



**FURTHER EDUCATION AND TRAINING
(FETC): SHORT-TERM INSURANCE
(NQF 4)**

BROCHURE

2016

FURTHER EDUCATION AND TRAINING (FETC): SHORT-TERM INSURANCE (NQF 4)

The qualification covers short-term related learning and provides a framework for learners to develop competencies that will give them insight into the short-term insurance sub sector. It introduces a basic understanding of the key terms, rules, concepts and principles of the fields that will ready them for the industry.

WHAT WILL THE QUALIFICATION ENABLE YOU TO DO?

1. Learners who advise Short Term Commercial or Personal lines products.
2. Carry out basic research, information gathering, analysis and communicate it to a larger audience.
3. Offer advice in terms of current Determination of Fit and Proper Requirements for Financial Services providers.
4. Knowledge about behaviour and ethics in a work place environment, managing personal finance and tax.

WHO SHOULD ATTEND?

Learners employed in the short-term insurance industry and who give advice on Personal lines and/ or Commercial lines business.

THIS QUALIFICATION IS IDEAL FOR:

- Access to the Financial Services Industry.
- Entry level financial advisors.

OVERVIEW OF QUALIFICATION

FEE:

See [Skills Programmes Fees](#) below

STARTING DATE

No restriction

QUALIFICATION

Registered on the National Qualification Framework (NQF) and quality assured by INSETA

METHOD OF TRAINING

Facilitated learning, distance learning, online learning or blended learning

CLASS ATTENDANCE

Facilitated training – minimum of 15 candidates

QUALIFICATION DURATION

Minimum of 8 – 10 weeks per skills programme of ± 30 credits

ADMISSION REQUIREMENTS

No admission requirements

DATES

REGISTRATION DEADLINE:

No deadline

PAYMENT DEADLINE:

On registration per skills programme or full qualification

START DATE AND END DATE:

- Will individually be decided with registration.
- A skills programme takes approximately 8 – 10 weeks to complete.

SKILLS PROGRAMMES COVERED

The full qualification of 150 credits is divided into skills programmes of approximately 30 credits each:

- Each skills programme is an independent programme and one can enrol at any time for these skills programmes.
- This qualification is unit-standard based: Learners will receive credits for each skills programme they finish i.e. you do not have to finish the full qualification to receive credits.
- At least three skills programmes are compulsory.
- Two of the skills programmes are mathematics or mathematics literacy and communication literacy: Learners with a grade 12 certificate with mathematics and two languages present, will be granted possible exemption.
- A learner must choose between the Personal Lines and Commercial Lines skills programme.

Skills Programme 1 Personal Lines				
CODE	US/TITLE	CREDITS	LEVEL	TYPE
120008	Demonstrate knowledge and understanding of the insurance of pleasure craft	3	4	E
120011	Apply knowledge of personal all risks insurance	2	4	E
120015	Demonstrate knowledge and understanding of house owners insurance	3	4	E
120016	Apply knowledge insurance of household contents	4	4	E
120118	Underwrite a standard risk in short term personal insurance	6	4	E
120123	Process a short term insurance claim	3	4	E
120132	Apply knowledge of personal liability insurance	3	4	E
120136	Apply knowledge of Short Term Insurance to reinsurance	5	4	E
9302	Access information in order to respond to client enquiries in a financial services environment	2	4	E
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OR

Skills Programme 1 Commercial Lines				
CODE	US/TITLE	CREDITS	LEVEL	TYPE
9302	Access information in order to respond to client enquiries in a financial services environment	2	3	E
120110	Underwrite a standard risk in short term commercial insurance	10	4	E
120115	Apply technical knowledge and understanding of business insurance	10	4	E
120122	Apply knowledge of Short Term Insurance to the All Risks section of a commercial policy	2	4	E
120123	Process a short term insurance claim	3	4	E
120136	Apply knowledge of Short Term Insurance to reinsurance	5	4	E
		32		

Skills Programme 2 Personal and Commercial Lines				
CODE	US/TITLE	CREDITS	LEVEL	TYPE
114985	Indicate how different needs lead to the development of different Financial Service products	4	3	C
117117	Describe standard insurance cover in terms of SASRIA	4	4	C
117127	Describe and apply the basic principles of personal income tax	3	4	F
117156	Interpret basic financial statements	4	4	F
117158	Investigate ways of managing financial risk in own lives	5	4	F
119265	Manage risk in own work environment	2	4	C
120121	Apply technical knowledge and understanding of the cover provided under a Short Term Multi-Peril Insurance policy	5	4	C
120124	Demonstrate knowledge of insurable risk	3	4	C
120128	Apply the law of contract to insurance	3	4	C
		33		

Skills Programme 3 Personal and Commercial Lines				
CODE	US/TITLE	CREDITS	LEVEL	TYPE
13940	Demonstrate knowledge and application of ethical conduct in a business environment	4	4	C
120019	Analyse new developments reported in the media that could impact on Short Term insurance	10	4	C
120005	Demonstrate knowledge and understanding of personal motor insurance	4	4	C
119676	Apply the skills of customer care in a specific work environment	4	4	C
117133	Manage own work performance in relation to an organisation's performance management system	2	3	C
114943	Describe how to manage workplace relationships	2	3	C
113911	Use an electronic system as a tool in a financial services context	2	3	C
120127	Demonstrate knowledge and understanding of issues of compliance and non-activity that could result in civil or criminal liability in terms of business law	2	4	C
12164	Demonstrate knowledge and insight of the Financial Advisory and Intermediary Services Act (FAIS) (Act 37 of 2002)	2	4	E
		32		

Skills Programme 4 Mathematics				
CODE	US/TITLE	CREDITS	LEVEL	TYPE
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6	4	F
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	6	4	F
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4	F
		16		

***Note on Course 4:** Learners who passed mathematics or mathematical literacy as a subject in Grade 12 with symbols A-E may be granted 16 credits through concession against these fundamental unit standards at Levels 3 and 4.

Skills Programme 5 Communication & Additional South African Language				
ID	TITLE	CREDITS	LEVEL	TYPE
8969	Interpret and use information from texts	5	3	F
8976	Write for a wide range of contexts	5	4	F
8974	Engage in sustained oral communication and evaluate spoken texts	5	4	F
8970	Write texts for a range of communicative contexts	5	3	F
8973	Use language and communication in occupational learning programme	5	3	F
8975	Read analyse and respond to a variety of texts	5	4	F
8979	Use language and communication in occupational learning programme	5	4	F
8968	Accommodate audience and context needs in oral communication	5	3	F
		40		

***Note on Course 5:** Learners who passed English as a first or second language as a subject in Grade 12 with symbols A-E may be granted 20 credits through concession against the Communication Unit Standards at levels 3 and 4. Learners who passed an additional South African Language other than the language of business (English) as a first, second or third language as a subject in Grade 12 with symbols A-E may be granted 20 credits through concession against the

SKILLS PROGRAMMES COVERED

Skills programme 1 - Compulsory

Personal Lines

(31 credits)

The majority of these unit standards mainly consist of legislation, customer care, relationship building, and ethical conduct. A learner will have the knowledge, and understanding of: insurance of pleasure crafts, house owner insurance, household content, personal liability insurance, reinsurance and how to process short-term insurance claims.

OR

Skills programme 1 - Compulsory

Commercial Lines

(32 credits)

The majority of these unit standards are electives. A learner will learn to underwrite standard risk in Commercial Lines and have a good knowledge base of business insurance, all-risk section of business insurance and short-term reinsurance. They will also have an understanding of how to process a short-term insurance claim.

Skills programme 2 - Compulsory

(33 credits)

Learners will:

- Have knowledge of SASRIA and personal sales tax.
- Interpret basic financial statements.
- Manage financial risk personally and in the workplace.
- Apply and understand the cover provided under a Multi-Peril insurance policy and the law of contract to insurance.

Skills programme 3 - Compulsory

(32 credits)

Learners will demonstrate knowledge and understanding of personal motor insurance and ethical conduct, as well as analyse new developments that could impact on ST insurance, compliance services, customer care, use of an electronic system in ST insurance and an insight of the FAIS act.

Skills programme 4 - Elective

Mathematics

(16 credits)

Learners who have passed mathematics in grade 12 will possibly be granted exemption.

If you are not granted exemption, you will learn to apply knowledge of statistics and probability and use mathematics to investigate and monitor the financial aspects of personal/ business issues.

Skills programme 5 - Elective

Communication and additional SA Language

(40 credits)

Learners who have passed two languages in grade 12 will possibly be granted exemption.

If you are not granted exemption, you will learn to read, interpret and use information from texts as well as write and engage in oral communication.

LEARNING MATERIAL

- Learning material is developed for outcome-based training and is developed in conjunction with industry requirements.
- Learning material is continuously updated with any changes in the marketplace.
- Learning material is easy to access and easy to understand without facilitation.
- Learning material only available in English.

SKILLS PROGRAMME FEES

E-Learning: (per skills programme of ± 30 credits)

	2016 fees
Per Learner	Cost per learner (incl. VAT)
	R 3 940.00

Distance Learning: (± 30 credits)

	2016 fees
Number of learners	Cost per learner (incl. VAT)
12 – 30	R 4 140.00
30 +	Negotiable

Cost of facilitated learning (Moonstone provides venue): (± 30 credits)

	2016 fees
Number of learners	Cost per learner (incl. VAT)
12 – 30	R 5 450.00
30 +	Negotiable

Cost of facilitated learning (use own venue): (± 30 credits)

	2016 fees
Number of learners	Cost per learner (incl. VAT)
12 – 30	R 5 443.00
30 +	Negotiable

Additional Fees:

	2016 fees
	Cost per learner (incl. VAT)
Credit Analysis fee (MBSE will analyse your credits. The fee will be deducted from your first enrolment payment.)	R 550.00
Reprinting of material fee	R 395.00
Enrolment for specific skills programmes	Will depend on your outstanding amount of credits.
Non-attendance fee (If you confirmed that you will attend a class and you don't attend, without a valid reason, you will pay a non-attendance fee.)	R 850.00
Concession (Mathematics and Languages)	R 540.00

**Valid reason for non-attendance would be: a medical condition supported by a medical certificate; or death in the family*

FIND OUT MORE ABOUT OUR CORPORATE RATES

Re- assessment fees (VAT inclusive)

Summative assessment: R 530.00

Formative assessment: R 215.00 per unit standard

How do I calculate my fee?

In order for any student to calculate their total fee, we first need to establish your credit score and which skills programmes you should enrol for.

Please refer to our RPL and credit mapping on our website to get started.

ANALYSE YOUR CREDIT SCORE

ACCREDITATION AND CERTIFICATION

Certification

After successful completion of each skills programme, the learner will receive a letter from MBSE confirming the results. The skills programmes need to be verified by INSETA and after completion of the full qualification INSETA will issue the certificate of competency.

METHOD OF TRAINING

Online learning

- No classroom training will be available.
- Learner support and interaction will be via tutors online and in the form of webinars, discussions or chat groups.
- Learning material will be made available on the Learning Management System (LMS).
- The Portfolio of Evidence (POE) must be completed on our Learning Management System or uploaded.
- The summative assessments will be done in one of our examination centres nationally (paper based).
- Timeline will be adapted for each individual learner.

Distance learning

- No classroom training will be available.
- All interaction will be via email or directly to the assessor.
- Learning material will be sent either by hard copy or electronically.
- The Portfolio of Evidence (POE) can be uploaded on our Learning Management System or alternatively couriered to our offices at your own cost.
- The summative assessments will be done in one of our examination centres nationally (paper based).
- The timeline will be adapted for each individual learner.

Facilitated learning

- Classroom training will be arranged (for 15 students or more).
- Learning material will be sent either by hard copy or electronically prior to training.
- This material must be brought to classroom training sessions.
- During training the learning material will be discussed and candidates will start with the completion of the Portfolio of Evidence (POE).
- This can be uploaded on our Learning Management System or alternatively couriered to our offices at your own cost.
- The summative assessments will be done in one of our examination centres nationally.

Blended learning

- Classroom training will be arranged. Tutors will also be available online for training support.
- Learning material will be made available on the Learning Management System (LMS). This material must be brought to classroom training sessions.
- During training the learning material will be discussed and candidates will start with the completion of the Portfolio of Evidence (POE). This must be uploaded on our Learning Management System.
- The summative assessments will be done in one of our examination centres nationally (paper based or electronically).
- The timeline will be adapted for each individual learner.

ADMISSION REQUIREMENTS

- This qualification is suitable for learners who have schooling at/ or below NQF 4 (grade 12 certificate).
- Our programme is aimed at learners with less than four years' experience, newcomers to the industry, or those who have lots of experience, but would like to brush up on their product knowledge.

ASSESSMENTS

- After completion of the Portfolio of Evidence, the learners will either courier the proof of evidence to the Assessor or upload on LMS for assessment. Once assessed and the learner is found competent in all the skills programmes, MBSE will contact the candidate to arrange for a closed-book summative assessment.
- Additional assignments will be handed in on the day of the summative assessment.
- Should the candidate be unsuccessful in the skills programmes on the Portfolio of Evidence, MBSE will contact the candidate to apply for a rewrite on these skills programmes.
- Once competent MBSE will arrange for the summative assessment.

HOW TO REGISTER?

Each skills programme is an independent programme and one can enrol at any time for these skills programmes. Registration is flexible and can be done 5 days a week for distance learning, online learning, blended learning and facilitated learning. For facilitation, a minimum of 15 candidates are required.

[CLICK HERE TO REGISTER](#)

CONTACT US

Further Education Course Enquiries

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OPERATING HOURS

Mondays – Fridays:

08:00-16:30

Public Holidays:

Closed

Main offices

Pretoria

Moonstone Business School of Excellence

Brooklyn Forum, Lobby 2, 2nd Floor
Bank Forum Building
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Training conducted Nationally