

**NATIONAL CERTIFICATE – FINANCIAL MARKETS &
INSTRUMENTS (NQF LEVEL 6)**

COUNTRYWIDE VIRTUAL CLASSROOM 1 - 2022

SAQA QUALIFICATION ID 50481

The above qualification is presented by THE ACADEMY OF FINANCIAL MARKETS (AFM). It deals with applications and practical aspects of the financial services, markets, instruments and environment from a personal planning as well as an institutional point of view.



WHO SHOULD ATTEND?

<ul style="list-style-type: none"> Wealth Management consultants and relationship managers 	<ul style="list-style-type: none"> Certified Financial Planners (CFPs), brokers, broker consultants and business development managers
<ul style="list-style-type: none"> Private, personal and business bankers and transactional bankers 	<ul style="list-style-type: none"> Internal and external Audit
<ul style="list-style-type: none"> Risk Managers 	<ul style="list-style-type: none"> Asset and portfolio Managers
<ul style="list-style-type: none"> Finance and accounting staff 	<ul style="list-style-type: none"> Structured and Corporate Finance
<ul style="list-style-type: none"> Legal consultants 	<ul style="list-style-type: none"> Individual investors
<ul style="list-style-type: none"> Treasury staff (Front, middle and back-office) 	<ul style="list-style-type: none"> IT staff involved in financial institutions

WHY SHOULD YOU ATTEND?

This course has been presented to market participants and institutions since 1994 and is updated regularly. The following institutions have benefited from AFM's training:

<i>ABSA</i>	<i>FNB</i>	<i>Standard Bank</i>
<i>Sanlam</i>	<i>Momentum/Metropolitan</i>	<i>Old Mutual</i>
<i>PricewaterhouseCoopers</i>	<i>KPMG</i>	<i>Ernst & Young</i>
<i>South African Reserve Bank</i>	<i>Alexander Forbes</i>	<i>JSE</i>
<i>ENS (Edward Nathan Sonnenbergs)</i>	<i>Bell Dewar</i>	<i>FAIS Ombudsman</i>
<i>New York Institute of Finance</i>	<i>Kenya School of Monetary Studies</i>	<i>KAVAQ Institute - Dubai</i>

The course is approved by FSCA on FAIS Notice 55 of 2021 (pg. 38) for all Categories, giving the learner a recognized qualification as per the "fit & proper" requirements of FAIS. *The AFM course is accepted as one of the courses on the lower ladder of qualifications towards CFP at the University of the Free State.*

The course consists of 13 module/ lectures, presented in a virtual classroom setup via *Microsoft Teams*. Lectures are scheduled over a year, giving the learner ample time to absorb information between lectures. Successful learners will earn NQF (SAQA registered) credits for each unit-standard based module completed.

MODULE TOPICS

The 13 modules of this popular course are outlined below:

<u>Module number</u>	<u>Topic</u>	<u>Proposed dates 2022</u>
0	Virtual 'Meet & Greet' and administrative discussion – COMPULSORY for all registered learners	14 Feb
1	Economic principles, financial indicators and the financial markets/instruments	15 Feb
2	Financing, loans and financial mathematics	8 Mar
3	The Money market, Bond Markets and their instruments	29 Mar
4	The JSE and equities	19 Apr
5	Financial statement analysis	10 May
6	Technical analysis	31 May
7	Derivative instruments	21 Jun
8	Foreign exchange and offshore investments	12 Jul
9	CIS and Applications in the financial environment	2 Aug
10	Financial risk management and hedging	23 Aug
11	Insurance and retirement fundamentals	13 Sep
12	Taxation fundamentals	27 Sep
13	Wealth management and Estate planning	18 Oct
	Module 13 exam	7 Nov
	Re-exams	21 Nov

NB!! Modular exams/assignments to be written/submitted one day prior to each subsequent lecture (e.g. Mod 1 will be assessed one day before Mod 2 lecture, etc.)

AFM final course results are subject to Bankseta verification.

FORMAT OF THE COURSE

Sessions are presented in a practical way, using for example current newspaper information and simulated trading on the JSE.

The course consists of:

- 13 **modules**, presented in a virtual classroom via *Microsoft Teams* – one lecture per module.
- Lectures start at 8:30 and conclude roundabout 16:00.
- Study material: textbook, module notes and other relevant documents in electronic format, downloadable from AFM's website
- Evidence collection contributing toward proving competency, is done via exams written online, as well as written assignments submitted to AFM via e-mail.



Additional resources are provided on AFM's website in the form of facilitator slides, class examples, revision questions etc. Learners also have access to assistance from a facilitator after a lecture has been attended and specific content-related questions on areas of the module that the learner is unsure of, have been prepared and submitted to the facilitator

ADMISSION REQUIREMENTS

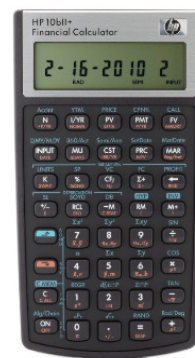
Applicants must have successfully completed an NQF level 5 (or higher) finance-related qualification such as a Degree, Certificate, Diploma or other relevant recognised professional qualification.

VIRTUAL CLASSROOM REQUIREMENTS



All Public courses will be presented in a virtual classroom via *Microsoft Teams*. There will thus be **no physical lecture attendance**.

- The IT department of the student's employer has to 'white label' the following online activities:
 - Download of videos and course materials from AFM's website
 - Completion of online exams
 - For students to accept bulk emails from AFM for general communication
 - Share trading on the Sharenet platform, part of an assignment
- The learner has stable and reliable Internet connection
- The learner being fully computer (device) literate
- Device requirements
 - Adequate back-up power supply
 - Both device & internet connection
 - Fully charged & good battery life
 - Proper webcam & speaker functionalities
 - Software loaded (MS Teams, Word, Excel & Acrobat Reader)
- WhatsApp software installed on learner cell phones to facilitate other crucial communications with students
- A **financial calculator** is required during the course and learners may purchase their own preferred brand. AFM uses the HP 10BII financial calculator – *a virtual HP10BII download will be included as part of the supplied study material*, but it is advisable that learners also obtain an actual calculator for ease of use during lectures/examinations.
- Quiet surroundings to ensure uninterrupted on-line exam invigilation & class participation (This is not an IT requirement, but crucial for successful virtual online training)



COST

The full course fee is R22 949.35 **excl.** VAT per learner in 2022 (R26 391.75 **incl.** VAT)

The course fee is payable in full upfront.



The cost of actual (non-virtual) financial calculator is **excluded** from the course fee. (Refer to *Virtual Classroom Requirements*).

BOOKING & REGISTRATION PROCEDURE

The closing date for registration is **1 February 2022**



The following registration procedure is applicable:

- Submit the completed application form (last page) to AFM.
Make sure you:
 - Complete all the fields and sign the form
 - Provide the necessary supporting documentation:
 - Clear, certified copy of identity document
 - Certified copy of highest post-Matric qualification achieved
 - Copy of résumé

AFM Contact details for applications

E-mail: info@academyfm.co.za

Tel: (011) 782-2868 / 060 439 4362

- Applications will be processed and reviewed by the AFM course committee.
- AFM will inform each applicant of the outcome of their application, by e-mail.
- Successful applicants will be issued a pro-forma invoice for purposes of effecting payment of the full course fee into the bank account of AFM – **full upfront payment of course fees is a prerequisite to successful registration.**
- AFM requires proof of payment on or before **07 February 2022** (The course is not viewed as paid because an official invoice have been issued).
- Upon request, AFM will issue a VAT receipt after full payment has been received.
- Once AFM has acknowledged receipt of full payment, registration on the course will be deemed complete and a registration letter issued to the registered learner.

PLEASE NOTE: A certain minimum number of successful registrations are required for a course to be viable. AFM should be able to advise by no later than **07 February 2022**, whether a proposed course will indeed proceed. Interested learners are urged to submit registration forms etc. as soon as possible, so as to allow the AFM admin team to have a clear indication of the interest in any particular course.

BOOKING AND REGISTRATION FORM
NATIONAL CERTIFICATE: FINANCIAL MARKETS & INSTRUMENTS
NQF6 – SAQA ID: 50481



COUNTRYWIDE VIRTUAL CLASSROOM 1 - 2022

Students have to be registered on the National Learner Record Database in order for education to be recognised by the Acts. The South African Qualifications Act requires the following information to be submitted:

A. PERSONAL DETAILS			
ID No: _____	Title: _____		
First Names: _____	Last Name: _____		
Nationality _____	Gender: Male <input type="checkbox"/>	Female <input type="checkbox"/>	<input type="checkbox"/>
Home Language: _____	Marital Status: _____		
B. EQUITY STATUS		DISABILITY STATUS	
Black: African <input type="checkbox"/>	None: <input type="checkbox"/>		
Black: Coloured <input type="checkbox"/>	Physical: <input type="checkbox"/>		
Black: Indian/Asian <input type="checkbox"/>	Communication: <input type="checkbox"/>		
White: <input type="checkbox"/>	Sight: <input type="checkbox"/>		
Other / Unknown: <input type="checkbox"/>	Other (specify): _____		
C. EMPLOYER DETAILS			
Employer Name: _____	Employer Address: _____		
Your Dept./ Unit _____			
Entity to invoice: Employer <input type="checkbox"/>	Student <input type="checkbox"/>		
VAT Number: _____	Postal Code: _____		
<i>(Compulsory if employer pays)</i>			
D. CONTACT DETAILS			
Work phone no.: _____	Mobile phone no.: _____		
Primary email: _____			
Secondary email: _____			
Home Address: _____	Postal Address: _____ <i>Same as home address</i> <input type="checkbox"/>		
Postal Code: _____	Postal Code: _____		
E. PREVIOUS EDUCATION			
School Highest grade: _____	Tertiary Highest level: _____		
Year achieved: _____	(other) Year: _____		
School: _____	Institution: _____		
Tertiary NQF5 Year achieved: _____	Relevant experience, Organisation: _____		
(If appl.) SAQA ID: _____	if any – <i>Include details</i> Position: _____		
Training Provider: _____	<i>in your CV:</i> Years: _____		
Please tick below that you are including with your application the required documents indicated under items 1,2 &3, and agree with the statements under items 4 and 5:			
1. Copy of Applicant's ID (or valid passport) - certified		<input type="checkbox"/>	
2. Copy of CV – not longer than 3 pages		<input type="checkbox"/>	
3. Qualifications: Senior Certificate or Highest School Level, showing subjects, NQF5, other – all certified		<input type="checkbox"/>	
4. I have read the contents of this brochure		<input type="checkbox"/>	
5. I have availed myself of my employer's cancellation conditions should I stop attending the course (if relevant)		<input type="checkbox"/>	
Signature: _____	Date: _____		

Please email the completed application form to info@academyfm.co.za

Applications must be received before or on 1 February 2022.

AFM reserves the right to discontinue any course in the event of insufficient interest.