

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

**JOHANNESBURG PUBLIC COURSE - 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 &amp; 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:

| <b><u>Module No</u></b> | <b><u>Topic</u></b>  | <b><u>Date (2012)</u></b> |
|-------------------------|--|---------------------------|
| 1                       | Fundamentals economics & the economic environment                    | 29 Feb                    |
| 2                       | Basic Financial Mathematics & computer use                           | 19 March                  |
| 3                       | Wealth Management: Credit, finance & loans                           | 11 April                  |
| 4                       | Wealth Management: Investments                                       | 02 May                    |
| 5                       | Wealth Management: Short-term insurance, life insurance & retirement | 23 May                    |
| 6                       | Wealth Management: Estate Planning                                   | 13 June                   |
| 7                       | Financial regulation & ethics  | 04 July                   |
| 8                       | Personal risk management   | 25 July                   |
| 9                       | Fundamentals of business needs & financial planning                  | 15 Aug                    |
| 10                      | Business risk management and financial analysis                      | 05 Sept                   |
| 11                      | Financial planning applications                                      | 26 Sept                   |
| 12                      | Managing customer relations  | 17 Oct                    |

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.

### **VENUE**

This course will be presented in Johannesburg (subject to the number of participants).

A map and the detail of the venue will be sent to registered students. Please note that availability on the course is limited and learners' registration will be confirmed in order of full course fee payments received.

## **COST**

The relevant course fee is **R15 745.61** excl. (**R17 950.00** incl.) in 2012.

**PLEASE NOTE: Information in this document relates to individual learners who wish to enrol. Kindly contact AFM if you are acting on behalf of a corporate or other group that would like to enrol a minimum of 12 candidates for an in-house course, so the relevant documentation can be sent through.**

## **ADMISSION REQUIREMENTS**

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



## **ADMISSION & REGISTRATION PROCEDURES**

The registration procedure is as follows:

- A prospective learner completes and submits below application form to AFM. To enhance the processing of an application, please ensure all the fields on the application form have been completed. The course close for applications on or before 27 January 2012;
- After screening an application, AFM will advise the learner as to whether his/her application has been accepted;
- Successful applicants will get a pro-forma invoice to be used to deposit the **full** course fee into the bank account of AFM (see banking details below). To complete the registration procedure, AFM also needs the proof of payment on or before 3 February 2012.
- After confirmation of proof of payment, the applicant will be registered for the course and receive detail of the venue and administration.

## **BOOKING AND REGISTRATION**

Please complete attached registration form and e-mail, fax or mail it to THE ACADEMY OF FINANCIAL MARKETS:

|   |
|---|
| <b>Applicants</b>   |
| <b>E-mail:</b> <a href="mailto:liz@academyfm.co.za">liz@academyfm.co.za</a> |
| <b>Fax:</b> (011) 782-2865  |
| <b>Tel:</b> (011) 782-2868  |
| <b>Mail:</b> P O Box 1213, Roosevelt Park, 2129                             |

Payments can be made directly into the Bank account detailed below (Please fax or e-mail confirmation of payment to AFM per above detail, to speed-up the processing of your application):

Payments to be made to: **The Academy of Financial Markets**

Bank account detail:

Account number: 20 385 5531

Branch: Standard Bank – Northcliff

Branch code: 00 6305

**NB! Please use your initials, surname and specialisation field** (Inv or WM) as payment reference, i.e. *J W Smith Inv*

Please note:

- Registration is subject to certain cancellation conditions and can only be deemed confirmed once the learner is informed as such by AFM
- Full payment for the course is prerequisite to finalisation of registration (See admission and registration procedures).
- Cancellation conditions:
  - Should a learner withdraw prior to presentation of session 1, a cancellation fee of R1 200.00 will apply. The remainder of the course fee will be refunded to the learner.
  - Should a learner withdraw after session 1 had taken place but no assessment sessions had taken place yet, i.e prior to session 2, a cancellation fee of R1 200.00 plus the modular fee in terms of module 1 will be retained and the remaining course fee refunded to the learner.
  - Once session 2 had taken place and one or more assessment sessions been held, the full course fee will be forfeited by the learner, regardless of whether the sessions had actually been attended.
- Delegates may be substituted any time **before** the course commences. Please notify AFM of the change as a matter of urgency.

**A VAT receipt will be sent once full payment has been received. Pro-forma VAT invoices can be sent before payment, if required for processing payments.**

# BOOKING AND REGISTRATION FORM NATIONAL BANKING CERTIFICATE (NQF5 JOHANNESBURG PUBLIC COURSE 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:

**Compulsory:**

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_