



# **Assessment Site Application Form**

## **Occupational Certificate: Financial Markets Practitioner**

SAQA ID: 117238

## 1. Introduction

The South African Institute of Stockbrokers (SAIS) is the professional body for stockbrokers and other financial markets professionals. It not only represents members but is also the industry representative. The role of the SAIS is to set and maintain the qualification standards for stockbrokers and other financial markets professionals. Ensuring that professionals have the requisite knowledge and skills is a further aim, as is ensuring that, knowledge and skills remain current and relevant. The guiding principles of the SAIS are:

- Protect the public;
- Maintain public confidence in the profession; and.
- Uphold proper standards of conduct in the profession.

The SAIS is committed to transformation of the Financial Markets Industry, both demographically and from a regulatory perspective. This commitment to transformation will help ensure a fairer and more equitable environment. This is effected through the categories of membership and multiple designations.

### 1.1 *Occupational Certificate: Financial Markets Practitioner (SAQA ID: 117238)*

The Occupational Certificate: Financial Markets Practitioner (FMP) is aimed at providing learners with entry-level knowledge, practical skills and experience in key functions in the financial markets. The FMP qualification consists of three components:

- Knowledge;
- Practical skills; and
- Work experience.

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

### 1.2 *The Role of the SAIS*

The SAIS is the Assessment Quality Partner (AQP) for the FMP. As such, it is responsible for setting the External Integrated Summative Assessment (EISA). The EISA is a cumulative examination that integrates the theory, practical and workplace components.

As the AQP, the SAIS accredits assessment sites for the purpose of delivering the EISA.

## 2. Organisational Information:

Please provide the following information:

2.1 *Registered name of organisation*

2.2 *Trade name of organisation*

2.3 *Assessment site contact number*

- 2.4 *Assessment site physical address*
- 2.5 *Type of organisation:*
  - 2.5.1 *Public education provider;*
  - 2.5.2 *Private education provider;*
  - 2.5.3 *Full time assessment centre; or*
  - 2.5.4 *Other*
- 2.6 *VAT Registration number*
- 2.7 *Person responsible for this application and contact details.*

### **3. Accreditation Status**

- 3.1 If the organisation is *currently* accredited as an assessment site, please provide the following information:
  - 3.1.1 *Name of accrediting organisation;*
  - 3.1.2 *Accreditation number (if applicable);*
  - 3.1.3 *Qualifications / assessment for which accredited; and*
  - 3.1.4 *Assessment timeframes*
- 3.2 If the organisation is not an accredited assessment site, please provide an explanation of the experience with the administration of assessments.

### **4. Assessment Facilities and Resources**

- 4.1 Please indicate the
  - 4.1.1 number of assessment rooms;
  - 4.1.2 maximum number of candidates that can be accommodated per assessment room;
  - 4.1.3 number, name and qualifications of invigilators with more than 3 years invigilation experience; and
  - 4.1.4 number, name and qualifications of invigilators with less than 3 years invigilation experience.
- 4.2 Please provide the organisations invigilation procedures / processes.
- 4.3 Please provide a short description of the security measure and facilities available for the safe storage of examination question papers and completed examinations scripts.

### **5. Accessibility of Premises**

Please provide information on the following:

- 5.1 Accessibility to public transport;
- 5.2 Parking; and
- 5.3 Access for people with disabilities.

## **6. Evaluation of Examination Facilities**

Please provide information on the following:

- 6.1 Safety of entrances and exits;
- 6.2 Access for people with disabilities;
- 6.3 Individual restroom facilities;
- 6.4 Refreshment areas;
- 6.5 Occupational safety;
- 6.6 Electrical safety;
- 6.7 Ventilation;
- 6.8 Noise levels; and
- 6.9 Size of desks.

## **7. Health and Safety**

Please provide information on the organisations Occupational Safety and Health plan/s

## **8. Examination Room/s**

Please provide information on the following:

- 8.1 How examination room seating arrangements prevent cheating;
- 8.2 How the examination room seating arrangements ensure the invigilator has a clear view of each candidate;
- 8.3 How the examination room is free from distractions or for candidates;

**Please submit the requested information to:**

Romaana McKinnon

[Romaana@sais.co.za](mailto:Romaana@sais.co.za)

## **9. Application Evaluation**

All submissions will be evaluated within 4 weeks of receipt of a completed application.