

**SAQA ID**  
63909

**DURATION**  
12 Months

**CREDITS**  
149

**SETA**  
MICT

**National Certificate:**

# **BUSINESS ANALYSIS**

NQF Level 6



## WHO SHOULD STUDY THIS COURSE?

Business analysis is a vital instrument within the business environment to ensure that information technology can provide effective solutions for business enterprises. The development of business analysts through a suite of qualifications will have a positive impact on the broader economy of South Africa. It will also assist with bringing South Africa in line with international trends and satisfy industry requirements.

The qualifying learner will be able to:

- Analyze a business scenario.
- Develop a business case.
- Compile user requirement specifications.
- Develop functional specifications.
- Monitor quality assurance activities throughout the life cycle of the project.

## Rationale

A business analyst works as a liaison amongst stakeholders to elicit, analyze, communicate, and validate requirements for changes to business processes, policies, and information systems. The business analyst understands business problems and opportunities in the context of the requirements and recommends solutions that enable the organization to achieve its goals. Traditionally business analysts were drawn from senior information technology (IT) and businesspeople, whereas this qualification provides lower-level access for the development of such competencies. It has also been developed to enable learners to access higher education and provide flexible access to life-long learning.

This qualification provides opportunities for people to engage in further learning towards a

specialization in business analysis or achieve competencies that are portable to other specializations such as systems development or systems support. This will therefore enable business analysis competencies to be strengthened and enable individuals who are currently working in a business systems environment to better contribute to the implementation of solutions that support the business requirements. The competencies of business analysis have been identified as a target development area for the ICT sector and the South African government. The demand for this qualification is evidenced by these National initiatives as well as international demands and trends. It is intended to empower learners to acquire knowledge, skills, attitudes, and values required to operate confidently as individuals in the South African community and to respond to the challenges of the economic environment and changing world of work. Ultimately, this qualification is aimed at improving the productivity and efficiency of business analysts within all sectors in South Africa.

## Exit Level Outcomes

- Analyze a business scenario.
- Develop a business case.
- Compile user requirement specifications.
- Develop functional specifications.
- Monitor quality assurance activities throughout the life cycle of the project.

## Admission Requirements

- NQF Level 5 Certificate

## ASSOCIATED ASSESSMENT CRITERIA

### Exit Level Outcome 1:

1. The boundaries and scope of the business are modeled in order to communicate the functioning of a business.

2. The business environment is interpreted to reflect the impact of the context and constraints.
3. The business facets are identified and specified within different types and contexts of a business.
4. Range: Business facets include but are not limited to different types of businesses, ways of operation, structures, types of industry, value chains, generic business processes, and regulatory requirements.
5. The possibilities for improvement in the organization are examined to reflect their impact on a business scenario.

### Exit Level Outcome 2:

1. The business situation is interpreted to determine the opportunities and problems of an existing business.
2. Solutions are projected for business problems and goals to improve the business in accordance with the cost-benefit analysis.
3. A cost-benefit analysis is generated to determine the cost of specific benefits identified as a potential solution.
4. A risk analysis is conducted to identify elements that may have a negative impact on the implementation of the proposed solutions.
5. Range: Elements include but are not limited to people, financial, political, and environmental.
6. A business case is produced integrating the business scenario, solutions, costs, and risks.

### Exit Level Outcome 3:

1. The principles of needs analysis are applied to identify the requirements of the business.
2. The requirement specification tools are applied to document the components of the user requirements specification.
3. Range: Tools include but are not limited to principles, techniques, notation standards, and methodologies.
4. Logical models of the business are generated

to facilitate agreement regarding the business requirements.

5. Range: Entity relationship, organization structure, process, object, and domain.
6. A user requirement specification is produced in accordance with the business problem.

### Exit Level Outcome 4:

1. The business processes are analyzed to identify changes and improvements to the business operation.
2. Functional models are generated to represent the proposed operation of the business.
3. Functional specifications are produced in accordance with business requirements.
4. The tools are applied to document the components of the functional specification.
5. Range: Tools include but are not limited to principles, techniques, notation standards, and methodologies.
6. The capacity of current technology is analyzed to make recommendations regarding solutions.

### Exit Level Outcome 5:

1. Test requirements are discussed in accordance with the functionality of the proposed solution.
2. Test reports are analyzed to ensure that functionality is achieved.
3. Performance of the quality management process is assessed to ensure compliance with the project life cycle.
4. The change management proposals are monitored in terms of the project implementation process.
5. Assessment activities are performed for continuous improvement of project processes.

### Integrated Assessment:

Formative assessments conducted during the learning process will consist of written assessments, simulation in a practical environment, and several self-assessments.



Summative assessment consists of written assessments, assignments, and simulations in a practical environment, integrating the assessment of all unit standards and embedded knowledge. Summative assessments are only conducted once the learner has demonstrated proficiency during formative assessment.

Assessors should check that the learner is able to demonstrate the ability to consider a range of options and make decisions about:

The quality of the observed practical performance as well as the theory and embedded knowledge behind it.

The different methods that can be used by the learner to display thinking and decision-making in the demonstration of practical performance.

Reflexive competencies.

The fundamental competencies included in this qualification need to be assessed in an integrated way with the rest of the competencies.

Unit Standard		
CORE	Conduct solution assessment and validation	15
	Manage and communicate requirements	5
	Manage and communicate requirements	10
	Perform requirements analysis	25
	Perform requirements elicitation	15
	Plan and monitor the business analysis process	10
		<b>80</b>
Unit Standard		
FUNDAMENTALS	Plan and monitor the business analysis process	8
	Demonstrate logical problem solving and error detection techniques	8
	Investigate implementation options for Information Technology (IT) solutions	6
	Analyse and participate in the design of Information Systems	12
	Apply concepts and principles of business ethics in the professional environment	5
	Conduct an organisational needs analysis	10
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