

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

Date

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Date

Table of content

1 ASSESSMENT STRATEGY	3
1.1 Assessment Model	3
1.2 Qualification Purpose	3
1.3 Assessment Standards	3
1.3.1 Assessment Standards for the Qualification	3
1.3.2 Assessment Standards for Phases	4
1.3.3 Assessment Standards for Part Qualifications	4
2 ASSIGNMENTS TO BE EVALUATED EXTERNALLY	4
3 CRITICAL ASPECTS OF THE INTERNAL ASSESSMENTS TO BE ASSESSED EXTERNALLY	4
4 CRITERIA FOR THE REGISTRATION OF ASSESSORS	5
5 FOUNDATIONAL LEARNING	5
6 ELIGIBILITY REQUIREMENTS FOR THE EXTERNAL ASSESSMENT	6
6.1 Qualification	6
6.2 Phase 1	8
6.3 Part Qualification	8

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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	<i>Proof of Practical Skill 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-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