



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Effective Budgeting and Cost Control

Custom Courses / Accounting and Finance

Unit Standard AATICD-0011 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the practical skills and knowledge to develop, implement, and monitor effective budgets and cost control measures within their organisations. Participants will learn to align budgets with strategic objectives, analyse variances, and make informed financial decisions to enhance operational efficiency and profitability.

Category	Custom Courses
Subfield	Accounting and Finance
Unit Standard	AATICD-0011
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply budgeting principles and techniques to prepare a realistic and comprehensive budget.
- Analyse budget variances and identify their root causes to inform corrective actions.
- Evaluate cost control measures and recommend improvements to enhance efficiency.
- Implement monitoring and reporting systems to track budget performance.
- Demonstrate the use of budgeting as a tool for strategic planning and decision-making.
- Design a cost control plan that aligns with organisational objectives and regulatory requirements.

WHO SHOULD ATTEND

- This course is designed for managers, team leaders, financial officers, and professionals who are responsible for budget preparation, cost management, or financial decision-making within their roles.

COURSE OUTLINE

Day 1: Foundations of Budgeting

- Introduction to budgeting and cost control
- The budgeting cycle
- Types of budgets: operational, capital, cash flow
- Budgeting principles and terminology
- Roles and responsibilities in the budgeting process
- Overview of cost concepts: fixed, variable, direct, indirect
- Budget preparation steps
- Common budgeting challenges

Day 2: Budget Preparation and Forecasting

- Forecasting methods: qualitative and quantitative
- Sales and revenue forecasting
- Cost estimation techniques
- Preparing the operating budget
- Preparing the capital budget
- Preparing the cash budget
- Integrating budgets into a master budget
- Budgeting software and tools

Day 3: Cost Control and Variance Analysis

- Principles of cost control
- Budgetary control systems
- Variance analysis: sales, cost, and profit variances
- Flexible budgets and standard costing
- Reporting and communicating variances
- Corrective actions and continuous improvement
- Case studies in cost control

Day 4: Advanced Budgeting Techniques and Decision-Making

- Zero-based budgeting
- Activity-based budgeting
- Cost-volume-profit analysis
- Capital investment appraisal: NPV, IRR, payback
- Sensitivity and scenario analysis
- Budgeting for risk and uncertainty
- Ethical considerations in budgeting

Day 5: Strategic Integration and Practical Application

- Strategic planning and budgeting
- Balanced scorecard and budgeting
- Budget presentation and communication
- Continuous improvement of budgeting processes
- Implementing budgeting systems
- Course review and final assessment

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	R 17,700.00
1	In-House	R 23,100.00	R 23,100.00
1	On-Campus (Pretoria)	R 26,700.00	R 26,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK
07 Sep 2026	11 Sep 2026	On-Campus	Mauritius
07 Sep 2026	11 Sep 2026	On-Campus	Pretoria, South Africa
07 Sep 2026	11 Sep 2026	On-Campus	Abu Dhabi, UAE
07 Sep 2026	11 Sep 2026	On-Campus	Harare, Zimbabwe

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 AATICD-0011) 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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