THE LEARNING DEVELOPMENT GROUP

Business Analysis

National Certificate: Business Analysis

Full: MICTSETA Certification
Modular: FTI APBAP - IIBA® Endorsed Certification

SAQA ID:	63909
NQF Level:	6
Credits:	149

Introduction

The Applied Programme in Business Analysis Practice (APBAP) is a flexible modular route to receiving the SAQA accredited National Certificate: Business Analysis.

It is a qualification for Business Analysts who would like to attend modular short courses per subject area over a two-year period and pay per course. It allows individuals more choice in which module to attend and in what sequence and it accommodates working and earning while studying.

The core modules cover theoretical content that builds on existing knowledge and competencies with a strong focus on developing applied workplace skills in the fundamentals of Business Analysis, Business Impact and Feasibility, Requirements Management, Business Process Management, User Interface and Information Design, Data Modelling and IT Quality and Cybersecurity. The eighth module is a PoE preparation workshop.

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).

Delegates who want the flexibility of qualifying over a longer timeframe and who want to acquire advanced skills and a SAQA accredited formal qualification, will benefit from this approach.

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

Requirements

- You will need access to appropriate projects to complete the practical components of the qualification / individual modules.

- Complete a self-assessment questionnaire to determine suitability for the modular requirements.

- Access to a PC, software and the internet for course attendance & assignments.

- Working in a business environment to produce evidence for the POE submission when completing Module 8.

Course Delivery & Assessment

We use virtual, online 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 per module.

- Attend all simulation workshops per module.

- Complete classroom activities and assignments for each module.

- Provide answers for summary review questions for each module.

- Complete all eight modules, in no predetermined sequence.

- Submit all evidentiary requirements, and be found competent on the POE submission to receive your National Certificate: Business Analysis, NQF L6.

Learning Outcomes

By the end of the modular-based qualification, you will have gathered the evidence to submit a PoE and will have essential business analysis core skills in:

- The Practise of Business Analysis.

- Business Impact and Feasibility Assessment.

- Requirements Management and Quality Planning.

- Business Process Management.

- User Interface and Information Design

- Data and Information Modelling.

- Ensuring IT Service Quality.

- Cybersecurity.

APBAP1 :: CONTENT

Practice Of Business Analysis Fundamentals

Number of Sessions: 10
Hours per Session: 3.5

This module can be facilitated for groups as a standalone module.
On completion you will receive a FTI Certificate of Completion.

SESSION CODE	MODULE NAME	# OF SESSIONS
APBAP101	Behaviour Profiles & the Communication Process	1
APBAP102	Active Listening & Problem Analysis	2
APBAP103	The Profile of the Analyst	1
APBAP104	The Nature of Business Change Projects	1
APBAP105	Analysing the Business	1
APBAP106	Requirements Elicitation	1
APBAP107	Requirements Fundamentals & Definition	1
APBAP108	Clarifying Scope	1
APBAP109	Presentation Skills	1
APBAP110	Business Assessment Report	Assignment
APBAP111	Business Assessment Presentation	Assignment

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APBAP2 :: CONTENT

Business Impact & Feasibility Assessment

Number of Sessions: 8
Hours per Session: 3.5

This module can be facilitated for groups as a standalone module.
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SESSION CODE	MODULE NAME	# OF SESSIONS
APBAP201	Conceptual Solutions Definition & Acquisition Approach	1
APBAP202	Project Goals & Objectives	1
APBAP203	Estimating Effort	1
APBAP204	Estimating Costs	1
APBAP205	Estimating Benefits	1
APBAP206	Risk and Mitigation	1
APBAP207	Feasibility Assessment	1
APBAP208	Preparing & effective Business Case and Recommendation	1
APBAP209	Project Feasibility Assignment	Assignment

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APBAP3 :: CONTENT

Requirements Management & Quality Planning

Number of Sessions: 8
Hours per Session: 3.5

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SESSION CODE	MODULE NAME	# OF SESSIONS
APBAP301	Business Analysis Planning & Monitoring	1
APBAP302	Stakeholder Management & Engagement Plan	1
APBAP303	Communication Management & RACI Matrix	1
APBAP304	Change Management & Organisational Readiness	1
APBAP305	Requirements Information Management & Tools	1
APBAP306	Requirements Prioritisation, Scoping & Traceability	1
APBAP307	Requirements Validation & Verification	1
APBAP308	Solution Evaluation & Post Implementation Review	1
APBAP309	Requirements Planning, Management & Quality Assignment	Assignment

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APBAP4 :: CONTENT

Business Process Management & Definition

Number of Sessions: 8
Hours per Session: 3.5

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SESSION CODE	MODULE NAME	# OF SESSIONS
APBAP401	Business Process Landscape & Basic Concepts	1
APBAP402	Business Process Core Notation, Pools & Lanes	1
APBAP403	Business Process Gateways, Branches & Joins	1
APBAP404	Low Level Business Process Modelling & Augmentation	1
APBAP405	Business Process Style & Process Improvement	1
APBAP406	Detailed Process Definition & Work Instructions	1
APBAP407	Data Structures & the Glossary of Terms	1
APBAP408	Documenting Business Rules	1
APBAP409	Business Process Modelling, Work Instructions & Business Rules Assignment	Assignment

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APBAP5 :: CONTENT

User Interface & Information Design

Number of Sessions: 4
Hours per Session: 3.5

This module can be facilitated for groups as a standalone module.
On completion you will receive a FTI Certificate of Completion.

SESSION CODE	MODULE NAME	# OF SESSIONS
APBAP501	Interface Requirements Analysis & Guidelines	1
APBAP502	Interface Design & Model Integration	1
APBAP503	Information Design Considerations & Management Information Systems	1
APBAP504	Information Requirement Specification & Model Integration	1
APBAP505	Interface & Information Design Assignment	Assignment

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APBAP6 :: CONTENT

Data & Information Modelling

Number of Sessions: 6
Hours per Session: 3.5

This module can be facilitated for groups as a standalone module.
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SESSION CODE	MODULE NAME	# OF SESSIONS
APBAP601	Understanding Information in the Enterprise & Data Modelling Building Blocks	1
APBAP602	Entities, Keys, Attributes & the Data Dictionary	1
APBAP603	Entity Relationships & Preliminary Information Modelling	1
APBAP604	Understand the link to Databases & Resolving Many-To-Many Relationships	1
APBAP605	Conducting Walkthroughs of Data Models	1
APBAP606	Completing & validating the Information Model	1
APBAP607	Data & Information Modelling Assignment	Assignment

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APBAP7 :: CONTENT

Ensuring IT Service Quality & Cybersecurity

Number of Sessions: 4
Hours per Session: 3.5

This module can be facilitated for groups as a standalone module. On completion you will receive a FTI Certificate of Completion.

SESSION CODE	MODULE NAME	# OF SESSIONS
APBAP701	Requirements Integration & the Activity to Entity Matrix	1
APBAP702	Fully Specifying Quality of Service Requirements in Text	1
APBAP703	Fully Specifying Quality of Service Requirements using Matrices	1
APBAP704	Cybersecurity	1
APBAP705	Quality of Service Requirements, & Cybersecurity	Assignment

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APOE :: CONTENT

NCBA Portfolio Preparation

Number of Sessions: 4
Hours per Session: 3.5

To receive your National Certificate: Business Analysis NQF Level 6, you will need to compile, submit and be found competent on a PoE.

SESSION CODE	MODULE NAME	# OF SESSIONS
NCBAPOE1	Induction, Instructions & Compliance Requirements	1
NCBAPOE2	Business Assessment & Project Feasibility Evidence	1
NCBAPOE3	Requirement Management & Quality Evidence	1
NCBAPOE4	Requirements Specification Evidence	1
POESUB1	NCBA POE Delegate Submission	Submission
POEFB1	NCBA POE Assessor Submission Feedback	Feedback
POESUB2	NCBA POE Delegate Resubmission Where Required	Submission
POEFB2	NCBA POE Assessor Resubmission Feedback	Feedback

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