

CPD FAQ's and answers

1. What is CPD?

Continuous Professional Development (CPD) is a lifelong learning process, where financial services professionals systematically engage in activities that maintain abilities, skills and knowledge required for professional practice.

2. Why should I do CPD?

In terms of the new Fit & Proper requirements (BN194), CPD for regulatory (FSCA) purposes is now officially implemented as a requirement. This means advisors are obliged to perform CPD activities towards **regulatory (FSCA) CPD** requirements during a CPD cycle, which is a period of 12 months commencing on 1 June of every year and ending 31 May of the following year, starting on 1 June 2018. Provision is also made for proportionate CPD requirements for those who become liable during this cycle.

3. Is CPD a once-off requirement or is it ongoing?

Continuous professional development is required to maintain abilities, skills and knowledge required for professional practice. This requires 'lifelong' or ongoing learning, meaning that CPD activities need to be undertaken every year, during the CPD cycle and is **not** a once-off requirement.

4. What is a 'CPD activity'?

A "CPD activity" is a verifiable activity that is accredited by a professional body who also allocates an hour value or a part thereof to the activity. Activities performed towards a qualification and "product specific training" does not qualify for CPD points, but "class of business" training does, in most instances.

5. What type of CPD activities should I complete?

In terms of Board Notice 194 of 2017, regulatory (FSCA) CPD activities should be relevant to the functions and roles you perform, and should:

- contribute to your skill, knowledge, expertise and professional and ethical standards required,
- address any identified needs or gaps in:
 - your technical knowledge,
 - generic knowledge and understanding of the environment in which you render financial services, or manage or oversee these
 - your knowledge and understanding of applicable laws; and should
- adequately take into account changing internal and external conditions relevant to the financial products for which you are authorized.

Accordingly, CPD activities should be categorised to ensure you are meeting all of the above requirements.

CPD activities offered by Moonstone are categorised as follows:

- **Regulatory Environment**- changes in the financial services environment, and knowledge and understanding of applicable laws in the financial services sector
- **Ethics**- ethical standards required in the financial services sector
- **Technical**- professional best practice in terms of provision of financial services, and generic knowledge and understanding of the environment and financial products for which you are authorised.
- **Business Skills & Abilities**- best practice in terms of managing your practice.



6. What is the difference between FSCA Regulatory CPD and Professional Body CPD?

	FSCA Regulatory CPD	Professional Bodies CPD
Fulfils requirements for....	Fit and Proper Determination in terms of Board Notice 194	maintaining professional designation and membership of a specific Professional Body e.g. iisa, FPI, etc.
Consists of...	verifiable activities that are accredited by any SAQA registered professional body, and that are suitable to maintain competence in terms of Fit and Proper requirements	a combination of verifiable and unverifiable activities as approved by that specific professional body for purposes of their specific requirements to maintain professional membership
Excludes...	activities performed towards a qualification and “product specific training”	-excluded activities are dependent on each specific Professional Body’s requirements and differ from Professional Body to Professional Body
Includes...	activities that are verifiable and completed , for example seminars, workshops, classes (with full attendance), online courses with assessments.	a variety of activities that usually include verifiable activities and unverifiable activities such as reading materials, presentations on a relevant topic, pro bono services rendered, etc.
Note: Regulatory (FSCA) CPD requirements should therefore be seen as being separate from professional membership CPD requirements (although in certain cases the same activity may meet the needs for both sets of requirements).		

7. Where can I register for CPD courses?

Please navigate to: <http://mbse.moonstone.co.za> and select the course/s you want to register for. Follow the instructions and use the convenient navigation guide available on the site, to assist you.

8. Where can I register for Fit and Proper Manager?

Please navigate to: <https://www.moonstonecompliance.co.za/services/fit-proper-tracker/> and complete the enquiry form. Alternatively, please contact Chrissie Petzer at Tel. 021 880 7175, or email her at cpetzer@moonstonecompliance.co.za.

9. When can I start?

Online CPD activities are available on an ongoing basis and you will be able to access them as soon as payment has been received, and you have been enrolled. This process may take up to three business days. (Please also see schedule for Online courses and Workshops below).

10. How do I pay, what are the costs and why are fees charged for CPD activities?

Payments can be made via EFT or Credit Card. The cost will vary and will depend on the activity you want to register for. See prices in schedule below, or online. Any person that undertakes CPD should note that amongst other factors, a substantial amount of time is spent on research, development and accreditation of these CPD activities, hence, fees are charged for each CPD activity undertaken.

11. How many hours of CPD must I complete?

This will depend on your role and the development needs identified for you by your FSP. In terms of BN194 of 2017, the minimum CPD hours required are:

If you are authorised to render financial services for...	Then you must complete a minimum of...
a single subclass of business within a single class of business	six hours of CPD activities per CPD cycle
more than one subclass of business within a single class of business	12 hours of CPD activities per CPD cycle
more than one class of business	18 hours of CPD activities per CPD cycle.

12. What if I only need to meet CPD requirements for part of a CPD cycle?

If the date on which you need to start complying with CPD does not fall on the date when a CPD cycle starts (1 June), then the CPD hours must be calculated as follows:

$$[X \div 12] \times Y = Z$$

Where:

X = number of annual required CPD hours;

Y = number of months from the date in the box above, until the end of the CPD cycle;

Z = required pro rata CPD training.

For example, Jane was on maternity leave and comes back to work on 1 February, meaning that she will work 4 months during the current CPD cycle (1 February to 31 May). Jane needs to obtain 18 CPD hours per cycle as she provides financial services in Investments and Long-term insurance. She will have to complete a pro-rata amount of the total 18 CPD hours of $[18 \div 12] \times 4$ CPD hours, so she will have to complete 6 hours for that CPD cycle.

13. What do I get after I have completed the CPD training?

Proof of Attendance and/or a Certificate of Completion will be issued after the completion of each CPD activity indicating your verifiable CPD hours for regulatory (FSCA) purposes.

14. Any admission requirements?

In order to verify your identity for any CPD approved event that requires physical attendance, proof in the form of a valid ID document, passport or drivers license will be required. A physical attendance register will be kept at all events and you will be required to sign in, attend for the full duration of the event, and sign out at the end of the event.

For online CPD approved activities, users are identified on registration, requested to upload a copy of their ID document onto the learner managements system, and issued with unique login and password details. Please allow three business days on initial registration for administration to be completed and access to be granted for an online activity/course.

15. Who can I contact for assistance with registration?

Please contact help@mbse.ac.za.

16. Is CPD a requirement to be appointed as representative?

You will have to consult with your compliance officer in this regard.

17. How many hours will be allocated to the CPD training?

Each CPD activity is approved by an accredited professional body and will be allocated a CPD hour value based on duration of the activity and any assessment requirements. We will offer activities at MBSE that will provide the required CPD hours as per BN 194 of 2017.

18. Will Moonstone upload my CPD Hours to my Professional Body?

To keep costs to a minimum, Moonstone will not forward records of CPD activities to each of the relevant professional bodies for purposes of professional membership CPD requirements. It thus remains your responsibility to upload your own CPD hours to your profile with the relevant professional body. Moonstone will provide the information on the relevant CPD hours for regulatory (FSCA) purposes, and on the specific category-linked CPD hours as per the relevant accrediting professional body on each course's 'CPD Information' section, to enable you to upload these CPD hours on your profile with the professional body.

19. How do I check if a CPD activity will be able to earn CPD hours, if it is not done through Moonstone?

CPD activities to be used for Regulatory (FSCA) purposes, must have been accredited by a Professional Body. 'Professional Body' is defined in BN194 as being a 'body recognised by SAQA as a professional body for purposes of the NQF Act'. Therefore, always check with the provider of the CPD activity to ensure that the activity has been accredited by a Professional Body (this can be any Professional Body as recognized by SAQA and is not limited to FPI or to iisa) and for how many CPD hours the activity has been approved. Note that in a recent explanatory note, members of foreign professional bodies may also use the CPD activities completed if they were approved by a foreign professional body, provided that the activities meet the definition of an 'extended CPD activity' which means an activity, other than product specific training and an activity performed towards a qualification, that is –

1. Recognised by a foreign professional body
2. Allocated an hour value or part thereof by the foreign professional body; and
3. Verifiable.

20. How do I keep track of my CPD hours for regulatory (FSCA) purposes for Moonstone events, online courses and CPD approved publications?

Moonstone will issue a certificate of attendance for **full attendance** of a physical event and will issue a certificate of completion for **successful completion** (including an assessment) of any approved CPD activity (online course or CPD approved publication). The certificate will state the date of completion, as well as the number of Regulatory (FSCA) CPD hours for the activity, as per notification from the relevant professional body. You will be able to access your details on our e-learning platform and print out your certificate once you have enrolled for and completed a CPD activity.

Note: You are responsible to keep your own records of certificates relating to CPD activities, so that you can provide these records to your FSP as required.

21. Can I use Class of Business training to gain CPD hours for regulatory (FSCA) purposes?

The short answer is yes, but...

According to the new Fit & Proper requirements (BN194), only

- (1) activities performed towards a qualification and
- (2) "product specific training"

do not qualify for CPD points.

Class of business training as a refresher, however, is regarded as an appropriate activity to maintain the abilities, skills and knowledge required for professionals in the various classes of business they advise in. This means that in most cases, the answer is **yes**, class of business can be used to gain CPD hours for regulatory (FSCA) purposes.

However, there are instances where a 'doubling-up', in other words completing class of business as part of your educational requirements to be fit and proper, while at the same time gaining CPD hours for that same activity, is not appropriate. An

example would be an advisor who is already fit and proper, but who has decided to add a new sub-category of product to his license, and who therefore needs to complete the relevant class of business training. In this case it would **not** be appropriate to also claim CPD hours for that training.

Moonstone will ask you, in future, to decide before you purchase a class of business course, whether you are completing this as a CPD activity, or to meet the new class of business requirements in terms of BN194. Certificates will in future also be issued accordingly, i.e. they will only show the Regulatory (FSCA) CPD hours if you have chosen to do the course as a CPD activity.

We have renamed all of the Class of Business courses to reflect the word 'CPD' in the respective class. Pricing will also be differentiated.

22. What is meant by Classes of Business?

There are currently nine (9) classes of business.

1. Short-term Insurance: Personal Lines
2. Short-term Insurance: Commercial Lines
3. Long-term Insurance
4. Pension Fund Benefits
5. Short-term and Long-term Deposits
6. Structured Deposits
7. Investments
8. Forex Investments
9. Health Services Benefits

23. What is meant by subclasses of Business?

The subclasses are secondary to each class of business. For example, the subclasses under short-term insurance: personal lines are as follows:

- 1.1 Personal lines: Accident and health policy
- 1.2 Personal lines: Liability policy
- 1.3 Personal lines: Miscellaneous policy
- 1.4 Personal lines: Motor policy
- 1.5 Personal lines: Property policy
- 1.6 Personal lines: Transportation policy
- 1.7 Personal lines: Short-term reinsurance policy

As can be seen, short-term insurance: personal lines have seven (7) subclasses.

Note: Class of Business courses are therefore also listed below as options for CPD activities, and are offered online, or as classroom training if requested.

Moonstone CPD activities

Online courses (e-learning):

Moonstone offers a wide variety of online learning courses in all our four CPD categories: Regulatory Environment, Ethics, Technical and Business Skills.

Features of our online offering include

- flexible online learning (e-learning) which can be completed anywhere you are, either on your computer, tablet or cell phone,
- access to user-friendly, printable training material broken up into smaller units,
- supplemented with relevant multimedia content,
- access to Q & A service (all queries answered within 2 bus. days),
- regular self-assessment to monitor your progress, and
- a final assessment.

Delegates can access and print their certificate once they have completed all of the course activities and passed the final assessment with 60%.

Approved CPD Publications:

Moonstone also offers our well-known Moonstone Monitor and Moonstone Investment Indicators weekly newsletter as online CPD activities, each approved by the Financial Planning Institute (FPI) for 0.5 CPD Hours per week.

Delegates subscribe for 12 weeks at a time and log into their course page every week to read the weekly edition and complete a short assessment as proof of having completed the reading activity.

Delegates can access and print their weekly certificate once the assessment has been completed, and can earn up to 6 CPD Hours per 12-week subscription if all assessments are completed.

Workshops (face-to-face training):

Moonstone offers selected courses in the form of classroom training where there is a perceived industry need. Classroom training can also be arranged for corporate groups of 20 or more learners upon request. Delegates attend the training and, depending on the specific course, may have to complete an additional online assessment after attendance. Certificates are issued on complete attendance of the event and completion of the online assessment (if required).

Class of Business refresher CPD training:

Class of Business as refresher training for CPD is also available as online learning and classroom training and offers an extremely cost-effective method of earning CPD points.

Please take note that the Moonstone Class of Business consists of a modular approach with either one or two overview modules on regulatory aspects and the economy (if applicable), in addition to the actual generic product modules in order to ensure that the requirements of Board Notice 194 are comprehensively addressed. These overview modules (***Financial Services Overview and Economic and Investment Overview***) are only completed once, and not repeated for subsequent Class of Business registrations therefore CPD points for the overview module/s can only be claimed on first registration.

See Annexure A for a complete list of courses, pricing and FSCA CPD Hours.

See Annexure B for more detailed information on each of the currently available courses.

ANNEXURE A

Online courses (e-learning):

Regulatory CPD category – available currently

Fit and proper for key individuals – become fighting fit! 7 FSCA CPD hours. **R1 900, excl VAT** for clients and public.

Supervision Requirements: FAIS Notice 86 of 2018. 6 FSCA CPD hours. **R1 725 excl VAT** for clients and public.

Understanding the impact of Legislation and Codes of Conduct on your FAIS role. 3.5 FSCA CPD hours. **R297.47, excl VAT** for clients and public.

FICA Awareness (CPD). 4.5 FSCA CPD hours. **R500, excl VAT** for public. Free of charge for Moonstone Compliance clients (Re-writes for Moonstone Compliance clients will incur an admin fee of R375.00 incl VAT)

Introduction to POPI Act. 5.5 FSCA CPD hours. **R467.45, excl VAT** for clients and public.

Basic Compliance for your practice. 6 FSCA CPD hours. **R509.95 excl VAT** for clients and public

Compliance Practice and legislation. 6 FSCA CPD hours. **R509.95 excl VAT** for clients and public

Short course on South African Legislation. **3 FSCA CPD hours. R254.97, excl VAT for clients and public**

Regulatory CPD category – available currently:

Title	CPD Hours	Price (Excl VAT)
Fit and proper for key individuals – become fighting fit!	7.0	1 900.00
Supervision Requirements: FAIS Notice 86 of 2018	6.0	1 725.00
Understanding the impact of Legislation and Codes of Conduct on your FAIS role	3.5	297.47
FICA Awareness (Free of charge for Moonstone Compliance clients, re-writes for Moonstone Compliance clients will incur an admin fee of R375.00 incl VAT)	4.5	500.00
Introduction to POPI Act	5.5	467.45
Basic Compliance for your practice	6.0	509.95
Compliance Practice and legislation	6.0	509.95
Short course on South African Legislation (NEW)	3.0	254.97
Compliance Principles of Materiality (NEW)	3.5	297.46
Compliance regulatory environment developing a CRMP NEW	7.5	637.42
Cyber Security PII and Secure Data Management NEW	1.5	750.00
Cyber Security Compliance for the financial Sector : POPI Act NEW	1.5	750.00
Cyber Security, GDPR and its applicability to the Financial Sector NEW	1.5	750.00

Regulatory CPD category – in development:

Title	CPD Hours	Price (Excl VAT)
Introduction to FSR Act 9 of 2017	to be confirmed	
Compliance advice	to be confirmed	
Compliance risk analysis and identification	to be confirmed	
Compliance risk assessment	to be confirmed	
Compliance risk management	to be confirmed	
Compliance regulatory requirements	to be confirmed	
Compliance enterprise risk management	to be confirmed	
Compliance reporting.	to be confirmed	
Compliance monitoring	to be confirmed	
Compliance sampling	to be confirmed	
Compliance record keeping	to be confirmed	
Compliance programme	to be confirmed	

Ethics CPD category – available currently:

Title	CPD Hours	Price (Excl VAT)
Anti-Bribery How to be corruption free	3.15	267.72
Ethics for financial advisors	2.5	212.48
Ethics – how to impress your clients	2.5	212.48
Treating Customers Fairly Introduction	1.0	84.99

Business Skills CPD category – available currently:

Title	CPD Hours	Price (Excl VAT)
Customer service and building relationships for financial advisors	4.5	382.45
Personal financial management and budgeting	2.5	212.48
Business continuity, disaster recovery and succession planning	2.5	212.43
How to use FAIS to build client relationships (NEW)	1.0	84.99
Introduction to Fintech (NEW)	3.0	293.22
Leveraging on emotional intelligence NEW	2.0	169.96
Effective interpersonal skills in an advice-giving context NEW	4.0	339.96
Automotive Finance and Insurance Customer Service NEW	1.5	127.48
Coaching and mentoring skills for FAIS Supervisors NEW	6.5	552.43

Business Skills CPD category – in development:

Title	CPD Hours	Price (Excl VAT)
Essential meeting skills for professionals		<i>to be confirmed</i>
Essentials of protecting your and your clients' information		<i>to be confirmed</i>
Basic budgeting for your business		<i>to be confirmed</i>
Leveraging the personal intelligence quotient		<i>to be confirmed</i>
Maintaining motivation during the highs and lows of business trajectory		<i>to be confirmed</i>
Effective business writing skills for the financial advisor		<i>to be confirmed</i>
Fundamental Financial Maths Skills	<i>to be confirmed</i>	849.90
Cyber Crime Awareness in the Financial Sector (Premium course by Cyber Security Institute)	<i>to be confirmed</i>	2 250.00
Cyber Security Risk Management (Premium course by Cyber Security Institute)	<i>to be confirmed</i>	2 250.00
Business etiquette principles to build customer relationships		<i>to be confirmed</i>
Effective presentation skills for the financial advisor		<i>to be confirmed</i>
Edu-marketing to clients through digital newsletters and social marketing		<i>to be confirmed</i>
Self-mastery for financial advisors		<i>to be confirmed</i>
Time management and personal productivity skills for financial advisors		<i>to be confirmed</i>
Building assertiveness and confidence in an advice-giving context		<i>to be confirmed</i>
Enhancing problem-solving and critical thinking in an advice context		<i>to be confirmed</i>
The relationship between the F&I and the Motor Salesperson		<i>to be confirmed</i>
Essential policy and procedure writing skills		<i>to be confirmed</i>
Economics of Blockchain		<i>to be confirmed</i>

Technical CPD category – available currently (see also Refresher Class of Business and CPD approved Publications):

Title	CPD Hours	Price (Excl VAT)
Estate Planning Fundamentals	6.0	509.95
Risk planning fundamentals (NEW)	5.0	424.95
Investment Planning fundamentals I	3.0	254.97
Fundamentals of income tax and capital gains tax	6.5	552.44
Short-term insurance assessment and validation of claims	6.0	509.94
Introduction to short-term insurance	5.0	424.95
Impact of technology on short term insurance	1.5	127.49
Retirement Funds: Section 37C	4.0	339.96
Health Insurance and demarcation regulations	1.0	84.99
Business Assurance Fundamentals (NEW)	6.5	552.44
Understanding, reading and interpreting financial statements (NEW)	4.5	382.45
Retirement planning fundamentals including the needs analysis (NEW)	6.5	552.44
Trustee Training Fundamentals 4 – Death Benefits Disposition NEW	2.5	212.47
Trustee Training Fundamentals 1 – Duties of the Trustee Board NEW	2.0	169.98
Trustee Training Fundamentals 2 – PF130_Governance NEW	2.0	169.98
Understanding Financial Crisis NEW	8.5	722.41
Investment Planning Fundamentals II NEW	5.5	467.44
Getting smart about smart beta NEW	2.5	212.47

Technical CPD category – in development:

Title	CPD Hours	Price (Excl VAT)
Retirement Fund Trustee training- fundamentals		to be confirmed
Introduction to life-risk policies		to be confirmed
Impact of technology on long term insurance		to be confirmed
Warranties and how they work		to be confirmed
Getting smart about smart beta		to be confirmed
Trustee Training Fundamentals - Default Regulations		to be confirmed
Trustee Training Fundamentals - Investment Limitations and Reporting		to be confirmed
Trustee Training Fundamentals - Regulations on Contributions		to be confirmed
Trustee Training Fundamentals - Rules of Retirement Funds		to be confirmed
Trustee Training Fundamentals - Whistleblowing and Enforcement		to be confirmed
Investment Managers Analysis		to be confirmed
Introduction to Factor Investing		to be confirmed
Introduction to REIT Analysis		to be confirmed

Moonstone CPD Publications available currently:

Title	CPD Hours	Price (Excl VAT)
Moonstone Monitor. 0.5 FSCA CPD hours per weekly edition, each 12-week subscription yields up to 6 CPD hours. R750, excl. VAT for clients & public per 12-week registration	0.5	750.00
Moonstone Investment Indicators. 0.5 FSCA CPD hours per weekly edition, each 12-week subscription yields up to 6 CPD hours. R750, excl. VAT for clients & public per 12-week registration	0.5	750.00

Class of Business as refresher training for CPD currently available (note that we also offer corporate packages for these courses)

Title	CPD Hours	Price (Excl VAT)
Financial Services Overview (Available free-of charge with first registration on any Class of Business).	3.5	297.47
Economic and Investment Overview (Available free-of charge with first registration on Long-term Insurance, Investments, Pension Fund Benefits).	3.0	254.97
Refresher Long-Term Insurance	6.5	500.00
Refresher Health Services Benefits	6.0	500.00
Refresher Short-term Insurance Personal Lines	6.5	500.00
Refresher Short-term Insurance Commercial Lines	6.5	500.00
Refresher Investments	8.5	500.00
Refresher Pension Fund Benefits	6.0	500.00
Refresher Short -term & Long-term Deposits	5.0	500.00
Refresher Structured Deposits	3.0	500.00
Refresher Forex Investments	5.0	500.00
Economic and Investment Overview	3.0	254.97

Workshops (face-to-face training):

Title	CPD Hours	Price (Excl VAT)
Fit and proper for key individuals – become fighting fit! FSCA CPD hours., excl VAT for clients and public.	7.0	3 320
Supervision Requirements: FAIS Notice 86 of 2018. FSCA CPD hours. excl VAT for clients and public	6.0	2 950

ANNEXURE B

Online courses (e-learning):

Regulatory CPD category – available currently:

Course Information	Target Market	CPD information
<p>Fit and proper for key individuals – become fighting fit! This course covers the fit-and-proper requirements and responsibilities for Key Individuals with reference to Board Notice 194/2017.</p> <p>After completing this course you will be able to:</p> <ol style="list-style-type: none"> 1. Know the fit-and-proper requirements for key individuals in terms of honesty, integrity and good standing, competence, CPD, operational ability and financial soundness. 2. Know and be able to apply the fit-and-proper requirements when appointing natural or juristic representatives, know what the remuneration requirements are, and be able to deal with the termination of the services of a representative. 3. Be able to establish policies, systems and mechanisms to ensure the competence of people who render financial services in your FSP, evaluate and review their competence, establish policies and procedures on CPD, and implement and maintain a competence register for your FSP. 4. Be able to implement processes to enable your FSP to meet the governance requirements stipulated in Board Notice 194 of 2017. 5. Apply the requirements regarding outsourcing of functions to persons other than representatives of the FSP, and be able to review and manage outsourcing contracts. 6. Know the financial soundness requirements for different categories and sub-categories of FSP, and be able to calculate whether your FSP complies with the financial soundness requirements set out in Board Notice 194 of 2017. 	Key Individuals, business owners	<p>7 CPD hours on pass of assessment</p> <p>Compliance Institute members: 7 CPD hours Compliance Institute Reference: MoE20180800049</p>
<p>Supervision Requirements: FAIS Notice 86 of 2018 This course equips delegates with the knowledge required to ensure a smooth transition from the previous to the new supervision regime.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Compare the provisions of the new Exemption to those of the previous Exemption. 2. Understand and explain when a representative may be appointed under supervision. 3. Know what the entry-level requirements for a representative working under supervision are. 4. Understand, explain and apply the seven conditions of the Exemption; i.e. entry-level requirements, specific compliance periods, supervision agreement, duties of the FSP, duties of the supervisor, duties of the representative and intensity of supervision. 5. Know and apply the steps for appointing a representative under supervision. 6. Incorporate supervision according to the new Exemption in your FSP. 	Financial advisors / key individuals who act as a supervisor in terms of FAIS	<p>6 CPD hours on pass of assessment</p> <p>Compliance Institute members: 6 CPD hours Compliance Institute Reference: MoE20190200004</p>
<p>Understanding the impact of Legislation and Codes of Conduct on your FAIS role This course enables you to understand how to apply financial services industry legislation and codes of conduct in your role as financial advisor.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Describe legislation and codes of conduct that apply to the Financial Services Industry. 2. Understand how to apply financial services legislation and codes of conduct to your role as advisor. 	Financial advisors, employees in financial services sector	<p>3.5 CPD hours on pass of assessment</p> <p>FPI members: 3 CPD Points/hours Ethics & Practice Standards 0.5 CPD Points/hours for pass of online assessment FPI Reference: FPI18100102</p>

Course Information	Target Market	CPD information
<p>FICA Awareness (CPD) This course is aimed at company employees of accountable institutions, and covers basic money-laundering and terrorist financing concepts, anti-money -laundering legislation in South Africa, the risk-based approach, and looks at the requirements for customer due diligence, reporting of certain transactions and record-keeping requirements</p> <p>After completing this course, you will:</p> <ol style="list-style-type: none"> 1. Have a general understanding of what is meant by “Money Laundering” and “Terrorist Financing” with common examples of how this is done. 2. Know how to perform a Due Diligence on clients and to correctly identify different types of clients and to adopt a risk-based approach to identifying clients in accordance with the FIC Act. 3. Know how to correctly identify and report different reportable transactions and to develop an understanding of when a transaction must be reported in accordance with the FIC Act including the ability to recognise suspicious transactions and behaviour. 4. Understand the importance keeping records correctly as required by the FIC Act. 	<p>Financial advisors / employees that need awareness of FICA requirements</p>	<p>4.5 CPD hours on pass of assessment</p> <p>FPI members: 3.5 CPD Points/hours Ethics & Practice Standards 1 CPD Point/hour for pass of online assessment FPI Reference: FPI18050010</p>
<p>Introduction to POPI Act The Protection of Personal Information Act 4 of 2013 (POPIA) impacts on all businesses since every organisation uses personal information of its customers, suppliers and employees. This course is for employees who deal with personal information daily. It provides key information on POPIA to develop in-depth understanding of data protection principles and how to practically apply these principles in daily business activities.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate understanding of the aims and principles underlying the Protection of Personal Information Act 4 of 2013. 2. Demonstrate understanding of what is meant by “Personal information” and “Data protection principles” and be able to practically apply these principles. 3. Demonstrate knowledge of the relevant role-players under the Act, including the powers and duties of the Information Regulator. 4. Show an awareness of relevant comparative foreign law and the ability to recognise when foreign law data protection principles are applicable. 5. Demonstrate an understanding of how to initiate a POPIA compliance programme within your department/organisation. 	<p>Financial Advisors / employees in financial services sector / business owners</p>	<p>5.5 CPD hours on pass of assessment</p> <p>FPI members: 4.5 CPD Points/hours Ethics & Practice Standards 1 CPD Point/hour for pass of online assessment FPI Reference: FPI19010053</p>
<p>Basic Compliance for your practice This course enables the learner to draft a simple compliance policy, identify the relevant regulators and the legislation that applies to the business, create a regulatory universe, and apply risk rating in order to focus on monitoring the most important compliance risks.</p> <p>After completing this course you will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate the ability to draft a simple compliance policy statement. 2. Explain which regulators supervise the business and why 3. Demonstrate compliance risk identification by listing the compliance obligations that apply to the business. 4. Demonstrate how to compile a basic compliance risk register. 5. Demonstrate how to risk rate, by way of a compliance risk assessment of the compliance risks identified in Outcome 3. This will be based on seriousness/ impact and probability/ likelihood. 	<p>Financial advisors / business owners</p>	<p>6 CPD hours on pass of assessment</p> <p>Compliance Institute members: 6 CPD hours Compliance Institute Reference: MoE20190200003</p>
<p>Compliance Practice and legislation This course covers the evolution of legislation and how this results in the development of compliance processes. Key course content includes the Legal System in South Africa, the need for compliance and the stakeholders within the regulatory environment.</p>	<p>Compliance personnel, risk management personnel, business owners, key</p>	<p>6 CPD hours on pass of assessment</p> <p>Compliance Institute members: 6 CPD hours</p>

Course Information	Target Market	CPD information
<p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Explain the background to, and the need for, compliance Explain the philosophy and objectives of regulation 2. Define what is meant by regulatory requirements 3. Explain the importance of staying abreast of international trends in the regulatory environment 4. Identify the stakeholders within the regulatory environment 5. Explain the role of each stakeholder in the regulatory environment 6. Explain the role of a regulator 7. Discuss how regulators impact on business 8. Discuss the basic principles, terminology and approaches common to the interpretation of statute and how to apply them correctly 	<p>individuals</p>	<p>Compliance Institute Reference: MoE20190200006</p>
<p>Short course on South African Legislation Legislation affects every aspect of our lives and is created by one of the three pillars of our government, the legislature, the executive and the judiciary. This course seeks to assist financial advisors in understanding the process of introducing new laws, the different types of written laws and the impact these laws have on a financial advisor.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Understanding of the South African legal system and how legislation fits into it. 2. Recognise and understand the different sources of South African written law. 3. Understand the order of precedence of the different types of written law in South Africa. 4. Understand how an Act is structured. 5. Describe how recent legislation specifically applicable to financial advisors will affect their business. 	<p>Compliance personnel, risk management personnel, business owners, key individuals</p>	<p>3 CPD hour on pass of assessment Financial Planning Institute Reference: FPI190600172</p>
<p>Compliance Advice This course discusses compliance advice and the provision of compliance related advice on existing and new business lines, products and services.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Define and explain aspects on which compliance related advice will be provided. 2. Prepare a document to provide compliance related advice to compliance stakeholders. 3. Identify and explain the appropriateness and applicability of the advice given and the method to communicate the advice. Identify and discuss good practices in providing advice, including recording and documenting all communications and evaluating beliefs, perceptions and assumptions. 	<p>Compliance personnel, risk management personnel, business owners, key individuals</p>	<p>To be confirmed</p>
<p>Compliance Principles of Materiality Explaining the principles of materiality in the compliance function.</p> <p>After completing this course, you will be able to:</p> <ul style="list-style-type: none"> • Explain the principles of materiality • Discuss the purpose and benefits of determining materiality levels for an organisation • Based on an example using relevant factors and probability and seriousness assessments, determine the appropriate level of materiality for an organisation 	<p>Compliance personnel, risk management personnel, business owners, key individuals</p>	<p>3.5 CPD hour on pass of assessment Financial Planning Institute Reference: FPI190800015</p>
<p>Compliance Regulatory Environment developing a CRMP Applying the compliance risk identification, compliance risk assessment and compliance risk management phases of the compliance risk management process to identify, assess and manage the relevant regulatory provisions and specific compliance risks contained within a specific regulatory item i.e. the</p>	<p>Compliance personnel, risk management personnel, business</p>	<p>7.5 CPD hours on pass of assessment FPI members: 7 CPD Points/hours Ethics</p>

Course Information	Target Market	CPD information
<p>development of compliance risk management plans (CRMPs).</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Explain the methodologies that are used in the interpretation of regulatory requirements 2. Discuss the difference between inherent and residual risk and how to determine each 3. Explain the control framework that should be in place (nature of controls, i.e. directive, preventive, detective and contingent, and the types of control, i.e. people, process, systems and information) 4. Discuss the relevance of the control framework to the compilation of compliance risk management plans 5. Compile a compliance risk management plan according to Generally Accepted Compliance Practice 6. You should be able to: 7. Use the organisation’s compliance risk profile to prioritise the development of compliance risk management plans 8. Explain the implications of applicable regulatory requirements in plain language to management and other compliance stakeholders 9. Interpret and describe regulatory requirements (at section /provision level) in plain language 10. Determine inherent risk per section and/or provision of the relevant regulatory requirement 11. Analyse business processes and identify control measures in accordance with the organisation’s control framework (i.e. nature of control – directive, preventive, detective, contingent and types of control – people, process, systems and information) 12. Evaluate the adequacy and effectiveness (consistency) of the control(s) 13. Determine residual risk per section and/or provision of the relevant regulatory requirement 14. Explain need for and implementation of appropriate controls to provide reasonable assurance that business activities will be conducted in compliance with applicable regulatory requirements 15. Identify and agree with management on additional controls that may be required to reduce the residual risk to levels acceptable to management 16. Agree with management on target date for implementation of additional controls and the responsible person 17. Compile a report analysing the level of risk, findings pertaining to controls that were found to be inadequate or ineffective and document action plans agreed with management 18. Present and communicate the contents of risk management plans to management in a manner that cultivates buy-in for compliance with the respective regulatory requirements 19. Develop a distribution plan in accordance with the organisation’s reporting and escalation policy and procedures 20. Agree with management on the frequency of review of compliance risk management plans 21. Agree with management on when ad hoc reviews of compliance risk management plans would be required, e.g. when the regulatory requirement changes 	<p>owners, key individuals</p>	<p>& Practice Standards 0.5 CPD Point/hour for pass of online assessment FPI Reference: FPI190700118</p>
<p>Compliance risk analysis and identification Understand compliance risk identification and analysis</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Discuss how to identify compliance risk in an organisation Define and discuss an organisation’s compliance universe 2. Discuss the importance of analysis and interpretation of compliance risks relevant to an organisation 3. Discuss the importance of business involvement in identifying 	<p>Compliance personnel, risk management personnel, business owners, key individuals</p>	<p><i>To be confirmed</i></p>

Course Information	Target Market	CPD information
regulatory requirements applicable to the organisation		
<p>Compliance risk assessment This Module will cover applying the compliance risk assessment phase of the compliance risk management process to assess the relevant regulatory items that are identified and included in an institution's compliance universe during Phase 1: Compliance risk identification.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Explain and discuss compliance risk assessment 2. Explain how an organisation will categorise their compliance universe as 'core, topical or secondary' 3. compile a compliance risk profile of an organisation 4. Explain how to obtain business involvement during the process of compiling an organisation's compliance risk profile 5. Discuss the different compliance techniques that may be used during compliance risk assessment 	Compliance personnel, risk management personnel, business owners, key individuals	<i>To be confirmed</i>
<p>Compliance Risk Management After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Identify and explain the components of the compliance risk management process 2. Discuss the relationship between the components of the compliance risk management process 3. Discuss the phases of the compliance risk management process and the generally accepted sequence of events 	Compliance personnel, risk management personnel, business owners, key individuals	<i>To be confirmed</i>
<p>Compliance Regulatory Requirements This module defines and explains regulatory requirements</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 4. Define and explain what is meant by 'regulatory requirements' 5. Identify and discuss how to identify the regulatory requirements relevant to the organisation and its products and services 6. Identify and explain the sources of information that are used to identify the compliance (regulatory) universe of an organisation 	Compliance personnel, risk management personnel, business owners, key individuals	<i>To be confirmed</i>
<p>Compliance enterprise risk management This module is an introduction to how Enterprise Risk Management relates to the compliance function. It gives a broad overview of risk and what risk is.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Know what drives compliance exposure; 2. Understand the risk consequences of non-compliance; 3. Understand what ERM means in the compliance space. 	Compliance personnel, risk management personnel, business owners, key individuals	<i>To be confirmed</i>
<p>Compliance reporting This module will discuss the main aims of compliance reporting and the related processes which support the aims of reporting</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Discuss the main aims of compliance-related reporting 2. Identify and explain compliance and regulatory reporting requirements relevant to the organisation 3. Discuss compliance reporting methodologies and approaches 4. Discuss how reporting standard, guidelines and templates may be harmonised in an organisation 5. Identify and discuss how an organisation's governance structures relate to compliance reporting 6. Discuss the need for a reporting escalation policy that aligns with the organisation's governance structures and its materiality levels 7. Discuss the influence of the various target audiences' requirements 	Compliance personnel, risk management personnel, business owners, key individuals	<i>To be confirmed</i>

Course Information	Target Market	CPD information
<p>on compliance reports, e.g. how would a report to top management differ from a report that is intended for line management</p> <p>8. Discuss the different types, purpose, format and content of compliance reports (e.g. dashboards)</p>		
<p>Compliance Monitoring The outcome for this learning unit is to understand how to perform compliance monitoring in a practical manner</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Discuss the planning process related to monitoring and the influence of a risk-based approach on the planning process 2. Discuss the compilation of a monitoring programme/plan. The discussion should include the content of a monitoring programme/plan, e.g. objectives, scope, etc. 3. Discuss the purpose of monitoring 4. Discuss the different types of monitoring and the most appropriate monitoring methodologies applicable to the various types 5. Discuss the various factors which influence the sample sizes selected 6. Discuss what information compliance monitoring work papers and documentation should include 7. Discuss the importance of tracking of the results of compliance monitoring 8. Discuss the differences between monitoring done by various stakeholders 9. Discuss the frequency of monitoring, e.g. daily, continuous 10. Explain the use of Key Risk Indicators (KRI's) and factors to bear in mind during the design and set-up of KRI's 	<p>Compliance personnel, risk management personnel, business owners, key individuals</p>	<p><i>To be confirmed</i></p>
<p>Compliance Sampling Understand the compliance obligation on how to do sampling in a monitoring environment.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Discuss the various factors which influence the sample sizes selected 2. Evaluate sample monitoring working papers and identify good practices, short comings and inconsistencies 3. Use appropriate monitoring sampling methods and sizes 	<p>Compliance personnel, risk management personnel, business owners, key individuals</p>	<p><i>To be confirmed</i></p>
<p>Compliance Programme This module defines and explains the compliance programme</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Define and explain what is meant by a compliance programme 2. Define and explain what is meant by a risk-based compliance programme 3. Identify and explain what should be included in a compliance programme 4. Explain the coordination and agreement of the compliance programme with the internal audit and risk management function and the benefits to be derived 	<p>Compliance personnel, risk management personnel, business owners, key individuals</p>	<p><i>To be confirmed</i></p>
<p>Cyber Security, PII and Secure Data Management The purpose of this course is to understand the threats to, and compliance requirements for the accessing and storing of personally identifiable information (PII) in the financial sector. The course equips the delegate with practical knowledge on the secure management of sensitive data.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand sensitive data and classify PII within their environment. 2. Provide basic advice and recommend implementation of security steps to ensure data are managed in a secure manner. 	<p>All persons or employees whose job involve processing, capturing, accessing, and storing of personal data. Including, but not limited to</p>	<p><i>1.5 CPD hour on pass of assessment</i></p> <p>Financial Planning Institute Reference: FPI19080010</p>

Course Information	Target Market	CPD information
<p>3. Employ basic security steps for the secure capture, storage and export of sensitive client and employee data.</p>	<p>Financial managers, Financial advisors, Business owners, Consumers, Insurance specialists.</p>	
<p>Cyber Security Compliance for the Financial Sector : POPI Act The purpose of this course is to provide the delegate with an overview of and the necessary practical knowledge to ensure compliance with the Protection of Personal Information Act (POPIA).</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand the lawful conditions of processing personal information. 2. Understand the current threat environment to manage cyber security risks to data. 3. Implement a basic security plan to ensure compliance to POPIA 	<p>All persons or employees whose job involve processing, capturing, accessing, and storing of personal data. Including, but not limited to Financial managers, Financial advisors, Business owners, Consumers, Insurance specialists.</p>	<p>1.5 CPD hour on pass of assessment</p> <p>Financial Planning Institute Reference: FPI19080009</p>
<p>Cyber Security, GDPR and its applicability to the Financial Sector The General Data Privacy Regulation (GDPR) from the EU, applies to any organization that conducts business in the EU as well as to businesses outside the EU that collect, process, or store information on EU citizens as well as on non-citizens while they reside in the EU. This include several South African businesses, advisors, and organisations.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand the GDPR and its applicability on South African entities. 2. Understand appropriate technical and organisational measures for implementing data protection principles. 3. Implement a basic security plan to address GDPR requirements. 	<p>All persons or employees whose job involve processing, capturing, accessing, and storing of personal data. Including, but not limited to Financial managers, Financial advisors, Business owners, Consumers, Insurance specialists.</p>	<p>1.5 CPD hour on pass of assessment</p> <p>Financial Planning Institute Reference: FPI190700116</p>

Ethics CPD category – available currently:

Course Information	Target Market	CPD information
<p>Anti-Bribery- how to be corruption free This course is designed to provide the learner with a better understanding of the importance of combatting bribery and corruption. It will provide the learner with the tools and skills to assist in fostering a culture of ethics and compliance through anti bribery policies, gift registers, whistle-blowing facilities, etc.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Recognise bribes or facilitation fees as well as other forms of corruption 2. Draft an anti-bribery policy 3. Understand local anti-bribery and corruption legislation 4. Work with international anti bribery and corruption legislation 5. Understand the importance of whistleblowing and a whistleblowing policy 	Financial advisors / business owners	<p>3.15 CPD hours on pass of assessment</p> <p>iisa members: 3.15 CPD hour iisa Reference: EVT-20190225-0025</p>
<p>Ethics for financial advisors Having a sound reputation for being ethical is important to your success as a financial advisor, as this reputation is vital in gaining the trust of your clients. This course provides core knowledge and understanding of ethics and the importance of corporate governance in a business environment, as well as providing you with the opportunity to analyse your own ethical awareness and decision-making process.</p> <p>After completing this course you will be able to:</p> <ol style="list-style-type: none"> 1. Apply the principles that underpin ethics and professionalism to a code of conduct in the financial services sector. 2. Develop a plan to improve your personal commitment and compliance in the implementation of ethics in a personal and organisational context. 	Financial advisors	<p>2.5 CPD hours on pass of assessment</p> <p>FPI members: 2 CPD Points/hours Ethics & Practice standards 0.5 CPD Point/hour for successful completion & pass of online assessment FPI Reference: FPI19010052</p>
<p>Ethics – how to impress your clients This course is designed to provide learners with a better understanding of the importance of ethical conduct and an ethical business culture. It provides the tools and skills to assist in fostering a culture of ethics and integrity in the organisation through codes of ethics and standards of conduct, training and awareness as well as the significance of leading by example.</p> <p>This course builds on the Anti-bribery module that deals with the different forms of corruption, the anti-bribery and corruption policy as well as the importance of whistleblowing and a whistleblowing policy.</p> <p>After completing this course you will be able to:</p> <ol style="list-style-type: none"> 1. Apply the principles that underpin ethics and professionalism to a code of conduct in the financial services sector. 2. Develop a plan to improve your personal commitment and compliance in the implementation of ethics in a personal and organisational context. 	Financial advisors	<p>2.5 CPD hours on pass of assessment</p> <p>FPI members: 2 CPD Points/hours Ethics & Practice standards 0.5 CPD Point/hour for successful completion & pass of online assessment FPI Reference: FPI19050086</p>
<p>Treating Customers Fairly This course provides an understanding of the importance of treating customers fairly ,and examples of practical application of TCF required in order to implement the outcomes within your role and customer interactions. Key topics include what TCF does and does not mean, the six TCF outcomes and examples of what must be done to implement TCF in the role of financial advisor.</p> <p>After completing this course you will be able to:</p> <ol style="list-style-type: none"> 1. Explain what TCF means in the context of your role and your financial institution. 2. List and describe the six TCF outcomes 3. Apply the six TCF outcomes to practical real-life scenarios. 4. Identify a culture of fair treatment of customers within your organisation 	Financial advisors	<p>1 CPD hours on pass of assessment</p> <p>lisa members: 1 CPD hour lisa reference: EVT-20190305-0020</p>

Business Skills CPD category – available currently:

Course Information	Target Market	CPD information
<p>Customer service and building relationships for financial advisors Each and every one of us serves customers in our work, whether we realise it or not. Maybe you're on the front line of a company, serving the people who buy your products. Perhaps you're in the salaries department, serving the employees of a company by producing the payroll and keeping the company running or maybe you're a company owner, serving your staff and your customers. This course looks at all types of customers, how we can serve them better and improve ourselves in the process. The course is aimed at financial advisors and representatives, and is also suitable to anyone requiring a refresher on customer service or to build better knowledge and skills on good customer service.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand who customers are and what customer service means; 2. Recognise how your attitude affects customer service; 3. Identify your customers' needs and social style; 4. Use outstanding customer service to generate return business; 5. Build good will through in-person customer service, over the phone or through online resources such as e-mail; 6. Deal with difficult customers; 7. Wow customers every time. 	Financial advisors/employees in financial services sector	<p>4.5 CPD hours on pass of assessment</p> <p>FPI members: 4 CPD Points/hours Skills & abilities 0.5 CPD Points/hours pass of assessment FPI Reference: FPI19050045</p>
<p>Personal financial management and budgeting Ensuring that you start your clients off on an early path to success in achieving their financial goals is crucial in building lasting relationships with them. This course provides information and tools for financial management and compiling a budget that can be used effectively with clients, or to improve your own personal financial management skills.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate a basic understanding of the financial planning and financial management process. 2. Demonstrate a basic understanding of the budgeting process for an individual client. 	Financial advisors/employees in financial services sector	<p>2.5 CPD hours on pass of assessment</p> <p>FPI members: 2 CPD Points/hours Skills & abilities 0.5 CPD Points/hours pass of assessment FPI Reference: FPI19010051</p>
<p>Business continuity, disaster recovery and succession planning This course is designed to provide the learner with a better understanding of the importance of business resilience, business continuity, disaster recovery as well as succession planning, the difference thereof and the need to be proactive. It will provide the learner with the tools and skills to assist in mitigating business resilience risk.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand the process of business continuity management and the importance thereof 2. Recognise potential business disruptions and the impact they could have on the organisation 3. Perform a Business Impact Analysis 4. Compile a Business Continuity Plan 5. Understand the importance of succession planning and what to consider when drafting a succession plan 	Business owners, key individuals	<p>2.5 CPD hours on pass of assessment</p> <p>FPI members: 2 CPD Points/hours Skills & abilities 0.5 CPD Points/hours pass of assessment FPI Reference: FPI190400138</p>
<p>How to use FAIS to build client relationships The Financial Advisory and Intermediary Services Act (FAIS), and associated General Code of Conduct outline requirements to be met when dealing with clients including disclosures, following a suitable advice-giving process and producing a record of advice. While many advisors see this as an additional compliance chore, this course shows how following the requirements can help</p>	individuals	<p>1 CPD hour on pass of assessment</p> <p>Financial Planning Institute Reference: FPI19060061</p>

Course Information	Target Market	CPD information
<p>to build and enhance relationships with clients.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Explain the role of disclosures when first making contact with a client and how these may be used to build a client relationship 2. Understand the process to apply under suitable advice 3. Formulate a record of advice to reinforce solutions and professionalism 		
<p>Introduction to Fintech</p> <p>The aim of this course is to simplify FinTech developments taking place in South Africa. This has the potential to facilitate a better understanding of the importance of FinTech and less resistance to adapting to changes. This is necessary as research has indicated that FinTech is set to significantly expand in South Africa over the next few years.</p> <p>After completion of this course you will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate your understanding of the importance of FinTech in South Africa 2. Recognise, understand and explain the different FinTech domains 3. Demonstrate understanding of the developments occurring in the payment industry sphere 4. Demonstrate understanding of the compliance issues relating to robo-advice 5. Demonstrate understanding of the primary compliance issues (and the skills needed) for FinTech start-ups 	individuals	<p>3 CPD hours on pass of assessment</p> <p>FPI members: 2 CPD Points/hours 1 CPD Point/hour for pass of online assessment Financial Planning Institute Reference: FPI19050020</p>
<p>Leveraging on Emotional Intelligence</p> <p>This module is predominantly focused on assisting the learner with leveraging personal intelligence in business relationships, but the principles apply to all aspects of life and living.</p> <p>After completion of this course you will be able to:</p> <ol style="list-style-type: none"> 1. Understand what constitutes Personal Intelligence. 2. Background to the development of IQ and IQ assessments and its uses. The course covers the measurements used, the different types of intelligences and sample IQ questions. 3. Understand the requirements of EQ, how it is measured and the competencies required for each component. 	Financial advisors/employees in financial services sector	<p>2 CPD hours on pass of assessment</p> <p>FPI members: 2 CPD Points/hours Financial Planning Institute Reference: FPI19070067</p>
<p>Economics of Blockchain</p> <p>Facebook has recently announced it will be introducing its own cryptocurrency. Cryptocurrency is now a buzzword in the media with its attendant controversies. More importantly however, the technology behind cryptocurrencies - blockchain - could prove to be much more significant. This CPD module takes you beyond the currency and looks at smart contracts and other developments in the world of blockchain which are relevant to the financial services sector.</p>	Financial advisors/employees in financial services sector	To be confirmed
<p>Effective interpersonal skills in an advice-giving context</p> <p>This course provides an understanding of the different methods of communication and how to make the most of each of them, to enhance interpersonal skills. The course is suitable for everyone as we can all benefit from improving communication and interpersonal skills. However, the focus on these skills in the context of giving advice to clients, makes the course particularly suitable to advisors.</p> <p>After completion of this course you will be able to:</p> <ol style="list-style-type: none"> 1. Understand the big picture of communication. 2. Describe communication and interpersonal skills. 3. Use good communication and interpersonal skills when greeting and meeting clients. 4. Explain the requirements that apply to advice-giving as per FAIS and 	Financial advisors/employees in financial services sector	<p>4 CPD hours on pass of assessment</p> <p>FPI members: 3.5 CPD Points/hours 0.5 CPD Point/hour for pass of online assessment Financial Planning Institute Reference: FPI190800014</p>

Course Information	Target Market	CPD information
<p>the General Code of Conduct.</p> <p>5. Apply communication and interpersonal skills in the context of advice-giving</p>		
<p>Automotive Finance and Insurance Customer Service</p> <p>The course is designed to provide those who are new employees at an Automotive Dealership the required insights to the various customer service opportunities at a Dealership, as well as to help the Dealership derive an increased income as a result of happy customers who purchase vehicles and take appropriate products offered by the Dealership Finance and Insurance department.</p> <p>After completion of this course you will be able to:</p> <ol style="list-style-type: none"> 1. Understand the need to build meaningful relationships with all customers, and the importance of each relationship in the profitability and sustainability of the dealership. 2. Understand the “why” and “how” of compliance within the financial world in which the Finance and Insurance manager (or office) operates and the importance of maintaining professional and ethical principles when offering customer service. 3. Understand the purpose of meeting customer expectations by creating interactions that will ensure difficult situations are resolved to everyone’s satisfaction and why it is important to fully understand the product/s are promoted 	Financial advisors/employees in financial services sector	<p>1.5 CPD hours on pass of assessment</p> <p>Financial Planning Institute Reference: FPI19080011</p>
<p>Coaching and mentoring skills for FAIS Supervisors</p> <p>This module explores coaching and mentoring skills as it applies to supervision of representatives under the Financial Advisory and Intermediary Services Act, 37 of 2002 (FAIS). The module is particularly recommended for individuals who act as a supervisor in terms of FAIS but is also useful for any managers who are responsible for developing employees</p> <p>After completion of this course you will be able to:</p> <ol style="list-style-type: none"> 1. Understand the supervision requirements that apply as per Board Notice 86 of 2018 including Understand the fundamentals of buy-and-sell agreements and their income tax and estate duty implications 2. Explain why coaching and mentoring of representatives is required 3. Coach using specific techniques and approaches 4. Provide feedback and overcome challenges relating to coaching and mentoring 5. Conclude a coaching goal and transition the representative 6. Understand the role of mentoring in developing a person 	Financial advisors/employees in financial services sector	<p>6.5 CPD hour on pass of assessment</p> <p>FPI Members: 6 CPD Points/hours 0.5 CPD Point/hour for successful completion and pass of online assessment FPI Reference: FPI190700117</p>

Technical CPD category – available currently (see also Refresher Class of Business and CPD approved Publications):

Course Information	Target Market	CPD information
<p>Estate Planning Fundamentals</p> <p>This course is intended to provide guidance on the purpose, principles, main rules and laws in relation to estate planning. Key topics covered include the estate duty calculation, interpreting provisions of a will and intestate succession.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate understanding of the context and legal context around estate planning 2. Demonstrate fundamental knowledge on a Will and Law of Intestate Succession 3. Demonstrate fundamental knowledge on the role and fees of the executor of an estate 4. Demonstrate fundamental knowledge on income tax and capital gains tax as it applies to deceased estates 5. Demonstrate fundamental knowledge on bequests, trusts and other limited rights instruments and their impact on an estate 6. Demonstrate fundamental knowledge on Estate Duty and be able to calculate 	Financial advisors	<p>6 CPD hour on pass of assessment</p> <p>FPI Members: 5.5 CPD Points/hours 0.5 CPD Point/hour for successful completion and pass of online assessment FPI Reference: FPI19050043</p>

Course Information	Target Market	CPD information
estate duty 7. Demonstrate insight and be able to recommend ways to improve an estate plan		
<p>Risk planning fundamentals</p> <p>Risk planning, together with retirement planning, investment planning and estate planning is an essential element of an individual's holistic financial plan. In fact, risk planning is a priority because the financial impact of an unforeseen event could destroy all other areas of a financial plan. For example, if a person had no medical cover and became seriously ill, investments would need to be cashed in to pay for medical expenses and treatment.</p> <p>This course covers the fundamental aspects of risk planning including risk financial needs, the hierarchy of needs, client life-cycle stages and conducting a basic risk planning needs analysis.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Identify client's risk financial needs 2. Conduct a basic risk needs analysis to quantify the needs 3. Recommend appropriate solutions to the identified risk needs 	Financial advisors	<p>5 CPD hours on pass of assessment</p> <p>FPI Members: 4.5 CPD Points/hours 0.5 CPD Point/hour for successful completion and pass of online assessment FPI Reference: FPI19050040</p>
<p>Investment Planning fundamentals I</p> <p>The purpose of this course is to serve as a practical aid to illustrate the process of engaging clients in their financial planning process, identification of needs, objectives and goals, and generating a viable financial plan that implements suitable asset allocation guidelines and suitable product options as identified.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate knowledge of financial planning principles and apply practices 2. Understand the financial planning process and practical aspects of the 6-step process 3. Understand the concept of behavioural finance and its impact on investor decision making 4. Understand the technical and soft skills required of a financial advisor 	Financial advisors	<p>3 CPD hour on pass of assessment</p> <p>FPI Members: 2.5 CPD Points/hours 0.5 CPD Point/hour for successful completion and pass of online assessment FPI Reference: FPI19050041</p>
<p>Fundamentals of income tax and capital gains tax</p> <p>This midcourse provides guidance on the principles, main rules and processes to calculate income tax and capital gains tax for a natural person.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate fundamental knowledge on income tax for individuals (natural persons) 2. Demonstrate fundamental knowledge on capital gains tax for individuals 3. Complete a case study income and capital gains tax calculation for a natural person 	Financial advisors	<p>6.5 CPD hours on pass of assessment</p> <p>FPI members: 6.5 CPD Points/hours for successful completion & pass of online assessments FPI Reference: FPI19040013</p>
<p>Short-term insurance assessment and validation of claims</p> <p>This course is aimed at anyone needing to gain a practical understanding of claims and assessment principles that apply to validating short-term personal lines claims.</p> <p>The course will provide a better understanding on assessment principles that will assist a representative to validate claims, including the different role-players within the claims environment.</p> <p>After completing this course, you will be able to demonstrate understanding of:</p> <ol style="list-style-type: none"> 1. Claims, including terms, conditions and provisions in a short-term insurance policy. 2. The assessment or validation process in short-term insurance claims 3. Different role-players in the claims process, including vehicle assessors, loss adjusters and service providers. 4. Documentation required to validate a claim, including the importance of quantum, average and contribution (dual insurance). 5. Different assessment principles analysed to validate a claim 6. Recourse available should a claim be rejected/ repudiated 	Short term insurance advisors / financial advisors / employees	<p>6 CPD hours on pass of assessment</p> <p>FPI Members: 5.5 CPD Points/hours 0.5 CPD Point/hour for successful completion and pass of online assessment FPI Reference: FPI19030014</p>
Introduction to short-term insurance	Short term	5 CPD hours on pass of

Course Information	Target Market	CPD information
<p>This course provides an understanding of applicable aspects in the short-term insurance industry. Key topics include the difference between insurers in the market, risk management and how the financial needs analysis is applied in a short-term insurance context. The course will provide an overview of the product categories and niche products available in short-term personal and commercial lines.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate understanding of the difference between insurers, underwriters, brokers and administrators. 2. Demonstrate understanding of risk management and how the financial needs analysis is applied in short term insurance 3. Demonstrate understanding of the different product categories that form part of the wider short-term insurance product market. 4. Demonstrate understanding of the different avenues available to place cover under a Short-Term Personal or Commercial policy 5. Demonstrate understanding of key terms in Short Term Insurance 6. Demonstrate understanding of the different departments within the Short-Term Insurance industry 	<p>insurance advisors / financial advisors</p>	<p>assessment</p> <p>FPI Members: 4 CPD Points/hours 1 CPD Point/hour for successful completion and pass of online assessment FPI Reference: FPI19020082</p>
<p>Impact of technology on short term insurance</p> <p>This course explores new trends within the short-term insurance industry related to advances in technology. The course looks at how these technologies are being used to increase efficiency and savings in the current insurance model.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Illustrate the changing consumer needs within the short-term insurance industry 2. Discuss recent changes within the personal lines short term insurance industry in South Africa 3. Recognise key developments in technology that impact the industry 	<p>Financial advisors / short-term insurance advisors / employees in short term insurance</p>	<p>1.5 CPD hours on pass of assessment</p> <p>iisa members: 1.5 CPD hour iisa Reference: EVT-20190225-0021</p>
<p>Retirement Funds: Section 37C</p> <p>A key task that a board of trustees face is the allocation and distribution of benefits on the death of a member. This process is governed by section 37C of the Pension Funds Act, but the length of that section in the Act disguises the fact that this is not a straight-forward process. This course will equip you to understand and implement section 37 C.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand how to apply section 37 C in a pension fund and implement processes to ensure that all legal requirements can be met and that evidence and records are easily available 2. Define the responsibilities of the pension fund and the trustees in allocating a section 37 C payment 3. Understand the taxation of a section 37 C application 	<p>Financial advisors / Retirement Fund Trustees / EB consultants and personnel</p>	<p>4 CPD hours on pass of assessment</p> <p>FPI members: 3.5 CPD Points/hours Skills & abilities 0.5 CPD Points/hours for successful completion & pass of online assessments FPI Reference: FPI19010051</p>
<p>Health Insurance and demarcation regulations</p> <p>The purpose of this session is to bring attendees up to date with the current legal status of medical schemes versus health insurance products in terms of the latest demarcation regulation, and to discuss the impact of these regulations on health insurance products, and specifically on Gap cover.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Describe Gap cover- what it will and won't be able to do 2. Be able to explain the new demarcation regulations and their impact on gap cover products 	<p>Healthcare advisors</p>	<p>1 CPD hour on pass of assessment</p> <p>iisa members: 1 CPD hour iisa Reference: iisa letter to Moonstone dd: 14 September 2018</p>
<p>Business Assurance Fundamentals</p> <p>This course is designed to provide guidance on the purpose, principles, main rules and tax implications of business assurance. It is not a comprehensive study of corporate or business financial planning as the aim is to serve as a refresher on the main concepts or to build fundamental knowledge on business</p>	<p>Financial advisors</p>	<p>6.5 CPD hour on pass of assessment</p> <p>FPI Members: 6 CPD Points/Hour</p>

Course Information	Target Market	CPD information
<p>assurance.</p> <p>After completing this course, you be able to:</p> <ol style="list-style-type: none"> 1. Distinguish between the different business structures and understand the fundamentals of income tax and estate duty 2. Understand the fundamentals of buy-and-sell agreements and their income tax and estate duty implications 3. Understand the fundamentals of key person insurance and the income tax and estate duty implications 4. Distinguish between preferred and deferred compensation schemes and their funding and tax implications 5. Understand business contingency, credit and debit loans, funding and as well as their income tax and estate duty implications 		<p>0.5 CPD hours for successful completion and pass of assessment FPI Reference: FPI19050046</p>
<p>Understanding, reading and interpreting financial statements</p> <p>The goal of this course is to provide a basic understanding of financial reports in order to render decisions based on financial data. During this course, the main financial statements will be covered as well as key terms that are used, how to perform various analyses and areas of consideration for business or corporate financial planners.</p> <p>After completing this course, you be able to:</p> <ol style="list-style-type: none"> 1. Understand the framework for financial statements; 2. Understand the purpose and content of the financial statements; 3. Analyse financial statements. 	Financial advisors	<p>4.5 CPD hour on pass of assessment</p> <p>FPI Members: 3.5 CPD Points/Hour 1 CPD hours for successful completion and pass of assessment FPI Reference: FPI190400134</p>
<p>Fundamentals of Retirement Planning</p> <p>This course relates to the fundamentals of retirement planning, i.e. financial planning knowledge and skills to assist a client in saving adequately for retirement, including conducting a needs analysis. It is not a comprehensive study of retirement planning as the aim is to serve as a refresher on the main concepts or to build fundamental knowledge on retirement planning.</p> <p>After completing this course, you be able to:</p> <ol style="list-style-type: none"> 1. Understand retirement fund role players, products and key legislation 2. Conduct a needs analysis following a financial planning process 3. Identify a suitable investment strategy and portfolio solution 	Financial advisors	<p>6.5 CPD hour on pass of assessment</p> <p>FPI Members: 6 CPD Points/Hour 0.5 CPD hours for successful completion and pass of assessment FPI Reference: FPI19060068</p>
<p>Investment Managers Analysis</p> <p>A large percentage of the investments made in South Africa on a daily basis are made by professional investment managers on behalf of their clients. This CPD module provides a systematic process for financial advisors to effectively evaluate investment firms, their professional managers, and the products they manage.</p>	Asset Managers / Financial advisors	To be confirmed
<p>Introduction to Factor Investing</p> <p>Factor investing, involves creating portfolios with exposure to statistical or macroeconomic factors that explain the return differences between securities, and is now gaining popularity in the global asset management industry. This CDP module is aimed at providing introductory knowledge on factor investing and covers how factors can be applied in portfolio management.</p>	Asset Managers / Financial advisors	To be confirmed
<p>Introduction to REIT Analysis</p> <p>This CPD module presents an introduction to performance analysis of Real Estate Investment Trusts (REITs.) The module is aimed at providing foundational knowledge of the SA REIT sector and delves into the analysis of financial statements of REITs and the evaluation of the quality of earnings and operational efficiency.</p>	Asset Managers / Financial advisors	To be confirmed
<p>Trustee Training Fundamentals 4 – Death Benefits Disposition</p> <p>In this module we will introduce retirement fund role players, key legislation impacting on retirement funds and the duties of Trustees in specific areas, with a particular focus on the disposition (distribution) of death benefits as per the Pension Funds Act. This module is particularly suited for advisors who deal with employee benefits and retirement fund arrangements as well as Trustees who</p>	Financial advisors	<p>2.5 CPD hour on pass of assessment</p> <p>FPI Members: 2 CPD Points/Hour 0.5 CPD hours for successful completion and</p>

Course Information	Target Market	CPD information
<p>wish to gain a greater understanding of their duties and obligations. This module is also useful for those financial advisors who wish to gain insights into the reasons why death benefits with respect to retirement funds are not as easily resolved as death benefits on retail life policies.</p> <p>After completing this course, you be able to:</p> <ul style="list-style-type: none"> • Understand the role players, retirement fund regulation and the duties of the Boards of Management (Trustees and the principal officer) as per the Pension Funds Act • Interpret and apply Section 37C of the Pension Funds Act to disposition of death benefits 		<p>pass of assessment FPI Reference: FPI190800013</p>
<p>Trustee Training Fundamentals 1 – Duties of the Trustee Board In this course we will introduce the fundamental principles that apply to the obligations and duties of Trustees in specific areas. Note that a number of modules in relation to different aspects of retirement funds and the duties of the Trustees are available. These modules deal with the various topics in greater detail, e.g. governance requirements, whistle blowing and annual financial statements.</p> <p>After completing this course, you be able to: Understand the role players in the retirement fund environment, key legislation impacting on retirement funds and the duties of Boards of Management (Trustees and the Principal Officer) as per the Pension Funds Act)</p>	Financial advisors	<p>2 CPD hour on pass of assessment</p> <p>FPI Members: 1.5 CPD Points/Hour 0.5 CPD hours for successful completion and pass of assessment FPI Reference: FPI190800012</p>
<p>Trustee Training Fundamentals 2 – PF130_Governance In this module we will introduce the key role players to a fund, key regulation that impacts on funds and focus on governance duties of the Board of Management as per Pension Fund Circular 130. This course is particularly suited for advisors who deal with employee benefits and retirement fund arrangements as well as Trustees who wish to gain a greater understanding of their governance duties and obligations.</p> <p>After completing this course, you be able to:</p> <ul style="list-style-type: none"> • Understand the role players, retirement fund regulation and duties of Boards of Management (Trustees and the principal officer) as per the Pension Funds Act • Understand governance duties as per Pension Fund (PF) Circular 130 	Financial advisors	<p>2 CPD hour on pass of assessment</p> <p>FPI Reference: FPI190700119</p>
<p>Fundamentals of Investment Planning II This module is the second part of the Fundamentals of Investment Planning I. It serves as a refresher or to build a fundamental knowledge and understanding of portfolio management and covers economics and risks that impact investments. During the module, the typical underlying asset classes that are used in investment portfolio-building for the various products will be discussed as well as how to assess investment options in order to provide the best investment advice to clients</p> <p>After completing this course, you be able to:</p> <ol style="list-style-type: none"> 1. Gain a general understanding of the fundamental economics relevant to financial advisors 2. Differentiate between the different types of assets classes and their importance in portfolio management 3. Identify the different types of risks related to investments 4. Conduct basic risk profiling and determine the appropriate investment solutions for different risk profiles 	Financial advisors	<p>5.5 CPD hour on pass of assessment</p> <p>FPI Members: 5 CPD Points/Hour 0.5 CPD hours for successful completion and pass of assessment FPI Reference: FPI190700096</p>
<p>Understanding Financial Crises The ultimate goal of every investor is to maximise profits on the financial markets and minimise losses in the event of financial stress. In this module, we</p>	Financial advisors	<p>8.5 CPD hour on pass of assessment</p>

Course Information	Target Market	CPD information
<p>present an overview of financial crises and look at the different classifications and a discussion of some of the major financial crises that have occurred. We also present an overview of the concepts of systemic risk, financial interconnectedness, recent developments in the space of critical transitions and early warning signals which are intended to warn investors and policy makers beforehand, potential looming crises. The module ends with a discussion on the ethical implications and moral benefits of financial crises.</p> <p>After completing this course, you be able to:</p> <ol style="list-style-type: none"> 1. Understand why financial crises keep recurring and the different theoretical explanations for financial crisis 2. Discuss some of the major financial crises that have occurred over time 3. Understand what systemic risk, and institutions that qualify as systemically important institutions (SIFIs), and the various channels of interconnectedness and financial contagion. 4. Gain an overview of the recent developments in the space of critical transitions and early warning signals 5. Critically analyse and evaluate the ethical implications and moral benefits of financial crisis through the lens of ethics theory 		<p>FPI Members: 8 CPD Points/Hour 0.5 CPD hours for successful completion and pass of assessment FPI Reference: FPI19070097</p>
<p>Introduction to Smart Beta This module provides an overview of smart beta. It covers the evolution of indexing, passive investing, the emergence of smart beta and some controversies surrounding smart beta. The module further discusses the performance of smart beta funds and the disruptive potential of smart beta in the asset management industry.</p> <p>After completing this course, you be able to:</p> <ol style="list-style-type: none"> 1. Gain an understanding of indexing, the different types of indexing and the evolution of indexing 2. Describe smart beta, the different categorisation of smart beta funds and discuss some controversies and misconceptions surrounding smart beta. 3. Gain insights into the performance of smart beta and the arguments on the performance of smart beta. 	Financial advisors	<p>2.5 CPD hour on pass of assessment</p> <p>FPI Reference: FPI190700092</p>

Moonstone recognised CPD Publications available currently as online CPD activities:

Course & Cost	Availability:	Regulatory (FSCA fit & proper) CPD hours	Professional Body member CPD hours
<p>Moonstone Monitor: R750, excl. VAT for clients & public <i>per quarterly registration</i></p>	<p>Ongoing</p> <p>Each registration provides access to 12 weekly editions, reading articles and related assessments</p>	<p>0.5 CPD hours per weekly edition by reading through the CPD articles and completing an online assessment. Note that a min. 100% pass mark is required to obtain CPD hours but you have more than one opportunity to complete the assessment</p>	<p>FPI members: 0.5 Points (Knowledge) per weekly edition and assessment successfully completed (100% pass mark required) FPI Reference: FPI19002READING</p>
<p>Moonstone Investment Indicators: R750, excl. VAT for clients & public <i>per quarterly registration</i></p>	<p>Ongoing</p> <p>Each registration provides access to 12 weekly editions, reading articles and related assessments</p>	<p>0.5 CPD hours per weekly edition by reading through the CPD articles and completing an online assessment. Note that a min. 100% pass mark is required to obtain CPD hours but you have more than one</p>	<p>FPI members: 0.5 Points (Knowledge) per weekly edition and assessment successfully completed (100% pass mark required) FPI Reference: FPI19001READING</p>

		opportunity to complete the assessment	
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Class of Business as refresher training for CPD is also available as **online learning** and offers an extremely cost-effective method of earning CPD points. (See classes and costs below).

Please take note that the MBSE Class of Business consists of a modular approach with either one or two overview modules on regulatory aspects and the economy (if applicable), in addition to the actual generic product modules in order to ensure that the requirements of Board Notice 194 are comprehensively addressed.

These modules (**Financial Services Overview and Economic and Investment Overview**) are only completed once, and not repeated for subsequent Class of Business registrations therefore CPD points for the overview module/s can only be claimed on first registration.

Course Information	Target Market	CPD information
<p>Financial Services Overview (CPD) Get the ‘bigger picture’ of financial services by looking at the main role-players and market participants, considering the regulatory landscape and main laws that govern the sector; and obtaining an understanding of typical personal financial planning needs and how the sector caters for these needs.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Identify the main role-players and market participants in the financial services industry, including their legal structure. 2. Demonstrate understanding of general legislation and codes of conduct applicable to the financial services industry. 3. Identify the general (risk and investment) financial needs of clients or groups of clients. 	Financial advisors, para-planners, representatives	<p>3.5 FSCA CPD hours on completion and pass of assessment.</p> <p>FPI members: Financial Services Overview: 3 CPD Points Ethics & PS, 0.5 CPD Point for pass of assessment</p> <p>lisa members: Financial Services Overview: 3.5 FAIS CPD Hours EVT-20190530-0841 (for personal lines) & EVT-20190530-0861 (for commercial lines)</p>
<p>Economic and Investment Overview (CPD) Economics impacts on the flow of money, prices, investment markets, and availability of resources and is thus important in investment planning. This course provides information on economics and the influence of economic factors on different asset classes, as well as on how to match the correct investment portfolio from a combination of asset classes to suit a particular client’s objective financial needs and risk profile.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Describe the range of asset classes typically used in the construction of investment portfolios, as well as their typical characteristics, terms and features, and tax implications. 2. Describe the impact of applicable economic and environmental factors, such as economic business cycles, inflation, monetary and fiscal policies, interest rates and exchange rates on the asset classes that underlie investment products. 3. Describe the general risks associated with investing, purchasing or transacting in the different asset classes. 4. Describe the principles, options and strategies applicable to provide effective combinations of asset classes to suit the needs of different investors. 	Financial advisors, para-planners, representatives	<p>3 FSCA CPD hours on completion and pass of assessment.</p> <p>FPI members: 2.5 CPD Points (Knowledge), 0.5 CPD Point for pass of assessment</p>
<p>Refresher Long-Term Insurance (CPD) This course covers features, fee structures, charges, costs and risks associated with investing, purchasing or transacting in long-term insurance products. The course also covers legislation and tax implications, as well as which specific products are appropriate for different client needs. Sub-classes covered:</p> <ol style="list-style-type: none"> 3.1 Assistance policies; 3.2 Life risk policies; 3.3 Life investment policies; 	Financial advisors, para-planners, representatives	<p>6.5 FSCA CPD hours on completion and pass of assessment</p> <p>FPI members: Long-term Insurance: 6 CPD Points (Knowledge), 0.5 CPD Point for pass of assessment</p>

Course Information	Target Market	CPD information
<p>3.4 Fund policies; 3.5 Sinking fund policies; 3.6 Long-term reinsurance policies.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Describe the general characteristics, terms and features of the products within the class of business. 2. Describe the typical fee structures, charges and other costs associated with products within the class of business. 3. Describe the general investment and risk principles, options and strategies associated with investing, purchasing or transacting in products within the class of business. 4. Describe (if relevant), the impact of applicable economic and environmental factors such as economic business cycles, inflation, monetary and fiscal policies, interest rates and exchange rates on the products within the class of business. 5. Explain the legislative and tax implications applicable to the products within the class of business. 6. Assess the appropriateness of products within the class of business for specific client need 		<p>FPI Reference: FPI18040022</p>
<p>Refresher Health Services Benefits (CPD) This course covers the characteristics, terms and features of health services benefits products, including costs and risks associated with purchasing or transacting in these products. It also covers the legislation impacting on the health services benefits industry. Products covered include medical schemes and health insurance products, including medical expense shortfall policies (gap cover) and non-medical expense cover (hospitalisation policies/ hospital cash plans).</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Explain how specific aspects of the Medical Schemes Act, National Health Insurance, demarcation regulations under the Long- and Short-term Insurance Acts, and other applicable legislation will impact on health services products. 2. Describe the characteristics, terms and features of health services products. 3. Describe the typical fee structures, charges and other costs associated with health services product benefit options. 4. Describe the risks associated with investing, purchasing or transacting in health services products. 5. Assess the appropriateness of specific health services product benefit options for specific client needs. 6. Describe the options and strategies applicable to specific products in the health services class of business to suit the needs of different investors. 7. Explain the tax implications applicable to products in the health services benefits class of business. 	<p>Financial advisors, para-planners, representatives</p>	<p>6 FSCA CPD hours on completion and pass of assessment</p> <p>FPI members: 6 CPD Points (Knowledge), 0.5 CPD Point for pass of assessment FPI Reference: FPI18050056</p>
<p>Refresher Short-term Insurance Personal Lines (CPD) The purpose of this course is to provide learners with core knowledge and understanding of characteristics, terms and features of products for individual clients in the short-term insurance personal lines class of business, including typical fee structures, charges and other costs and risks associated with investing, purchasing or transacting in these products. In addition to this, the module provides knowledge of legislation impacting on short-term insurance personal lines products. Lastly, the module will provide learners with the skill to assess the appropriateness of products within the short-term insurance class of business for specific individual client needs.</p> <p>Sub-classes covered in the training include:</p> <ol style="list-style-type: none"> 1.1 Personal lines: Accident and health policies; 1.2 Personal lines: Liability policies; 	<p>Financial advisors, para-planners, representatives</p>	<p>6.5 FSCA CPD Hours on completion and pass of assessment.</p> <p>iisa members: Short-term Insurance Personal Lines: 6.5 CPD hours iisa Reference: EVT-20190530-0841</p>

Course Information	Target Market	CPD information
<p>1.3 Personal lines: Miscellaneous policies; 1.4 Personal lines: Motor policies; 1.5 Personal lines: Property policies; 1.6 Personal lines: Transportation policies; 1.7 Personal lines: Short-term reinsurance policies 2.9 Commercial lines: Short-term reinsurance policies.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Identify the general (risk and investment) financial needs of clients or groups of clients in respect of products within the class of business. 2. Describe the general characteristics, terms and features of the products within the class of business. 3. Describe the typical fee structures, charges and other costs associated with products within the class of business. 4. Describe the general investment and risk principles, options and strategies associated with investing, purchasing or transacting in products within the class of business. 5. Describe (if relevant), the impact of applicable economic and environmental factors such as economic business cycles, inflation, monetary and fiscal policies, interest rates and exchange rates on the products within the class of business. 6. Explain the legislative and tax implications applicable to the products within the class of business. 7. Assess the appropriateness of products within the class of business for specific client needs 		
<p>Refresher Short-term Insurance Commercial Lines (CPD) The purpose of this course is to provide learners with core knowledge and understanding of characteristics, terms and features of products for commercial (business) clients in the short-term insurance commercial lines class of business, including typical fee structures, charges and other costs and risks associated with investing, purchasing or transacting in these products. In addition to this, the module provides knowledge of legislation impacting on short-term insurance commercial lines products. Lastly, the module will provide learners with the skill to assess the appropriateness of products within the short-term insurance class of business for specific commercial client needs.</p> <p>Sub-classes covered in the training include:</p> <ol style="list-style-type: none"> 2.1 Commercial lines: Accident and health policies; 2.2 Commercial lines: Engineering policies; 2.3 Commercial lines: Guarantee policies; 2.4 Commercial lines: Liability policies; 2.5 Commercial lines: Miscellaneous policies; 2.6 Commercial lines: Motor policies; 2.7 Commercial lines: Property policies; 2.8 Commercial lines: Transportation policies; 2.9 Commercial lines: Short-term reinsurance policies. <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Identify the general (risk and investment) financial needs of clients or groups of clients in respect of products within the class of business. 2. Describe the general characteristics, terms and features of the products within the class of business. 3. Describe the typical fee structures, charges and other costs associated with products within the class of business. 4. Describe the general investment and risk principles, options and strategies associated with investing, purchasing or transacting in products within the class of business. 5. Describe (if relevant), the impact of applicable economic and environmental factors such as economic business cycles, inflation, monetary and fiscal policies, interest rates and exchange rates on the 	<p>Financial advisors, para-planners, representatives</p>	<p>6.5 FSCA CPD Hours on completion and pass of assessment.</p> <p>iisa members: Short-term Insurance Commercial Lines: 6.5 CPD hours iisa Reference: EVT-20190530-0861</p>

Course Information	Target Market	CPD information
<p>products within the class of business.</p> <p>6. Explain the legislative and tax implications applicable to the products within the class of business.</p> <p>7. Assess the appropriateness of products within the class of business for specific client needs</p>		
<p>Refresher Investments (CPD) This course covers features, costs and risks of investment products, legislation impacting on investment products and tax implications. The course also covers product appropriateness for specific client needs. Sub-classes covered include shares; money-market instruments; debentures and securitised debt; bonds; derivative instruments, warrants, certificates or other instruments; securities and instruments; participatory interests in a collective investment scheme; participatory interests in a hedge fund; and retail pension benefits.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Identify the general (risk and investment) financial needs of clients or groups of clients in respect of products within the class of business. 2. Describe the general characteristics, terms and features of the products within the class of business. 3. Describe the typical fee structures, charges and other costs associated with products within the class of business. 4. Describe the general investment and risk principles, options and strategies associated with investing, purchasing or transacting in products within the class of business. 5. Describe (if relevant), the impact of applicable economic and environmental factors such as economic business cycles, inflation, monetary and fiscal policies, interest rates and exchange rates on the products within the class of business. 6. Explain the legislative and tax implications applicable to the products within the class of business. 7. Assess the appropriateness of products within the class of business for specific client need 	<p>Financial advisors, para-planners, representatives</p>	<p>8.5 FSCA CPD Hours on completion and pass of assessment.</p> <p>FPI members: Investments: 8 CPD Points (Knowledge), 0.5 CPD Point for pass of assessment FPI Reference: FPI18060036</p>
<p>Refresher Pension Fund Benefits (CPD) This course covers features, fee structures, charges, costs and risks associated with investing or transacting in Pension Fund Benefits products. The course also covers legislation, tax implications, and specific products that are appropriate for different needs. The focus is on pension and provident funds but related products are also covered and include retirement annuities, preservation funds, annuity products and group risk benefits.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Identify the general (risk and investment) financial needs of clients or groups of clients in respect of products within the class of business. 2. Describe the general characteristics, terms and features of the products within the class of business. 3. Describe the typical fee structures, charges and other costs associated with products within the class of business. 4. Describe the general investment and risk principles, options and strategies associated with investing, purchasing or transacting in products within the class of business. 5. Describe (if relevant), the impact of applicable economic and environmental factors such as economic business cycles, inflation, monetary and fiscal policies, interest rates and exchange rates on the products within the class of business. 6. Explain the legislative and tax implications applicable to the products within the class of business. 7. Assess the appropriateness of products within the class of business for specific client need. 	<p>Financial advisors, para-planners, representatives</p>	<p>6 FSCA CPD Hours on completion and pass of assessment.</p> <p>FPI members: Pension Fund Benefits: 5.5 CPD Points (Knowledge), 0.5 CPD Point for pass of assessment FPI Reference: FPI18060002</p>

Course Information	Target Market	CPD information
<p>Refresher Short -term & Long-term Deposits (CPD) This course covers features, fee structures, charges, costs and risks associated with investing or transacting in Short-term and Long-term Deposit products. The course also covers legislation, tax implications, and specific products that are appropriate for different needs.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Identify the general (risk and investment) financial needs of clients or groups of clients in respect of products within the class of business. 2. Describe the general characteristics, terms and features of the products within the class of business. 3. Describe the typical fee structures, charges and other costs associated with products within the class of business. 4. Describe the general investment and risk principles, options and strategies associated with investing, purchasing or transacting in products within the class of business. 5. Describe (if relevant), the impact of applicable economic and environmental factors such as economic business cycles, inflation, monetary and fiscal policies, interest rates and exchange rates on the products within the class of business. 6. Explain the legislative and tax implications applicable to the products within the class of business. 7. Assess the appropriateness of products within the class of business for specific client need. 	Financial advisors, para-planners, representatives	<p>5 FSCA CPD Hours on completion and pass of assessment.</p> <p>FPI members: Short-term and Long-term Deposits: 4.5 CPD Points (Knowledge), 0.5 CPD Point for pass of assessment FPI Reference: FPI18070028</p>
<p>Refresher Structured Deposits (CPD) This course covers features, fee structures, charges, costs and risks associated with investing or transacting in Structured Deposit products. The course also covers legislation, tax implications, and specific products that are appropriate for different needs.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Identify the general (risk and investment) financial needs of clients or groups of clients in respect of products within the class of business. 2. Describe the general characteristics, terms and features of the products within the class of business. 3. Describe the typical fee structures, charges and other costs associated with products within the class of business. 4. Describe the general investment and risk principles, options and strategies associated with investing, purchasing or transacting in products within the class of business. 5. Describe (if relevant), the impact of applicable economic and environmental factors such as economic business cycles, inflation, monetary and fiscal policies, interest rates and exchange rates on the products within the class of business. 6. Explain the legislative and tax implications applicable to the products within the class of business. 7. Assess the appropriateness of products within the class of business for specific client need. 	Financial advisors, para-planners, representatives	<p>3 FSCA CPD Hours on completion and pass of assessment.</p> <p>FPI members: Structured deposits: 2.5 CPD Points knowledge, 0.5 CPD Points for pass of assessment FPI Reference: FPI18070026</p>
<p>Refresher Forex Investments (CPD) This course covers features, fee structures, charges, costs and risks associated with investing or transacting in Forex Investment products. The course also covers legislation, tax implications, and specific products that are appropriate for different needs.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Identify the main role-players and market participants in respect of products in the class of business, including their legal structure. 2. Identify inter-relationships within and between particular classes of business. 	Financial advisors, para-planners, representatives	<p>5 FSCA CPD Hours on completion and pass of assessment.</p> <p>FPI members: Forex Investments: 4.5 CPD Points/hours knowledge, 0.5 CPD Point for pass of assessment FPI Reference:</p>

Course Information	Target Market	CPD information
<ol style="list-style-type: none"> 3. Demonstrate understanding of financial services legislation, industry standards and codes of conduct applicable to the products within the class of business. 4. Identify the general (risk and investment) financial needs of clients or groups of clients in respect of products within the class of business. 5. Describe the general characteristics, terms and features of the products within the class of business. 6. Describe the typical fee structures, charges and other costs associated with products within the class of business. 7. Describe the general investment and risk principles, options and strategies associated with investing, purchasing or transacting in products within the class of business. 8. Describe (if relevant), the impact of applicable economic and environmental factors such as economic business cycles, inflation, monetary and fiscal policies, interest rates and exchange rates on the products within the class of business. 9. Explain the legislative and tax implications applicable to the products within the class of business. 10. Assess the appropriateness of products within the class of business for specific client need. 		FPI18070043

Workshops (face-to-face training):

Please take note of the following:

*Classroom re-writes will be available online on request, and may incur an admin fee.

**Classroom training for Class of Business courses is available on request for corporate groups of 20 or more.

Course Information	Target Market	CPD information
<p>Fit and proper for key individuals – become fighting fit! This course covers the fit-and-proper requirements and responsibilities for Key Individuals with reference to Board Notice 194/2017.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Know the fit-and-proper requirements for key individuals in terms of honesty, integrity and good standing, competence, CPD, operational ability and financial soundness. 2. Know and be able to apply the fit-and-proper requirements when appointing natural or juristic representatives, know what the remuneration requirements are, and be able to deal with the termination of the services of a representative. 3. Be able to establish policies, systems and mechanisms to ensure the competence of people who render financial services in your FSP, evaluate and review their competence, establish policies and procedures on CPD, and implement and maintain a competence register for your FSP. 4. Be able to implement processes to enable your FSP to meet the governance requirements stipulated in Board Notice 194 of 2017. 5. Apply the requirements regarding outsourcing of functions to persons other than representatives of the FSP, and be able to review and manage outsourcing contracts. 6. Know the financial soundness requirements for different categories and sub-categories of FSP, and be able to calculate whether your FSP complies with the financial soundness requirements set out in Board Notice 194 of 2017. 	Key Individuals, business owners	<p>7 CPD hours on pass of assessment</p> <p>Compliance Institute members: 7 CPD hours Compliance Institute Reference: MoE20180800049</p>
<p>Supervision Requirements: FAIS Notice 86 of 2018 This course equips delegates with the knowledge required to ensure a smooth transition from the previous to the new supervision regime.</p> <p>After completing this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Compare the provisions of the new Exemption to those of the previous 	Financial advisors / key individuals who act as a supervisor in terms of FAIS	<p>6 CPD hours on pass of assessment</p> <p>Compliance Institute members: 6 CPD hours</p>

Course Information	Target Market	CPD information
<p>Exemption.</p> <ol style="list-style-type: none"> 2. Understand and explain when a representative may be appointed under supervision. 3. Know what the entry-level requirements for a representative working under supervision are. 4. Understand, explain and apply the seven conditions of the Exemption; i.e. entry-level requirements, specific compliance periods, supervision agreement, duties of the FSP, duties of the supervisor, duties of the representative and intensity of supervision. 5. Know and apply the steps for appointing a representative under supervision. 6. Incorporate supervision according to the new Exemption in your FSP. 		<p>Compliance Institute Reference: MoE20190200004</p>
<p>The Trust Dilemma Trust forms the basis of any sustainable relationship, and consists of various factors. Understanding what these factors are, and what to do to build the different components of trust into one's life is important, and will assist with both trustworthiness, and trusting. This course will equip you with all the necessary tools and skills to establish, develop and maintain levels of trust in your relationships with clients, as well as in your personal relationships.</p> <p>After completing this course:</p> <ol style="list-style-type: none"> 1. You will have a clear understanding of the components of trust. 2. Your personal values and beliefs will be confirmed. 3. You will be equipped and committed to take the necessary action to improve personal level of trust in others. 4. You will be equipped and committed to become more trustworthy. 	<p>Financial advisors, key individuals, business owners</p>	<p>5 FSCA CPD hours on completed attendance. FPI Members: 5 CPD Points/hours FPI Reference: FPI190400159</p>