

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

JOHANNESBURG - 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 (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.



WHO SHOULD ATTEND?

<ul style="list-style-type: none"> Wealth Management consultants and relationship managers 	<ul style="list-style-type: none"> Certified Financial Planners (CFP's), brokers, broker consultants and business development managers
<ul style="list-style-type: none"> Private, personal and business bankers and transactional bankers 	<ul style="list-style-type: none"> Internal and external Audit
<ul style="list-style-type: none"> Risk Managers 	<ul style="list-style-type: none"> Asset and portfolio Managers
<ul style="list-style-type: none"> Finance and accounting staff 	<ul style="list-style-type: none"> Structured and Corporate Finance
<ul style="list-style-type: none"> Legal consultants 	<ul style="list-style-type: none"> Individual investors
<ul style="list-style-type: none"> Treasury staff (Front, middle and back-office) 	<ul style="list-style-type: none"> IT staff involved in financial institutions

WHY SHOULD YOU ATTEND?

This course has been presented to market participants and institutions since 1994 and is updated regularly. 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 is approved by the FSB on Board Notice 105 of 2008 for all Categories, giving the learner a recognized qualification as required by the "fit & proper" requirements of FAIS.

The University of the Free State accepts this course as an entrance qualification for its course leading towards CFP accreditation.

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 National Certificate is awarded.

MODULE TOPICS, DATES AND METHODOLOGY

The following are the module topics and dates proposed for the Johannesburg course:

<u>Module number</u>	<u>Investment Specialisation - Topic</u>	<u>Date (2012)</u>	<u>Module number</u>	<u>Wealth Management Specialisation - Topic</u>	<u>Date (2012)</u>
1	Economic principles and the financial services	21 February	1	Economic principles and the financial services	21 February
2	Financial indicators and the financial markets	13 March	2	Financial indicators and the financial markets	13 March
3	Financing, loans and financial mathematics	03 April	3	Financing, loans and financial mathematics	03 April
4	The JSE and equities	23 April	4	Investment fundamentals: Equities, money and capital markets	24 April
5	Financial Statement analyses	15 May	5	Financial Statement analyses	15 May
6	Technical analyses	05 June	6	Technical analyses	05 June
7	The Money Market, Capital Market and instruments	25 June	7	Investment fundamentals: Offshore investments and derivatives	26 June
8	Derivative instruments	16 July	8	Insurance and retirement fundamentals	17 July
9	Foreign exchange and offshore investments	06 August	9	Wealth management and Estate Planning	07 August
10	Taxation fundamentals	28 August	10	Taxation fundamentals	28 August
11	Financial risk management & hedging	18 September	11	Financial risk management & hedging	18 September
12	CIS and Applications in the financial environment	09 October	12	CIS and Applications in the financial environment	09 October

Each module is facilitated during one full day of face-to-face training, starting at 9:00am. The sessions are presented in a very practical way, using for example current newspaper information and simulated trading on the JSE.

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 lecture session, at which each relevant assignment also has to be submitted.

Refreshments and lunches will be served during training. **(Please ensure to indicate any special dietary requirements on below application form.)**

FORMAT OF THE COURSE

The course consists of:

- 12 Modules, subject to modular assessment consisting of a practical assignment and examination paper each; and
- A Portfolio management project where participants will manage a mock investment 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. 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.

VENUES

In addition to Johannesburg, public courses may also be presented (subject to number of participants) in:

- Cape Town; and
- Durban

A map and the detail of the venue will be sent to registered students. Please note that availability on courses 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 5 (or higher) finance-related qualification such as a Degree, Certificate, Diploma or other relevant recognised professional qualification.

ADMISSION AND 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:

Applicants
E-mail: liz@academyfm.co.za
Fax: (011) 782-2865
Tel: (011) 782-2868
Mail: 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 (JOHANNESBURG: N CERT NQF6 - 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:

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"/>
Employer: Name:	Employer address:
Compulsory: VAT no. (If applicable): Entity to be invoiced:	Postal code:
Department / business unit:	Position in company:
Dietary requirements:	Payroll no.:
Work phone no:	Cell no:
Primary e-mail address:	Fax no:
Second e-mail address:	
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):	

NATIONAL CERTIFICATE: FINANCIAL MARKETS (NQF 6)

Indicate choice of specialisation:

Investment	Wealth Management
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NB!

Please e-mail, fax or mail the completed **application form, copy of ID** and **supporting documentation** to the relevant contact detail as supplied above. Course presentation is subject to interest perceived by AFM. AFM reserves the right to discontinue any course due to insufficient interest.

I herewith apply to enter and agree with the dates and conditions set out in this document:

Signature: _____ Date: _____