



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

HR Budget Planning and Management

Custom Courses / Human Resources and Training

Unit Standard AATICD-0071 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips HR professionals with the skills to effectively plan, manage, and control HR budgets. Participants will learn to align HR budgeting with organisational strategy, monitor expenditure, and report on financial performance. The course ensures compliance with financial governance standards and promotes cost-effective HR operations.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0071
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 HR budget planning principles to develop a comprehensive HR budget aligned with organisational goals.
- Analyze historical HR expenditure data to forecast future budget needs and identify cost-saving opportunities.
- Evaluate HR budget variances and implement corrective actions to ensure financial control.
- Design HR budget reports that communicate financial performance to stakeholders.
- Implement budget monitoring processes to track expenditure against approved allocations.
- Demonstrate compliance with relevant financial policies, procedures, and legislative requirements.

WHO SHOULD ATTEND

- HR managers, HR practitioners, and finance professionals involved in HR budget planning and management within corporate or public sector organisations.

COURSE OUTLINE

Day 1: Foundations of HR Budget Planning

- Introduction to HR budget planning and management
- The HR budget cycle: planning, approval, execution, and review
- Key components: salaries, benefits, training, recruitment, and HR technology
- Linking HR budgets to organisational goals and strategy

Day 2: Budget Preparation and Forecasting Techniques

- Budgeting methods: zero-based, incremental, and activity-based budgeting
- Forecasting techniques: trend analysis, regression, and scenario planning
- Data sources for HR budgeting: HRIS, payroll, and turnover records
- Hands-on practice: building a simple HR budget in Excel

Day 3: Cost Control and Variance Analysis

- Cost control mechanisms: approvals, spending limits, and audits
- Variance analysis: calculating and interpreting variances
- Corrective actions and reforecasting
- Budget reporting: dashboards and management reports

Day 4: Strategic HR Budgeting and Alignment

- Strategic workforce planning and budget alignment
- Building business cases for HR initiatives
- ROI analysis for training and recruitment
- Stakeholder engagement: finance, line managers, and executives

Day 5: Advanced Topics and Practical Integration

- External factors: inflation, labour laws, and economic trends
- HR budgeting software and systems
- Comprehensive budget plan development
- Mock budget presentation and defence

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 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

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-0071) 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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