

Applied Programme in Business Analysis

A path to the National Certificate: Business Analysis (SAQA ID 63909) Level 6

5 MONTHS part-time

Overview

The Applied Programme in Business Analysis is aimed primarily at delegates who have successfully completed FTI's Certificate Programme in Business Analysis and want to complete the practical assignments needed for a full qualification. Delegates who complete the coursework will have completed all the work needed to prepare a portfolio of evidence (PoE) that can be used to obtain the National Certificate: Business Analysis at level 6 on the NQF.

Delegates who have not completed FTI's Certificate Programme may also be admitted to the Applied Programme if they are able to demonstrate equivalent prior competencies, and meet the entry requirements.

During the programme, some theoretical content will be reviewed or taught that will build on the delegates prior learning, but the expectation is that this is mostly revision of existing knowledge, not teaching of the content matter.



Convert your business analysis experience and qualification into a full National Certificate: Business Analysis (SAQA Qualification ID 63909)

Prerequisites

To gain entrance to this programme, delegates must be working as Business Analysts and must have completed and passed the FTI CPBA. Delegates who have not passed the CPBA must complete an objective knowledge test to ensure they have the theoretical knowledge on which to base their workplace learning, as the contact sessions on the course focus on a brief review only. Delegates whose previous learning included some substantive assessments (assignments, examinations or tests) will be at a definite advantage in that these may reduce the work required in completing formative and summative assessments in the PoE.

Target Audience

Working business analysts who have completed the FTI Certificate in Business Analysis.

Alternatively, Business Analysts with other qualifications or recognition of prior learning who can demonstrate sufficient theoretical and practical knowledge by passing an entrance assessment.

Course Delivery

Delegates on the Applied Programme in Business Analysis (APBA) will have to:

- Attend the selection and briefing sessions to ensure that they comply with the requirements for entry to the programme and have sufficient pre-existing workplace evidence.
- Attend all sessions where the theoretical content is covered and reviewed in preparation for their workplace assignments and simulation workshops are held to apply the skills in a classroom environment.
- Complete four workplace assignments during each month
- Provide answers for the summary review questions for all of the modules
- Compile their PoE and submit this for assessment
- Complete and pass the final exam.

Learning Outcomes

At the end of the programme, delegates will be able to:

- Demonstrate their inter-personal skills, especially in the areas of facilitation and group work
- Apply a problem-solving focus and be able to think strategically about business solutions
- Demonstrate in-depth knowledge about their organisation from different operational and strategic perspectives
- Display the ability to identify and document business requirements, including functional, non-functional, informational and transitional, in a variety of ways,
- Competently produce a variety of business analysis artifacts, including business requirements documents business cases, and analysis planning documents
- Apply their modelling skills, including being able to model processes, information and interfaces

Course Code: APBA
PD Hours 30, IIBA accredited





Course Content

Preparing a Business Report

- Business assessment reports and BASRQ 100
- Business Assessment Simulation
- Submission of a draft Business Assessment Report
- Final hand in of BAR/BASRQ100

Preparing Effective Business Cases

- PoE compilation and review
- Briefing for Module 2/BASRQ200
- Business case simulation
- Final hand in of Business Case/BASRQ200

Requirements Planning and Management

- Briefing, PoE compilation and hand in of Requirements/Quality Management Plan/BASRQ300

Preparing an Effective Requirements Package

- Briefing, compilation of PoE and hand in of Requirements Specification/BASRQ400

Requirements Quality Management

- Briefing compilation of PoE/BASRQ500
- Requirements Quality Management simulation

POE Submission and Final Exam

- Final Exam
- PoE compilation and preliminary review
- PoE submission, assessment and resubmission if necessary
- Feedback, signoff and programme finalisation

Course Assessment

This course has a formal assessment mechanism. To obtain the National Certificate in Business Analysis, delegates will need to:

- Complete and present the following workplace assignments (some of which may be combined):
 - Business Analysis Report/Presentation
 - Business Case Document
 - Requirements and Quality Management Plan (or equivalent)
 - Requirements document, such as Business Requirements Specification or Functional Specification
- Obtain a final overall course mark of 50%, a sub-minimum of 50% for the exam AND 45% for the workplace assignments.
- Submit a Portfolio of Evidence compiled from all of the materials developed during the course for submission and assessment by a SAQA accredited assessor.

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