



# **NATIONAL CERTIFICATE: BUSINESS ANALYSIS SUPPORT PRACTICE**



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## NATIONAL CERTIFICATE: BUSINESS ANALYSIS SUPPORT PRACTICE

### COURSE INFORMATION

**SAQA ID:** 63769  
**NQF Level:** 5  
**Learnership Duration:** 12 months  
**Credits:** 138  
**Contact Sessions:** Minimum Contact Session, including remediation (if required), and POE Building for this Qualification is 76 Days  
**Accrediting SETA:** Media, Information and Communication Technology Sector Education & Training Authority

### ENTRY CRITERIA

- Communication at NQF Level 4.
- Computer Literacy at NQF Level 4.

### QUALIFICATION RULES

The qualification consists of a minimum of 138 credits and has been designed in accordance with the SAQA regulations and

1. All fundamental unit standards are compulsory for this qualification. (33 credits)
2. All core unit standards are compulsory. (81 credits)
3. Elective unit standards totalling a minimum of 24 credits needs to be completed.

### EQUIPMENT REQUIRED

- Hardware: Access to a computer, display monitor / keyboard / mouse / printer
- Software: Windows 7 OS system | MS Office 2010 | Printer Driver (Where applicable)

### CANDIDATE PROFILE & DEPLOYMENT

**Target Market:** System Analyst • Processes project coordinator • Processes project team member • Project management • Junior Business Analyst

**Mentor Requirements:** Mentor must have at least 5 years' experience in a Business Administration or similar environment.

**Workplace Requirements:** Learners must be exposed to all Outcomes related to this qualification.

### PURPOSE

The purpose of this qualification to develop learners with the requisite competencies against the skills profile for the systems support career path (The overarching aim being to develop a broader base of skilled ICT professionals to underpin economic growth).

### SKILL LEVEL OUTCOME

- Interact in a business environment.  
Range: Business environment is influenced by the inter-relationships of technology, information, people, organisational procedures and processes and business applications and systems.
- Perform activities to assist with requirement specifications.  
Range: Requirement specification includes business, user, and functional requirements.
- Provide support on the analysis of the requirements.  
Range: Requirement includes business, user, and functional requirements.
- Perform activities to assess that the requirement specification has been met.  
Range: Requirement specification includes business, user, and functional requirements.

### ASSESSMENT MANAGEMENT

**Credit Accumulation Transfer (CAT):** 63769  
 CAT exemption is only applicable to approved learners. Approved learners will have reduced contact days. Learners who do not meet the CAT requirements will be required to complete Communication and Mathematics Clusters.

**FISA Requirements:**  
 Final Integrated Summative Assessment is requirement for the successful completion of this learnership.

**Recognition of Prior Learning (RPL):**  
 RPL is available for this qualification.

**Learning Programme 1: Business principles, applications, systems, and the role of IT**

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Fundamental	114050	Explain the principles of business and the role of information technology	4	5
Core	258837	Demonstrate an understanding of business applications and systems	10	

**Learning Programme 2: The external environment of business, the generic business process and value chain model**

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Fundamental	258840	Demonstrate an understanding of the external environment of business	5	6
Core	115395	Apply and explain the generic business process and value chain model	12	
<b>PoE Building and Remedials</b>				<b>5</b>

**Learning Programme 3: Operate and communicate in a professional manner**

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Fundamental	114055	Demonstrate an awareness of ethics and professionalism for the computer industry in South Africa	3	4
Fundamental	12433	Use communication techniques effectively	8	

**Learning Programme 4: Manage an innovative environment and team**

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Elective	252020	Create and manage an environment that promotes innovation	6	6
Fundamental	115835	Operate in a professional manner utilising trouble shooting techniques while applying creative thinking processes *(SO2&3 only)	5	
Elective	15234	Apply efficient time management to the work of a department/division/section	4	
<b>PoE Building and Remedials</b>				<b>5</b>

**Learning Programme 5: As a business analyst, support the project environment and activities**

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Elective	120378	Support the project environment and activities to deliver project objectives	14	5

**Learning Programme 6: Consult to gather information and make a decision**

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Core	115358	Apply information gathering techniques for computer system development	7	7
Core	252026	Apply a systems approach to decision making	6	
Core	115402	Assist in researching the problem and the solution within a consulting context	6	
<b>PoE Building and Remedials</b>				<b>5</b>

**Learning Programme 7: Develop client relationships during a business requirement gathering session**

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Fundamental	119173	Develop and maintain effective working relationship with clients	8	6
Core	115398	Observe and record the findings of a business requirements gathering session	8	

**Learning Programme 8: Model and design business processes and apply different ICT systems**

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Core	258835	Model and design business processes and workflow	10	7
Core	258836	Analyse and apply different Information and Communication Technology (ICT) Systems Development Lifecycle (SDLC) models for a given scenario	8	
<b>PoE Building and Remedials</b>				<b>5</b>

**Learning Programme 9: Develop and implement specifications through requirements-related modelling**

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Core	258839	Apply basic principles of requirements-related modelling	4	5
Core	116779	Develop and implement specifications to achieve the desired product or service	10	
<b>PoE Building and Remedials</b>				<b>5</b>