

NATIONAL CERTIFICATE: BUSINESS ANALYSIS NQF LEVEL 6



The Business Analysis Level 6 qualification is a powerful fit for professionals in banking, offering tools to streamline processes, enhance decision-making, and align solutions with business goals. It supports strategic thinking and regulatory awareness, making it ideal for navigating the fast-paced financial sector.

The National Certificate in Business Analysis is a comprehensive accredited **12-month learnership** programme designed to equip aspiring business analysts with the essential skills and knowledge to thrive in dynamic business environments.

Aligned with NQF Level 6 standards, the qualification carries **150 credits**

This programme targets junior business analysts, system analysts, and project management professionals,

Learners will gain practical and theoretical expertise across **five structured learning programmes**:

1. Risk Awareness & Needs Analysis
2. System Design & Implementation Analysis
3. Enterprise Analysis & Requirements Planning
4. Communication & Problem-Solving
5. Business Operations and Ethics

Key outcomes include:

- Analysing business scenarios
- Developing business cases
- Compiling user and functional specifications
- Monitoring quality assurance throughout project lifecycles

The qualification supports Recognition of Prior Learning (RPL) and culminates in a Final Integrated Summative Assessment (FISA).

Skill Boost Programmes

Are targeted learning interventions designed to strengthen learners' capabilities in alignment with their job roles. These programmes complement and reinforce the outcomes of the Business Analysis Learnership, ensuring practical relevance and deeper workplace impact.



BOOST

Innovation & Productivity
with AI



BOOST

Data Analysis



BOOST

Project Management



IMPACTFUL
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Microsoft



PeopleCert



BOOST Programmes

	Course Name	Course Overview
BOOST Innovation & Productivity with AI	MS-4018 Draft, Analyse and present with Microsoft 365 Copilot	Discover how to draft, analyze, and present documents using Microsoft 365 Copilot. Improve productivity with intelligent assistance.
	MS-4019 Transform your everyday business processes with no-code agents	Automate routine business tasks using no-code agents in Microsoft 365 Copilot. Learn to streamline operations without programming.
	Advanced AI Prompting Workshop	Explore advanced techniques in AI prompting to enhance model performance. Gain hands-on experience with real-world scenarios.
BOOST Data Analysis	Excel Data Analysis Level 2	Build on your Excel basics to analyze data using advanced tools like PivotTables, charts, conditional formatting, and forecasting techniques. Gain the ability to extract insights and present data effectively.
	Excel Advanced formulas Level 3	Master complex formulas, lookup functions, and advanced data tools to create dynamic, collaborative workbooks and perform scenario analysis. Learn to protect, share, and audit workbooks for professional reporting.
	Power BI Level 1 & 2	Learn to connect, transform, and visualize data in Power BI, progressing from basic dashboards to advanced visuals and workspace management. Develop skills to publish and share interactive reports for business insights.
	Data Storytelling and presenting with Data	Discover how to turn data into compelling stories using visualisation principles, Excel, and Power BI, and present insights effectively to influence decisions. Includes hands-on exercises and presentation techniques.
	DP-900 Microsoft Azure Data Fundamentals	Gain foundational knowledge of core data concepts, relational and non-relational data, and Azure data services including storage, analytics, and visualisation. Ideal for those starting their cloud data journey.
	DP-080 Querying Data with Microsoft Transact-SQL	Learn to write and optimize T-SQL queries for retrieving and modifying data in SQL Server and Azure SQL environments. Covers joins, subqueries, functions, and data manipulation.
	PL-300 Microsoft Power BI Data Analyst	Develop advanced skills in data modelling, visualisation, and analytics using Power BI, including DAX calculations and performance optimisation. Learn to manage and share reports across an organisation.
BOOST Project Management	MS Project Essentials	This course introduces the core features of Microsoft Project, equipping learners with the skills to create, manage, and track project schedules, resources, and tasks effectively. It's ideal for beginners looking to build a solid foundation in project planning and execution.
	MS Project Advanced	The advanced course dives deeper into complex project management techniques, including resource leveling, custom reporting, and multi-project handling. It's designed for experienced users aiming to optimize project performance and master strategic planning tools.
	Prince 2 Foundation	PRINCE2 (Projects IN Controlled Environments) is a structured project management methodology that provides a clear framework for managing projects efficiently from initiation to closure. It emphasises defined roles, stages, and processes, making it adaptable to projects of any size or industry.
	ITIL4 Foundation	ITIL 4 is a modern framework for IT service management that emphasises a holistic, value-driven approach to delivering and improving IT services. It integrates agile, DevOps, and lean practices to help organizations align IT operations with business goals and enhance customer experience.



Contact us

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