



The South African Institute of Stockbrokers

Occupational Certificate: Financial Markets Practitioner (FMP)

SAQA ID: 117238

NQF Level 7

Learnership no.: 01/Q010044/00/120/7

Employer and Learner Guide

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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.

Consequently, the SAIS has developed the Financial Markets Practitioner (FMP), an entry level qualification, for those wishing to move into this sector. In addition, a learnership has been registered against this qualification. The learnership is registered through the Financial and Accounting Sector Education and Training Authority (FASSET).

The qualification provides learners with knowledge, practical skills and workplace experience which will greatly enhance their employability in the financial markets. The registration of the qualification as a learnership will allow employers to access the various benefits associated with learnerships, regardless of the Sector Education Training Authority (SETA) with which they are registered. Employers are encouraged to engage with their organisation's Skills Development Facilitator (SDF) or their SETA, to establish the benefits they can access.

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

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

2. The Purpose of the Occupational Certificate: Financial Markets Practitioner (FMP)

An Occupational Qualification is defined in the Skills Development Act (1997 as amended) as a qualification that is associated with a trade, an occupation or a profession, resulting from work-based learning and consisting of knowledge, practical and work experience unit standards.

Only once all three of these components have been completed, can learners complete the External Integrated Summative Assessment (EISA). A successfully completed EISA is required in order to obtain the qualification. Once the OC: FMP has been obtained successful candidates are eligible to apply for the designation CFMP(SA)- Certified Financial Markets Professional (South Africa).

Financial Markets Practitioners provide services across various functions in the stockbroking and investment environments. They are involved in the take-on of clients, the assessment of clients' investment needs, the development of suitable investment portfolios, trading and settlement of financial markets transactions, the management of corporate actions and the monitoring and re-balancing of portfolios. Learners cover the following:

2.1 Knowledge modules

The Knowledge modules will provide the learner with the correct theoretical underpinnings and understanding of concepts in the financial markets.

Module	NQF Level	Credits
Introduction to Financial Markets	NQF Level 6	5
Asset Class - Equities Securities	NQF Level 7	12
Asset Class - Interest Bearing Securities	NQF Level 7	8
Asset Class - Derivative Securities	NQF Level 7	5
Asset Class - Alternative Securities	NQF Level 7	5
Basic Economics	NQF Level 7	10
Asset Class - Foreign Exchange	NQF Level 7	3
The Regulation of the Financial Markets	NQF Level 7	12
Client Service and Investment Advice	NQF Level 7	12
Trading	NQF Level 7	10
Settlement of financial markets transactions	NQF Level 7	10
Corporate Actions	NQF Level 7	7
Investment Vehicles	NQF Level 6	5

2.2 Practical Modules

The practical modules will allow the learner to put the theory into practice. This will most often take place in a simulated environment.

Module	NQF Level	Credits
Analyse, evaluate and review equity securities for investment purposes	NQF Level 7	8
Analyse, evaluate and review interest bearing securities for investment purposes	NQF Level 7	3
Apply economic knowledge to the investment environment	NQF Level 7	3
Examine the regulatory and legislative landscape applicable to financial markets NQF	NQF Level 7	3
Prepare investment advice in a simulated environment	NQF Level 7	8
Use a simulated trading system to apply trading knowledge	NQF Level 7	4
Explain the settlement process to a controlled and non-controlled client	NQF Level 7	3
Interpret corporate action announcements and process the resulting transactions	NQF Level 7	3
Apply the unitisation concepts	NQF Level 6	5

2.3 Work experience

Learners need to acquire actual experience in the workplace, in order to complete their eligibility criteria for the EISA. The work experience will provide the learner with the real, tangible implementation of the theory and the practical experience. It has the added benefit of providing the learner with work experience in the financial markets. *A minimum of 6 months' work experience is required.* Learners completing the OC: FMP are required to attain experience in 9 areas (7 compulsory and 2 elective), as follows:

Work Experience Areas		
Area	Compulsory	Elective
Prepare and present research reports	✓	
Do financial markets presentations	✓	
Evaluate the organisation's control environment	✓	
Evaluate a stock and prevailing market conditions for trading purposes		✓
Perform settlement activities	✓	
Complete clients' take-on processes	✓	
Perform a client needs analysis		✓
Re-balance client portfolios		✓
Prepare client feedback reports		✓
Perform administration of corporate actions	✓	

3. Skills Development Providers (SDPs)

Skills Development Providers (SDPs) are the organisations, accredited by the Quality Council for Trades and Occupations (QCTO), for the delivery of the knowledge and practical skills components of the OC: FMP. Essentially, the SDPs are the tuition providers for the qualification. These are the only organisations that can offer the knowledge and practical skills components of the qualification. Accredited SDPs are responsible for assessing Recognition of Prior Learning (RPL). The accredited SDPs can be found on the SAIS website at www.sais.co.za and the QCTO website www.qcto.co.za.

SDPs may set their own entry requirements provided that these requirements, at minimum, adhere to those set in the OC: FMP. Learners must ensure that they are aware of and meet the entry and any other requirements, as set by their preferred SDP. It is the learner and the employer's joint responsibility to ensure that their chosen SDP is accredited for the delivery of the OC: FMP.

4. Work Experience and Workplace Providers

In order to gain entry to the EISA and to complete the OC: FMP, work experience is required. This can only be gained at an accredited workplace. The AQP i.e. the SAIS, is responsible for accrediting workplaces. The workplace accreditation application can be found on the SAIS website at www.sais.co.za

Depending on the arrangement between the employer and the learner, as well as the way in which the SDP has structure their tuition, the work experience component and the knowledge and practical components can be completed simultaneously.

4.1 Employers

Once an employer has been approved as a workplace provider, they are responsible for recruiting learners. Learners should be treated as any other new employee, with the organisation's standard on-boarding taking place.

Learners will be required to prepare a portfolio that provides evidence of the workplace learning / experience gained at the employer. The workplace experience needs to align to the requirements of the qualification. The PoE must be evaluated and signed by one or all of the following individuals, depending on how the organisation has effected the implementation of the OC: FMP:

- Workplace mentor; and/or
- Workplace supervisor.

The workplace must issue the learner with a Statement of Work Experience, signed by the mentor/ supervisor, who will confirm the satisfactory completion of the workplace component of the curriculum. This Statement Work Experience must conform to the SAIS guidelines as stipulated in the Workplace Provider Accreditation criteria.

The Workplace Provider Application form can be found on the SAIS website at www.sais.co.za.

4.2 Learners

In order to gain entry to the EISA, learners will need to complete the compulsory workplace component. Learners must ensure that either their employer has been approved as a workplace by the SAIS or that they find employment at an approved workplace. The SAIS does not place learners into employment for the purposes of completing the qualification.

Learners will be required to complete a Portfolio of Evidence (PoE). Learners must have a PoE that confirms that the required experience at the required level of competence has been attained. Learners can re-submit their PoEs (keeping in mind the organisation's policies) as many times as is necessary. However, this must be submitted to the SAIS by the stipulated deadlines, in order for the learner to gain access to the EISA.

5. Learnership

The OC: FMP is registered as a learnership through the Finance and Accounting Sector Education and Training Authority (FASSET). Employers that elect to make use of the learnership vehicle can gain a number of benefits from their SETA for placing learners into a learnership.

In order to place a learner onto a learnership a work-based learning programme agreement must be concluded. There are two categories of learner, namely *previously employed* and *previously unemployed*. As defined by section 18 (1) of the Skills Development Act (SDA), No.97 of 1998 (as

amended), *previously employed* typically refers to current employees of the organisation. Section 18 (2) of the SDA defines previously *unemployed learners* as those *not previously employed by the organisation*.

In order to place a learner onto a learnership, the employer must sign an employment agreement with the learner, if they are not currently employed by the organisation, as well as a work-based learning programme agreement. The employment of current employees is not affected by the signing of a work-based learning programme agreement. Where previously unemployed learners are concerned, the employment agreement must be for the duration of the learnership, at minimum. On completion of the learnership, employers are under no obligation to employ the previously unemployed learner.

Learners and employers must remember that if learners are placed on the *learnership* that is registered against the OC: FMP, they are deemed to be normal employees. As such they must adhere to all of the required workplace policies and legalities. Once employed, learners have all same rights as any employee. The employer (workplace provider) is only obligated to employ the learner for the duration of the learnership. It must be borne in mind that employers are not obligated to put learners on a learnership. The OC: FMP can be completed outside of the learnership vehicle.

6. The External Integrated Summative Assessment (EISA)

The purpose of the EISA is to examine all of the learner's knowledge, in an integrated manner. Therefore, the EISA can only be written once the knowledge, practical and workplace components of the FMP have been successfully completed.

The EISA is set, administered and marked by the SAIS. The Quality Council for Trades and Occupations (QCTO) confirms the results and issues the certificate.

7. Membership

Learners who have successfully completed the OC: FMP, can apply to be members of the SAIS. They would be Associates of the Institute and carry the designation Certified Financial Markets Practitioner (CFMP).

In order to retain the designation, annual subscription fees are payable. CFMP(SA) need to subscribe to the SAIS Code of Conduct as well as meet annual Continuous Professional Development (CPD) requirements. The CPD guideline can be found on the SAIS website at www.sais.co.za.

Process of Completing the OC: FMP

