

## Retirement Fund Trustee

### Occupational Certificate: Professional Principal Executive Officer (Retirement Fund Trustee)

SAQA QUAL ID	99574
Duration	8 months (On-line)
Credits	120



## Occupational Certificate for Retirement Fund Trustees

### **Purpose:**

The purpose of this qualification is to prepare a learner to operate as a Retirement Fund Trustee. Retirement Fund Trustees direct, control and oversee the operations of a retirement fund in terms of the applicable law, including common law and customary law, rules and the objectives of the Fund.

A qualified learner will be able to:

1. Contribute to the governance of the functions of the Board of Trustees (the Board).
2. Oversee the operations of the Fund.
3. Oversee the investment activities of the Fund.
4. Monitor the performance of the service providers on a regular basis and take appropriate corrective action when necessary.



## Occupational Certificate for Retirement Fund Trustees

Component	Focus
<b>Knowledge</b>	Academic Studies  In this component your focus is on the academic knowledge of the qualification.
<b>Practical Application</b>	Practical Exercises or Simulations  In this component, your focus is taking what you have learnt in the knowledge modules and practicing them in a practical manner.
<b>Workplace</b>	Real life Evaluation and Logbook  In this component, your focus is on your workplace and making sure that you take your theory and practical knowledge and that you apply this to live situations.



# Occupational Certificate for Retirement Fund Trustees

**Knowledge  
Modules  
(Total of 48  
Credits)**

## Knowledge Module 1

134910001-KM1, Governance and Strategic direction and Control

## Knowledge Module 2:

134910001-KM-02, Legal requirements and common law (statutes, regulations, directives, notices and circulars

## Knowledge Module 3:

134910001-KM-03, Rules and operations of a retirement fund

## Knowledge Module 4

134910001-KM-04, Governance of Fund assets.

## Knowledge Module 5

134910001-KM-05, Financial requirements of a retirement fund.

## Knowledge Module 6

134910001-KM-06, Risk management



## Occupational Certificate for Retirement Fund Trustees

Module No	Topic	NQF Level	Credits
134910001-KM-01	Governance and strategic direction and control	5	4
134910001-KM-02	Legal requirements and common law (statutes, regulations, directives, notices and circulars)	5	10
134910001-KM-03	Rules and operations of a retirement fund	5	5
134910001-KM-04	Governance of Fund assets	5	16
134910001-KM-05	Financial requirements of a retirement fund	5	8
134910001-KM-06	Risk Management	5	5
<b>Total number of Credits for these Modules</b>			<b>48</b>



# Occupational Certificate for Retirement Fund Trustees

**Practical  
Modules  
(Total of 48  
Credits)**

## Practical Module 1

134910001-PM-01, Govern the activities of the Board.

## Practical Module 2

134910001-PM-02, Select and conduct on-going assessment of service providers in the process of overseeing the operations of the Fund.

## Practical Module 3

134910001-PM-03, Review and approve financial statements, rule amendments and applicable regulatory submissions.

## Practical Module 4

134910001-PM-04, Formulate the investment strategy and monitor the performance of fund assets in terms of applicable laws and regulations, Fund rules and policies.



## Occupational Certificate for Retirement Fund Trustees

Module No	Topic	NQF Level	Credits
134910001-PM-01	Govern the activities of the Board.	5	8
134910001-PM-02	Select and conduct on-going assessment of service providers in the process of overseeing the operations of the Fund.	5	4
134910001-PM-03	Review and approve financial statements, rule amendments and applicable regulatory submissions.	5	8
134910001-PM-04	Formulate the investment strategy and monitor the performance of fund assets in terms of applicable laws and regulations, Fund rules and policies.	5	28
<b>Total number of Credits for these Modules</b>			<b>48</b>



# Occupational Certificate for Retirement Fund Trustees

Workplace  
Modules (Total of  
24 Credits)

## Workplace Module 1

134910001-WM-01, Processes related to contributing to the governance of the Board.

## Workplace Module 2

134910001-WM-02, Processes related to the oversight of the operations of the Fund.

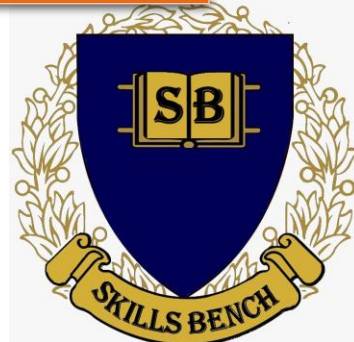
## Workplace Module 3

134910001-WM-03, Establishment of processes used to formulate the investment strategy and monitor the performance of fund assets in terms of applicable laws, regulations, Fund rules and policies.



## Occupational Certificate for Retirement Fund Trustees

Module No	Topic	NQF Level	Credits
134910001-WM-01	Processes related to contributing to the governance of the Board.	5	4
134910001-WM-02	Processes related to the oversight of the operations of the Fund.	5	8
134910001-WM-03	Establishment of processes used to formulate the investment strategy and monitor the performance of fund assets in terms of applicable laws, regulations, Fund rules and policies.	5	12
<b>Total number of Credits for these Modules</b>			<b>24</b>



## Occupational Certificate for Retirement Fund Trustees

- Learners will be required to complete all the **Knowledge based modules, Practical Application modules and Workplace experience modules** in order to prepare for the workplace modules.
- In order to be deemed competent are required to **submit a portfolio of evidence (POE)** including all assessment tools completed to a satisfactorily level.
- The SDP will offer an **Integrated Formative Assessment (IFA)** which include a completed questionnaire and Portfolio of Evidence as well as an **online Multiple-choice Assessment** set by the AQP (Batseta)\*.
- The external assessment will identify competence against specified assessment standards, and will be conducted through a knowledge-based assessment and an occupational competency assessment which includes:
  - **Knowledge-based assessment** which will take the form of a controlled, two (2) hour assessment

