**Occupational Qualification: Financial Advisor**

**SAQA ID: 105026**

**NQF Level 6**

**515 credits**

**LEARNER INDUCTION GUIDE**

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# 1. Introduction

Welcome to the Financial Advisor, an Occupational Qualification registered at NQF Level 6 (SAQA ID: 105026). This Qualification has been designed for learners (with experience and new entrants) within the financial services industry. It specifically focuses on sales in the following industry subsectors: Long-term insurance, Employee benefits and Retirement funds, Healthcare benefits and investments.

The qualification serves to support and advance the career path of learners within the financial services industry.

This **Learner Induction Guide** provides you with details in terms of the structure and content of this learning programme. Please take the time to thoroughly read this Guide before you start working your way through the Learner Guide.

## What is the NQF?

The South African Qualifications Authority Act (1995) created a new framework for education and training in South Africa by:

* Creating a single, unified system of classifying qualifications (the National Qualifications Framework or NQF).
* Creating the institutions and infrastructure to ensure that these qualifications are of a high quality.
* The NQF is a framework on which qualifications, courses, and learning programmes are registered. Achievements obtained by learners are recorded and recognized nationally. It is therefore an integrated approach towards education and training.

The objectives of the NQF are as follows:

* Create an integrated national framework of learning achievements;
* Facilitate access to, and mobility and progression within education, training and career paths;
* Enhance the quality of education and training;
* Accelerate the redress of past unfair discrimination in education, training and employment opportunities, and thereby
* Contribute to the full personal development of each learner and the social and economic development of the nation at large.

## Occupational qualifications role-players

DQPs

SAQA

NQF

DHET

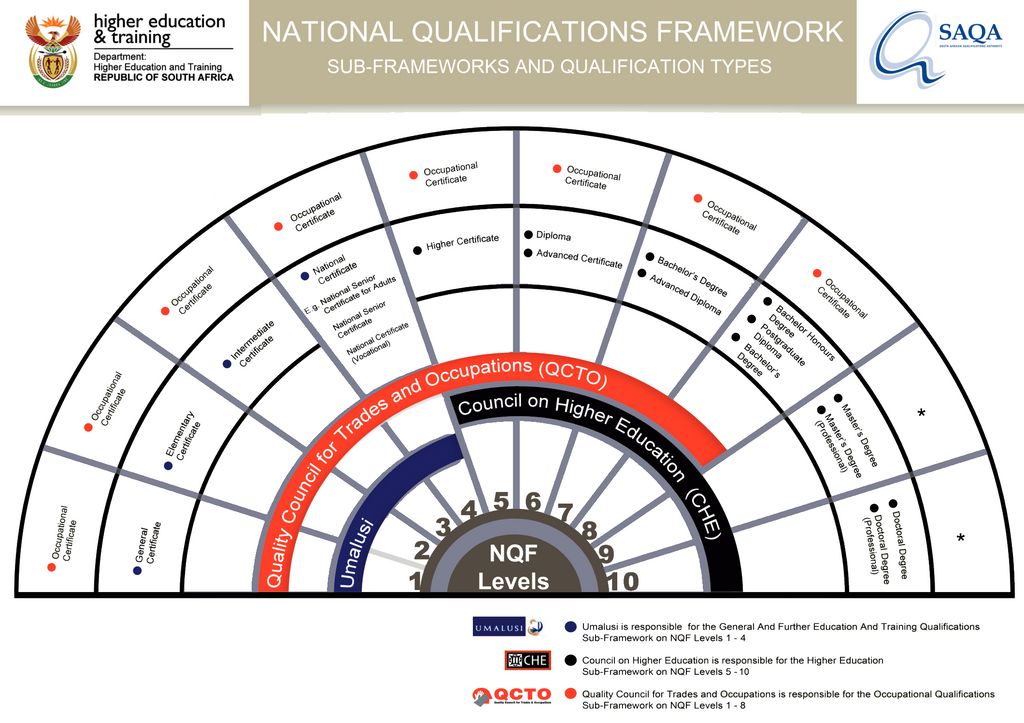
QCTO

SETAs (AQPs)

**KEY:**

|  |  |  |
| --- | --- | --- |
| **Acronym** | **Definition** | **Role** |
| **DHET** | Department of Higher Education and Training | National Department headed by the Minister. It oversees universities and other post-secondary education in South Africa. |
| **NQF** | National Qualifications Framework | The NQF is a framework, i.e. it sets the boundaries, principle and guidelines, which provide a vision, a philosophical base and an organisational structure, for the construction of a qualifications system. |
| **SAQA** | South African Qualifications Authority | SAQA is a statutory body, regulated in terms of the National Qualifications Framework Act No. 67 of 2008 to oversee the development and implementation of the National Qualifications Framework (NQF) as well as develop, after consultation with the Quality Councils, national policy for Assessment, Recognition of Prior Learning (RPL), and Credit Accumulation and Transfer (CAT). |
| **QCTO** | Quality Council for Trades and Occupations | One of the 3 quality councils responsible for developing and managing the Occupational Qualifications Sub-Framework (OQSF) of the NQF in order to ensure that agreed quality standards are met. |
| **DQP** | Development Quality Partner | Develops and funds occupational standards and qualifications. Develops the curriculum and assessment specifications for occupational qualifications and part qualifications. This responsibility is delegated by the QCTO. |
| **AQP** | Assessment Quality Partner | An AQP is responsible for the assessment and quality assurance of occupational standards and qualifications. This is also delegated by the QCTO. SETA’s (Sector Education and Training Authorities) assume the role of AQPs in the relevant industries. |

The National Qualifications Framework is broadly structured into three qualification sub frameworks, and 10 levels of education and training as follows:



Source: www.dhet.gov.za

## What is an Occupational Qualification?

The QCTO fines an occupational qualification as:

*“a planned combination of learning outcomes which has a defined purpose or purposes, associated with a trade, occupation or profession, resulting from work-based learning and consisting of the knowledge, practical skills and work experience standards as defined in the Skills Development Act (Act No. 97 of 1998).”*

An occupational qualification is therefore a structured combination of standards consisting of knowledge, practical skills and work experience components, and has a specified amount of credits that must be achieved by the learner over a period of time.

A part-qualification means an assessed unit of learning with a clearly defined purpose that is, or will be, registered as part of a qualification on the NQF

|  |  |
| --- | --- |
| Image result for please note icon | **Tip:**  This Occupational Qualification is registered at NQF Level 6 in the Occupational Qualifications Sub-framework (OQSF), and amounts to 515 credits in total. In this Qualification, the credits are allocated as follows:   * Knowledge component: 140 credits. * Practical skills component: 256 credits. * Workplace experience component: 119 credits. |

Assessed Unit of Learning: an assessed unit of learning is registered on the NQF as a part qualification. An occupational part-qualifications must contain all three learning components.

Learning Outcome: a learning outcome described the knowledge or skills that learners should acquire by the end of the qualification. The outcomes can be recognised qualifications and part qualifications.

# 2. About this Occupational Qualification

## 2.1 Purpose of the Qualification

The purpose of this qualification is to prepare a learner to operate as a Financial Advisor.

A Financial Advisor analyses the financial needs of clients and facilitates processes to implement solutions that will contribute towards the protection and growth of wealth for clients.

A qualified learner will be able to:

* Provide advice to clients regarding the use of Long Term Insurance to manage risks and protect wealth
* Provide advice to clients regarding the implementation of Employee benefits and Retirement Funds
* Provide advice regarding the use of Health Care benefit programmes
* Provide advice to clients to grow and protect wealth through appropriate Investments and related methods.

For a learner to be awarded the full Financial Advisor (SAQA ID105026), they need to have completed all the occupational tasks above.

Otherwise the learner can perform one of the occupational tasks and be awarded a part qualification in the respective area such as:

* Long-term insurance
* Employee benefits and retirement funds
* Health care benefits
* Investments.

## 2.2 Learner Entry Requirements

|  |  |
| --- | --- |
| Image result for please note icon | *Whom is the qualification designed for?*  It is assumed that the learner who has registered for the qualification has the following:   * NQF Level 4 qualification with Communication. |

## 2.3 Qualification Rules

This qualification is made up of the following components:

**a) Knowledge Modules**

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **NQF Level** | **Credits** |
|  |  |  |  |
| 241301-001-00-00-KM-01 | Overview of the Investment Advisory Industry | 5 | 13 |
| 241301-001-00-00-KM-02 | Regulatory requirements for advising clients regarding insurance and investments | 5 | 17 |
| 241301001-KM-03 | Health Care benefits advisory services | 5 | 15 |
| 241301-001-00-00-KM-04 | Principles of Providing advice to clients regarding the use of Employee and Pension Fund Benefits | 5 | 20 |
| 241301-001-00-00-KM-05 | Fundamentals of Investments | 5 | 30 |
| 241301-001-00-00-KM-06 | Principles of Providing advice to clients regarding Insurance, Savings and Retirement Planning | 5 | 16 |
| 241301-001-00-00-KM-07 | Principles of Providing Advice to clients regarding Investments | 6 | 29 |
| **TOTAL CREDIT VALUE** | | **140** | |

**b) Practical Skills Standards**

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **NQF Level** | **Credits** |
|  |  |  |  |
| 241301-001-00-00-PM-01 | Analyse clients long term wealth creation/protection needs | 5 | 31 |
| 241301-001-00-00-PM-02 | Evaluate available long-term wealth creation/protection options | 5 | 27 |
| 241301-001-00-00-PM-03 | Recommend and implement the most appropriate wealth creation/protection options | 5 | 26 |
| 241301-001-00-00-PM-04 | Analyse the client organisations needs relating to retirement funds and employee benefits | 5 | 11 |
| 241301-001-00-00-PM-05 | Evaluate the availability of various employee benefit and retirement fund options and structures | 5 | 8 |
| 241301-001-00-00-PM-06 | Advise client on the most appropriate structuring of retirement funds and employee benefits | 6 | 18 |
| 241301-001-00-00-PM-07 | Analyse Client needs regarding Health Care Benefits | 6 | 17 |
| 241301-001-00-00-PM-08 | Provide advice on the introduction of Health Care Benefit Programmes | 6 | 26 |
| 241301-001-00-00-PM-09 | Research, analyse and conduct due-diligence of investment opportunities, NQF Level 6, Credits 42 | 6 | 42 |
| 241301-001-00-00-PM-10 | Advise clients regarding potential investment opportunities | 6 | 41 |
| 241301-001-00-00-PM-11 | Facilitate the implementation of agreed investment decisions | 6 | 9 |
| **TOTAL CREDIT VALUE** | | **256** | |

**c) Work Experience Standards**

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **NQF Level** | **Credits** |
|  |  |  |  |
| 241301-001-00-00-WM-01 | Participate in the processes of wealth creation | 5 | 50 |
| 241301-001-00-00-WM-02 | Support the provisioning of advice to clients on employee benefits and retirement structures for a period of three to six months | 5 | 23 |
| 241301-001-00-00-WM-03 | Participate in the processes of providing advice regarding the implementation of Health Care Benefit Programmes | 5 | 14 |
| 241301-001-00-00-WM-04 | Participate in the processes of advising on investment decisions over a period of six months | 5 | 32 |
| **TOTAL CREDIT VALUE** | | **119** | |

## 2.4 Programme Structure

The Financial Advisor Occupational Qualification has 4 part-qualifications namely:

* Long-term Insurance Advisor – NQF level 5, 180 credits.
* Employee Benefits and Retirement Funds Advisor – NQF level 5, 110 credits.
* Healthcare Benefits Advisor – NQF level 5, 102 credits
* Investments Advisor – NQF level 6, number of credits to be confirmed (TBC).



To be awarded the full Financial Advisor qualification, you must have successfully completed each of the 4 part-qualifications and having passed the external integrated summative assessment (EISA) thereof.

Otherwise, if you complete a part-qualification you will be awarded the part-qualification. Please note that the part-qualification is in itself an individually recognised qualification which you will be given a certificate on, upon successful completion.

**2.4.1 Structure of the training material**

As part of the induction process, you will be given a material pack. This material pack will consist of:

* Learner guide
* Facilitator guide
* Formative assessments.

The training material for this qualification has been separated into 6 distinct modules. Two of the modules are compulsory as they apply across the 4 part qualifications. These modules cover only theory.

Four of the modules are specialised, with each one of them specialising in the following areas:

* Long-term insurance
* Employee benefits and retirement funds
* Healthcare benefits
* Investments.

If you are pursuing only one part-qualification, you will do only one of the above and not all of them. If you are pursuing the full Financial Advisor qualification, you will do all the 4 specialised modules.



|  |  |
| --- | --- |
| Pursue full Financial advisor qualification | Do modules 1 – 6 |
| Pursue 1 part qualification | Do modules 1 & 2 and a 3rd specialty module |

## 2.5 Modular structure

The six modules in this qualification are structured as follows:

|  |  |  |
| --- | --- | --- |
| **Module #** | **Title** | **Topics and subtopics** |
| 1  Compulsory | Investment Advice Overview | K: Overview of the investment advisory industry (13 credits) |
| 2 | Regulatory framework on investment advice | K: Regulatory requirements for advising clients regarding insurance and investments (17 credits) |
| 3 | Healthcare benefits advisory services | K: Healthcare benefits advisory services (15 credits) P: Analyse client needs regarding healthcare benefits (17 credits) P: Provide advice on the introduction of healthcare benefit programmes (26 credits) W: Participate in the processes of providing advice regarding the implementation of healthcare benefit programmes (14 credits) |
| 4 | Employee benefits and retirement advice | K: Principles of providing advice to clients regarding the use of employee and retirement funds benefits (20 credits) P: Analyse the client organisations needs relating to retirement funds and employee benefits (11 credits) P: Evaluate the availability of various employee benefits and retirement fund options and structures (8 credits) P: Advise client on the most appropriate structuring of retirement funds and employee benefits (18 credits) W: Support the provisioning of advice to clients on employee benefits and retirement structures for a period of three to six months (23 credits) |
| 5 | Long-term insurance advice | K: Principles of providing advice to clients regarding insurance, savings and retirement planning (16 credits) P: Analyse client’s long-term wealth creation/ protection needs (31 credits) P: Evaluate available long-term wealth creation/ protection options (27 credits) P: Recommend and implement the most appropriate wealth creation/ protection options (26 credits) W: Participate in the processes of wealth creation (50 credits) |
| 6 | Investments Advice | K: Fundamentals of investments (30 credits) K: Principles of providing advice to clients regarding investments (29 credits) P: Research, analyse and conduct due diligence of investment opportunities (42 credits) P: Advise clients regarding potential investment opportunities (41 credits) P: Facilitate the implementation of agreed investment decisions (9 credits) W: Participate in the processes of advising on investment decisions over a period of six months (32 credits) |

|  |  |
| --- | --- |
| Image result for please note icon | Modules 1 and 2 are theory-based whereas modules 4-6 contain some elements of knowledge, practical and workplace components that pertains to the exit level outcome and related assessment criteria. |

The table below shows the actual learning modules and credit value per module:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Module** | **Credits** | **Notional Hours** | **Days to complete** | **Contact Session**  **30%** | | **Experiential Learning**  **70%** | |
| **Theory**  **(Days)** | **Practical**  **(Days)** | **WPE**  **(Days)** | **Ass Prep (Days)** |
| 1 | 13 | 130 | 16 | 2 | 4 | 7 | 3 |
| 2 | 17 | 170 | 21 | 3 | 6 | 9 | 3 |
| 3 | 72 | 720 | 90 | 10 | 25 | 42 | 13 |
| 4 | 80 | 800 | 100 | 12 | 28 | 50 | 10 |
| 5 | 150 | 1500 | 187 | 20 | 54 | 97 | 15 |
| 6 | 183 | 1830 | 228 | 28 | 66 | 112 | 25 |
| **TOTAL** | **515** | **5150** | **195** | **75** | **183** | **317** | **69** |

**Key**

WPE – Workplace Experience

Ass Prep – Assessment Preparation

# 3. Training Delivery & Assessment

## 3.1 Learner Support

In terms of support, the programme is outcomes based which means the following:

* You are responsible for your own learning. Please ensure that you manage your study, practical, workplace and portfolio time responsibly.
* Learning activities are learner driven. Please ensure that you use the Learner Guide and other supporting guides in the manner intended, and are familiar with the assessment requirements.
* The Facilitator and mentor are available to reasonably assist you during contact, practical and workplace time of this programme. Please ensure that you have their contact details.

## 3.2 Provision

This qualification will be presented over a period of at least 10 – 12 months. During this period, the learner will be required to attend formal contact sessions, complete portfolio activities by him/herself and in a learning set, self-study and spend time in the workplace as a Financial Advisor.

|  |  |
| --- | --- |
| Image result for please note icon | The credit value of a module acts as a guide in respect of how long it should take the learner to complete: 1 credit = 10 notional (learning) hours. For example, if a module is 40 credits, it would take 400 hours to complete – a workday consists out of 8 hours – therefore 50 days to complete the module.  Learning is made up of the hours spent in actual training (contact), practical exercises/assignments, workplace experience and preparation for assessment including self-study.  The split between theory (contact and practical) and workplace experiential (workplace, assessment preparation and self-study) is normally approximately 30/70 – in the example of 400 hours/50 days above, it would mean 15 days theory and practical, and 35 days’ workplace, assessment preparation and self-study. |

Below is the proposed roll out plan for the qualification. Please note that your provider may make some changes based on operational requirements.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Proposed Roll Out Strategy** | **Module 1** | **Module 2** | **Module 3** | **Module 4** | **Module 5** | **Module 6** |
| **Notional Hours** | 130 | 170 | 720 | 800 | 1500 | 1830 |
| **Total Days** | 16 | 21 | 90 | 100 | 187 | 228 |
| **SPLIT AS FOLLOWS** | | | | | | |
| **Theory** | 2 | 3 | 10 | 12 | 20 | 28 |
| **Self-study** | 3 | 3 | 13 | 10 | 15 | 25 |
| **Practical** | 4 | 6 | 25 | 28 | 54 | 66 |
| **Workplace** | 7 | 9 | 42 | 50 | 97 | 112 |
| **TOTAL DAYS** | 16 | 21 | 90 | 100 | 187 | 228 |

# 4. Assessment

|  |  |
| --- | --- |
| Image result for please note icon | For each of the 6 modules, you will receive a Learner Guide:  *Module 1: Investment Advice Overview*  *Module 2: Regulatory framework on investment advice*  *Module 3: Healthcare benefits advisory services*  *Module 4: Employee benefits and retirement advice*  *Module 5: Long-term insurance advise*  *Module 6: Investment Advice*  At the beginning of each Learner Guide a list of all the learning outcomes related to the module covered in that Guide is provided. Please ensure that you are familiar with the learning outcomes, as it will guide you towards the final assessment. |

## 4.1 Formative Assessment

In each Learner Guide, there are formative activities at the end of each learning unit. There are also individual and group activities infused within the learning units. These are meant to assist you in understanding the material. You are encouraged to complete ALL activities in the Learner Guides.

## 4.2 Summative Assessment

### 4.2.1 Internal summative assessment

* You will be required to write an internal summative assessment test upon completion of each module. You will also be required to complete practical assignments and collect evidence in the workplace as part of the workplace portfolio of evidence. A portfolio is a collection of different types of evidence relating to the work being assessed. It can include a variety of work samples.

Internal assessment is conducted by accredited skills development providers in line with the guidelines given in the curriculum for each curriculum component. Workplaces offering the work experience are provided with a work experience record which must be completed and signed off, as well as specifications regarding supporting evidence to be collected.

|  |  |
| --- | --- |
| Image result for please note icon | Portfolio Activity:  The Workplace Portfolio Guide provided for each module will assist you in identifying the portfolio and evidence requirements for the workplace assessment. You will be required to complete the Portfolio activities on your own time, using real life projects in your workplace environment in preparing evidence towards your portfolio. |

### 4.2.2 External Summative Assessments

It is a QCTO requirement that, for any learner to be certified against an occupational qualification, they must write a compulsory external assessment that is administered by the Assessment Quality Partner, which is INSETA in this case.

The learner achievements resulting from internal assessment are recorded in statements of results. Candidates become eligible for external assessment when they have all the statements of results as specified in the assessment specifications.

## 4.3 Assessment Strategy

The following table describes the assessment strategy for this learning programme

|  |  |
| --- | --- |
| **Type of assessment** | **Method** |
| Formative | Formative Assessment activities integrated in the learner guide |
| Summative | Internal summative test  Practical assignment and workplace portfolio of evidence.  External Integrated Summative Assessment (EISA) |
| RPL | Recognition of Prior Learning toolkit for those who enrol for RPL |
| Re-assessment | Where you have been found to be not yet competent, you will be given a second chance to remediate. |

The following assessment activities are applicable to each Module:

1. Knowledge assessment test
2. Practical Assignment
3. Simulated Case Studies
4. Portfolio of Natural Occurring Evidence in the workplace.

|  |  |
| --- | --- |
| Image result for please note icon | Portfolio Activity:  *DO NOT WAIT until the end* – the programme is designed to assist you in evidence preparation as you go along – make use of the opportunity!  *Remember:*  If it is not documented, it did not happen! As evidence, the process you followed is more important than actual outcome / end-product.  *Therefore …*  Please make sure all supporting documentation used during Portfolio Activities are documented and correctly recorded where required. |

## 4.4 Recognition of Prior Learning Assessment

This qualification has an RPL option available for learners that have previously been working in the insurance industry for at least 5 years or more, and who do not wish to attend all training sessions because they have the acquired knowledge, skills and experience in terms of the module material. RPL is recognition for prior learning. It is a set of principles and processes through which the prior knowledge and /or skills of a person are made visible and are assessed for the purposes of certification, alternative access and admission and future learning and development.

As RPL is based primarily on historical evidence. The RPL assessment is available on assumption that the learner has met the minimum requirements which is an NQF level 4 qualification with Communication.

The Assessment Quality Partner will use own discretion in determine learners who will qualify to be assessed under RPL.

# 5. Learner Administration

|  |  |
| --- | --- |
| Image result for please note icon | Learner Tip:  Please refer to the last section of this Induction Guide and complete the learner administration pages. |

The administration documents which must be completed and submitted are as follows:

1. Learner Registration Form
2. Submission of certified ID copy
3. Provision and Assessment Contract

# 6. Conclusion

You are now ready to start your training as a Financial Advisor which will enable you to follow a career in sales within the financial services industry.

# 7. Candidate Administration

## 7.1 Learner Registration Form

|  |  |
| --- | --- |
| Image result for please note icon | Learner Note:  Please complete the Learner Registration Form on the next 4 pages and return it to your Facilitator. Use the Key table provided to complete the registration form correctly and accurately. |

## 7.2 Candidate Identification Document (ID) Copy

|  |  |
| --- | --- |
| Image result for please note icon | Learner Note:  Please attach a certified copy of your Identity Document (ID) |

## 7.3 Provision and Assessment Contract

|  |  |
| --- | --- |
| Image result for please note icon | Learner Note:  Please complete and return the Occupational Qualification Contract. |

# Learner Registration and SAQA Coding Form

| **No** | **Field** | **Description** | **Information** |
| --- | --- | --- | --- |
|  | **Personal Details** | | |
| 1 | **Learner Surname** |  |  |
| 2 | **Full Names** |  |  |
| 3 | **Learner Title** | *Mr, Ms, Mrs, Dr, Prof.* |  |
| 4 | **ID Number** | *RSA ID.* |  |
| 5 | **Alternative ID** | *Only complete if no RSA ID available.*  *Indicate type of alternative ID* |  |
| 6 | **Date of Birth** | *Insert date of birth* |  |
| 7 | **Gender** | *Male – M, Female – F, Other – O* |  |
| 8 | **Equity** | *Black African – BA, Black Indian Asian – BI, Black Coloured – BC, White – W, Other – O (specify)* |  |
| 9 | **Socio Economic Status** | *Employed, unemployed, student* |  |
| 10 | **Disability Status** | *None, hearing / sight / speech / movement, other (specify)* |  |
| 11 | **Geographic Area** | *List geographic area that you live in, i.e. Gauteng, Kwa Zulu Natal, Eastern Cape, Western Cape, Northern Cape, Limpopo, Polokwane, Free State, North West, Mpumalanga, Northern Province, Outside SA* |  |
|  | **Contact Details** | | |
| 12 | **Physical Address** | *State physical address* |  |
| 13 | **Postal Address** | *State PO Box, or address where mail is received* | Postal Code: |
| 14 | **Home Phone Number** | *One of the following contact details (number 12 – 16 is mandatory to complete)* |  |
| 15 | **Business Phone Number** |  |
| 16 | **Cell Phone Number** |  |
| 17 | **Fax Number** |  |  |
| 18 | **Email** |  |  |
|  | **Educational Details** | | |
| 19 | **Highest Education** | *Overview of qualifications obtained* |  |
| 20 | **Current Occupation** | *State current or most recent occupation, if unemployed.* |  |
| 21 | **Experience** | *Overview of experience in years and fields / areas* |  |
| 22 | **Years in Occupation** | *State years in current or most recent occupation* |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Programme Details** | | |
| 23 | **Name of Learning Programme** | *Full name of programme, i.e. Occupational Certificate in …* | Occupational Certificate: Financial Advisor |
| 24 | **Registration Number of Programme** | *NLRD number* | 105026 |
| 25 | **NQF Level of programme** | *State NQF Level* | 6 |
| 26 | **Type of learning programme** | *Qualification, learnership, skills programme, learning programme* | Occupational Qualification |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Alternative ID type** | **Equity code** | **Nationality code** | | **Citizen/residence status** |
| 521 SAQA member ID  527 Passport No  529 Driver’s licence  531 Temporary ID no  533 None  535 Unknown  537 Student no  538 Work permit no  539 Employee no  540 Birth certificate no  541 Human Sciences Research Council register no  561 ETQA record no | BA Black: African  BC Black : Coloured  BI Black : Indian / Asian  U Unknown  WH White | U Unspecified  SA South African  SDC SADC except SA (i.e. Nam to ZAI)  NAM Namibia  BOT Botswana  ZIM Zimbabwe  ANG Angola  MOZ Mozambique  LES Lesotho  SWA Swaziland  MAL Malawi  ZAM Zambia  MAU Mauritius  TAN Tanzania | SEY Seychelles  ZAI Zaire  ROA rest of Africa  EUR European countries  AIS Asian countries  NOR North American countries  SOU Central & South American countries  AUS Australia & New Zealand  OOC Other and rest of Oceania  NOT N/A: Institution | U Unknown  SA South Africa  O Other  D Dual (SA plus other) |
| Gender Code |
| M Male  F Female |
| **Home language code** | **Province code** | **Disability status** | | **Socioeconomic Status** |
| ENG English  AFR Afrikaans  OTH Other  SEP sePedi  SES seSotho  SET seTswana  SWA siSwati  TSH tshiVenda  U Unknown  XHO isiXhosa  XIT xiTsonga  ZUL isiZulu  NDE siNdebele | 1. Undefined 2. Western Cape 3. Eastern Cape 4. Northern Cape 5. Free State 6. Kwazulu-Natal 7. North West 8. Gauteng 9. Mpumalanga 10. Limpopo | N None  01 Sight (even with glasses)  02 Hearing (even with hearing aid)  03 Communication (talking, listening)  04 Physical (moving, standing, grasping)  05 Intellectual (difficulties in learning); retardation  06 Emotional (behavioural or psychological)  07 Multiple  09 Disabled but unspecified  U Unknown | | U Unspecified  01 Employed  02 Unemployed  03 Not working – not looking for work  04 Not working – housewife/homemaker  06 Not working – scholar/full time student  07 Not working – pensioner/retired person  08 Not working – disabled person  09 Not working – not wishing to work  10 Not working – none of the above  97 N/A : Aged < 15  98 N/A : Institution |