

**NATIONAL CERTIFICATE – FINANCIAL
MARKETS & INSTRUMENTS (NQF LEVEL 6)**

IN-HOUSE COURSES - 2012

SAQA QUALIFICATION ID 50481

The National Certificate: Financial Markets and Instruments (SAQA ID: 50481, NQF level 6) is presented by THE ACADEMY OF FINANCIAL MARKETS. 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 has two specialisation curricula, namely:

- Investment specialisation; or
- Wealth Management specialisation.

This one-year course is the ideal way to enhance practical knowledge about wealth management, the financial markets, investments and other relevant fields and to become compliant with FAIS “fit & proper” requirements. This qualification is approved by the FSB on Board Notice 105 of 2008 for all Categories.

Candidates will earn Skills Development (SAQA registered) credits for each unit-standard based module that is successfully completed. Upon successful completion of all modules, a minimum of 120 credits are earned and a National Certificate is awarded.

This course has been presented to market participants and institutions since 1994, is updated regularly and is very popular with financial planners, brokers, investors, financiers, accounting and administration staff.

The 12 topics of the course have been carefully selected according to current market activity and needs.

MODULE TOPICS

The corporate client should select one of the below curricula for its employees.

<u>INVESTMENT SPECIALISATION</u>		<u>WEALTH MANAGEMENT SPECIALISATION</u>	
<u>Module number</u>	<u>Topic</u>	<u>Module number</u>	<u>Topic</u>
1	Economic principles and the financial services	1	Economic principles and the financial services
2	Financial indicators and the financial markets	2	Financial indicators and the financial markets
3	Financing, loans and financial mathematics	3	Financing, loans and financial mathematics
4	The JSE and equities	4	Investment fundamentals: Equities, money and capital markets
5	Financial Statement analyses	5	Financial Statement analyses
6	Technical analyses	6	Technical analyses
7	The Money Market, Capital Market and instruments	7	Investment fundamentals: Offshore investments and derivatives
8	Derivative instruments	8	Insurance and retirement fundamentals
9	Foreign exchange and offshore investments	9	Wealth management and Estate Planning
10	Taxation fundamentals	10	Taxation fundamentals
11	Financial risk management & hedging	11	Financial risk management & hedging
12	CIS and Applications in the financial environment	12	CIS and Applications in the financial environment

Face-to-face sessions are conducted during full-day sessions.

The sessions are presented in a very practical way and use is made of current newspaper information and simulated trading on the JSE, among other tools.



FORMAT OF THE COURSE

The course consists of:

- 12 Modules with a practical assignment and modular exam assessment each; and
- A Portfolio management project where participants will manage a mock trading portfolio during the course.

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. After successful completion of the assignment and assessment of a module, the module will be concluded and the credits relevant to that module, earned. As each module is done as a unit, no single, final assessment will be completed at the end of the course.

IN-HOUSE VENUES

In-house courses are normally conducted at the training premises of the client. 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 a NQF level 5 (or higher) financially related qualification such as a degree, Certificate, Diploma or other relevant, recognised professional 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 (NQF 6 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: _____