

Operational Management

Sample Course: Financial Management of TVET Institutions

TVET governance and financial policies provide the overall regulatory and legal framework for the financial management of TVET institutions. This course aims to equip participants with the skills needed to manage financial resources of TVET institutions effectively. It covers essential financial principles, practices and tools necessary for effective financial planning, control, and decision-making in TVET settings. Participants are provided with approaches to overcome common challenges in budgeting and accounting as well as financial processing of additional revenues.

Contents, elements, format and duration can be customised to the respective needs.

Learning outcomes

On completion of the training, participants are able to

- recall main terms and terminologies of finance management, finance process and procedures
- describe the basic principles of financial management and their application in TVET institutions
- apply cost management techniques to enhance the efficiency and effectiveness of training programmes
- develop financial strategies that align with the objectives of training programmes
- outline the regulatory aspects of financial management in TVET institutions

Contents

- Definition of general terms in financial management and accounting
- Analysis of national policies for financing TVET institutions
- Financial planning, budgeting and revision
- Principles of cost- and performance accounting, profit and loss accounting, corporate and income tax, VAT, debt and equity, assets and liabilities for TVET institutions
- Preparation of a budget plan incl. public and non-public funding

Formats

Face-to-face or hybrid.

The implementation of the training considers interactive methods and encourages participants to transfer the gained knowledge to their working context.

Language

- English
- German
- Upon request: other languages with interpreters

Target groups

- TVET management staff
- Ideally, mixed group of TVET managers with strategic tasks like product development and managers with a financial background including accounting and auditing

Duration

- 5 days

Additional option

- Online coaching

Certificate

The participants will receive a certificate of participation after successful completion of the course.

Your contact

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