

QUALIFICATIONS APPLICATION FORM

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Guidelines:

- *Application to add a qualification to the Fit and Proper List of Recognised Qualifications – complete forms QA1 – QA8.*
- *For specific recognition of a qualification, please also complete QA 9.*
- *For part-qualification recognition where the qualification already appears on the list of recognised qualifications, please complete QA1, QA2 and QA 10 only.*
- *For part-qualification recognition where the qualification does NOT appear on the list of recognised qualifications, please complete QA 1 – QA 10.*

All qualification applications must be submitted to:

Qualifications Applications
Kasteelpark Office Park
1st floor, Nassau Building
Jochemus Avenue, Erasmuskloof, 0181

Attention: Tamara Ntombela

Business Information of Applicant

1.1	Applicant Name					
1.2	Trading Name / Division					
1.3	Type of Business	University	Technikon / College	Accredited Provider	Professional Body	Industry Association
		Other (Please specify)				
1.4	Contact Details					
	Physical Address					
	Postal Code					
	Postal Address					
	Postal Code					
	Telephone Number					
	Fax Number					
	Website Address					
1.5	Contact Person					
	Title					
	Initials					
	Surname					
	Telephone Number					
	Cell Phone Number					
	E-mail Address					
1.6	Date of this Application					
1.7	Is this the first application that you have submitted?	Yes	No	If no, please provide the date(s) and qualification title(s) of the previous applications submitted:		
				<u>Date:</u>		<u>Qualification:</u>

Qualification Details

Please Note:

Any incomplete information may lead to the qualification not being considered for recognition and inclusion on the Fit and Proper List of Recognised Qualifications. Please provide as much information as possible, and ensure that all information is complete.

2.1	Qualification Title				
2.2	Please indicate which of the following categories the qualification should be allocated to:	(a) Unit standard-based (or exit level outcomes-based) qualification registered on the National Qualification Framework	(b) Higher Education Qualification	(c) Professional Qualification	
		(d) Foreign Qualification	(e) ¹ Part-qualification (only a specific modules to be recognised.)	(f) Qualification no longer offered	
		(g) Other (please specify in the space provided)			
Please note:					
<ul style="list-style-type: none"> • For all qualifications specified in 2.2(a) above: Item 2.3 to 2.12 is <u>compulsory</u> and must be completed. Should item 2.3 to 2.12 be applicable / available to any of the other types of qualification listed above, please complete item 2.3 to 2.12 as well. • For all qualifications specified in 2.2 (c) above: Item 2.19 is <u>compulsory</u> and must be completed. 					
2.3	SAQA Qualification ID				
2.4	Learning Field		2.5	Learning sub-field	
2.6	Credits		2.7	Level	
2.8	Registration status		2.9	Registration start date	
2.10	Registration end date		2.11	SAQA decision number	
2.12	Registered Provider				

¹ There are special requirements for “part-qualification” applications. Please refer to QA 10 for more detailed information in this regard.

Qualification Details

2.13	Qualification Type (please mark with X)				
	National Certificate	National Diploma	National Degree	Professional Qualification	National Higher Certificate
	National Higher Diploma	National Higher Degree	Honours Degree	Masters Degree	Other (Please specify below)
2.14	Are there any pre-requisite requirements in order to register for this qualification?			Yes	No
	If "Yes", please list the requirements and explain the requirements where applicable.				
2.15	Does this qualification replace any other qualification?			Yes	No
	If "Yes", please specify which qualification will be replaced by this qualification:				
2.16	Will this qualification be replaced by any other qualification within the next 18 months?			Yes	No
	If "Yes", please specify which qualification will be replacing this qualification				
2.17	Is the qualification available nationally?			Yes	No
2.18	Is this a foreign qualification?			Yes	No
	If "Yes", was a certificate of equivalence issued by SAQA?			Yes	No
	If "Yes", please provide detail:				

Qualification Details

2.19	What are the purpose and the rationale of this qualification? Please explain in detail below:

Qualification Content

3.1	Is the qualification a modular based qualification? If not, please provide details of the content of the qualification.	
3.2	Please provide a detailed breakdown / description of the content of each Module / Subject listed above:	
	<i>Module / Subject</i>	<i>Breakdown / Description of Content</i>

Qualification Content

3.2	<i>Module / Subject</i>	<i>Breakdown / Description of Content</i>

Qualification Content

3.2	<i>Module / Subject</i>	<i>Breakdown / Description of Content</i>

Qualification Content

3.3	Is the structure of the qualification static? I.e. can the structure of the qualification change significantly based on what type of core / elective modules / subjects that are chosen?
3.4	Regardless of how the qualification is structured in terms of the various electives that can be selected– can all the various combinations of the qualification be recognised?

Qualification Applicability

4.1. **G - “Generic qualification”** means a qualification that addresses knowledge, skills and competence that are broadly applicable to the financial services industry without addressing any specific type of narrow specialisation relating to a specific subcategory.

S - “Specific qualification” means a qualification that addresses at least 80% of the specialised knowledge, skills and competence that is applicable to the financial services industry, and may address a specific type of specialisation and/or subcategory, in the financial services industry. This recognition will only be valid for the transitional period up to December 2009, after which the recognition will revert back to a “G” status.
If this option is selected then a mapping between the qualifying criteria (BN 105) and the content of the qualification must be completed.

SP – “Specific qualification” means a qualification that addresses at least 100% of the specialised knowledge, skills and competence that is applicable to the financial services industry, and may address a specific type of specialisation and/or subcategory, in the financial services industry. This recognition will be valid beyond the transitional period.
If this option is selected then a mapping between the qualifying criteria (BN 105) and the content of the qualification must be completed.

Please indicate by marking ✓ in the “G” or “S” column to which product categories the qualification will be applicable, whether the qualification should be recognised as specific or generic, and state why the content of the qualification is relevant to the financial product that you have indicated. Please do NOT indicate a product category if the content is NOT applicable:
(Please refer to Board Notice 106 of 2008 – Determination of Fit and Proper requirements for Financial Services Providers for guidance regarding the categories and sub-categories below).

Please note:

- Where you have indicated “S” a mapping must also be submitted as evidence that the content of the qualification is aligned to 80% the qualifying criteria.
- Where you have indicated “SP” a mapping must be submitted as evidence that the content of the qualification is aligned to 100% of the qualifying criteria.
- The mapping template is included at the end of this application form. Please use this specific format when submitting a mapping document together with your application.

4.1	Financial Product (Sub-categories)	G	S	SP	Motivation
CATEGORY I & IV					
1.1	Long-term Insurance Category A				
1.2	Short-term Insurance Personal Lines				
1.3	Long-term Insurance Category B				

Qualification Applicability

Financial Product (Sub-categories)			G	S	SP	Motivation	
4.1	1.4	Long-term Insurance Category C					
	1.5	Retail Pension Benefits					
	1.6	Short-term Insurance Commercial Lines					
	1.7	Pension Fund Benefits					
	1.8	Securities and instruments: Shares					
	1.9	Securities and Instruments: Money market instruments					
	1.10	Securities and Instruments: Debentures and securitised debt					
	1.11	Securities and Instruments: Warrants, certificates and other instruments acknowledging debt					
	1.12	Securities and Instruments: Bonds					
	1.13	Securities and Instruments: Derivative instruments excluding warrants					
	1.14	Participatory Interests in one or more collective Investment schemes					
	1.15	Forex Investment Business					
	1.16	Health Service Benefits					
	1.17	Long-term Deposits					
	1.18	Short-term Deposits					
	1.19	Friendly Society Benefits					
	CATEGORY II AND IIA						
	2.1	Long-term Insurance Category A					
	2.2	Long-term Insurance Category B					
2.3	Long-term Insurance Category C						

Qualification Applicability

		Financial Product (Sub-categories)	G	S	SP	Motivation	
4.1	2.4	Retail Pension Benefits					
	2.5	Pension Fund Benefits					
	2.6	Securities and instruments: Shares					
	2.7	Securities and Instruments: Money market instruments					
	2.8	Securities and Instruments: Debentures and securitised debt					
	2.9	Securities and Instruments: Warrants, certificates and other instruments acknowledging debt					
	2.10	Securities and Instruments: Bonds					
	2.11	Securities and Instruments: Derivative instruments excluding warrants					
	2.12	Participatory Interests in one or more collective Investment schemes					
	2.13	Forex Investment Business					
	2.14	Friendly Society Benefits					
	CATEGORY III						
	3.1	Long-term Insurance Category A					
	3.2	Long-term Insurance Category B					
3.3	Long-term Insurance Category C						
3.4	Retail Pension Benefits						
3.5	Pension Fund Benefits						
3.6	Securities and instruments: Shares						
3.7	Securities and Instruments: Money market instruments						

Qualification Applicability

Financial Product (Sub-categories)			G	S	SP	Motivation
4.1	3.8	Securities and Instruments: Debentures and securitised debt				
	3.9	Securities and Instruments: Warrants, certificates and other instruments acknowledging debt				
	3.10	Securities and Instruments: Bonds				
	3.11	Securities and Instruments: Derivative instruments excluding warrants				
	3.12	Participatory Interests in one or more collective Investment schemes				
	3.13	Forex Investment Business				
	3.14	Friendly Society Benefits				
OTHER						
		Key individuals				
		Compliance Officers				

4.2.	Is there any additional information you can provide to motivate the relevancy and applicability of this qualification to the financial services industry, and/or financial products in particular?

Legitimacy of Qualification

5.1.	You have stated the provider name in Form QA 1 item 1.12. Is there more than one provider that is delivering this particular qualification? Please provide the details of these providers below:
5.2.	Is there widespread recognition in the financial services industry of this particular qualification? Please motivate your answer in detail:
5.3.	What is the current reputation / standing of this qualification within the financial services industry as well as in the training and education field?

Assessment Details

6.1.	<p>Please state what assessment methods / tests are used <u>DURING</u> the learning process? For example: written tests, group assignments, individual assignments, etc. Please provide as much details as possible regarding the assessment methods used:</p>
6.2	<p>Please state what assessment methods/ tests are used as a <u>FINAL</u> assessment at the <u>END</u> of the learning process (on completion of the qualification). For example: open book examination, closed book examination, portfolio of evidence, etc. Please provide as much details as possible regarding the assessment methods used:</p>
6.3	<p>Please provide an indication of what outcomes / objectives are assessed in the final assessment for this qualification?</p>
6.4.	<p>Please indicate what is the pass mark for the qualification:</p>

Qualification Sample

You have the opportunity to submit a relevant brochure, outline, etc. of the qualification that you are submitting for review and recognition. Please ensure that the information submitted here is relevant and provide additional information that are useful to evaluate the quality, content and applicability of the qualification.

If any of the information submitted should be treated as confidential, please indicate this below:

Please treat this qualification application and any additional documentation provided as confidential	YES - REQUIRED	NO – NOT REQUIRED
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ANALYSIS AND MAPPING OF QUALIFICATION CONTENT

This template is to be completed if an application is submitted for a qualification to be recognised as “S” (80% match of qualification content to qualifying criteria) or “SP” (100% match of qualification content to qualifying criteria)

Please indicate which type of recognition is required for this qualification:

The purpose of this template is to provide a framework for matching the qualification content to the qualifying criteria. Where a match between the qualifying criteria and the content of the qualification is established, the qualification may be recognized as a specific qualification for a specific category / sub-category after consultation with the Advisory Committee.

All fields must be completed in the required format to ensure that the application will be considered. Templates that have not been completed in accordance to the requirements will not be considered.

Qualification Details: *(QA2 Page 1)*

Qualification Title:							
SAQA ID:		Level:		Credits:		Provider:	
Which set of qualifying criteria is relevant to this mapping? <i>(Example: RE 5 Second Level Regulatory Examination: Long Term Insurance Category A and Category IV)</i>							
Require “S” recognition i.e. 80% match between qualifying criteria and qualification content			Require “SP” recognition i.e. 100% match between qualifying criteria and qualification content				

Task 1: (Insert the appropriate task obtained from the qualifying criteria here)			
Knowledge Criteria	Skill Criteria	Module / Subject	Learning Outcome
Insert the relevant knowledge criteria here	Insert the relevant skills criteria here	Provide the appropriate reference in the qualification content where the knowledge and skills criteria in the previous two columns can be found.	Stipulate the learning outcome of the module/subject
•			
Task 2:			
Knowledge Criteria	Skill Criteria	Module / Subject	Learning Outcome
Task 3:			
Knowledge Criteria	Skill Criteria	Module / Subject	Learning Outcome

Task 4:			
Knowledge Criteria	Skill Criteria	Module / Subject	Learning Outcome
Task 5:			
Knowledge Criteria	Skill Criteria	Module / Subject	Learning Outcome
Task 6.:			
Knowledge Criteria	Skill Criteria	Module / Subject	Learning Outcome

Rows may be added / deleted as required based on the number of tasks that form part of the qualifying criteria, and the number of knowledge and skills criteria included for each task.

Part-qualification Recognition

Purpose

The purpose of this type of recognition is to assist those individuals that have enrolled during or prior to 2008 to complete a full qualification, and as a result will not be able to complete the full qualification by 31 December 2009 in order to meet the qualification requirements.

In order to apply for this type of recognition the following should be noted:

- Part-qualification recognition is awarded on an individual basis and each case will be reviewed on its own merit.
- Employers cannot submit bulk applications on behalf of their employees. Each individual must submit an individual application.
- The qualification must be complete by 31 December 2011.
- This type of application will only be valid up to 31 December 2009. From 1 January 2010 the part-qualification application will no longer apply.
- The process below must be followed when applying for this type of qualification recognition.

Application Process

STEP 1	Check whether the qualification that you have enrolled for appears on the list of recognised qualifications (<i>Board Notice 105 of 2008, Annexure 2</i>) If yes, please proceed with Step 2. If no, please complete all the documents in this application form.
STEP 2	If the qualification appears on the list, then it means that we have already received all the relevant content information pertaining to that qualification. Complete only QA 1, QA 2 and QA 10.
STEP 3	Submit the application form to the office of the Registrar.

Part-qualification Recognition

10.1.	Please specify the qualification title for which you have enrolled, and for which you are applying for “part-qualification” recognition:								
10.2	Please specify the date that you first enrolled for this qualification:								
10.3	<p>The qualification must be successfully completed by 31 December 2011.</p> <p>In order to achieve this deadline, please explain how many subjects / modules you will have to complete for the remainder of 2009, 2010 and 2011:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%; text-align: left;">Year</th> <th style="text-align: left;">Subjects / Modules</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2009</td> <td style="height: 40px;"></td> </tr> <tr> <td style="text-align: center;">2010</td> <td style="height: 40px;"></td> </tr> <tr> <td style="text-align: center;">2011</td> <td style="height: 40px;"></td> </tr> </tbody> </table>	Year	Subjects / Modules	2009		2010		2011	
Year	Subjects / Modules								
2009									
2010									
2011									
10.4	<p>Please provide a clear motivation why you require “part-qualification” recognition, and what your commitment is in order to complete the full qualification successfully prior to or by 31 December 2011.</p>								

Part-qualification Recognition

10.4																					
10.5	Please attach a certified copy of your statement of results for those subjects / modules that you have already completed to date. <i>Please note: Your application will not be processed if this document is not submitted.</i>																				
10.6	Please provide your current FSP number: <i>(Financial Services Provider registration number)</i>																				
10.7	ID Number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				

Signature of applicant

Date

Application Fee

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