

Personal Finance - Unit Standard 15092

1. Socio-economics vs personal finances
2. Terminology Simplified
3. Purpose of financial institutions and services they provide
4. Identify income and expenses
6. Draw up and monitor your budget
7. Monitor real expenses against budgeted expenses
8. Solutions to keep your budget on track

Time Management - Unit Standard 15091

1. Identify short, medium and long term goals
2. Prioritise tasks
3. Formalise goals, tasks, activities
4. Setting a realistic plan
5. Review and track progress
6. Identify and explain reasons for deviations from the plan
7. Identify and implement solutions for more effective planning
8. Compile a changed plan with a view on improvement

