

OC: Investment Adviser

SAQA ID 105021

QCTO ID 241301-000-00-04

NQF Level 6

Credits 213

Planned Date OCInvest001

Enrolment 2021 15 January to 28 February

Start date 1 March 2021

End of formal program and FISA date 31 July 2022

External QCTO Examination quality assured by INSETA NOVEMBER 2022

This new Level 6 occupational certificate controlled by the **Quality Council for Trades and Occupations** (QCTO) using Insurance Sector Education and Training Authority (INSETA) as the Assessment Quality Partner (APQ)

These Occupational Certificates have a very different structure, procedure and assessment process. designed to ensure that the program creates true competence on the required outcomes of the program.

Requirements to do this program

This level 6 program is 100% online, follows the rules for Outcomes Based Education & Training and the QCTO, and requires:

- Relevant NQF 5 qualification and an acceptable score in the pre assessment.
- PC or Laptop to read study materials, watch video lectures and participate in online workshops and coaching sessions.
- Access to the internet to do the above and complete required assignments
- Access to MC Office (or similar) to be able to use e-mail, complete assignments using MS Word, attend online meetings using MS Teams and to Access reading material and assignments using MS OneDrive.
- Access to a financial calculator - HP 10bii / HP12 / Sharp EL 738. A smart phone or PC emulator for these calculators are available from iStore or Play Store will be acceptable during the program, **but** an actual calculator may be required for the external examination.
- Employer must provide opportunities to practice content learned in the knowledge and practical modules in the work place with real clients, or observing qualified accredited advisers in the workplace.
- Access to opportunities to practice and observe the skills covered in this program in the program, during the workplace component is an important requirement.
- Mentor is required for the workplace component and needs to be a qualified and accredited staff member who can provide guidance, advice and mentorship during the workplace module. They would also provide the learner with options to observe real client interactions and applications in the work place when the learner is not allowed to do so due to compliance requirements and regulation.

Occupational Certificate Program Structure

This means that the program and assessment process must ensure that knowledge, skills and attitudes learned on the program must be applied in the workplace, and these programs are structured as follows to ensure this is achieved:

- **Knowledge modules** to teach the basic and advanced knowledge for each module is learned and the learner is assessed as competent in this foundation knowledge with a minimum pass rate of 70% in formative and summative assessments.
- **Practical Modules** to introduce the learner to practical application of the knowledge learned in the knowledge module, in practical exercises and case studies in a simulated environment, introduce practical skills and techniques that are used in the workplace when providing advice in the various sections of the program. These are assessed during the process and learners need to achieve at least 70% in formative and summative assessments, before moving onto the next part of the program.
- **Work Place Module** creates an opportunity to practice or at least observe the above knowledge, skills and practical application learned. This section requires a committed and involved mentor who will assess learners performance against the inhouse requirements in the workplace, and the assessor will then assess this workplace assignment and again at least 70% is required.
- **Practice Exam or Final Integrated Summative Assessment (FISA)** which is based on the exit level outcomes for the qualification will be used by RSC to ascertain readiness for the final step in this process which is the External Interrelated Summative Assessment.
- **External Integrated Summative Assessment (EISA)** – INSETA as the quality assurance partner with the QCTO will administer this final exam which is based on the EFO for the qualification. The pass mark for this external exam is 70% and RSC will not release you to attempt this exam unless the learner achieves the required levels for the formative and summative assessments for each section and passes the FISA with at least 70%. If you do not pass this EISA the QCTO allows ONE rewrite at the next scheduled exam, and if the learner is found NYC a second time, the candidate would be sent back to re visit the program and would only allow the candidate to write again after remedial study in knowledge, practical, workplace modules and FISA before attempting the EISA. For this reason the RSC process will be to ensure that the learner achieves the minimum standard of 70% for knowledge, before moving onto the practical module, 70% for Practical module before starting on the work place assignment, 70% for the workplace assignment, 70% for the FISA, before we will release the learner to be a candidate for the External Integrated Assessment.

The start date of the program is scheduled to ensure that the learner completes the knowledge, practical, workplace and final integrated assessments no more than 3 months before the scheduled dates for the EISA. This three months would be used to do revision study and preparation for the External Integrated Summative Assessment(EISA). EISA are currently booked for May and November for the existing QCTO programs and we have

been advised by INSETA, these dates will be used for the new QCTO qualifications in 2022 and 2023.

Our start date for this new program will be 1 March 2021 completion of the FISA in July 2022 after 18 months of study for this 213 credit program. Learners who are found competent after completing knowledge, practical, workplace and FISA will be submitted as candidates for the November 2022 EISA. Learners who are not ready to write the FISA on this date, due to falling behind on their work, requiring remedial study to achieve the minimum standard of 70% on average or due to work related pressures will then be allowed to complete the FISA by January 2023 to be then prepare and revise for the May EISA.

Program Content

This program will cover the following Knowledge Modules (KM), Practical Modules (PM) and Workplace Modules (WM), then a Final Integrated Summative Assessment (FISA) to prepare the learner to be a candidate for the External Integrated Summative (EISA) administered by INSETA as the assessment quality partner for the QCTO.

- Knowledge Modules
 - Overview of Investment Advisory and Financial Services Industry
 - Economics
 - Monetary and Fiscal Policy
 - Needs and wants
 - Income and expenditure
 - Life cycle of an individual
 - Life cycle of a business
 - Change in the FS Industry
 - Risk in the FS industry
 - Impact of a large claim of loss for a client
 - Regulatory requirements for advising clients regarding insurance and investments
 - Ethics in business and FS industry
 - Legislation and regulations
 - Corporate governance
 - Fundamentals of Investments
 - CIS structure, management and application
 - CIS reporting
 - CIS classification
 - CIS Act
 - Asset management and financial markets
 - Fiduciary responsibilities and associated risk
 - Pre and post retirement planning
 - Income Tax Advice
 - Capital Gains Tax
 - Capital Markets
 - Equity Markets
 - Money Market

- Estate Duty Act, Wills, Trusts and Estate planning
 - Offshore Investments
 - Investment Portfolio Management
 - Hedge Funds
 - Alternative Investments
- Principles of providing advice to clients regarding investments
- Practical Modules
 - Research, analyse and conduct due diligence of investment opportunities
 - Advise clients regarding potential investment opportunities
 - Facilitate the implementation of agreed investment decisions
 - Management, sales and marketing of CIS and investments
 - Risk Profiling
 - Calculate the present and future financial position of a client
 - Apply micro and Macro economic trends to evaluate potential effect on a portfolio
 - Evaluate performance of fund managers
 - Needs based investment advice
 - Advice on the composition of a portfolio based on clients needs
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- Work-Place Module – using logbook and collection of evidence from the workplace.
 - Participate in the processes of advising on investment decisions over a period of six months
- EISA - ELO used to assess competence in FISA or practice exam and EISA the final External Integrated Summative assessment to complete the requirements for the qualification:
 - Provide advice to clients to grow and protect wealth through appropriate Investments and related methods.
 - All relevant regulatory requirements are correctly identified and complied with.
 - The consequences of non-compliance with regulatory requirements is explained in terms of the impact on clients, the company and the representative.
 - Appropriate client information is collected and captured in a format required for analysing it relevant to the specific product being sold
 - Client information is analysed and interpreted to reflect the real client needs.
 - Appropriate recommendations are developed and communicated to clients ensuring full disclosure.
 - Records of advice given, instructions received, and actions taken are accurate and according to legal requirements.

Program Cost

This 213 credit 18 month program at NQF level 6 will cost:

- Enrolment = R600
- Course fees for online program = R30 000
- FISA preparation and revision for EISA = R2 000



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- Total cost R32 600

If you would like to be part of the first program this year complete the enclosed application and pre assessment and we will send a formal quote and get the process started to have you enrolled.

Planned Date for second program - OCInvest002

Enrolment	15 January 2021 onwards
Start date	1 August 2021
End of formal program and FISA date	30 January 2023
External QCTO Examination quality assured by INSETA	MAY 2023