

## GOVERNMENT NOTICES

## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

No. 754

29 July 2005

Established in terms of Act 58 of 1995

## SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with regulation 24(c) of the Standard Generating Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

**Human Resource Management and Practices**

publishes the following unit standards for public comment.

This notice contains the titles, fields, sub-fields, **NQF** levels, credits, and purpose of the unit standards. The unit standards can be accessed via the SAQA web site at [www.saga.org.za](http://www.saga.org.za). Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum West, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the unit standards should reach SAQA at the address ***below and no later than 29 August 2005***. All correspondence should be marked **Standards Setting – SGB Human Resource Management and Practices** and addressed to

The Director: Standards Setting and Development  
SAQA  
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## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

#### Investigate the costs and benefits of using banking institutions for managing personal finances

SAQA US ID	UNIT STANDARD TITLE		
119911	Investigate the costs and benefits of using banking institutions for managing personal finances		
SGB NAME	NSB 03	PROVIDER NAME	
SGB Insurance and Investment	Business, Commerce and Management Studies		
UNIT STANDARD TYPE	FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Finance, Economics and Accounting	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	2	Level 2	Regular

#### **SPECIFIC OUTCOME 1**

Investigate the types of account offered at banking institutions for managing personal finances.

#### **SPECIFIC OUTCOME 2**

Research the costs of various banking transactions.

#### **SPECIFIC OUTCOME 3**

Explain the risks and responsibilities involved when completing various transactions.

#### **SPECIFIC OUTCOME 4**

Make an informed choice regarding own banking.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

#### Investigate credit in own circumstances

SAQA US ID	UNIT STANDARD TITLE		
119912	Investigate credit in own circumstances		
SGB NAME	NSB 03	PROVIDER NAME	
SGB Insurance and Investment	Business, Commerce and Management Studies		
UNIT STANDARD TYPE	FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Finance, Economics and Accounting	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	3	Level 2	Regular

#### **SPECIFIC OUTCOME 1**

Discuss the implications of credit contracts.

#### **SPECIFIC OUTCOME 2**

Research the cost of credit involved in buying a property/home.

#### **SPECIFIC OUTCOME 3**

Research the cost of credit on household items.

#### **SPECIFIC OUTCOME 4**

Research the cost of credit on clothing and consumable goods.

#### **SPECIFIC OUTCOME 5**

Investigate the options for financing a vehicle.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

SAQA US ID	UNIT STANDARD TITLE		
119913	Use a personal budget to manage own money		
SGB NAME	NSB 03	PROVIDER NAME	
SGB Insurance and Investment	Business, Commerce and Management Studies		
UNIT STANDARD TYPE	FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Finance, Economics and Accounting	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	3	Level 2	Regular

#### **SPECIFIC OUTCOME 1**

Record and analyse current spending patterns.

#### **SPECIFIC OUTCOME 2**

Investigate ways of controlling own finances.

#### **SPECIFIC OUTCOME 3**

Recognise the need to save as part of personal financial management.

#### **SPECIFIC OUTCOME 4**

Compile a personal budget.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
119914	Identify possible ways of improving employment prospects		
<b>SGBNAME</b>	<b>NSB 03</b>	<b>PROVIDER NAME</b>	
SGB Insurance and Investment	Business, Commerce and Management Studies		
<b>UNIT STANDARD TYPE</b>	<b>N ELD DESCRIPTION</b>	<b>SUBFIELD DESCRIPTION</b>	
Regular	Business, Commerce and Management Studies	Finance, Economics and Accounting	
<b>ABET BAND</b>	<b>CREDITS</b>	<b>NQF LEVEL</b>	<b>UNIT STANDARD TYPE</b>
Undefined	3	Level 3	Regular

**SPECIFIC OUTCOME 1**

Evaluate a work offer in terms of its financial implications.

**SPECIFIC OUTCOME 2**

Investigate the financial impact of improving own skills and output through training and career path planning.

**SPECIFIC OUTCOME 3**

Demonstrate an awareness of appropriate practices in presenting oneself for employment.

**SPECIFIC OUTCOME 4**

Negotiate a salary package with a prospective or current employer.

**SPECIFIC OUTCOME 5**

Explain the financial and tax implications of allowances in salary packages.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
119915	Manage personal expenditure		
<b>SGB NAME</b>	<b>NSB 03</b>	<b>PROVIDER NAME</b>	
SGB Insurance and Investment	Business, Commerce and Management Studies		
<b>UNIT STANDARD TYPE</b>	<b>FIELD DESCRIPTION</b>	<b>SUBFIELD DESCRIPTION</b>	
Regular	Business, Commerce and Management Studies	Finance, Economics and Accounting	
<b>ABET BAND</b>	<b>CREDITS</b>	<b>NQF LEVEL</b>	<b>UNIT STANDARD TYPE</b>
Undefined	3	Level 3	Regular

#### **SPECIFIC OUTCOME 2**

Reconcile creditor statements.

#### **SPECIFIC OUTCOME 3**

Identify the impact of a change in interest rates on personal spending.

#### **SPECIFIC OUTCOME 4**

Explain inflation and its impact on the individual.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
119916	Explain the application of the Basic Conditions of Employment Act and its effect on earnings in own contract		
<b>SGB NAME</b>		<b>NSB 03</b>	<b>PROVIDER NAME</b>
SGB Insurance and Investment		Business, Commerce and Management Studies	
<b>UNIT STANDARD TYPE</b>		<b>FIELD DESCRIPTION</b>	<b>SUBFIELD DESCRIPTION</b>
Regular		Business, Commerce and Management Studies	Finance, Economics and Accounting
<b>ABET BAND</b>	<b>CREDITS</b>	<b>NQF LEVEL</b>	<b>UNIT STANDARD TYPE</b>
Undefined	2	Level 2	

**SPECIFIC OUTCOME 1**

Explain the financial elements of an employment contract.

**SPECIFIC OUTCOME 2**

Interpret standard deductions reflected on a salary advice.

**SPECIFIC OUTCOME 3**

Explain the financial responsibilities that a company has to its employees.

**SPECIFIC OUTCOME 4**

Explain the responsibilities of the employee to her/his employer.