- This course is designed for managers, supervisors, and team leaders who are responsible for budget preparation and management within their departments or projects.
- It is also suitable for financial officers and entrepreneurs seeking to strengthen their budgeting competencies.

COURSE OUTLINE

Day 1: Foundations of Budget Preparation

- Introduction to budgeting: definitions, benefits, and challenges
- Types of budgets: operational, capital, cash flow, and master budgets
- Budget cycle: planning, preparation, execution, and review
- Budget preparation process: setting objectives, gathering data, and forecasting
- Key budget components: revenue, expenses, and capital expenditure
- Techniques for estimating revenues and costs
- Using spreadsheets for budget preparation
- Stakeholder engagement and communication in budgeting

Day 2: Budget Management and Control

- Budget implementation: communicating and delegating responsibilities
- Monitoring techniques: periodic reviews, performance indicators, and dashboards
- Variance analysis: types (favourable/unfavourable), causes, and implications
- Corrective actions: reallocation, cost reduction, and contingency planning
- Budget revision and rolling forecasts
- Linking budgets to financial statements and cash flow management
- Reporting: budget vs actual reports, commentary, and recommendations
- Ethical considerations in budget management

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 **5 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,200.00	R 16,200.00
1	In-House	R 21,000.00	R 21,000.00
1	On-Campus (Pretoria)	R 24,300.00	R 24,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	12 Aug 2026	On-Campus	Mauritius
13 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	18 Aug 2026	On-Campus	Durban, South Africa

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 252038) 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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