

	<b>External Assessment Specifications Document</b>			
<b>Curriculum Code</b>	<b>Qualification Title</b>	<b>NQF Level</b>		
241301001	<b>Occupational Certificate: Financial Investment Advisor (Financial Advisor)</b>	<b>6</b>		
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**DQP Representative Signature**

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# 1 ASSESSMENT STRATEGY

## 1.1 Assessment Model

The external assessment will be conducted making use of a written assessment that will assess theory and practical ability.

## 1.2 Qualification Purpose

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

A Financial Advisor Financial Advisers 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

## 1.3 Assessment Standards

### 1.3.1 Assessment Standards for the Qualification

#### **Integrated Assessment Focus Area 1**

Provide advice to clients regarding Long Term Insurance to manage risks

##### ***Associated Assessment Criteria***

- 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 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.

#### **Integrated Assessment Focus Area 2**

Provide advice to clients regarding the implementation of Employee benefits and Retirement Funds

##### ***Associated Assessment Criteria***

- 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 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.

### **Integrated Assessment Focus Area 3**

Provide advice regarding the use of Health Care benefit programmes

#### ***Associated Assessment Criteria***

- 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 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.

### **Integrated Assessment Focus Area 4**

Provide advice to clients to grow and protect wealth through appropriate Investments and related methods

#### ***Associated Assessment Criteria***

- 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 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.

### **1.3.2 Assessment Standards for Phases**

None

### **1.3.3 Assessment Standards for Part Qualifications**

Provide advice to clients regarding Long Term Insurance to manage risks;

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.

## **2 ASSIGNMENTS TO BE EVALUATED EXTERNALLY**

None

## **3 CRITICAL ASPECTS OF THE INTERNAL ASSESSMENTS TO BE ASSESSED EXTERNALLY**

- None

#### **4 CRITERIA FOR THE REGISTRATION OF ASSESSORS**

- Assessors must be in possession of a recognised qualification relevant to providing advice at a NQF level 6;
- Assessors must be registered with the appropriate professional body;
- Assessors must have at least three years' work experience within the industry.

#### **5 FOUNDATIONAL LEARNING**

Not applicable

## 6 ELIGIBILITY REQUIREMENTS FOR THE EXTERNAL ASSESSMENT

In order to qualify for the external summative assessment learners must have a copy of a completed and signed Statement of Work Experience as well as proof of successful completion of the following subjects and modules or alternative programmes where applicable.

### 6.1 Qualification

	<i>Proof of Knowledge Modules</i>			<i>OR</i>			<i>Proof of Alternative Programmes</i>	
<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>		<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>
241301001-KM-01	Overview of the Investment Advisory Industry	5	13					
241301001-KM-02	Regulatory requirements for advising clients regarding insurance and investments	5	17					
241301001-KM-03	Health Care benefits advisory services	5	15					
241301001-KM-04	Principles of Providing advice to clients regarding the use of Employee and Pension Fund Benefits	5	20					
241301001-KM-05	Fundamentals of Investments	5	30					
241301001-KM-06	Principles of Providing advice to clients regarding Insurance, Savings and Retirement Planning	5	16					

241301001-KM-07	Principles of Providing Advice to clients regarding Investments	6	29					
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<b>Proof of Practical Skill Modules</b>				<b>OR</b>			<b>Proof of Alternative Programmes</b>	
<b>Number</b>	<b>Title</b>	<b>NQF Level</b>	<b>Credits</b>		<b>Number</b>	<b>Title</b>	<b>NQF Level</b>	<b>Credits</b>
241301001-PM-01	Analyse clients long term wealth creation/protection needs	5	31					
241301001-PM-02	Evaluate available long term wealth creation/protection options	5	27					
241301001-PM-03	Recommend and implement the most appropriate wealth creation/protection options	5	26					
241301001-PM-04	Analyse the client organisations needs relating to retirement funds and employee benefits	5	11					
241301001-PM-05	Evaluate the availability of various employee benefit and retirement fund options and structures	5	8					
241301001-PM-06	Advise client on the most appropriate structuring of retirement funds	6	18					

	and employee benefits							
241301001-PM-07	Analyse Client needs regarding Health Care Benefits	6	17					
241301001-PM-08	Provide advice on the introduction of Health Care benefit Programmes	6	26					
241301001-PM-09	Research, analyse and conduct due-diligence of investment opportunities	6	42					
241301001-PM-10	Advise clients regarding potential investment opportunities	6	41					
241301001-PM-11	Facilitate the implementation of agreed investment decisions	6	9					

**And**

### **Statement of Work experience**

#### **6.2 Phase 1**

No Phase Tests applicable

#### **6.3 Part Qualification**

##### **Part Qualification 1:**

##### **Title:**

Health Care Benefits Advisor, NQF Level 5, Credits 102

##### **Purpose:**

To advise clients on the selection and use of appropriate healthcare benefit products and structures

##### **Applicable Modules (Rules of Combination)**

Knowledge Modules:

- 241301001-KM-01, Overview of the Investment Advisory Industry, NQF Level 5, Credits 13
- 241301001-KM-02, Regulatory requirements for advising clients regarding insurance and investments, NQF Level 5, Credits 17

- 241301001-KM-03, Health Care benefits advisory services, NQF Level 5, Credits 15

Total number of credits for Knowledge Modules: 45

Practical Skill Modules:

- 241301001-PM-07, Analyse Client needs regarding Health Care Benefits, NQF Level 6, Credits 17
- 241301001-PM-08, Provide advice on the introduction of Health Care benefit Programmes, NQF Level 6, Credits 26

Total number of credits for Practical Skill Modules: 43

This qualification also requires the following Work Experience Modules:

- 241301001-WM-03, Participate in the processes of providing advice regarding the implementation of Health Care Benefit Programmes, NQF Level 5, Credits 14

Total number of credits for Work Experience Modules: 14

Assessment Qualification Standards:

- Provide advice regarding the use of Health Care benefit programmes

## **Part Qualification 2:**

**Title:**

Long Term Insurance Adviser, NQF Level 5, Credits 254

**Purpose:**

To advise clients regarding the use of long term insurance products to sustain and protect wealth

### **Applicable Modules (Rules of Combination)**

Knowledge Modules:

- 241301001-KM-01, Overview of the Investment Advisory Industry, NQF Level 5, Credits 13
- 241301001-KM-02, Regulatory requirements for advising clients regarding insurance and investments, NQF Level 5, Credits 17
- 241301001-KM-06, Principles of Providing advice to clients regarding Insurance, Savings and Retirement Planning, NQF Level 5, Credits 16

Total number of credits for Knowledge Modules: 46

Practical Skill Modules:

- 241301001-PM-01, Analyse clients long term wealth creation/protection needs, NQF Level 5, Credits 31
- 241301001-PM-02, Evaluate available long term wealth creation/protection options, NQF Level 5, Credits 27
- 241301001-PM-03, Recommend and implement the most appropriate wealth creation/protection options, NQF Level 5, Credits 26

Total number of credits for Practical Skill Modules: 84

This qualification also requires the following Work Experience Modules:

- 241301001-WM-01, Participate in the processes of wealth creation, NQF Level 5, Credits 50

Total number of credits for Work Experience Modules: 50

Assessment Qualification Standards:

- Provide advice to clients regarding Long Term Insurance to manage risks

### **Part Qualification 3:**

#### **Title:**

Employee and Pension Fund Benefit Adviser, NQF Level 5, Credits 142

#### **Purpose:**

To advise organisations regarding the selection and implementation of appropriate pension and employee benefit products and systems.

#### **Applicable Modules (Rules of Combination)**

##### Knowledge Modules:

- 241301001-KM-01, Overview of the Investment Advisory Industry, NQF Level 5, Credits 13
- 241301001-KM-02, Regulatory requirements for advising clients regarding insurance and investments, NQF Level 5, Credits 17
- 241301001-KM-04, Principles of Providing advice to clients regarding the use of Employee and Pension Fund Benefits, NQF Level 5, Credits 20

Total number of credits for Knowledge Modules: 50

##### Practical Skill Modules:

- 241301001-PM-04, Analyse the client organisations needs relating to retirement funds and employee benefits, NQF Level 5, Credits 11
- 241301001-PM-05, Evaluate the availability of various employee benefit and retirement fund options and structures, NQF Level 5, Credits 8
- 241301001-PM-06, Advise client on the most appropriate structuring of retirement funds and employee benefits, NQF Level 6, Credits 18

Total number of credits for Practical Skill Modules: 37

This qualification also requires the following Work Experience Modules:

- 241301001-WM-02, Support the provisioning of advice to clients on employee benefits and retirement structures for a period of three to six months, NQF Level 5, Credits 23

Total number of credits for Work Experience Modules: 23

##### Assessment Qualification Standards:

- Provide advice to clients regarding the implementation of Employee benefits and Retirement Funds

### **Part Qualification 4:**

#### **Title:**

Investment Adviser, NQF Level 6, Credits 237

#### **Purpose:**

To advise clients regarding investments in order to create, grow and protect wealth

#### **Applicable Modules (Rules of Combination)**

##### Knowledge Modules:

- 241301001-KM-01, Overview of the Investment Advisory Industry, NQF Level 5, Credits 13

- 241301001-KM-02, Regulatory requirements for advising clients regarding insurance and investments, NQF Level 5, Credits 17
- 241301001-KM-05, Fundamentals of Investments, NQF Level 5, Credits 30
- 241301001-KM-07, Principles of Providing Advice to clients regarding Investments, NQF Level 6, Credits 29

Total number of credits for Knowledge Modules: 89

Practical Skill Modules:

- 241301001-PM-09, Research, analyse and conduct due-diligence of investment opportunities, NQF Level 6, Credits 42
- 241301001-PM-10, Advise clients regarding potential investment opportunities, NQF Level 6, Credits 41
- 241301001-PM-11, Facilitate the implementation of agreed investment decisions, NQF Level 6, Credits 9

Total number of credits for Practical Skill Modules: 92

This qualification also requires the following Work Experience Modules:

- 241301001-WM-04, Participate in the processes of advising on investment decisions over a period of six months, NQF Level 5, Credits 32

Total number of credits for Work Experience Modules: 32

Assessment Qualification Standards:

- Provide advice to clients to grow and protect wealth through appropriate Investments and related methods