



COMMUNICATION TO FET INSURANCE LEARNERS

JANUARY 2011

The Academy of Learning SA (Pty) Ltd (AOLSA) is a recognised training provider and is Provisionally Accredited by UMALUSI, Council for Quality Assurance in General and Further Education and Training (FET 00351 PA). A Memorandum of Understanding is in place with INSETA (MOU 130189). The (FSB) Financial Services Board recognises all the Insurance programs offered by AOLSA.

All programs will be on a self-study basis, although in some cases the Academy of Learning will be able to offer additional support to learners at the various training sites or at Corporate locations. The Academy of Learning has assessment centres / sites (colleges) across South Africa and the neighbouring states.

In addition to the IISA's CoP and ICiBS programs the following SAQA full qualifications will be offered by the Academy of Learning:

FURTHER EDUCATION & TRAINING CERTIFICATE IN SHORT TERM INSURANCE - SAQA ID: 66610 - NQF LEVEL 4

QUALIFICATIONS OVERVIEW

CORE ELECTIVE PROGRAM:

	S- CoP	Basics of Insurance	20 CREDITS
OR	S- PCoP	Basics of Short Term Insurance – Personal Lines	39 CREDITS
OR	S-CCoP	Basics of Short Term Insurance – Commercial Lines	34 CREDITS
	S-ICiBS	Practice of Short Term Insurance	41 CREDITS
OR	S-ICiBS(A)	Practice of Short Term Insurance	21 CREDITS
OR	S-ICiBS(B)	Practice of Short Term Insurance	20 CREDITS
OR	S-ICiBS	Practice of Short Term Insurance (Combined)	41 CREDITS

FUNDAMENTALS:

	S-FINLIT	Financial Literacy	12 CREDITS
	S-BSADM	Business Communication *	20 CREDITS
	S-BSCAL	Business Calculations *	16 CREDITS
	S-BSLIT	2 nd South African Language	20 CREDITS

ELECTIVES: (One is Compulsory)

	S-APL	Personal Lines (Application)	18 CREDITS
	S-ACOM	Commercial (Application)	30 CREDITS
	S-ACLADM	Claims / Administrative (Application)	12 CREDITS

AND ONE ELECTIVE: (transition learners)

	S-PL	Personal Lines	19 CREDITS
	S-COM	Commercial Lines	18 CREDITS

- The credits for mathematics, accounting, bookkeeping and communications can be obtained through a pass at matriculation level. Matriculation certificate to be verified through UMALUSI (Council for Quality Assurance in General And Further Education and Training). A verification fee of R300.00 is payable for verifications, excluding registration fee.

FURTHER EDUCATION & TRAINING CERTIFICATE IN LONG TERM INSURANCE - SAQA ID: 49649 - NQF LEVEL 4

QUALIFICATIONS OVERVIEW

CORE & ELECTIVE PROGRAM:

L-CoP	Basics of Long Term Insurance	33 CREDITS
L-ICiBS	Practice of Long Term Insurance	33 CREDITS

FUNDAMENTALS:

L-FINLIT	Financial Literacy	12 CREDITS
L-BSADM	Business Communication *	20 CREDITS
L-BSCAL	Business Calculations *	16 CREDITS
L-BSLIT	2 nd South African Language	20 CREDITS

ELECTIVES: (One is Compulsory)

L-RF	Retirement funds	15 CREDITS
L-IL	Individual Life	12 CREDITS

- The credits for mathematics, accounting, bookkeeping and communications can be obtained through a pass at matriculation level. Matriculation certificate to be verified through UMALUSI (Council for Quality Assurance in General And Further Education and Training). A verification fee of R300.00 is payable for verifications, excluding registration fee.

RETIREMENT FUNDS

R-CoP	Basics of Retirement Funds	28 CREDITS
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FAIS CREDITS:

The core and elective programmes listed above in the two full qualifications will also be offered by the Academy of Learning as short programs/courses/clusters. They will allow you to collect the required FAIS Credits. The Academy of Learning will load the official credits with INSETA.

CERTIFICATION:

The CoP and ICiBS Certificates will be issued by AOLSA in association with IISA once the learners have met the exit requirements. For all other subjects successfully passed, except for the CoP and the ICiBS, AOLSA will award a Certificate of Competence, with the relevant Statement of Credits after INSETA verification in the profile of each learner on our system. Once a learner has completed the full qualification and INSETA has verified the learning, INSETA will issue a Certificate of Competence for the full qualification.

IISA MEMBERSHIP:

Individuals who complete:

- any of the COP modules will be eligible to become an IISA Member Level 1;
- COP plus ICIBS are eligible to become an IISA Member Level 2;
- the full qualification are eligible to become an IISA Member Level 3.

All details available in all learners profiles on the AOLSA ILMS, under IISA Membership.

Membership must be applied for by completing the Membership Application Form. IISA reserve the right to charge a Membership Fee relevant to the level of Membership, which is payable to IISA.

REGISTRATION AND STUDY PROCEDURE:

1. Determine for which qualification or course you wish to study and note its code and name.
2. Complete the following forms:
 - Registration Form which includes the Study Material Dispatch Instruction Form
3. Pay the registration and relevant programme fee and the material dispatch fee as indicated into the following bank account and email or fax all forms and deposit slip(s) to insurancehelpdesk@academyoflearning.co.za or Fax 011-314 8918. Your study material will be forwarded to you as per your instructions.

BANKING DETAILS:

ACCOUNT NAME: AOL NATIONAL TRUST

BANK: STANDARD BANK

BRANCH: TYGER MANOR

BRANCH CODE: 050410

ACCOUNT NUMBER: 071 925 104

ASSESSMENT PROCEDURE

1. When ready, book a suitable date and time to sit for the formative assessment(s) directly with the Academy of Learning Assessment Centre nearest to you. This would be the Assessment Centre you selected with when you completed your registration form. Should you want to write your assessment at a different Centre than selected you must mail your request to insurancehelpdesk@academyoflearning.co.za. If you do not have an Academy of Learning Assessment Centre near you, contact our Insurance helpdesk on insurance@academyoflearning.co.za. The formative assessments will consist of a number of randomly generated multiple-choice questions. Your assessment will be marked by the computer and your result will be available immediately. There will be a report in your profile on the AOLSA ILMS that you can draw indicating your progress per unit standard and outcomes. Should you fail, you will be permitted to retake the assessment on two more occasions. This is a closed book assessment. You must obtain 65% for the formative assessment to qualify to write the summative assessment.

2. Once you have qualified for the summative assessment, and when ready, book a suitable date and time to sit for the summative assessment(s) directly with the Academy of Learning Assessment Centre nearest to you. (This assessment will consist of a written paper with long-answer style questions that will be randomly generated by

the computer. You may select to answer this assessment on the computer or write it by hand. The Assessment by hand must be written in black ink and must be signed off by you and the Invigilator, even if you did it on the computer. This is a closed book assessment. You must obtain 60% to pass this assessment.)

3. Failure to successfully complete the summative assessment (60% pass mark) **within a year** - you will be required to sit for a resubmission assessment with AOLSA at R300.00 per subject/programme (no registration fee).
4. Your summative assessment paper will be sent to the Academy of Learning National Office where a qualified Assessor will mark / assess it. Your result will be subject to moderation and Inseta's verification.
5. The AOLSA ILMS will e-mail you with your result when available. Assessment / marking takes 3-8 weeks - so please check your AOLSA ILMS profile regularly for the results when uploaded. After the final results have been uploaded to the AOLSA ILMS, it takes 4-8 weeks for your CoP or ICiBS or Certificate of Achievement to be generated.

Note that the IISA will not be handling registrations and the study material. Although the information is prepared by the IISA, this service will only be available via the Academy of Learning Insurance Helpdesk in Midrand, Johannesburg.

- Learners who are registering for the first time for a qualification or course/program/cluster must complete the summative assessment within 12 months of registering for each course.
- In the case of Business Organisation candidates, the subject will be realigned to the Financial Literacy credits, thereby simplifying the structure. Those learners who completed the Business Organisation subject previously and who wish to complete the full qualification will have to re-register for the new one to cover the financial literacy requirements as before.

Similarly, a learner who completed the CoP on the old basis and who now wishes to complete the full FETC qualification will have to be RPL'd (a form of assessment called Recognition of Prior Learning) against the new unit standards. RPL assessments are handled in the same way summative assessments are handled, with one exception - you will only get one chance at it - if you fail you will be required to enrol for the entire programme. The price for an RPL assessment is on the registration form. However, RPL will not be necessary for those who plan to follow the IISA's path through the CoP and ICiBS only, perhaps then going on to UNISA. Contact Unisa directly for information.

Registration and assessments with the Academy of Learning is open throughout the year. There are no cut-off dates to register and write your assessments, providing you remain within your contractual timeframe of 12 months.

NATIONAL HELPDESK: insurancehelpdesk@academyoflearning.co.za or insurance@academyoflearning.co.za Tel. 011-314 5115/5108. REGISTRATION DOCUMENTS AVAILABLE ON OUR WEBSITE: www.academyoflearning.co.za

Study Material Dispatch Instruction Form

Surname of learner: _____

First names of learner: _____

ID/Passport number: _____

Contact telephone: Code: _____ Number: _____

Cell Number: _____

E-mail address: _____

Please post/courier my study material to the following address once it is ready.

I am aware of the additional postal cost or courier cost as indicated on the registration form and have paid this amount.

Signature of Learner: _____ Date _____

The completed **study material dispatch instruction form**, together with your **enrolment form** and your **deposit slip(s)** must be emailed or faxed to details below or delivered to the Academy of Learning college nearest you.

Email: insurancehelpdesk@academyoflearning.co.za

Fax: 011 314 8918.

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