



Workplace Provider Application

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 (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.

1.2 The Role of the SAIS

The SAIS is the Assessment Quality Partner (AQP) for the OC: 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. The SAIS is also responsible for approving workplaces that will be providing the learners with the required practical experience.

2. WORKPLACE REQUIREMENTS

2.1 Workplace Approval

Employers that wish to offer the workplace component of the qualification/learnership need to be approved. The reason for approval is to ensure that they can provide the learner with the requisite experience and supervision. There also needs to be assurance that the workplace can provide the learner with the necessary guidance and mentoring.

If employers are wishing to provide the learners with workplace experience for the purposes of completing a learnership, a learnership agreement must be signed. The learnership agreement of the Sector Education Training Authority (SETA) with which the employer is registered must be signed and submitted to the SETA.

2.2 Employer Responsibilities

Employers are expected to engage learners in real work activities that will allow them to acquire the competencies, as set out in the OC: FMP curriculum workplace activities (see Annexure 1). It is also expected that the employer will sensitise the learner to the industry and provide them with the necessary support in their development as professionals.

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 (see Annexure 1). The learner's Portfolio of Evidence (PoE) must be signed off by an employer mentor / supervisor, who will confirm that the learner has attained the required level of competence. The workplace will also be required to complete the Statement of Work Experience (see Annexure 2).

Recognition of Prior Learning (RPL)

Accredited workplaces can provide the learner with a statement of work experience based on the work experience that the learner has already gained. The statement of work experience that is given for RPL learners must contain the following:

- An indication that the statement of work experience is based on RPL; and
- The RPL assessment of work experience must cover the work experience modules as contained in section B.

3. COMPLETING THE APPLICATION

The application submission requires the documents listed below:

3.1 **Section A: Organisation Particulars**

Use the cover sheet provided, to complete the required information and confirm the inclusion of the applicable supporting documents as outlined in this section.

3.2 **Section B: Workplace Resources**

Use the checklist provided, as a guide to compile the required information as outlined in this section. The checklist can be used as a cover sheet to confirm the inclusion of the various descriptions, policies, procedures and other supporting documents.

Section B of the application submission should follow the same section headers and numbering this checklist.

Should there be evidence/documentation which the employer cannot supply at the time of submission, the outstanding evidence/documentation must be submitted within a maximum of 6 weeks from the date of submission. After 6 weeks, the application will be rejected.

4. APPLICATION SUBMISSION

- The application and all supporting documentation must be emailed to the SAIS at learnership@sais.co.za.
- Supporting documentation must reflect the numbering in the application form e.g. Section B-1.1 iv a.
- The application should follow the same section headers and numbering as the application. Please do not omit any section.
- The evaluation of the workplace carries a [Workplace Accreditation Fee](#). The fee is payable before an evaluation can commence.
- Should there be outstanding documentation this must be submitted within a *maximum of 6 weeks* from the date of submission. After 6 weeks, the application will be rejected.

Section A: Organisation Particulars

Please use this cover sheet to complete the required information and confirm the supporting documentation as attached/included in Section A of the application.

Registered name of organisation		
Trading name (if applicable)		
Organisation's legal status		
Registration number		
Number of employees		
Number of years trading		
Tax number		
VAT Registration number (if applicable)		
Physical address		
Email address		
Telephone number		
Website		
Primary Contact		
<i>Full Name</i>		
<i>Email address</i>		
<i>Cell phone number/ direct number</i>		
Secondary Contact		
<i>Full Name</i>		
<i>Email address</i>		
<i>Cell phone number/ direct number</i>		
Supporting Documentation		
<i>Proof of legal status</i>	<input type="checkbox"/> Included	<input type="checkbox"/> Not applicable
<i>Tax clearance certificate</i>	<input type="checkbox"/> Included	
<i>Occupational Health and Safety Policy / Certificate</i>	<input type="checkbox"/> Included	
<i>Proof of SETA registration</i>	<input type="checkbox"/> Included	
<i>Proof of Skills Development Levy (SDL) number</i>	<input type="checkbox"/> Included	<input type="checkbox"/> Not applicable
<i>Proof of Workplace Approval / Accreditation by QCTO / Professional Body</i>	<input type="checkbox"/> Included	<input type="checkbox"/> Not applicable
<i>Proof of other Learnerships / professional qualifications for which the organisation is accredited</i>	<input type="checkbox"/> Included	<input type="checkbox"/> Not applicable

Section B: Workplace Resources

- Please use this checklist as a guide to complete the required information and confirm the supporting documentation as attached/included in Section B of the application.
- The application submission should follow the same section headers and numbering this checklist.

1 Organisational Resources

1.1. Ensure that the following areas have been provided/ addressed with regards to the <u>Learner Placement Within the Organisation</u>	
(i) the division in which the learner will be placed	<input type="checkbox"/>
(ii) the size of the division and the number of staff in the division	<input type="checkbox"/>
(iii) description of the financial market activities that are managed within the division, linking them to the work experience activities that the organisation will provide as the workplace provider	<input type="checkbox"/>
(iv) particulars of the individuals that will be supervising the learners	<input type="checkbox"/>
a. Name	<input type="checkbox"/>
b. Position within the organisation	<input type="checkbox"/>
c. Highest educational qualification	<input type="checkbox"/>
d. Years' experience in the financial markets	<input type="checkbox"/>
e. Activities over which learner supervision will be provided	<input type="checkbox"/>

2 Learnership Programmes Resources

2.1. Provide a copy of the <u>Learner Induction Programme</u> and ensure that the following areas are addressed.	<input type="checkbox"/>
(i) The learning outcomes covered by the organisation and as stated in the OC: FMP curriculum.	<input type="checkbox"/>
(ii) An organisational overview including:	<input type="checkbox"/>
a. Focus areas.	<input type="checkbox"/>
b. Activities.	<input type="checkbox"/>
c. Products.	<input type="checkbox"/>
d. Policies and procedures.	<input type="checkbox"/>
2.2. Provide a copy of the <u>Organisation's Code of Conduct and Disciplinary Procedures</u> and further ensure that the following areas are addressed.	<input type="checkbox"/>
(i) How the organisation's code of conduct is communicated to the learners.	<input type="checkbox"/>
(ii) Organisational processes for ensuring learners' familiarity with and adherence to the organisation's code of conduct.	<input type="checkbox"/>
(iii) If and how the SAIS' code of conduct is communicated to the learners.	<input type="checkbox"/>
2.3. With regards to Learner Progress and Performance, provide a description of the learner support provided. The description should include the following:	<input type="checkbox"/>
(i) How learner performance is managed.	<input type="checkbox"/>
(ii) How learner progress is tracked.	<input type="checkbox"/>
(iii) How learner interactions with mentors / coaches are managed.	<input type="checkbox"/>
(iv) How evidence of the above activities and general learner support is recorded.	<input type="checkbox"/>

Section B: Workplace Resources

- Please use this checklist as a guide to complete the required information and confirm the supporting documentation as attached/included in Section B of the application.
- The application submission should follow the same section headers and numbering this checklist.

2.4. Provide a description of the Learnership Evaluation and Monitoring. Ensure that the following has been included.	<input type="checkbox"/>
(i) How problem areas will be addressed.	<input type="checkbox"/>
(ii) The frequency and range of activities that will be monitored.	<input type="checkbox"/>
(iii) The frequency of logbook monitoring and sign-off.	<input type="checkbox"/>
2.5. Please describe the how the <u>learnership records will be kept</u> and as well as a copy of the organisation's record keeping policy, detailing:	<input type="checkbox"/>
(i) Access to the records.	<input type="checkbox"/>
(ii) Maintenance of confidentiality.	<input type="checkbox"/>
(iii) Back-up processes.	<input type="checkbox"/>
3 Financial Policies and Statements	
3.1. Provide the organisation's <u>financial policy</u> with respect to learners and learnerships. Ensure that the following has been addressed (where applicable)	<input type="checkbox"/>
(i) Organisation's responsibilities with respect to the learner.	<input type="checkbox"/>
(ii) Learnership / training budget.	<input type="checkbox"/>
(iii) Tuition fees.	<input type="checkbox"/>
(iv) Learner stipend (if applicable).	<input type="checkbox"/>
(v) Repayments (if applicable).	<input type="checkbox"/>
(vi) Credit facility (if applicable).	<input type="checkbox"/>
3.2. Provide a copy of <u>one of the following</u> :	
(i) Most recent audited financial statements; <u>or</u>	<input type="checkbox"/>
(ii) Auditor's letter confirming organisation's financial viability.	<input type="checkbox"/>
4 Human Resources	
4.1. Describe the organisation's <u>selection and recruitment</u> practices, with reference to:	
(i) Fairness and transparency.	<input type="checkbox"/>
(ii) The Labour Relations Act.	<input type="checkbox"/>
(iii) Provide a copy of the formal Selection and Recruitment Policy (if applicable).	<input type="checkbox"/>
4.2. Describe how the organisation's <u>disciplinary and grievance</u> procedures are managed. The description should address:	<input type="checkbox"/>
(i) Fairness and transparency.	<input type="checkbox"/>
(ii) Communication of the procedures to employees and learners.	<input type="checkbox"/>
(iii) Provide a copy of the disciplinary and grievance policies.	<input type="checkbox"/>

Section C: Work Experience Modules

This section details the required practical work experience to be provided by the employer.

- a. Learners completing the Financial Markets Practitioner learnership are required to attain experience in 9 areas (7 compulsory and 2 elective), as follows:

Work Experience 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	✓	
Prepare a statutory report for the organisation being regulated	✓	
Perform unit pricing for a portfolio		✓

- b. By submitting the application for accreditation as a workplace provider, the workplace provider confirms that it is able to provide the required practical workplace experience.
- c. Upon completion of the work experience, the employer will need to submit the statement of work experience (see annexure 2). This is regardless of whether the learner has completed all of the work experience activities or not.
- d. The statement of work experience is required for learners that have completed their work experience through RPL.

Annexure 1: Work Experience Areas

1. Prepare and present research reports (Compulsory)

1.1 Scope of Work Experience

The person will be expected to engage in the following work activities:

- a. Determine the scope of the research report depending on the intended audience
- b. Identify the relevant resources
- c. Analyse information
- d. Structure the research report including report abstract, introduction, methodology, discussion and results, conclusion and references.
- e. Present research report

1.2 Supporting Evidence

- a. Written report complying with given structure
- b. Mentor/Supervisor's assessment of the research report

2. Do financial markets presentation (Compulsory)

2.1 Scope of Work Experience

The person will be expected to engage in the following work activities:

- a. Identify a financial markets topic relevant to the organisation and audience within the workplace
- b. Research the topic and formulate the scope of the presentation
- c. Decide on the appropriate presentation format and structure
- d. Construct the presentation using appropriate presentation software
- e. Develop a presentation evaluation form for the use of the audience to assess business presentation in terms of structure, content, use of business language, delivery of presentation.
- f. Present to the audience

2.2 Supporting Evidence

- a. Copy of the presentation
- b. Assessments completed by audience
- c. Assessment of presentation by mentor/supervisor

3. Evaluate the organisation's control environment (Compulsory)

3.1 Scope of Work Experience

The person will be expected to engage in the following work activities:

- a. Identify an element of the organisation's control environment (e.g. policies and procedures)
- b. Evaluate the effectiveness of the organisation's controls based on market best practices and regulatory requirements
- c. Write an evaluation report or gap analysis based on the findings

3.2 Supporting Evidence

- a. Evaluation report
- b. Supporting documents evidencing the control environment
- c. Mentor/Supervisor's assessment of the evaluation

4. Evaluate a stock and prevailing market conditions for trading purposes (Elective)

4.1 Scope of Work Experience

The person will be expected to engage in the following work activities:

- a. Choose a stock to evaluate on a daily basis over a period of two months
- b. On a daily basis consider current market price, and market conditions and make a buy/sell/hold recommendation
- c. Provide justifications for your recommendations referencing research used

4.2 Supporting Evidence

- a. Report showing market price, trading recommendation and rationale
- b. Mentor/supervisor assessment of report

5. Perform settlement activities (Compulsory)

5.1 Scope of Work Experience

The person will be expected to engage in the following work activities:

- a. Select a trade to follow through the clearing and settlement process (e.g. trade for controlled (institutional) or non-controlled (retail) client or an OTC trade)
- b. Document the clearing and settlement process carried out

5.2 Supporting Evidence

- a. Report on the clearing and settlement process
- b. Mentor/supervisor assessment of report

6. Complete client take-on processes (Compulsory)

6.1 Scope of Work Experience

The person will be expected to engage in the following work activities:

- a. Select a new client in the organisation
- b. Identify internal client take-on processes (i.e. unique internal processes in compliance with relevant regulatory requirements)
- c. Perform client take-on process including the completion of all relevant documentation

6.2 Supporting Evidence

- a. Mentor/supervisor assessment of process completed

7. Perform a client needs analysis (Elective)

7.1 Scope of Work Experience

The person will be expected to engage in the following work activities:

- a. Select a new client in the organisation
- b. Obtain the relevant information from the client
- c. Prepare a client needs analysis report using the information obtained

7.2 Supporting Evidence

- a. Mentor/supervisor assessment of process completed

8. Re-balance client portfolios (Elective)

8.1 Scope of Work Experience

The person will be expected to engage in the following work activities:

- a. Obtain the original investment mandate and assess its current relevance (i.e. does the mandate still meet the client's needs and objectives?)
- b. Collect relevant current portfolio information and status
- c. Match portfolio asset class allocations to client's needs and objectives
- d. Match securities allocations within asset classes
- e. Adjust asset class and security allocations of current portfolio to comply with clients' needs and objectives

8.2 Supporting Evidence

- a. Mentor/supervisor assessment of process completed

9. Prepare client feedback report (Elective)

9.1 Scope of Work Experience

The person will be expected to engage in the following work activities:

- a. Analyse client types served by the organisation (retail, institutional, portfolio etc)
- b. Identify client feedback requirement for each type of client of the organisation
- c. Prepare a comprehensive report on the feedback requirements of one of the client types with an analysis of the reasons for the information provided to these clients

9.2 Supporting Evidence

- a. Mentor/supervisor assessment of the report

10. Perform administration of corporate actions (Compulsory)

10.1 Scope of Work Experience

The person will be expected to engage in the following work activities:

- a. For five different types of corporate actions in a selected client portfolio obtain the SENS announcement
- b. For each selected corporate action analyse the impact on the portfolio on all of the key dates and document a short summary.
- c. For each selected corporate action process the action through the investment accounting system and confirm the outcome matches the documented summary.

10.2 Supporting Evidence

- a. Impact summary document
- b. Portfolio report pre- and post-corporate actions

11. Prepare a statutory report for the organisation being regulated

11.1 Scope of Work Experience

The person will be expected to engage in the following work activities:

- a. Identify the types of statutory reports submitted by the organisation and the regulatory bodies to whom these reports are submitted
- b. Select one of the statutory reports
- c. Identify the information required for this report as well as the timing and extent of reporting
- d. Prepare the report under supervision

11.2 Supporting Evidence

- a. Statutory report
- b. Mentor/supervisor assessment of the report

12. Perform unit pricing for a portfolio

12.1 Scope of Work Experience

The person will be expected to engage in the following work activities:

- a. Select a unitised portfolio of listed equity securities (e.g. a unit trust portfolio)
- b. Identify the prices or calculate the valuations of securities in the portfolio
- c. Using a spreadsheet, strike the Net Asset Value (NAV) of the portfolio and calculate a unit price
- d. Create and liquidate units in the spreadsheet as appropriate
- e. Calculate the unit price daily for one week in the spreadsheet
- f. Show all relevant costs and charges for the portfolio

12.2 Supporting Evidence

- a. Spreadsheet with daily calculations

Annexure 2: Statement of Work Experience

Curriculum Code		241204-000-01-00
Curriculum Title		Financial Markets Practitioner
Learner Details	<i>Full Name</i>	
	<i>ID Number</i>	
Employer Details	<i>Organisation Name</i>	
	<i>Telephone Number</i>	
	<i>Email Address</i>	
	<i>Physical address</i>	
	<i>Supervisor Name</i>	

Curriculum Reference	Work Experience Activities	Date	Signature
WM-01-WE01	Prepare and present research reports		
	COMPULSORY		
	Scope of Work Experience The person will be expected to engage in the following work activities:		
WA0101	Determine the scope of the research report depending on the intended audience		
WA0102	Identify the relevant resources		
WA0103	Analyse information		
WA0104	Structure the research report including report abstract, introduction, methodology, discussion and results, conclusion, and references.		
WA0105	Present research report		
	Supporting Evidence		
SE0101	Written report complying with given structure		
SE0102	Mentor/Supervisor's assessment of the research report		

Curriculum Reference	Work Experience Activities	Date	Signature
WM-01-WE02	Do financial markets presentations	COMPULSORY	
	Scope of Work Experience The person will be expected to engage in the following work activities:		
WA0201	Identify a financial markets topic relevant to the organisation and audience within the workplace		
WA0202	Research the topic and formulate the scope of the presentation		
WA0203	Decide on the appropriate presentation format and structure		
WA0204	Construct the presentation using appropriate presentation software		
WA0205	Develop a presentation evaluation form for the use of the audience to assess business presentation in terms of structure, content, use of business language, delivery of presentation.		
WA0206	Present to the audience		
	Supporting Evidence		
SE0201	Copy of the presentation		
SE0202	Assessments completed by audience		
SE0203	Assessment of presentation by mentor/supervisor		
WM-01-WE03	Evaluate the organisation's control environment	COMPULSORY	
	Scope of Work Experience The person will be expected to engage in the following work activities:		
WA0301	Identify an element of the organisation's control environment (e.g. policies and procedures)		
WA0302	Evaluate the effectiveness of the organisation's controls based on market best practices and regulatory requirements		
WA0303	Write an evaluation report or gap analysis based on the findings.		
	Supporting Evidence		
SE0301	Evaluation report		
SE0302	Supporting documents evidencing the control environment		
SE0303	Mentor/Supervisor's evaluation		
WM-01-WE04	Evaluate a stock and prevailing market conditions for trading purposes	ELECTIVE	
	Scope of Work Experience The person will be expected to engage in the following work activities:		
WA0401	Choose a stock to evaluate on a daily basis over a period of two months		
WA0402	On a daily basis consider current market price, and market conditions and make a buy/sell/hold recommendation		
WA0403	Provide justifications for your recommendations referencing research used		

Curriculum Reference	Work Experience Activities	Date	Signature
	Supporting Evidence		
SE0401	Report showing market price, trading recommendation and rationale		
SE0402	Mentor/supervisor assessment of report		
WM-01-WE05	Perform settlement activities	COMPULSORY	
	Scope of Work Experience		
	The person will be expected to engage in the following work activities:		
WA0501	Select a trade to follow through the clearing and settlement process (e.g. trade for controlled (institutional) or non-controlled (retail) client or an OTC trade)		
WA0502	Document the clearing and settlement process carried out		
	Supporting Evidence		
SE0501	Report on the clearing and settlement process		
SE0502	Mentor/supervisor assessment of report		
WM-01-WE06	Complete client take-on processes	COMPULSORY	
	Scope of Work Experience		
	The person will be expected to engage in the following work activities:		
WA0601	Select a new client in the organisation		
WA0602	Identify internal client take-on processes (i.e. unique internal processes in compliance with relevant regulatory requirements)		
WA0603	Perform client take-on process including the completion of all relevant documentation		
	Supporting Evidence		
SE0601	Mentor/supervisor assessment of process completed		
WM-01-WE07	Perform a client needs analysis	ELECTIVE	
	Scope of Work Experience		
	The person will be expected to engage in the following work activities:		
WA0701	Select a new client in the organisation		
WA0702	Obtain the relevant information from the client		
WA0703	Prepare a client needs analysis report using the information obtained		
	Supporting Evidence		
SE0701	Mentor/supervisor assessment of process completed		

Curriculum Reference	Work Experience Activities		Date	Signature
WM-01-WE08	Re-balance client portfolios	ELECTIVE		
	Scope of Work Experience The person will be expected to engage in the following work activities:			
WA0801	Obtain the original investment mandate and assess its current relevance (i.e. does the mandate still meet the client's needs and objectives?)			
WA0802	Collect relevant current portfolio information and status			
WA0803	Match portfolio asset class allocations to client's needs and objectives			
WA0804	Match securities allocations within asset classes			
	Supporting Evidence			
SE0801	Mentor/supervisor assessment of process completed			
WM-01-WE09	Prepare client feedback report	ELECTIVE		
	Scope of Work Experience The person will be expected to engage in the following work activities:			
WA0901	Analyse client types served by the organisation (retail, institutional, portfolio etc)			
WA0902	Identify client feedback requirement for each type of client of the organisation			
WA0903	Prepare a comprehensive report on the feedback requirements of one of the client types with an analysis of the reasons for the information provided to these clients			
	Supporting Evidence			
SE0901	Mentor/supervisor assessment of process completed			
WM-01-WE10	Perform administration of corporate actions	COMPULSORY		
	Scope of Work Experience The person will be expected to engage in the following work activities:			
WA1001	For five different types of corporate actions in a selected client portfolio obtain the SENS announcement			
WA1002	For each selected corporate action analyse the impact on the portfolio on all of the key dates and document a short summary.			
WA1003	For each selected corporate action process the action through the investment accounting system and confirm the outcome matches the documented summary.			
	Supporting Evidence			
SE1001	Impact summary document			
SE1002	Portfolio report pre- and post-corporate actions			

Curriculum Reference	Work Experience Activities		Date	Signature
WM-01-WE11	Prepare a statutory report for the organisation being regulated	COMPULSORY		
	Scope of Work Experience The person will be expected to engage in the following work activities:			
WA1101	Identify the types of statutory reports submitted by the organisation and the regulatory bodies to whom these reports are submitted			
WA1102	Select one of the statutory reports			
WA1103	Identify the information required for this report as well as the timing and extent of reporting			
WA1104	Prepare the report under supervision			
	Supporting Evidence			
SE1101	Statutory report			
SE1102	Mentor/supervisor assessment of the report			
WM-01-WE12	Perform unit pricing for a portfolio	ELECTIVE		
	Scope of Work Experience The person will be expected to engage in the following work activities:			
WA1201	Select a unitised portfolio of listed equity securities (e.g. a unit trust portfolio)			
WA1202	Identify the prices or calculate the valuations of securities in the portfolio			
WA1203	Using a spreadsheet, strike the Net Asset Value (NAV) of the portfolio and calculate a unit price			
WA1204	Create and liquidate units in the spreadsheet as appropriate			
WA1205	Calculate the unit price daily for one week in the spreadsheet			
WA1206	Show all relevant costs and charges for the Portfolio			
	Supporting Evidence			
SE1201	Spreadsheet with daily calculations			