



**LEARNERSHIP: OCCUPATIONAL CERTIFICATE  
FINANCIAL MARKETS PRACTITIONER**

LEARNERSHIP NUMBER 01/Q010044/00120/7

**APPLICATION: APPROVAL AS WORKPLACE PROVIDER**

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## INTRODUCTION

The Occupational Certificate: Financial Markets Practitioner (FMP) has been developed to provide learners with entry-level knowledge, practical skills and experience in key functions in the financial markets.

The FMP qualification consists of three components, namely knowledge, practical skills and work experience.

The focus of the work experience is on providing the learner with the opportunity to acquire context, knowledge and exposure to the work environment.

### **RECOGNITION OF APPROVAL BY FASSET AND/OR PROFESSIONAL BODY**

Workplaces that are already accredited by a quality council or approved by professional bodies or FASSET to offer the work experience components of occupational qualifications or learnerships and that have had learnerships in place in the previous two years may be deemed as meeting the general requirements for workplace approval. Such workplaces may only have to provide information in relation to the workplace experience offered for the applicable qualification.

### **RESPONSIBILITIES OF WORKPLACE PROVIDERS**

Workplace providers are required to engage learners in real work activities that will enable them to acquire the competencies specified in the curriculum. They must also attend to the general socialisation of the learners in the work environment and enable their development as professionals.

Learners are required to prepare a portfolio that provides evidence of their workplace learning and the portfolio has to be appraised by their mentors/supervisors confirming that the learner has achieved the required level of competence.

### **GUIDELINES FOR COMPLETION OF THE APPLICATION:**

The application must be submitted electronically to SAIS together with all relevant supporting documentation. Only applications that are correctly completed and submitted together with all the relevant supporting documentation will be considered. See checklist for documents to be submitted with an application.

### **THE COMPLETED APPLICATION AND SUPPORTING DOCUMENTS ARE TO BE RETURNED TO:**

ADDRESS: South African Institute of Stock Brokers (SAIS)  
ADDRESS: 51 West Street, Houghton, 2041  
ADDRESS: PostNet Suite 520, Private Bag X1, Melrose Arch  
CONTACT PERSON: Robyn Shapiro  
TELEPHONE NUMBER: 011 853 8700  
FAX: 011 853 8701  
EMAIL: [learnership@sais.co.za](mailto:learnership@sais.co.za)

The application form is divided as follows:

SECTION A :	ORGANISATION INFORMATION
SECTION B :	INFORMATION ON EXISTING WORKPLACE APPROVAL
SECTION C :	INFORMATION ON RESOURCES AND WORKPLACE PROGRAMMES
SECTION D:	INFORMATION FOR WORKPLACE PROVIDER APPROVAL
SECTION E:	INFORMATION ON LEARNERSHIP FACILITATORS
ANNEXURE C2:	LEARNING PROGRAMME (EXPERIENCE AND SUPPORTING EVIDENCE)

**NOTE:**

If your organisation is currently accredited by a quality council or approved by a professional body or FASSET to offer workplace learning as part of an occupational certificate or as a learnership, you are required to complete sections A, B and C and Annexure C2.

If your organisation is NOT currently accredited by a quality council or approved by a professional body or FASSET to offer workplace learning as part of the occupational certificate or as a learnership, you are required to complete sections A, C, D and Annexure C2.

If your organisation has arrangements with a learnership facilitator/training provider/s to manage the learnership on your behalf, you are required to also complete section E.

If, during the process of evaluation, further information is required, the applicant has a maximum of 2 months in which to provide the requested information. Thereafter, the full application will need to be re-submitted.

# SECTION A: ORGANISATION INFORMATION

TO BE COMPLETED BY ALL WORKPLACE PROVIDERS

Registered Name of Organisation

Trading Name of Organisation

(if different from above)

How is your Organisation incorporated (legal status)

*Required: Annexure A1*

Documentary proof of organisation's legal status (letter of authority/CK1 or CK2/Certificate of confirmation)

Sole Proprietorship

Company Registered in terms of the Companies Act

Government/Parastatal/Organ of the State

Non-profit company registered in terms of the Companies Act

Joint venture

Foreign company

Partnership

Statutory Body (established in terms of an act)

Other (please specify)

Organisation Registration Number

Income Tax Number

*Required: Annexure A2*

Tax clearance certificate issued by the South African Revenue Services

Vat Registration Number

Physical address

Postal address

Telephone Number			
Email Address			
Web Address			
Fax number (if applicable)			
Occupational Health & Safety Policy/Certificate <i>Required: Annexure A3</i>	YES	NO	
Are you currently accredited by a quality council or approved by a professional body or FASSET to deliver the workplace component of a learnership or occupational qualification? if YES , please provide details	YES	NO	
	Name of Quality Council/Professional Body/SETA		Name of learnership/qualification
With which SETA is your organisation registered?			
Skills development levy (SDL) number			
Does your organisation have an approved Workplace Skills Plan for the current year	YES	NO	Don't pay SDL
Authority Identification  Select the column that describes the business authority of your organisation enabling you to perform authorised activities  If your organisation does not fall within one of these categories select 'other' and specify details)  <i>Required: Annexure A4 exchange authority and/or license</i>	Authority Identification	Mark	Details of Licence and list of categories as authorised
	Authorised by an Exchange (local/international)		
	Licensed Financial Services Provider		
	Other (local/international)		

<b>Business classification</b>  Select the subsector that best describes the business activities of your organisation	<b>Business Classification</b>	Mark	<b>Explanation</b> (Provide short description of service)
	Financial markets e.g. equities, derivatives, bonds, OTC		
	Investment and portfolio management		
	Administration and settlement		
	Hedge funds		
	Asset management		
	Other		

<b>Product Identification</b>  Please indicate which products are offered by your organisation	<b>FINANCIAL MARKET PRODUCTS (spot or cash)</b>	Mark	<b>FINANCIAL MARKET PRODUCTS (derivatives)</b>	Mark
	Foreign exchange market		Foreign exchange market	
	Money market		Money market	
	Bond and long term debt market		Bond and long term debt market	
	Equity market		Equity market	
	Commodities market		Commodities market	
	Other (explain)			

<b>Organisation size</b>  How many people does your organisation employ?
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<b>Years in Business/Trading</b>  How long has your organisation been operating?
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**CONTACT PERSON (primary)**

Please provide the details of the person/s responsible for the workplace approval application of the organisation

Name
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Position
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Telephone Number
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Physical address

Postal address

Cell number

Email address

Fax number

**CONTACT PERSON (secondary)**

Name

Position

Telephone Number

Physical address

Postal address

Cell number

Email address

Fax number



## SECTION B: INFORMATION ON EXISTING WORKPLACE APPROVAL

TO BE COMPLETED BY APPLICANTS WHO ARE CURRENTLY ACCREDITED BY A QUALITY COUNCIL OR APPROVED BY A PROFESSIONAL BODY OR FASSET FOR WORK EXPERIENCE AND/OR LEARNERSHIPS

Please provide the following details pertaining to the learning programmes for which you are approved. Please provide as Annexure B1 proof of your current workplace approval status.

Qualification/Learnership Name	Qualification ID (as registered on the NLRD)	NQF level	Quality assurance body	Approval end date

SAIS Checklist	Tick	Comments
Approval status verified		

# SECTION C: INFORMATION ON RESOURCES AND WORKPLACE LEARNING PROGRAMME

TO BE COMPLETED BY ALL APPLICANTS

Please provide the following information in respect of the workplace component of the Occupational Certificate: Financial Markets Practitioner

## C1 Organisation resources

### a) Learner placement

Please explain where in your organisation the learner(s) will be placed. Please include

- The size of and a description of the financial markets activities handled by the specific division(s) in which the learners will be placed
- The number of learners to be allocated to each division
- The number of financial market practitioners performing supervision and/or mentorship roles

(The supervisor and mentor may be the same person.)

<i>SAIS Checklist</i>	Tick	Comments
The size of the division is suitable for number of learners		
The activities in the divisions provide the required exposure to the financial markets		
The number of practitioners and/or supervisors per learner is sufficient		

**b) Financial market practitioners (qualifications and experience)**

Please list the information of the financial market practitioner/s who will be responsible for supervising and guiding learners during their work placement.

Please attach as **Annexure C1** CVs of the financial markets practitioners and mentors

NAME	Division and position in organisation	Highest educational qualification	Years experience in the financial markets	Activities for which person will be responsible

SAIS Checklist	Tick	Comments
The financial market practitioners are appropriately qualified and experienced to perform the mentorship/supervision role		

**C2 Workplace learning programme and resources**

a) Please complete Annexure C2 - The workplace learning programme applicable to the **Occupational Certificate: Financial Markets Practitioner** (including people, processes and systems) available to learners

SAIS Checklist	Tick	Comments
<ul style="list-style-type: none"> <li>• The programme clearly states how                             <ul style="list-style-type: none"> <li>○ Learners will be exposed to a range of experiences and practices</li> <li>○ Provision is made for meaningful participation of learners in organisational processes</li> <li>○ The learning programme is integrated with business processes and events</li> <li>○ Provision is made for learners' participation in team-based work processes and activities and</li> <li>○ Provision is made for personal and professional development</li> </ul> </li> <li>• Key performance indicators are identified</li> <li>• Performance management mechanisms are in place (performance/development and remedial action)</li> <li>• Supervision and/or mentoring programme is in place</li> <li>• Resources available to the learners (people, processes and systems) are described</li> </ul>		

**b. Learner induction**

Please provide a copy of the learner induction programme in Annexure C3 (including induction on curriculum and organisation)

SAIS Checklist	Tick	Comments
The induction programme clearly states the learning outcomes (according to the curriculum of the Occupational Certificate: Financial Markets Practitioner) that need to be attained during the period of work placement.		
The induction programme includes an overview of the organisation:		
<ul style="list-style-type: none"> <li>• focus areas</li> </ul>		
<ul style="list-style-type: none"> <li>• activities</li> </ul>		
<ul style="list-style-type: none"> <li>• products</li> </ul>		
<ul style="list-style-type: none"> <li>• policies and procedures.</li> </ul>		

**c) Learner code of conduct and discipline**

Please include the organisation’s code of conduct as Annexure C4 and describe how this is communicated to learners together with the required industry/professional codes of conduct.

SAIS Checklist	Tick	Comments
<ul style="list-style-type: none"> <li>• The organisation ensures that their code of conduct (values and philosophy) including policies and procedures are communicated to learners.</li> </ul>		
<ul style="list-style-type: none"> <li>• The organisation ensures that learners are familiar with and adhere to professional and industry codes of conduct.</li> </ul>		

**d) Learner progress and performance**

Please provide a description of learner support provided by your organisation (eg learner performance, progress, improvement and mentor interactions) and where evidence of these activities and interactions is retained (learner management system):

**e) Evaluation and monitoring learnership programme**

Please provide a short description of how the organisation will evaluate and monitor the learnership programme

SAIS Checklist	Tick	Comments
Evaluation of workplace practices:- <ul style="list-style-type: none"> <li>• The frequency and range of activities will be monitored</li> <li>• A statement of work experience will be issued</li> <li>• The logbook will be completed on a regular basis and will be signed off.</li> </ul>	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

**f) Record keeping**

Please provide a description of the learner recordkeeping system and procedures and include your recordkeeping policy as Annexure C5

SAIS Checklist	Tick	Comments
Recordkeeping is sufficient particularly in respect of access, confidentiality and backup processes	<input type="checkbox"/>	

### C3 Financial systems and financial policies

#### a) Financial policies

Please provide your organisation's graduate/learnership policies reflecting your organisations financial responsibilities/undertakings regarding the learnership as Annexure C6 and learnership/training budget for the current financial year as Annexure C7

SAIS Checklist	Tick	Comments
Sufficient financial resources have been allocated to the learnership (budget)		
Financial policies are clear on the financial responsibilities of the organisation and the learner in respect of :		
<ul style="list-style-type: none"> <li>• Payment or co-payment (if required) of tuition fees</li> </ul>		
<ul style="list-style-type: none"> <li>• Payment of learner stipends (if applicable)</li> </ul>		
<ul style="list-style-type: none"> <li>• Repayment in the event of non-completion of the learnership (or other circumstances as may be applicable to the organisation)</li> </ul>		
<ul style="list-style-type: none"> <li>• Credit options (if required or applicable)</li> </ul>		

#### b) Financial viability

Please provide a copy of the latest financial statements or a letter from your auditors confirming the financial viability of your organisations as Annexure C8

SAIS Checklist	Tick	Comments
The organisation is currently financially viable		

## SECTION D: INFORMATION FOR WORKPLACE PROVIDER APPROVAL

TO BE COMPLETED BY ALL WORKPLACE APPLICANTS WHO ARE NOT APPROVED BY A PROFESSIONAL BODY OR FASSET

### D1 Human resource practices

#### a) Recruitment and selection

Briefly describe your organisation's recruitment and selection practices. If you have a formal recruitment and/or selection policy, attach to the application as Annexure D1

<i>SAIS Checklist</i>	Tick	Comments
Recruitment and selection procedures are fair and transparent		
Selection procedures are in line with Labour Relations Act		

**b) Disciplinary and grievances**

Briefly describe how disciplinary actions and grievance processes are managed in your organisation. Please attach policies as Annexure D2. Indicate how these policies and procedures are communicated in the organisation

<b>SAIS Checklist</b>	<b>Tick</b>	<b>Comments</b>
Disciplinary and grievance policies include clear and fair mechanisms		
Policies and procedures are clearly communicated to employees and learners		



## SECTION E: INFORMATION ON LEARNERSHIP FACILITATOR

TO BE COMPLETED BY ORGANISATIONS USING EXTERNAL PROVIDERS TO FACILITATE THE LEARNERSHIP

### E1 Facilitator learnership practices

#### a) Facilitator details

Name of Facilitator

#### b) History and experience

Briefly describe the facilitators' previous involvement with and experience in the administration of learnerships.

<i>SAIS Checklist</i>	Tick	Comments
Years in industry		
Learnership facilitation experience		

**c) Learnership strategy**

Briefly explain the specific role that the facilitator will play and how the facilitator will ensure that the workplace component of the curriculum will be covered.

<i>SAIS Checklist</i>	<b>Tick</b>	<b>Comments</b>
Learnership strategy aligned to curriculum		
Learnership facilitation experience		
Learnership strategy aligned to organisation		

**d) Organisation-facilitator agreement/contract**

Please attach your agreement/contract with the facilitator as Annexure E1

<i>SAIS Checklist</i>	<b>Tick</b>	<b>Comments</b>
Agreement/Contract		
Signed and authorised by organisation		

# DECLARATION AND UNDERTAKING

I, the undersigned, being authorised on behalf of \_\_\_\_\_ (organisation) wish to apply for approval to be an approved Workplace Provider with SAIS.

I confirm that \_\_\_\_\_ (organisation) meets the SAIS criteria and that \_\_\_\_\_ (organisation) is able to offer the work experience that fulfils the requirements outlined in the curriculum.

I undertake to advise SAIS of any changes that may adversely impact on \_\_\_\_\_ (organisation) and will affect the ability of the organisation to perform the responsibilities of a workplace provider.

I confirm that \_\_\_\_\_ (organisation) is committed to:

	YES	NO
Recruit and select learners for the learnership programme		
Provide the learners with the necessary access to workplace experience, supervision, guidance and assistance		
Provide training on work experience modules (including scope of work) and facilitate linkages to the knowledge and practical skills components of the qualification		
Enable the learners to attend classes as required by the knowledge and practical skills providers		
Ensure that the learning is aligned to the curriculum of the Occupational Certificate: Financial Markets Practitioner		
Provide support to the learner(s) (when required)		
Inform SAIS immediately of any changes in the organisation that may have an effect on the placement and work experience of the learners		
If learners are placed on learnership, all learner details including learnership agreements are to be provided to SAIS who will facilitate registration with relevant SETAs		
Comply with the SETA learnership requirements (contracts, process and procedures)		
Confirm availability for site visits (within a one week notice period) and provide all the necessary information and details as stipulated by SAIS		

Signed on \_\_\_\_\_ (date) at \_\_\_\_\_ (place)

SIGNATURE \_\_\_\_\_ WITNESS \_\_\_\_\_

# CHECKLIST: APPLICATION TO BE COMPLETED AND DOCUMENTS TO BE SUBMITTED AND ATTACHED TO THIS APPLICATION

Please indicate which documents are attached and what is completed in this application

	Included
<p><b>FOR ALL APPLICANTS APPLYING FOR SAIS APPROVAL AND QCTO ACCREDITATION THE FOLLOWING MUST BE PROVIDED -</b></p> <p><b>SECTION A: ORGANISATION INFORMATION</b></p> <p>Annexure A1 - Documentary proof of the organisation’s legal status (e.g. letter of authority/ CK1 or CK2/Certificate of confirmation)</p> <p>Annexure A2 - Valid tax clearance certificate issued by the South African Revenue Services or proof of tax exempt status</p> <p>Annexure A3 - Occupational Health and Safety policy or certificate</p> <p>Annexure A4 - Copy of exchange authority and/or license</p> <p><b>SECTION B: INFORMATION ON EXISTING WORKPLACE APPROVAL</b></p> <p>Annexure B1 - Proof of current accreditation (quality council, professional body, FASSET or other)</p> <p><b>SECTION C: INFORMATION ON RESOURCES AND WORKPLACE LEARNING PROGRAMME</b></p> <p><b>C1 – Organisation resources</b></p> <ul style="list-style-type: none"> <li>a) Completed on application – learner placement – size, description of divisions (including activities), number of learners and practitioners</li> <li>b) Annexure C1 and completed on application – CV’s of financial market practitioners/mentors</li> </ul> <p><b>C2 – Workplace learning programme and resources</b></p> <ul style="list-style-type: none"> <li>a) Annexure C2 – The workplace learning programme</li> <li>b) Annexure C3 – Learner induction programme</li> <li>c) Annexure C4 - Code of conduct</li> <li>d) Completed on application – Learner progress and performance</li> <li>e) Completed on application – evaluation and monitoring learnership</li> <li>f) Annexure C5 and completed on application – recordkeeping</li> </ul> <p><b>C3 – Financial systems and financial policies</b></p> <ul style="list-style-type: none"> <li>a) Annexure C6 – learnership financial policy/responsibilities and undertaking Annexure C7 – Learnership/training budget for current financial year</li> <li>b) Annexure C8 – Annual financial statement/letter from auditor confirming financial viability</li> </ul>	

**SECTION D: INFORMATION FOR WORKPLACE PROVIDER**

**D1 – Human Resource Practices**

- a) Annexure D1 and completed on application – recruitment and selection
- b) Annexure D2 and completed on application – disciplinary and grievances

**SECTION E: INFORMATION ON LEARNERSHIP FACILITATION**

- a) Completed on application – name of facilitator
- b) Completed on application – history and experience
- c) Completed on application – learnership strategy
- d) Annexure E1 – organisation-facilitator agreement/contract

Declaration and undertaking (signed)

## ANNEXURE C<sub>2</sub>: WORKPLACE STRATEGY AND PROGRAMME

Listed below are the Work Experience Modules of the Occupational Certificate: Financial Markets Practitioner. These modules are prescribed in the curriculum document of the qualification.

NUMBER	TITLE	NQF LEVEL	CREDITS
241204WE00001	Produce and present internal market reports	6	5
241204WE00002	Compile client profile based on established client needs	8	5
241204WE00003	Witness various trading activities	7	5
241204WE00004	Perform financial markets administrative functions	5	5
241204WE00005	Identify financial corporate events and indicate its effect on the market	7	5

Please complete the table below and indicate how the workplace programme offered by your organisation is aligned to the Occupational Certificate: Financial Markets Practitioner

### THE FOLLOWING IS REQUIRED:

1. Details of your organisational workplace learning programme.
2. Clear explanations of how the tasks, events, processes and procedures align to the Occupational Certificate: Financial Markets Practitioner by including the following requirements in the table below:-
  - Technical and non-technical applications
  - Supervision process and practices (responsibilities of supervisor and mentor)
  - Performance management practices
  - Administration and reporting practices

	<p style="text-align: center;"><b>PLACEMENT</b></p> <p>Where in the organisation will the learner be placed for this part of the programme?</p> <p>Indicate if learner will be working on a specific system and the access to resources that he/she will have.</p>	<p style="text-align: center;"><b>ACTVITIVES AND/OR TASKS</b></p> <p>Describe the work context (people, processes and systems) to enable activities and tasks to be performed by the learner</p>	<p style="text-align: center;"><b>COMPILATION AND SUPPORTING EVIDENCE</b></p> <p>Describe the evidence that the learner will be required to present for example: Written reports, presentations, client interviews, written reviews, details of activities.</p>
<p><b>MODULE 1</b></p> <p><b>PRODUCE AND PRESENT INTERNAL MARKET REPORTS</b></p> <p>To enable learners to compile and produce:</p> <p>Internal written market reports and make presentations on market movements (local and international)</p>			
<p><b>MODULE 2</b></p> <p><b>COMPILE CLIENT PROFILE BASED ON ESTABLISHED CLIENT NEEDS</b></p> <p>To enable learners to:</p> <p>Conduct client interviews, develop client profiles based on established client needs taking into account variation of product, legislation and advice in respect of the following markets - equities, derivatives, money market and foreign exchange</p>			
<p><b>MODULE 3</b></p> <p><b>WITNESS VARIOUS TRADING ACTIVITIES</b></p> <p>To enable learners to :</p> <p>Shadow/observe various trading activities and gain a full understanding of the end to end process</p>			

	<p style="text-align: center;"><b>PLACEMENT</b></p> <p>Where in the organisation will the learner be placed for this part of the programme?</p> <p>Indicate if learner will be working on a specific system and the access to resources that he/she will have.</p>	<p style="text-align: center;"><b>ACTIVITIES</b></p> <p>Describe in broad terms the activities/tasks that the learner will perform.</p>	<p style="text-align: center;"><b>SUPPORTING EVIDENCE</b></p> <p>Describe the evidence that the learner will be required to present for example: Written reports, presentations, client interviews, written reviews, details of activities.</p>
<p><b>MODULE 4</b></p> <p><b>PERFORM FINANCIAL MARKETS ADMINISTRATIVE FUNCTIONS</b></p> <p>To enable learners to:</p> <p>Understand, be able to apply and process administration functions relating to financial markets (end to end)</p>			
<p><b>MODULE 5</b></p> <p><b>IDENTIFY FINANCIAL CORPORATE EVENTS AND INDICATE THEIR EFFECTS ON THE MARKET</b></p> <p>To enable learners to:</p> <p>Identify different corporate events and explain the selection criteria used and the possible effect of the corporate action on selected portfolios</p>			



## APPROVAL REPORT FOR SAIS USE ONLY

Name of organisation  
applying for workplace  
approval

Date of application

Name of evaluator

Person/s interviewed

Date of evaluation

Date of site visit

Location of site visit

Documents collected

Findings

Recommendations

Approval status  
recommended

Approval status granted

Approval letter submitted to  
organisation

Signature

Date