

**NATIONAL CERTIFICATE – FINANCIAL MARKETS &  
INSTRUMENTS (NQF LEVEL 6)  
COUNTRYWIDE VIRTUAL CLASSROOM 1 - 2021**

**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.



**AFM had successfully presented all public courses in a virtual classroom setting in 2020. This course offering, which is conducive to greater flexibility and adaptability, is now extended to learners in all regions across South Africa, from 2021.**

**WHO SHOULD ATTEND?**

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

**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 &amp; 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 the FSCA on FSCA FAIS Notice 36 of 2019 (pg 35) for all Categories, giving the learner a recognized qualification as per the “fit & proper” requirements of FAIS.

The course consists of 13 modules, 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. Upon successful completion of all the modular assessments **and the proposed national \*FISA** (see later for detail), a minimum of 120 credits is earned and a National Certificate is awarded.

## MODULE TOPICS

The 13 modules of this popular course are outlined below:

<u>Module number</u>	<u>Topic</u>	<u>Proposed dates - 2021</u>
0	Virtual 'Meet & Greet' and administrative discussion – <b>COMPULSORY</b> for all registered learners	15 Feb
1	Economic principles, financial indicators and the financial markets/instruments	16 Feb
2	Financing, loans and financial mathematics	09 Mar
3	The Money market, Bond Markets and their instruments	30 Mar
4	The JSE and equities	20 Apr
5	Financial statement analysis	11 May
6	Technical analysis	01 Jun
7	Derivative instruments	22 Jun
8	Foreign exchange and offshore investments	13 Jul
9	CIS and Applications in the financial environment	03 Aug
10	Financial risk management and hedging	24 Aug
11	Insurance and retirement fundamentals	14 Sep
12	Taxation fundamentals	28 Sep
13	Wealth management and Estate planning	19 Oct
	Module 13 exam	08 Nov
	Re-exams	22 Nov
	*Submission of Proposed FISA (subject to QCTO/Bankseta confirmation of process)	TBA

**NB!!** Modular exams/assignments to be written/submitted one day prior to each subsequent lecture (eg. Mod1 will be assessed one day before Mod2 lecture etc.)

## FORMAT OF THE COURSE

Sessions are presented in a very 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*
- 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
- **\*NB! In line with new requirements proposed by relevant quality assurance bodies (Bankseta and QCTO), applicable to the 2021 academic year onwards, a *Final Integrated Summative Assessment (FISA)* based on national assessment standards for the qualification in question, will need to be passed, in order for a learner to be awarded the qualification. (Please note: the industry is awaiting finalization of prescriptions regarding format of & time frame for submission etc. but registered learners will be kept informed as information is released to AFM.)**



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 virtual 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.

## ATTENDANCE



From 2021, all Public courses will be presented in a virtual classroom via *Microsoft Teams*. There will thus be **no physical lecture attendance**.

NB! Learners will require the following for successful online lecture attendance:

- a **stable and reliable** Internet connection
- being **fully computer (device) literate**
- a **suitable device** that can accommodate full-day virtual lecture attendance, with sound and voice capabilities to allow for class participation
  - the device should also be able to accommodate online examinations and invigilation via video (A smartphone is not advisable for this purpose and AFM suggests that the learner uses a laptop computer or desktop with speakers and webcam functionality, which is available for their sole use on lecture/examination days)
- **adequate back-up power supply** for both the device and the Internet connection, to ensure that lectures/exams are not missed due to circumstances such as power interruptions etc.



**Lectures will start at 8:30 and conclude roundabout 16:00.**

## COST



The full course fee is **R21 856.52** excl. VAT (R25 135 incl. VAT) per person in 2021. (Please note that these rates apply to AFM's public virtual classroom courses. Please contact AFM for **in-house course fees**, relevant to employer-specific courses at the premises of your company.)

A financial calculator is used during the course and learners are required to 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.

## BOOKING & REGISTRATION PROCEDURE

The closing date for registration is 22 January 2021

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 resumé

AFM Contact details for applications
E-mail: <a href="mailto:info@academyfm.co.za">info@academyfm.co.za</a>
Tel: (011) 782-2868

- 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 2021** (Payment will not be accepted in lieu of an official invoice having 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 2021, 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 - 2021)**

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:

ID no:	Title:
First names:	Last Name:
Nationality:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Home Language:	Marital status:
Equity status: Black: African <input type="checkbox"/> Black: Coloured <input type="checkbox"/> Black: Indian/Asian <input type="checkbox"/> White: <input type="checkbox"/> Other/Unknown: <input type="checkbox"/>	Disability status: None: <input type="checkbox"/> Physical: <input type="checkbox"/> Communication: <input type="checkbox"/> Sight: <input type="checkbox"/> Other (specify): <input type="checkbox"/>
Employer: Name:	Employer address:
<b>Compulsory:</b> VAT no. (If applicable):	Postal code:
Entity to be invoiced:	Position in company:
Department / business unit:	Payroll no.:
Work phone no:	Cell no:
Primary e-mail address:	Fax no:
Second e-mail address:	
Home address:	Postal address:
Postal code:	Postal code:
<b>Previous education (please supply certified copies):</b> • School education: Level passed:  Year:	• Tertiary education: Highest qualification passed:  Institution and year:

**NB!**

Please e-mail the completed **application form**, **copy of ID** and **proof of highest tertiary qualification attained** to the relevant contact detail as supplied above. **AFM reserves the right to discontinue any course due to insufficient interest. Also note that cancellation conditions & terms apply should you withdraw from the course. Contact AFM for more details on cancellations.**

I herewith apply to enter and agree with the conditions stipulated in this document:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_