**105026: Occupational Certificate:**

**Financial Advisor**

**Module 5**

**Long-term Insurance Advice**

**SAQA ID: 105022**

**NQF Level 5**

**150 credits**

PROGRAMME STRATEGY

**Table of Contents**

[1. Programme Description 3](#_Toc43465521)

[1.2 Programme Purpose 3](#_Toc43465522)

[1.3 Occupational / Target Group 3](#_Toc43465523)

[1.4 Entry Requirements 3](#_Toc43465524)

[1.5 Programme Type 3](#_Toc43465525)

[1.6 Programme Duration 3](#_Toc43465526)

[1.7 Programme Entry and Exit Points 3](#_Toc43465527)

[2. Alignment 4](#_Toc43465528)

[3. Overview of Provision 4](#_Toc43465529)

[3.1 Instructional Strategy 4](#_Toc43465530)

[3.2 Learning Strategy 4](#_Toc43465531)

[4. Overview of Programme Learning Map 5](#_Toc43465532)

[5. Learning Programme Matrix 6](#_Toc43465533)

[6. Resources utilised 9](#_Toc43465534)

[7. Overview of the Assessment Strategy 10](#_Toc43465535)

[10. Evaluation Strategy 16](#_Toc43465536)

[10.1 Evaluation Strategy – across all programmes 16](#_Toc43465537)

[10.2 Evaluation Methods 16](#_Toc43465538)

[10.3 Learner Records 16](#_Toc43465539)

[10.4 Programme Review 17](#_Toc43465540)

## 1. Programme Description

This programme has been designed to assist with learner in their understanding of the following:

**1.1 Programme Name**

Long-term Insurance Advice

### 1.2 Programme Purpose

Programme is in partial fulfillment of the Occupational Qualification: The Financial Advisor at NQF Level 6

### 1.3 Occupational / Target Group

Persons employed or intending to be employed in the Financial Services Sector, and specifically in the Long-term Insurance subsector.

### 1.4 Entry Requirements

Employed and experienced persons with a minimum of Matric Qualification, including Mathematics and Languages (English and other Languages)

### 1.5 Programme Type

Facilitated Learnership and Qualification

### 1.6 Programme Duration

Total proposed programme duration is as follows:

|  |  |  |
| --- | --- | --- |
| **Description** | | |
| Total Notional Hours | 150 |
| Theory / Contact Time(hours) | 40 |
| Practical / Research / Assessment preparation time (days / hours) | 20 |
| Workplace application time (hours) | 90 |

### 1.7 Programme Entry and Exit Points

The skills programme is a part qualification to the Occupational Certificate: The Financial Investment Advisor.

## 2. Alignment

This programme is aligned to the following qualification / part qualification:

|  |  |  |  |
| --- | --- | --- | --- |
| **NLRD** | **Qualification Name** | **NQF Level** | **Total Credits** |
|  | Occupational Certificate: Financial Advisor | 6 | 515 |

## 3. Overview of Provision

### 3.1 Instructional Strategy

The following resources are applicable to this programme:

|  |  |  |
| --- | --- | --- |
| 1 | Method of training or instruction | facilitation, coaching, mentoring, self-study, on-the-job training, simulation and/or a combination thereof |
| 2 | Learning Resources | *Learner guide* |
| 3 | Physical, equipment & resources (theory, practical and workplace requirements, where relevant) | Computer projector |

### 3.2 Learning Strategy

The learner has the following duties and responsibilities:

***3.2.1. Theory / Contact***

Participate in all learning activities

Attend relevant learning interventions

Complete formative assessment activities

***3.2.2. Practical***

Complete relevant assignments

Participate in practical activities

***3.2.3. Workplace***

Complete relevant assignments

Participate in workplace activities

### 4. Overview of Programme Learning Map

The programme has been clustered in a modular structure of the following components:

## 5. Learning Programme Matrix

|  |  |  |
| --- | --- | --- |
| **Learning Outcomes** | **Topic** | **Learning Unit** |
| * Explain the concept of Term insurance making use of examples (long term insurance). * Define and explain conventional insurance and compare a conventional policy with new generation policy. * Describe universal life product and identify supplementary benefits linked to Universal life products. * Explain Retirement Annuities and list and discuss the type of retirement annuities in the market * Explain with examples the concept of an investment linked product * Describe supplementary benefits and discuss with examples | * The purpose of long-term insurance * The types of long-term insurance * Term insurance * Conventional life insurance products * Universal life products * Recent developments in product innovations * Retirement annuities * Investment linked products * Supplementary benefits | 1 |
| * Explain the Acts governing insurance, and the rationale for more than one Act * Discuss the terminology and concepts of the Long-Term Insurance Act 52 of 1998 * Explain the requirements of the Long-Term Insurance Act 52 of 1998 including the Registrar and non-disclosure * Describe the application of the Long-Term Insurance Act 52 of 1998 * Define basic investment and economic principles. | * Regulation of insurance business * The Acts that govern Insurance and an explanation of why there is more than one Act * The Short Term and Long-Term Acts * The Long-term Insurance Act * The different classes of policies * The parties to a Long-Term insurance contract * Insuring the lives of children * Life contracts and all other contracts * The life insurance contract and insolvency * The four funds approach | 2 |
| * Explain the concepts of occupational disability and physical impairment * Explain the income generation concept and risks associated with selected occupations * Describe Occupation and Avocation risks and effects of job function changes * Conduct a needs analysis to determine sources of income and cover requirements of a client. | * Concept of disability insurance * The purpose of disability insurance * Physical impairment * Free-standing disability vs linked disability cover * Income generation for the disabled * Industry developments: traditional vs innovation * Occupation and avocation risks and cover * Holistic financial planning | 3 |
| * Explain with authentic examples the concept of fraud in the Long-term insurance industry. * Identify the legislation governing fraud as applied in Long Term insurance * Describe a long term insurer’s internal policy relating to fraud * Identify and discuss fraud trends in the industry * Identify and discuss possible control measures that could be used to manage fraud. | * Concept of fraud * Forms of fraud * Indicators of fraud * Legal aspects * Investigating fraud * Fraud trends * Control mechanisms | 4 |
| * Explain the role of actuaries in Long Term insurance, and the use of actuarial reports * Explain the role of Underwriters in Long term Insurance, and how they protect organisations against anti-selection * Explain the role of the Claims assessor in Long Term Insurance, and the importance of technical underwriting and legal knowledge * The functions and roles of reinsurance are explained with examples * Explain the roles and functions of the actuary, the legal department, the underwriter and the claims assessor in product development. | * The role of actuaries in Long-term insurance * Underwriters and their role * Claims assessors and their role * Reinsurers and their functions * How long-term products are developed | 5 |
| * Explain the concept of non-disclosure and its effects on risk making use of examples. * Identify and explain common self-reported risks and the difficulty they pose when analysing claims * Analyse a long-term application for cover * Explain the role of the intermediary and the importance of accurate questioning. | * The issue of non-disclosure and abnormal risk * Self-reported ailments * Analysis of long-term application for cover * Role of intermediary | 6 |

### 6. Resources utilised

**Book Resources**

1. RL Carter Reinsurance, Dallas, Texas, page 5-44.
2. © Inseta RE 1 Section 4 First Regulatory Examination: Representatives 14b
3. Inseta Insurance Underwriter (332101001), 2014.
4. Financial Advisory and Intermediary Services Act, 2002 (FAIS Act).
5. Financial Intelligence Centre Act (38 of 2001) (the FIC Act)
6. Long term insurance Act (52 of 1998)

**Website Resources**

<http://www.markowitzherbold.com/documents/Chap-01-AOK-MJO-2-.pdf>

<http://www.leoisaac.com/ris/>

<https://www.momentum.co.za/for/you/client-protection/regulatory-bodies>

[www.asisa.org.za](http://www.asisa.org.za)

[www.saia.co.za](http://www.saia.co.za)

[www.fsb.co.za](http://www.fsb.co.za) / www.fsca.co.za

[www.FAnews.co.za](http://www.FAnews.co.za)

<http://www.fanews.co.za/article/compliance-regulatory>

<http://www.insurancejournal.com/news/national/2015/04/08/363627.htm>

<https://www.linkedin.com>

<http://www.indeed.co.za/>

[www.businessdictionary.com](http://www.businessdictionary.com)

<http://thebusinesscommunication.com/>

<http://www.managementstudyguide.com/written-communication.htm>

<http://www.businessinsider.com/>

<http://thelawdictionary.org/business-etiquette/>

<https://www.entrepreneur.com>

<https://www.popi-compliance.co.za>

[http://www.wikihow.com/Facilitate-a-Meeting#](http://www.wikihow.com/Facilitate-a-Meeting)

[www.investopedia.com](http://www.investopedia.com)

### 7. Overview of the Assessment Strategy

This programme will be assessed in the following manner:

***Formative Assessment***

Formative assessments and activities will take place during contact sessions, as well as during the practical and workplace components of the programme.

***Summative Assessment***

The following assessment strategy will provide for sufficient evidence in respect of candidate competence for summative assessment purposes:

* The learner will be required to answer the knowledge test which covers all the essential areas of the learning unit.
* Evidence collection collected on assignments must be signed off and may be facilitated by an experienced SME.
* The knowledge test and assignments must be assessed and judged by a qualified and registered assessor.
* 10% of all learner evidence on knowledge tests and assignments for each programme intake will be moderated, and will be selected according to specific criteria as per the organisational moderation policy and plan.

**8. Assessment Strategy**

| **Learning outcomes** | **Assessment Type** | **Assessment Method** | **Assessment Activities** | **Assessment instruments** | **Timing and Timeframe** |
| --- | --- | --- | --- | --- | --- |
| * Explain the concept of Term insurance making use of examples (long term insurance). * Define and explain conventional insurance and compare a conventional policy with new generation policy. * Describe universal life product and identify supplementary benefits linked to Universal life products. * Explain Retirement Annuities and list and discuss the type of retirement annuities in the market * Explain with examples the concept of an investment linked product * Describe supplementary benefits and discuss with examples * Explain the Acts governing insurance, and the rationale for more than one Act * Discuss the terminology and concepts of the Long-Term Insurance Act 52 of 1998 * Explain the requirements of the Long-Term Insurance Act 52 of 1998 including the Registrar and non-disclosure * Describe the application of the Long-Term Insurance Act 52 of 1998 * Define basic investment and economic principles. * Explain the concepts of occupational disability and physical impairment * Explain the income generation concept and risks associated with selected occupations * Describe Occupation and Avocation risks and effects of job function changes * Conduct a needs analysis to determine sources of income and cover requirements of a client. * Explain with authentic examples the concept of fraud in the Long-term insurance industry. * Identify the legislation governing fraud as applied in Long Term insurance * Describe a long term insurer’s internal policy relating to fraud * Identify and discuss fraud trends in the industry * Identify and discuss possible control measures that could be used to manage fraud. * Explain the role of actuaries in Long Term insurance, and the use of actuarial reports * Explain the role of Underwriters in Long term Insurance, and how they protect organisations against anti-selection * Explain the role of the Claims assessor in Long Term Insurance, and the importance of technical underwriting and legal knowledge * The functions and roles of reinsurance are explained with examples * Explain the roles and functions of the actuary, the legal department, the underwriter and the claims assessor in product development. * Explain the concept of non-disclosure and its effects on risk making use of examples. * Identify and explain common self-reported risks and the difficulty they pose when analysing claims * Analyse a long-term application for cover * Explain the role of the intermediary and the importance of accurate questioning. | Formative | * Structured Questions * Multiple Choice Questions * True/False Questions | * Group Activities | * completed answers to activities * formative assessment record | * during instructional learning |
| Summative | * Structured summative test * Multiple Choice Questions * True/False Questions * Practical Assignments * Workplace logbook | * Individual closed-book assessment | * completed answers to knowledge test * Evidence gathered for assignments * Evidence from POE instructions | * after instructional learning |

**9. Overview of RPL Assessment Strategy**

Should a learner apply for Recognition of Prior Learning against the programme, an RPL Advisor will be appointed to facilitate the development of an Evidence Plan for the candidate, based on the following guidelines:

* based on current workplace experience, with the successful completion of all assessment activities
* an assessment of the knowledge component will take place

## 10. Evaluation Strategy

The assessment must be based on the current workplace experience.

### 10.1 Evaluation Strategy – across all programmes

Evaluation of the programme takes place on 3 levels:

**1. Reaction**

* Learner feedback form completed
* Facilitator feedback forms completed

**2. Learning**

Learning is measured through a structured assessment of knowledge and skills through the assessments strategy outlined under point 5.

**3. Behaviour**

A reflective essay from the learner with regard to his/her experiences in the workplace.

### 10.2 Evaluation Methods

All evaluations are completed in a documented manner, and results are captured on spreadsheet and analysed for future continuous improvement.

A total of 10% of assessments are moderated to ensure quality of assessment practice.

### 10.3 Learner Records

Detailed records of learners will be captured and maintained using the relevant database.

### 10.4 Programme Review

The learning programme will be formally reviewed to ensure content relevance, accuracy, and completeness. Facilitators complete a Facilitation report where suggestions on material changes are recorded for review and continuous improvement of material.

Periodically, and as constructive feedback is received, the learning programme will be updated to address the feedback, inaccuracy errors, spelling / grammar errors, revised exercises / handouts and revised assessment tools.