



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

This unique internationally recognised Certificate Programme in Business Analysis allows individuals with no previous Business Analysis experience entry into the profession.

During the course you will master the critical skills, techniques and competencies of the modern analyst and gain experience in eliciting and documenting functional, informational and non-functional requirements.

As an IIBA® Endorsed Education Provider (EEP), our content is aligned to the Business Analysis Body of Knowledge (BABOK®) and is worth 112 PD hours.

Target Audience

This programme is aimed primarily at new and intermediate business analysts who want to become Business Analysis practitioners and who will produce specifications that are relatively limited in scope. You do not need to be working as a Business Analyst to qualify for attendance.

Systems and Test Analysts, Process and Technical Specialists, IT Consultants, Analyst Programmers and Project Managers will all benefit from this programme.

Entry Requirements

- At least two year's work experience, with the most recent experience in a role that requires business knowledge, communication and problem-solving skills.
- At least one year's experience working with business applications and systems, not just as users, but in roles such as super-users, developers or analysts.
- Strong computer and Internet literacy skills and you must be proficient in office applications like Word, Outlook, PowerPoint and Excel.
- To be a good communicator and have critical thinking and analytical skills.

Workplace Requirements

- Access to a PC and software for course assignments.
- Access to the internet to complete coursework.

Business Analysis

Certificate Programme In Business Analysis

CPBA - IIBA® Endorsed Certification

SAQA ID: NA

NQF Level: NA

Credits: NA

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, assignments, case studies and self study to embed skills.

You will need to:

- Attend all lectures and sessions.
- Complete two 2.5 hour online assessment tests.
- Demonstrate theoretical and practical understanding of programme content (the programme is 60% theory and 40% application).
- Participate in and contribute to group discussions, practical work and activities.
- Do individual self-study activities like homework, reading, practise tests and test preparation for class.
- Complete assessments and pass two formal written multiple-choice class tests.
- Obtain a final overall course mark of 50% or a symbol of C- or more.

Learning Outcomes

By the end of the programme, you will have developed a solid understanding of the role of the modern business analyst and knowledge and skills in:

- The competencies, tools and techniques covered in the BABOK® including Enterprise Analysis, Requirements Planning and Communication, Requirements Elicitation, Analysis and Specification.
- Eliciting and documenting functional, informational and non-functional requirements.
- Producing common business analysis artefacts including business cases, user requirements documents and functional specifications.
- Requirements modelling and modelling processes, data, reports and interfaces, and
- Coping in different organisations using change-driven and plan-driven project approaches.
- Be equipped for and trusted to contribute to the BA deliverables of an organisation.



Course Content

Certificate Programme in Business Analysis
Accreditation Body: IIBA® endorsed

SAQA ID: NA | Learning Programme ID: CPBA
NQF Level: NA | Credits : NA
BABOK® aligned | PD Hours: 112

Module 1: Professional Communication and Problem-Solving

- Fundamental Communication Skills
- Information Gathering and Thinking skills
- Problem Analysis and Problem Solving
- Professional Facilitation Skills

Module 2: Business Analysis Fundamentals

- The Role of the Professional Business Analyst
- BA Planning and Requirements Management
- Strategy Analysis and Goal Setting
- Elicitation and Collaboration
- Solution Scoping and Requirements Definition
- Setting up Solution Evaluation

Module 3: Requirements Analysis Design & Definition

- Business Process Management
- Business Process Modelling
- Detailed Process Definition
- Interface and Output Specification
- Information Modelling
- Preparing a Requirements Package



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Our Accredited Organisations



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