



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

The Applied Programme in Business Analysis (ApBA) is a short intensive route to receiving the SAQA accredited National Certificate: Business Analysis.

It is a qualification for Business Analysts who entered the profession after completing the FTI Certificate Programme in Business Analysis and then gained two years work experience as a Business Analyst.

It reviews theoretical content and builds on your prior knowledge and competencies but with a strong focus on developing applied workplace skills.

## Target Audience

This programme is aimed at working Business Analysts who entered the profession after completing the FTI CPBA (which requires no Business Analysis experience to gain entry) and then gained two years work experience as Business Analysts and who now want an international IIBA® endorsed and SAQA accredited formal qualification.

Systems and Test Analysts, Developers, and Process Specialists will also benefit from this comprehensive qualification.

## Entry Requirements

- To be working as a Business Analyst and have completed the FTI Certificate Programme in Business Analysis, or
- Meet the Recognition of Prior Learning (RPL) criteria as determined by FTI.
- Attend the initial selection and briefing sessions to ensure you comply with entry requirements and that you have sufficient pre-existing workplace evidence.

## Workplace Requirements

- You will need access to appropriate workplace projects to complete the practical components of the qualification.
- Access to a PC and software for course assignments

## Business Analysis

# National Certificate: Business Analysis

MICTSETA Certification  
ApBA - IIBA® Endorsed Certification

SAQA ID: 63909

NQF Level: 6

Credits: 149

## Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, and formal assessment to embed skills and prepare you for Portfolio of Evidence (PoE) submission.

You will need to:

- Attend all lectures and sessions where theory is covered
- Attend all simulation workshops
- Complete and present four workplace assignments: a Business Analysis Report, a Business Case Document, a Requirements and Quality Management Plan and a Requirements document
- Provide answers for summary review questions for all modules
- Obtain a final overall course mark of 50%, a subminimum of 50% for the exam and 45% for the workplace assignments

To receive your National Certificate: Business Analysis, you will need to compile, submit and be found competent on a PoE.

## Learning Outcomes

By the end of the qualification, you will have gathered the evidence to submit a PoE and will have essential business analysis core skills such as:

- Communicating, presenting and facilitating workshops and group sessions
- Effective problem-solving and strategic thinking in finding solutions to complex business issues
- In-depth knowledge about your organisation from a range of operational and strategic perspectives
- Identifying and documenting business requirements to support business, including solution-focused functional, non-functional, informational, and transitional requirements
- Producing high quality business analysis artefacts, including business analysis planning and detailed requirements documents
- Strong modelling knowledge and practical skills in modelling processes, information and interfaces.





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## Course Content

### NC: Business Analysis

Accreditation Body: MICTSETA & IIBA® endorsed

SAQA ID: 63909 | Learning Programme ID: ApBA  
NQF Level: 6 | Credits : 149  
BABOK® aligned | PD Hours: 64

#### Module 1: Preparing a Business Assessment Report

- Business Assessment Reports
- Business Assessment Simulation
- Submit a draft Business Assessment Report
- Final submission

#### Module 2: Preparing Effective Business Cases

- PoE briefing BCD
- Business Case Simulation
- Final submission of Business Case

#### Module 3: Requirements Planning & Management & Quality Management

- PoE briefing RMQP
- Submit Requirements/Quality Management Plan
- Requirements Quality Management simulation

#### Module 4: Preparing an Effective Requirements Package

- PoE briefing RS
- Submit Requirements Specification

#### PoE Submission and Final Exam

- Final Exam
- PoE compilation and preliminary review
- PoE submission, assessment and resubmission (if necessary)
- Feedback, sign-off and programme finalisation

## Our Accredited Organisations



FACULTY  
TRAINING  
INSTITUTE



Siyangqoba



Siyaya®  
SKILLS INSTITUTE



PROSERV  
SOUTH AFRICA



MBAT  
DEVELOP - EMPOWER - GROW

