



Dear Prospective candidate

ASSESSMENT PROCESS

For

FETC: Short Term Insurance (150 Credits – Level 4)

SAQA Qualification ID: 44929

Moonstone Intellectual Capital (MIC) and PSG Konsult Academy has formed a joint venture enabling financial planners to gain the necessary credits before deadlines and to fast-forward the process to achieve the full qualification. The RPL process gives candidates, with at least 4 years industry experience and the required knowledge, the opportunity for prior learning recognition through a well structured and user-friendly process.

MIC & PSG Konsult Academy presents The Further Education and Training Certificate: Short Term Insurance NQF Level 4, 150 credits as part of its FAIS Fit and Proper curriculum. The unit standards are divided into 5 'study schools'.

The process is as follows:

1. APPLICATION

- No application will be processed unless all fields are completed.
- A non-refundable administration fees of R114.00 (inclusive of VAT) is payable and has to accompany the application form.
- MIC will forward all the required documentation, application and proof of payment to the applicable assessors for evaluation to approve candidates for the RPL process.

- MIC will inform the successful candidates, after which final payment (see table below) (inclusive of VAT) is due.
Kindly fax proof of payment to the MIC offices at 0866151129.
- MIC will register successful applicants for the applicable school of training and inform all candidates of the date and venue of the **written assessments**.

2. **PREPARATION FOR RPL PROCESS (distant learning)**

- Candidates are required to complete the provided workbooks (well designed and easy to complete) as part of the formative assessment and hand these workbooks in the day of the written examination.

Facilitated training

PROGRAMME (B) (3 days) – 30 credits per study school

Day 1 – Tutoring in the first half of the Unit Standards (including all training material and workbooks)

Day 2 – Tutoring in the last half of the Unit Standards – 2/3 weeks break to complete workbooks

Day 3 – Review all work and workbooks – Closed Book Assessment in the afternoon

3. **ASSESSMENT PROCESS**

- All Summative Assessments will be closed book examination
- Will take place 4 weeks after the candidate received his/her study material
- Assessments session will cover \pm 30 credits.
- “Proof of Credits” will be issued to the successful candidates by PSG Konsult Academy.
- PSG Konsult will forward the details of credits to INSETA and ETQA (external moderator) for loading onto the National Learner Data Base.
- No formal portfolio of evidence need to be completed. The case studies and workbooks will form part of the portfolio.

4. **REQUIREMENTS**

For the RPL the Following is important

- All the fields in the application must be completed
- A brief CV, highlighting your experience and career achievements
- Certified copy of ID Document
- Certified copy of Senior Certificate
- Certified copies of all other qualifications, especially industry related qualifications.
- Proof of payment faxed to the MIC offices for attention:

Ronél du Toit

Fax Number : 0866151129

Payment : Moonstone Intellectual Capital

Branch : Standard Bank Stellenbosch (050610)

Account : 073004421

5. **FEES for each School**

	Excluding Vat	Including Vat
Administration Fee	R 100.00	R 114.00
Thirty credit session (distance learning)	R1200.00	R1368.00
Total Cost per School	R1300.00	R1482.00
2 day Facilitation	R2600.00	R2964.00
Re-examination	R 300.00	R 342.00

Please call Albert Marais or Ronél du Toit at MIC Tel: 021 8838000 to enrol for one of the forthcoming sessions.

Kind Regards

Albert Marais/Ronél du Toit

E Mail: ronel@moonstoneinfo.com

THE FOLLOWING MUST BE READ AND SIGNED FOR ACCEPTANCE TO THIS PROGRAM

1. I have read and understand the RPL process.
2. I understand that should the Unit Standard credits previously gained differ from the RPL process, I will have to redo the Unit Standards.
3. Fees are not transferable to any other program offered.
4. Fees are not refundable should the learner cancel/withdraws.

Signature:(Guardian if under 21)_____Date: _____