**105026: Occupational Certificate:**

**Financial Advisor**

**Module 4**

**Employee Benefits and Retirement Advice**

**SAQA ID: 105030**

**NQF Level 5**

**80 credits**

**LEARNER RESOURCE GUIDE**

# SECTION A: INTRODUCTION

## A. ABOUT THIS GUIDE

This Resource Guide provides references to sources that we deem useful to you as the learner and reader seeking additional information or context and more detailed coverage of the subject of insurance underwriting within the Occupational Qualification: Insurance Administrator: Insurance Underwriter.

It is always important to read beyond what has been provided in the Learner Guide. Reading further will help you to have an in-depth understanding of the area of study and where there may be other instances where you may not fully understand some of the concepts and descriptions in the Learner Guide, further reading will help clarify issues.

There are four modules which form part of this qualification. The modules are shown below:

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|  | **Resources** During the contact session, your Facilitator will refer to the Resource Guide where required – so please make sure you have it with you! |

On each topic or subtopic within the module, there will be sources listed for further reading.

# SECTION B: MODULE 1 RESOURCES

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| ***Learning Unit 1: Rating Factors*** | | | |
| **Learning Unit** | **Source** | **Summary** | **Annexure Reference** | |
| 1. Trustees of Retirement Funds | 1. Pension Funds Act (Act 24 of 1956) 2. FSCA, FCSA Trustee Toolkit, [www.fsca.co.za](http://www.fsca.co.za), Accessed on 07 August 2019  Michael Jackson, 2013, The Duties of Retirement Fund Trustees, [www.financialmarketsjournal.co.za](http://www.financialmarketsjournal.co.za), Accessed on 08 August 2019  1. Insurance Institute of South Africa, 2012. Introduction to Pension Funds Administration. South Africa. Insurance Institute of South Africa. 2. Insurance Institute of South Africa, 2012. Pension Funds Administration. South Africa. Insurance Institute of South Africa. |  |  | |
| 1. Duties of Trustees with reference to Death Benefits | 1. Pension Funds Act (Act 24 of 1956) 2. FCSA Trustee Toolkit 3. Hettie Joubert, 2015. Different matrimonial property regimes and their impact on pension funds, [www.momentum.co.za](http://www.momentum.co.za), Accessed on 10 September 2019 4. Insurance Institute of South Africa, 2012. Pension Funds Administration. South Africa. Insurance Institute of South Africa. |  |  | |
| 1. Group Retirement Products | 1. Life Insurer websites (all major insurers have details regarding these) 2. Insurance Institute of South Africa, 2012. Benefit Design. South Africa. Insurance Institute of South Africa. 3. Insurance Institute of South Africa, 2012. Pension Funds Administration. South Africa. Insurance Institute of South Africa. |  |  | |
| 1. Pension Funds Act | 1. Pension Funds Act (Act 24 of 1956) 2. Insurance Institute of South Africa, 2012. Pension Funds Administration. South Africa. Insurance Institute of South Africa. |  |  | |
| 1. Investment Strategy for Group Retirement Fund | 1. FSCA, 2012. PF130, <https://www.fsca.co.za/Regulatory%20Frameworks/Temp/PF%20Circular%20130.pdf> , Accessed on 22 September 2019 2. FSCA, 2012, PF130 Annexure B, [www.fsca.co.za](http://www.fsca.co.za), Accessed on 22 September 2019 3. BCD Agency, 2019. Trustee Handbook, Unpublished 4. Insurance Institute of South Africa, 2012. Introduction to Benefit Design. South Africa. Insurance Institute of South Africa. 5. Insurance Institute of South Africa, 2012. Introduction to Fund Financing. South Africa. Insurance Institute of South Africa 6. Insurance Institute of South Africa, 2012. Fund Financing. South Africa. Insurance Institute of South Africa 7. Insurance Institute of South Africa, 2012. Introduction to Investment Management. South Africa. Insurance Institute of South Africa 8. Insurance Institute of South Africa, 2012. Investment Management, South Africa. Insurance Institute of South Africa |  |  | |
| 1. Group Insured Benefits | **Acts of Parliament**   1. Financial Advisory and Intermediaries Services Act (FAIS Act) (Act 37 of 2002) 2. Long Term Insurance Act (Act 52 of 1998) 3. Pension Funds Act (Act 24 of 1956)   **Websites**   1. [www.fsca.co.za](http://www.fsca.co.za) 2. [www.asisa.org.za](http://www.asisa.org.za) 3. [www.fpi.co.za](http://www.fpi.co.za) 4. [www.gov.za](http://www.gov.za) [Accessed on 21 December 2021] 5. Life Insurer websites (all major insurers have details regarding these) 6. Insurance Institute of South Africa, 2012. Introduction to Benefit Design. South Africa. Insurance Institute of South Africa. 7. Insurance Institute of South Africa, 2012. Benefit Design. South Africa. Insurance Institute of South Africa. |  |  | |
| 1. Marriage, Divorce and Maintenance – What the Law Says | **Acts of Parliament**   1. Matrimonial Property Act (1984) 2. Civil Union Act 17 OF 2006 3. Marriage Act, 1961 4. Recognition of Customary Marriages Act, 1998 5. Recognition of Customary Marriages Amendment Act 1 of 2021 6. Hettie Joubert, 2015. Different matrimonial property regimes and their impact on pension funds, [www.momentum.co.za](http://www.momentum.co.za), Accessed on 10 September 2019 7. BS v PS (291/2017) [2018] ZASCA 37 (28 March 2018), Supreme Court 2017, [www.justice.gov.za](http://www.justice.gov.za) , Accessed on 08 September 2009 8. Clement Marumoagae, 2018**,** Retirement benefit payments used for child maintenance, <http://www.derebus.org.za> , Accessed on 08 September 2019 |  |  | |
| 8. Valuation of Retirement Funds | 1. Pension Funds Act (Act 24 of 1956) |  |  | |