

	 
This programme is accredited with the Service SETA	LeMark Training & Development is an accredited provider of Education and Training with the Services SETA, ETQA. Provider Entity Number: (0149) Company Reg. No: 2010/002646/07 (was 2001/025985/23) ACCREDITATION STATUS: FULLY ACCREDITED

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3-DAY ACCREDITED SKILLS PROGRAMME ON:

ASSET MANAGEMENT

(Manage Assets of a Business Unit)
 (Aligned to US: 243265, NQF level 5; 12 Credits)

10-12 November 2025

Next Dates: TBA 2026

Venue: Centurion/ Pretoria

This unit standard deals with the management of the assets in a business unit. It reflects the skills required to:

- ✓ Understand, summarise and classify assets.
- ✓ Manage current assets (ie cost and risk of investing in current assets).
 - > Manage cash.
 - > Manage stock.
 - > Manage debtors.
 - > Manage creditors.
- ✓ Interpret and present financial reports.
- ✓ Apply the relevant financial ratios.
- ✓ Manage and maintain fixed assets (ie asset depreciation, disposal of assets, capital budgeting).
- ✓ Identify need for and take corrective action.

It also reflects the understanding of:

- ✓ The strategic value of assets in the organisation or business.
- ✓ The optimisation of assets.
- ✓ Techniques and procedures for analysing management accounts.

MINIMUM ENTRY REQUIREMENTS:

It is assumed that the learner is competent in: -

- ✓ Communication at NQF Level 4
- ✓ Mathematical Literacy at NQF Level 4



Enquiries: Tel: (012) 654 4288. **Compliments and Complaints to:** management@lemark.co.za. **Sales Team:** sales@lemark.co.za; sales1@lemark.co.za; info3@lemark.co.za or info@lemark.co.za. Sales Cell: 083 417 3090. PO Box 14047 Clubview, 0014. Website: www.lemark.co.za. Terms & Conditions apply to all LeMark Training Interventions.

PROGRAMME OUTCOMES:

Understand the **key Principles** of Asset Management - Understanding the basics of asset management, including different asset types, the asset lifecycle, and best practices.

- ✓ Review the **current status** and condition of the assets of the business unit and identify opportunities for improvement, or problems.
- ✓ Develop and implement **action plans to improve the efficiency** of, or to correct problems in, the use of the assets of the business unit.
- ✓ **Accounting for Assets:** Learning about asset accounting standards, including GRAP, and how to record and report assets.
- ✓ **Risk Management:** Identifying and mitigating risks associated with assets, including potential damages and failures.
- ✓ **Disposal Procedures:** Learning how to properly dispose of assets, including considering resale value, environmental impact, and regulatory requirements.
- ✓ **Asset Valuation:** Understanding different valuation methods and how to determine current fair market value of assets, which can be physical (tangible) or non-physical (intangible).
- ✓ Manage and monitor the use of motor retail business unit assets.
- ✓ Analyse and interpret **reports and present them to relevant stakeholders.**
- ✓ Discuss and explain issues related to managing the assets of a motor retail department.

PROGRAMME CONTENT:**Module One: Introduction to Asset Management**

- ✓ Understand the key principles of Asset Management
- ✓ National Treasury Framework
 - Financial management concepts
 - Asset management
 - Legislative base for Asset Management in the PFMA & MFMA
- ✓ The role of asset management
- ✓ Asset management life cycle
- ✓ Asset inspections
- ✓ Asset improvements
- ✓ Challenges in managing business assets

Module Two: Developing Action Plans to Improve Efficiency or Correct Problems

- ✓ Action planning
- ✓ Capital budgeting
- ✓ Monitoring, evaluation and control of plans
- ✓ Determining the impact of an intervention
- ✓ Optimising the use of assets

Module Three: Understand the role of an effective Asset Management Framework within your supply chain management policy to successfully safeguard and maintain state assets

- ✓ SCM management
- ✓ Demand management
- ✓ Compilation of a procurement plan
- ✓ Acquisition management
- ✓ Logistics management
- ✓ Disposal management
- ✓ Key concepts in Asset Management

- ✓ Responsibility for Asset Management

Module Four – Disposal Procedures

- ✓ Financial management concepts
- ✓ Depreciation
- ✓ Manage and monitor the use of Unit Assets
 - Identification and marking of assets
 - Asset register
 - Maintenance of fixed assets
 - Use of assets
 - Disposal of assets
 - Accounting for Disposal
 - Asset Management Checklist

Module Five – Implement a sound asset register

- ✓ Classification of Asset
- ✓ Asset Register
- ✓ Gap Requirements
- ✓ Asset Maintenance
- ✓ Maintenance strategy
- ✓ Maintenance Plan

Module Six: Analyse and Interpret Financial Reports

- ✓ Income statements
- ✓ Balance sheet
- ✓ Cash-flow statement
- ✓ Financial analysis

Module Seven: Key Concepts, Issues and Principles in Managing Assets

- ✓ Classes of assets and types
- ✓ Asset storage and packaging
- ✓ Principle of cost benefit analysis
- ✓ Managing stock/inventory

PROGRAMME ACCREDITATION:

This skills programme is accredited with Services Seta (SSETA). Unit Standard **243265**. Unit Standard Title: **Manage assets of a business unit**.

ASSESSMENT:

Learners will have to prove their competence in applying the knowledge, skills and behaviour learnt during class exercises and group work. Each learner must submit a portfolio of evidence within a specific timeframe

RE-SUBMISSIONS:

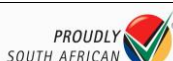
When a learner is found Not Yet Competent, they will be given one chance to re-submit, they will have 7 days (weekends & holidays included) to complete their PoE/Assignment. Should they not meet this deadline or if they are found Not Competent for the second time they will have to book, pay and attend the programme/course at their own expense.

CERTIFICATION:

The attendance of the first day of class as well as a total minimum of 80% class attendance is compulsory to be eligible to hand in your PoE/ Assignment. After the successful completion of this skills programme and the portfolio of evidence (PoE), learners will receive a **Services SETA Certificate of Competence**. Alternatively, learners will receive a **LeMark Letter of Attendance**.

RATE: R8 325.00 (incl. VAT) Per Person (Breakfast, Lunch, Refreshments & Study Material).

VENUE: Centurion/Pretoria.



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REFERENCE NUMBER: Please Use Your Invoice Number.

CLOSING DATE FOR REGISTRATION: Last Working Day before Programme Starts.

CANCELLATION DATE: 7 Working Days before Programme Starts.

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TERMS, CONDITIONS & DISCLAIMER:

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- An official booking form confirmation (**LeMark Complete Registration Form**) must be received from the Customer to reserve a place for all the LeMark Scheduled Training Programmes.
- Prior to the receipt, acceptance and acknowledgement by LeMark of your confirmation/ booking (registration form/s), you will not be deemed as booked. (Please refer to Booking Procedure and Confirmation Instructions).
- It is the responsibility of the Customer to enquire should they not receive a confirmation from LeMark after they have submitted a registration form or payment for training.
- We reserve the right to change the venue and the order of the presentation or, if necessary, to substitute a facilitator or presenter.
- LeMark is ACCREDITED by the SERVICES SETA as an institution delivering quality education and training - Provider. Entity Number: (0149)2010/002646/02 (was 2001/025985/23).
- Price and availability is subject to change without notice; although we try to assure accuracy, LeMark cannot be responsible for typographical or photo errors on our website, electronic and printed material.

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The first principle toward which LeMark strives is total client satisfaction. Our full promise to you is listed on our website www.lemark.co.za.

We would love to hear from you, our valued client, if you feel we are not fulfilling our promise to you!

**Please Note: The LeMark Course Rate Includes:
Provision of Training, Assessment, Moderation & Certification Costs!**