



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

The Business Analysis Foundation Programme (BAFP) is designed as an entry level qualification for graduates, with little work experience, wanting to work in Business Analysis support roles. It is suitable for those who wish to ultimately follow a career path into the Business Analysis profession.

The qualification introduces you to the most important Business Analysis tools and techniques. It also provides generic business and interpersonal skills required for the workplace such as communicating, building relationships, problem solving, critical thinking and managing yourself more effectively.

## Target Audience

This programme is aimed primarily at IT and business graduates who want to enter the Business Analysis profession and receive a SAQA aligned qualification.

It acts as a career entry point into Business Systems and Business Analysis support environments such as Systems Development, Business Intelligence, Process Management and Test Analysis.

## Entry Requirements

- A qualification with a business or computing major, or
- At least one year's work experience in a business-related role, and
- Strong computer and internet literacy skills (NQF level 4).
- Good verbal and written communication skills (NQF level 4)
- Excellent thinking and analytical skills.
- Complete a course application and pre-assessments to ensure you meet the qualification entry requirements.

## Workplace Requirements

- Access to a workplace or simulated workplace environment to complete certain assignment requirements and some practical workplace experiential learning.
- Access to a PC, software and the internet for course assignments.

## Business Analysis

# NC: Business Analysis Support Practice

MICTSETA Certification  
BAFP – FTI Certification

SAQA ID: 63769

NQF Level: 5

Credits: 138

## Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, assignments, case studies and self study to embed skills.

You will need to:

- Attend all lectures and sessions.
- Demonstrate theoretical and practical understanding of programme content through assignment submissions and practical observations at work.
- Participate in and contribute to group discussions, practical work and activities.
- Do individual self-study activities, including reading and test preparation.
- Complete all exercises, assignments and assessments as required.

To receive your National Certificate: Business Analysis, Support Practice you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

## Learning Outcomes

By the end of the qualification, you will have mastered the most important business analysis tools and techniques, as well as gained knowledge and practise in:

- Developing strong interpersonal skills in communicating, presenting, facilitating and building relationships.
- Managing your time more effectively.
- Problem-solving and critical thinking applied to real world scenarios.
- The structure and environment of business and the role of ITC.
- Generating a business case around a real world problem in your business environment.
- Gathering and recording information and identifying and documenting business requirements.



## Course Content

### NC: Business Analysis Support Practice Accreditation Body: MICTSETA

SAQA ID: 63769 | Learning Programme ID: BAFP  
NQF Level: 5 | Credits : 138

#### Personal Productivity

- Use communication techniques effectively
- Develop and maintain effective working relationship with clients
- Apply efficient time management to your tasks
- Demonstrate an awareness of ethics and professionalism

#### Interacting in a Business Environment

- Demonstrate an understanding of the business environment
- Examine the elements of business strategy and the role of IT
- Analyse and apply different Systems Development Lifecycle (SDLC) models
- Apply and explain the generic business process and value chain models

#### Business Case Techniques

- Understand how to apply innovative problem-solving techniques
- Understand the differences between various information gathering techniques
- Know how to elicit user requirements for systems development
- Explore the process of requirements definition for a business case
- Investigate the application of project scoping for a business case
- Undertake a feasibility and risk analysis to determine the most appropriate solution
- Complete a high-level implementation plan for the proposed project

#### Functional Specification Techniques

- Understand how the previous analysis work comes together in a requirements specification document
- Understand the concept of use case modelling in providing an inventory and detailed narratives of user requirements
- Be able to read and develop simple information models in the form of ER diagrams
- Recognise the basic principles of good interface design
- Sketch out wireframe and simple screen designs
- Be able to design and specify output requirements
- Document business rules using decision trees and tables
- Understand Requirements Validation and validate designs and specifications using a variety of techniques
- Create effective test cases to achieve specific testing goals.



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