

NATIONAL BANKING CERTIFICATE – WEALTH MANAGEMENT SPECIALISATION (NQF LEVEL 5)

IN-HOUSE COURSES - 2012

SAQA QUALIFICATION ID 61589

The National Banking Certificate: Wealth Management Specialisation (NQF level 5) is presented by THE ACADEMY OF FINANCIAL MARKETS (AFM). The course deals with applications and practical aspects of the financial services, markets, instruments and environment from a personal planning as well as an institutional point of view.



This course is approved by the FSB on Board Notice 44 of 2010, giving the successful learner a recognized qualification as required by the “fit & proper” requirements of FAIS.

For financial planners this course is the first stepping stone towards CFP accreditation. Successful NQF 5 learners are eligible to enroll for AFM’s popular NQF 6 course, which in turn is accepted by the University of the Free State as an entrance qualification for its course leading towards CFP accreditation.

AFM’s courses have been presented to market participants and institutions since 1994, are updated regularly and are very popular with financial planners, brokers, investors, financiers, accounting and administration staff. The following institutions benefitted from AFM’s training:

<i>ABSA</i>	<i>FNB</i>	<i>Standard Bank</i>
<i>Sanlam</i>	<i>Momentum/Metropolitan</i>	<i>Old Mutual</i>
<i>PricewaterhouseCoopers</i>	<i>KPMG</i>	<i>Ernst & Young</i>
<i>South African Reserve Bank</i>	<i>Alexander Forbes</i>	<i>JSE</i>
<i>ENS (Edward Nathan Sonnenbergs)</i>	<i>Bell Dewar</i>	<i>FAIS Ombudsman</i>
<i>New York Institute of Finance</i>	<i>Kenya School of Monetary Studies</i>	<i>KAVAQ Institute – Dubai</i>

This course has 12 modules and it runs over a year. Successful learners will earn NQF (SAQA registered) credits for each unit-standard based module.

Upon successful completion of all the modules, a minimum of 120 credits are earned and a NQF 5 national certificate is awarded.

MODULE TOPICS & METHODOLOGY

The following modules are included in this course:

<i>Module</i>	<i>Topic</i>	<i>Unit Standard</i>
1	Fundamentals economics & the economic environment	-
2	Basic Financial Mathematics & computer use	117758
3	Wealth Management: Credit, finance & loans	13400
4	Wealth Management: Investments	117758
5	Wealth Management: Short-term insurance, life insurance & retirement	7316, 7336
6	Wealth Management: Estate Planning	119148
7	Financial regulation & ethics	117781
8	Personal risk management	117821
9	Fundamentals of business needs & financial planning	7345
10	Business risk management and financial analysis	15236
11	Financial planning applications	-
12	Managing customer relations	7356

Twelve face-to-face lectures are conducted during full-day sessions (one lecture per module). Completion of a module is dependent on achieving a pass mark in an exam and successful completion of an assignment for that module. Each exam is written during the first hour of the next module and each assignment must be submitted during the next module.

The lectures are presented in a very practical way and use is made of current newspaper information, among other tools.



FORMAT OF THE COURSE

The course consists of:

- € 12 Modules with a practical assignment and modular assessment each.

Each module will be completed as a unit, facilitated in a face-to-face training session and assessed through an assignment and an exam assessment during the following session. No single, final assessment will be completed at the end of the course since each module is written off as the learner progresses through the course.

IN-HOUSE VENUES AND PARTICIPANTS

In-house courses are normally conducted at the training premises of the company. AFM can assist in arranging an external venue as our Johannesburg offices are situated in a conference complex where we get favourable rates.

COST

The cost for face-to-face in-house training would be as follows in 2012:

R13 114.04 excl. (R14 950 incl.) per person for a **minimum of 12 participants per group**. The following discounts apply:

- 3 to 4 groups - 5% discount;
- 5 or more groups – 7.5% discount

The above fees exclude the following:

- Venue & Equipment cost
- Catering costs
- Travel & accommodation costs of the facilitator outside Gauteng

ADMISSION REQUIREMENTS

Applicants must have successfully completed an NQF level 4 (or higher) qualification.



IN-HOUSE COURSE REGISTRATION PROCEDURES

A course co-ordinator has to be elected by the corporate client wanting the training for its employees. This co-ordinator should:

1. Contact AFM and confirm that the proposal as per this document or other RFP has been accepted by the client;
2. Co-ordinate and communicate numbers of participants to AFM at least three weeks before the start of the course (changes in student numbers must be communicated immediately to AFM);
3. Confirm dates of the sessions with AFM;
4. Communicate dates and venue details with the participants and AFM co-ordinator;
5. Ensure that all participants complete the attached registration form and submit completed registration forms to AFM at least one week before the start of the first session;
6. Ensure that full payment for the course is made before the commencement of the fourth module (AFM will issue a VAT invoice for the full amount of delegates per point 2).
7. Prior to the commencement of the course, communicate the financial implications to learners who withdraw from the course after they attended some of the lecture(s).

BOOKING AND REGISTRATION FORM NATIONAL BANKING CERTIFICATE (NQF5 IN-HOUSE COURSES 2012)



Students have to be registered on the **National Learner Record Database** in order for education to be recognised by the Acts. The **South African Qualifications Act** requires the following information to be submitted:

To be completed by the company:

Compulsory:

Employer: Name: VAT no. (If applicable): Entity to be invoiced: Department / business unit:	Employer address: Postal code:
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Indicate choice of specialisation for this group:

Investment	Wealth Management
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To be completed by the individual:

ID no: Please attach ID copy to application form	Title:
First names:	Last Name:
Nationality:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Home Language:	Marital status:
Equity status: Black: African <input type="checkbox"/> Black: Coloured <input type="checkbox"/> Black: Indian/Asian <input type="checkbox"/> White: <input type="checkbox"/> Other/Unknown: <input type="checkbox"/>	Disability status: None: <input type="checkbox"/> Physical: <input type="checkbox"/> Communication: <input type="checkbox"/> Sight: <input type="checkbox"/> Other (specify): <input type="checkbox"/>
Position in company:	Payroll no.:
Work tel no:	Cell no:
Primary e-mail address: Secondary e-mail address:	Fax no:
Home address: Postal code:	Postal address: Postal code:
Previous education (please supply certified copies): <ul style="list-style-type: none"> • School education: Level passed: School and year: 	<ul style="list-style-type: none"> • Tertiary education: Highest qualification passed: Institution and year:
Short CV and other relevant training completed (attach additional information):	

Signature: _____

Date: _____