



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
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**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**



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## GOVERNMENT NOTICES

## SOUTH AFRICAN QUALIFICATION AUTHORITY

No. 895

20 June 2003

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Private Bag X 06  
WATERKLOOF  
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Hatfield Forum West  
1067 Arcadia Street  
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Tel: +27 (0) 12 431 5000

Fax: +27 (0) 12 431-5123



Established in terms of Act 58 of 1995

13 June 2003

Dear Sir/Madam,

The South African Qualifications Authority in terms of the National Standard Body Regulations (Government Gazette No. 18787) published on 28 March 1998, hereby publishes the new appointments of the National Standard Body.

**NSB 04 : COMMUNICATION STUDIES AND LANGUAGE**

Category	Nomination	Nominated by	Workplace
Labour	Mr M M C Bewana (replacing Ms K Motlhala)	South African Democratic Teacher's Union	Vuyani Mawethu Secondary School

**NSB 06 : MANUFACTURING, ENGINEERING AND TECHNOLOGY**

Category	Nomination	Nominated by	Workplace
Provider	Mr D L Martin (Replacing Dr D Hattingh)	Committee of Technikon Principals	Cape Technikon

Yours sincerely

**JOE SAMUELS**

DIRECTOR : STANDARDS SETTING AND DEVELOPMENT

**SAQA'S MISSION**

*"To ensure the development and implementation of a National Qualifications Framework which contributes to the full development of each learner and to the social and economic development of the nation at large."*

No. 896

20 June 2003

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*Established in terms of Act 58 of 1995*

Dear Sir/Madam,

The South African Qualifications Authority in terms of the National Standard Body Regulations (Government Gazette No. 18787) published on 28 March 1998, hereby publishes the new names of persons nominated to serve as members of the following National Standard Bodies (**NSB 02, 07 & 12**) and their national stakeholder bodies. SAQA invites comment with respect to the acceptability of the nominees and the representativeness of the national bodies with key interests in the field.

Kindly forward any comment not later than **14 July 2003** to:

South African Qualification Authority  
Postnet Suite 248  
Private Bag X06  
WATERKLOOF  
0145

Attention: Mr J Samuels  
Director : Standards Setting and Development

Telephone: (012) 431 5000  
Fax: (012) 431 5144

Yours sincerely,

**JOE SAMUELS**  
DIRECTOR : STANDARDS SETTING AND DEVELOPMENT

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**SAQA'S MISSION**

*"To ensure the development and implementation of a National Qualifications Framework which contributes to the full development of each learner and to the social and economic development of the nation at large."*



Category	Nomination	Nominated by	Workplace
Critical Interest Group	Ms P Devenish (replacing Mr D Houghton)	NAPTOSA	Part-time Teacher : Open Air School - Durban
	Ms J Diphofa (replacing Mr K Thathia)	National Arts Council	National Arts Council

**Resignation:**  
Mr D Houghton  
Mr K Thathia

#### NSB 07 : HUMAN AND SOCIAL STUDIES

Category	Nomination	Nominated by	Workplace
Critical Interest Group	Ms L Venter (replacing Mr I Blumenthal)	National Skills Authority	Services SETA

**Resignation:**  
Mr I Blumenthal  
Prof F Hendricks

#### NSB 12 : PHYSICAL PLANNING AND CONSTRUCTION

Category	Nomination	Nominated by	Workplace
Provider	Ms T Gordon (replacing Ms S Fullard)	Committee of Technikon Principals	Durban Institute of Technology

#### SAQA'S MISSION

*"To ensure the development and implementation of a National Qualifications Framework which contributes to the full development of each learner and to the social and economic development of the nation at large."*

No. 897

20 June 2003

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Established in terms of Act 58 of 1995

May 2003

The South African Qualifications Authority in terms of the National Standards Bodies Regulations (Government Gazette No. 18787) published on 28 March 1998, hereby give notice of additional names of the following Standards Generating Bodies:

**NSB 07: HUMAN AND SOCIAL STUDIES****Additional Names for the SGB for Life Skills**

NOMINEE	WORKPLACE	NOMINATING BODY	EXPERIENCE/ QUALIFICATIONS
Nortje, Alinda	Free to Grow (Pty) Ltd	Free to Grow (Pty) Ltd	Social Work: Honours (University of Stellenbosch). Executive Chairperson: Free to Grow (Pty) Ltd, Curriculum development designer in the field of Life Skills, Trainer, Research experience, Community worker experience.

**Additional Names for the SGB for Democracy, Human Rights and Peace Education**

NOMINEE	WORKPLACE	NOMINATING BODY	EXPERIENCE/ QUALIFICATIONS
Isaacs, Ismaiylili	Freelance Consultant	South African Development Education Practitioners Association (SADEPA)	Advanced Diploma for Adult Educators (UCT). Consultant, Designed Human Rights training and assessment tasks, Developed learning programmes in line with NQF standards, Experience in the field of NGO training, Worked previously as a Development and Training Manager, Teaching experience.

**Additional Names for the SGB for Christian, Theology and Ministry**

<b>NOMINEE</b>	<b>WORKPLACE</b>	<b>NOMINATING BODY</b>	<b>EXPERIENCE/ QUALIFICATIONS</b>
Viljoen, Sylvia	Amos Agrimin	Amos Agrimin	D.Litt.et Phil: Sociology (Rand Afrikaans University), MA: Sociology (University of South Africa), BA (Hons) Sociology (University of South Africa), Nine Modules in Theology (University of South Africa). Training Manager: Amos Agrimin, Lecturing experience, Community involvement.
Hayes, Stephen	Freelance Writer and Missiological Consultant	Orthodox Tradition Church	D.Th. in Missiology (University of South Africa), M.Th. (cum laude) in Missiology (University of South Africa), Diploma in Theology. Training experience, Supervisor of students, Mission Adviser, Editor of study material, Motivator, Experience in facilitating training courses for supporting priests and deacons in the diocese.

**Resignations**

1. Victor Tshangela
2. Elma Cornelius

Yours sincerely,



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**JOE SAMUELS**

**DIRECTOR : STANDARDS SETTING AND DEVELOPMENT**

No. 898

20 June 2003

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

**Freight Handling**

Registered by NSB 11, Services publishes the following unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the unit standards upon which qualifications are based. The unit standards can be accessed via the SAQA web-site at [www.saqg.org.za](http://www.saqg.org.za). Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum West, 1067 Arcadia Street, Hatfield.

Comment on the unit standards should reach SAQA at the address ***below and no later than 21 July 2003***. All correspondence should be marked **Standards Setting – SGB for Transport and Logistics Operation** and addressed to

The Director: Standards Setting and Development  
SAQA

Attention: Mr. D Mphuthing

Postnet Suite 248

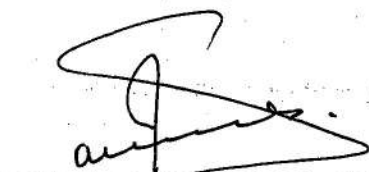
Private Bag X06

Waterkloof

0145

or faxed to 012 – 431 5032

e-mail: [mmphuthing@saqa.co.za](mailto:mmphuthing@saqa.co.za)



**JOE SAMUELS**

**DIRECTOR: STANDARDS SETTING AND DEVELOPMENT**



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

1

#### Operate a bulldozer in a bulk-product handling facility

SAQA US ID	UNIT STANDARD TITLE		
15016	Operate a bulldozer in a bulk-product handling facility		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Transport and Logistics Operations		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Services		Transport, Operations and Logistics	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
SRV-TOL-0-SGB T&LO	Regular	Level 3	10

#### Specific Outcomes:

##### **SPECIFIC OUTCOME 1**

Conduct bulldozer inspections and operating checks in accordance with manufacturer's instructions.

##### **SPECIFIC OUTCOME 2**

Operate, park and secure bulldozers in accordance with laid-down procedures.

##### **SPECIFIC OUTCOME 3**

Use a bulldozer to efficiently and consistently move bulk material with due regard.

##### **SPECIFIC OUTCOME 4**

Identify appropriate solutions to problems that may occur, and timeously carry out proactive steps.

##### **SPECIFIC OUTCOME 5**

Consistently meet or exceed the minimum safety, health and environmental requirements applicable.

##### **SPECIFIC OUTCOME 6**

Interact effectively with colleagues, giving and receiving information.





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

#### Operate a reclaimer

2

SAQA US ID	UNIT STANDARD TITLE		
15015	Operate a reclaimer		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Transport and Logistics Operations		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Services		Transport, Operations and Logistics	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
SRV-TOL-0-SGB T&LO	Regular	Level 3	10

#### Specific Outcomes:

##### **SPECIFIC OUTCOME 1**

Conduct reclaimer inspections and operating checks in accordance with manufacturer's instructions.

##### **SPECIFIC OUTCOME 2**

Operate, park and secure equipment and attachments in accordance with laid-down procedures.

##### **SPECIFIC OUTCOME 3**

Reclaim bulk product with due regard.

##### **SPECIFIC OUTCOME 4**

Identify appropriate solutions to problems that may occur, and timeously carry out proactive steps.

##### **SPECIFIC OUTCOME 5**

Consistently meet or exceed the minimum safety, health and environmental requirements applicable.

##### **SPECIFIC OUTCOME 6**

Interact effectively with colleagues, giving and receiving information and co-operation.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

3

### Operate a shiploader

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
15017	Operate a shiploader		
<b>SGB NAME</b>		<b>ABET BAND</b>	<b>PROVIDER NAME</b>
SGB Transport and Logistics Operations		Undefined	
<b>FIELD DESCRIPTION</b>		<b>SUBFIELD DESCRIPTION</b>	
Services		Transport, Operations and Logistics	
<b>UNIT STANDARD CODE</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
SRV-TOL-0-SGB T&LO	Regular	Level 3	10

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Conduct shiploader inspections and operating checks.

#### **SPECIFIC OUTCOME 2**

Use a shiploader to load bulk products into ships.

#### **SPECIFIC OUTCOME 3**

Identify appropriate solutions to problems that may occur.

#### **SPECIFIC OUTCOME 4**

Consistently meet or exceed the minimum safety, health and environmental requirements applicable.

#### **SPECIFIC OUTCOME 5**

Compile and process all documentation specified in terms of employer organisation's requirements.

#### **SPECIFIC OUTCOME 6**

Interact effectively with colleagues.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

4

#### Operate a stacker

SAQA US ID	UNIT STANDARD TITLE		
15013	Operate a stacker		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Transport and Logistics Operations		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Services		Transport, Operations and Logistics	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
SRV-TOL-0-SGB T&LO	Regular	Level 3	10

### **Specific Outcomes:**

#### **SPECIFIC OUTCOME 1**

Conduct stacker inspections and operating checks in accordance with manufacturer's instructions.

#### **SPECIFIC OUTCOME 2**

Operate, park and secure equipment and attachments in accordance with laid-down procedures.

#### **SPECIFIC OUTCOME 3**

Stack bulk product with due regard.

#### **SPECIFIC OUTCOME 4**

Identify appropriate solutions to problems that may occur, and timeously carry out proactive steps.

#### **SPECIFIC OUTCOME 5**

Consistently meet or exceed the minimum safety, health and environmental requirements applicable.

#### **SPECIFIC OUTCOME 6**

Interact effectively with colleagues, giving and receiving information and co-operation.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

5

#### Operate a tippler

SAQA US ID	UNIT STANDARD TITLE		
15014	Operate a tippler		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Transport and Logistics Operations		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Services		Transport, Operations and Logistics	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
SRV-TOL-0-SGB T&LO	Regular	Level 3	10

#### Specific Outcomes:

##### **SPECIFIC OUTCOME 1**

Operate tipplers to offload bulk-product from trains with due regard to product characteristics.

##### **SPECIFIC OUTCOME 2**

Identify appropriate solutions to problems that may occur, and timeously carry out proactive steps.

##### **SPECIFIC OUTCOME 3**

Consistently meet or exceed the minimum safety, health and environmental requirements applicable.

##### **SPECIFIC OUTCOME 4**

Interact effectively with colleagues, giving and receiving information and co-operation.

No. 899

20 June 2003

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

**Construction Materials Testing**

Registered by **NSB 12, Physical Planning and Construction** publishes the following unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the unit standards upon which qualifications are based. The unit standards can be accessed via the SAQA web-site at [www.saqa.org.za](http://www.saqa.org.za). Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum West, 1067 Arcadia Street, Hatfield.

Comment on the unit standards should reach SAQA at the address ***below and no later than 21 July 2003***. All correspondence should be marked **Standards Setting – SGB for Civil Engineering Construction** and addressed to

The Director: Standards Setting and Development  
SAQA

Attention: *Mr. D Mphuthing*

Postnet Suite 248

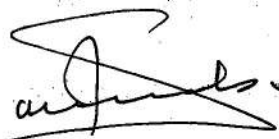
Private Bag X06

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or faxed to 012 – 431 5032

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**JOE SAMUELS**

**DIRECTOR: STANDARDS SETTING AND DEVELOPMENT**





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### QUALIFICATION:

#### **National Certificate: Construction Materials Testing: Cementitious Materials**

SAQA QUAL ID	QUALIFICATION TITLE	
24404	National Certificate: Construction Materials Testing: Cementitious Materials	
SGB NAME	SGB Civil Engineering Construction	
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
PPC-4-National Certificate	National Certificate	Civil Engineering Construction
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
155	Level 4	Regular-Unit Stds Based
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

#### **PURPOSE OF THE QUALIFICATION**

Learners found competent against this Qualification will be able to execute safely the sampling and laboratory testing required for concrete mix and cementitious material stabilization designs, quality control during construction and acceptance testing of completed concrete products and cementitious stabilized materials.

For those with extensive experience in the workplace, this Qualification can be used in the recognition of prior learning process to assess and recognise workplace skills acquired without the benefit of formal education and training.

For the new entrant, this Qualification describes the learning outcomes required to participate effectively in a structured workplace.

For education and training providers, this Qualification provides guidance for the development of appropriate learning programmes and assessment documentation.

For employers, this Qualification enables skills gaps to be identified and addressed, ensuring that productivity levels are increased and business objectives achieved.

This Qualification has been developed to provide flexibility and mobility / portability across the construction materials testing industry. This will allow for future career advancement across the various streams of construction materials testing.

The following Qualifications provide a learning pathway for Construction Materials Testers:

NQF level 2:

National Certificate in Construction Materials Testing - various streams

NQF level 4:

National Certificate in Construction Materials Testing - various streams

NQF level 5:

National Diploma in Construction Materials Technology

NQF level 6

National Degree in Construction Materials Technology

Rationale for the Qualification:

The rationale for the introduction of a Unit Standard based - "National Certificate in Construction Materials Testing - Cementitious Materials - NQF Level 4" - is to provide a specialist Qualification for persons executing laboratory testing on cementitious construction materials.

Concrete mix and stabilisation mix designs, quality control during construction, acceptance of concrete structures - cast in-situ and pre-cast concrete and cementitious material stabilisation- are totally dependent on the accurate execution of laboratory tests by competent materials testers.

Learners will mostly be employed in the construction industry where specialisation in the use of cementitious materials occurs. There is currently a critical shortage of competent Materials Testers in the Construction Industry.

The combination of learning outcomes in this Qualification will provide learners with applied competence in the execution of laboratory sampling and laboratory testing procedures specifically for cementitious construction materials.

The Qualification will serve as a basis for learning towards the National Diploma and National Degrees in Construction Materials Technology.

Its contribution to socio-economic transformation is that learners would be able to undergo RPL-assessment and thereby receive recognition for previous learning and experience. The employability and career prospects of learners can therefore be enhanced by this Qualification.

Previously disadvantaged individuals with this Qualification can also start their own businesses supplying a construction materials testing service - a process that will accelerate economic transformation and give economic empowerment.

The benefits to the economy is that quality products will be constructed / manufactured with lower maintenance cost, longer life spans and meeting the minimum requirements with respect to safety.

#### **RECOGNIZE PREVIOUS LEARNING?**

Y

#### **LEARNING ASSUMED TO BE IN PLACE**

Learners should have acquired the language competencies of NQF level 3 and mathematical literacy competencies of NQF Level 3, prior to embarking on learning towards this Qualification.

Furthermore, a learner will have to undertake the Unit Standards below to meet the requirements of the industry for in case they were not covered before:

Transport personnel, material and equipment using a light delivery vehicle (10567)

Render basic first aid (9995). These Unit Standards will be registered concurrently with the Qualification.

#### **Recognition of Prior Learning:**

The Qualification may be obtained through the process of Recognition of Prior Learning (RPL). Learners who have met the requirements of any Unit Standard in this Qualification may apply for recognition of prior learning to the Construction Education and Training Authority (CETA), and will be assessed against the assessment criteria and specific outcomes for the relevant Unit Standard/s.

#### **QUALIFICATION RULES**

N/A

#### **EXIT LEVEL OUTCOMES**

On completion of this Qualification learners are able to:

Demonstrate the following generic technical competences:

- > Transport personnel, material and equipment using a light delivery vehicle.
- > Implement occupational health and safety measures in a construction materials testing laboratory.

Demonstrate the following specific technical competences for the stream - cementitious materials:

- > Execute sampling of cement and lime binder materials for testing.
- > Execute laboratory testing pertaining to cement and lime binders.
- > Execute sampling of concrete materials for testing.
- > Execute laboratory testing pertaining to concrete materials

Demonstrate the following competences depending on the elective Unit Standard chosen to complement the Qualification:

- > Demonstrate knowledge of and produce word processing documents using base functions
- > Demonstrate knowledge of and produce computer spreadsheets using base functions.
- > Produce word processing documents for business.
- > Produce and use spreadsheets for business.
- > Produce presentations documents for business.
- > Demonstrate the ability to use a database for business purposes.
- > Execute sampling of asphalt materials for testing.
- > Execute laboratory testing pertaining to asphalt materials.
- > Execute sampling of bituminous binder materials for testing.
- > Execute laboratory testing pertaining to bituminous binders.
- > Execute sampling of aggregate materials for testing.
- > Execute laboratory testing pertaining to aggregates.
- > Execute sampling of soil and gravel material for testing.
- > Execute laboratory testing pertaining to soils and gravels.

#### **ASSOCIATED ASSESSMENT CRITERIA**

Exit level outcomes will be judged by the following criteria:

- > Personnel, material and equipment required during the sampling of materials to be tested, including sampled materials are transported in a safe and cost effective manner using a light delivery vehicle.
- > Occupational Health & Safety measures are identified and implemented in order to ensure that the execution of sampling and laboratory tests is done in a safe manner.
- > Materials sampling is executed in terms of codes of practice and project specifications.
- > Materials are tested in accordance with the codes of practice and project specifications.
- > Word processing, spreadsheets preparation, presentations and use of databases are done in accordance to Industry norms.

Learners who have completed this Qualification would be able to progress to the "National Diploma in Construction Materials Technology" -, NQF Level 5.

#### **Integrated Assessment:**

Formative assessments conducted during the learning process will consist of written tests, demonstrations and a number of self-assessments. The purpose of formative assessment is to diagnose learner strengths and weaknesses and to determine readiness for summative assessment.

Summative assessment will consist of written tests coupled with assignments, case studies and practical demonstrations. Summative assessments would only be conducted once the learner has indicated that he/she is ready to undergo summative assessment.

Before qualifying, the learners will be expected to demonstrate competence in a practical situation that integrates the assessment of all specific outcomes, for all Unit Standards.

Integrated assessment provides learners with an opportunity to display an ability to integrate practical

performance, actions, concepts and theory across Unit Standards in order to achieve competence in relation to the purpose of this Qualification.

In particular, assessors should check that the learner is able to demonstrate the ability to consider a range of options and make decisions about:

- > The quality of the observed practical performance as well as the theory and underpinning knowledge behind it.
- > The different methods that can be used by the learner to display thinking and decision making in the demonstration of practical performance.
- > Reflexive competencies

### **INTERNATIONAL COMPARABILITY**

The contextual model for the Qualifications "National Certificate in Construction Materials Testing (Stream) - NQF 4 is unique to South Africa. The contextual model is however comparable to the "strand" - concept in Qualifications registered on the New Zealand Qualifications Framework.

No information could be found on the New Zealand National Qualifications Framework for Qualifications in Construction Materials Testing.

One Training provider in Australia does offer a post certificate / diploma / degree course in Construction Materials Testing (soils and concrete). The course has a duration of 108 hours.

The Scottish Qualifications Authority has a Unit Standard at level 4 "Building Materials: Performance Studies" - which contains an outcome - "describe and carry out tests on building materials and prepare laboratory reports." - range statement - cement, aggregates, fresh concrete, hardened concrete, masonry products, timber and steel.

By comparison, the National Certificates in Construction Materials Testing in South Africa all have a minimum of 120 credits - that is 1200 notional hours of learning and training. The stream - Cementitious materials - that includes concrete - is a much more comprehensive training programme if the material range, number test procedures, and the number of training hours is considered.

### **ARTICULATION OPTIONS**

This Qualification has been developed for mobility across various streams of construction materials testing for the construction industry as well as horizontal articulation.

This is possible because the fundamental learning and the core Unit Standards dealing with Occupational Health and Safety, First Aid and Transport of personnel, equipment and materials are the same for all the streams. The core Unit Standards of streams also become electives in other streams. The information technology electives are the same for all the streams.

Vertical articulation is also possible. Learners can progress from level 2 to level 6 in the learning field of materials testing / materials technology. Equally, holders of other Qualifications may be evaluated against this Qualification for the purpose of RPL.

### **MODERATION OPTIONS**

Assessment of learner achievements takes place at providers accredited by CETA (RSA, 1998b) for the provision of programmes that result in the outcomes specified for the National Certificates in Construction Materials Testing. CETA- ETQA, or other ETQAs who have a Memorandum of Understanding in place with CETA - ETQA, is responsible for the moderation of learner achievements of learners who meet the requirements of this Qualification.

Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be



registered as an assessor with the relevant ETQA. Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA.

Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQAs and in terms of the moderation guidelines detailed immediately below.

Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual Unit Standards as well as the integrated competence described in the Qualification.

Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution, which is accredited by the relevant ETQA.

### CRITERIA FOR THE REGISTRATION OF ASSESSORS

For an applicant to register as an assessor, the applicant needs:

- > A recognized assessor Qualification
- > Compliance with the relevant ETQA's requirements for assessor registration
- > Subject matter expertise in the Unit Standard/s for which assessor registration is sought, as well as an understanding of the context of the Qualification in order to enable integrated assessment

### NOTES

N/A

### UNIT STANDARDS

(Note: A blank space after this line means that the qualification is not based on Unit Standards.)

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
Core	14547 Implement Occupational Health and Safety measures in a construction materials testing laboratory	Level 4	10	Public Comment
Core	15018 Execute laboratory testing to cement and lime binders	Level 4	15	Public Comment
Core	15019 Execute laboratory testing pertaining to concrete	Level 4	30	Public Comment
Core	15020 Execute sampling of cement and lime binder materials for testing	Level 4	8	Public Comment
Core	15021 Execute sampling of concrete material for testing	Level 4	8	Public Comment
Elective	7568 Demonstrate knowledge of and produce word processing documents using basic functions	Level 2	3	Registered
Elective	7572 Demonstrate knowledge of and produce computer spreadsheets using basic functions	Level 2	3	Registered
Elective	7567 Produce and use spreadsheets for business	Level 3	5	Registered
Elective	7570 Produce word processing documents for business	Level 3	5	Registered
Elective	7575 Produce presentation documents for business	Level 3	5	Registered
Elective	7576 Demonstrate the ability to use a database for business purposes	Level 3	5	Registered
Elective	14540 Execute laboratory testing pertaining to aggregate materials	Level 4	15	Public Comment
Elective	14541 Execute laboratory testing pertaining to bituminous materials	Level 4	30	Public Comment
Elective	14542 Execute laboratory testing pertaining to soils and gravels	Level 4	30	Public Comment
Elective	14543 Execute sampling of aggregate materials for testing	Level 4	5	Public Comment
Elective	14544 Execute sampling of asphalt materials for testing	Level 4	12	Public Comment
Elective	14545 Execute sampling of bituminous materials for testing	Level 4	5	Public Comment
Elective	14546 Execute sampling of soils and gravels for testing	Level 4	15	Public Comment
Fundamental	8968 Accommodate audience and context needs in oral communication	Level 3	5	Registered
Fundamental	8969 Interpret and use information from texts	Level 3	5	Registered



Fundamental	8970 Write texts for a range of communicative contexts	Level 3	5	Registered
Fundamental	8973 Use language and communication in occupational learning programmes	Level 3	5	Registered
Fundamental	8974 Engage in sustained oral communication and evaluate spoken texts	Level 4	5	Registered
Fundamental	8975 Read, analyse and respond to a variety of texts	Level 4	5	Registered
Fundamental	8976 Write for a wide range of contexts	Level 4	5	Registered
Fundamental	8979 Use language and communication in occupational learning programmes	Level 4	5	Registered
Fundamental	9014 Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 4	6	Registered
Fundamental	9015 Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6	Registered
Fundamental	12417 Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities	Level 4	4	Registered
Fundamental	14539 Demonstrate an understanding and apply physical science and chemistry in construction materials testing	Level 4	8	Public Comment



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

1

#### Execute laboratory testing pertaining to concrete

SAQA US ID	UNIT STANDARD TITLE		
15019	Execute laboratory testing pertaining to concrete		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Civil Engineering Construction	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 4	30

#### Specific Outcomes:

##### **SPECIFIC OUTCOME 1**

Plan the execution of the testing.

##### **SPECIFIC OUTCOME 2**

Prepare sampled material for testing.

##### **SPECIFIC OUTCOME 3**

Execute the laboratory tests.

##### **SPECIFIC OUTCOME 4**

Record and store test readings.

##### **SPECIFIC OUTCOME 5**

Execute calculations and record results.

##### **SPECIFIC OUTCOME 6**

Store and communicate test results.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

2

#### Execute laboratory testing to cement and lime binders

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
15018	Execute laboratory testing to cement and lime binders		
<b>SGB NAME</b>		<b>ABET BAND</b>	<b>PROVIDER NAME</b>
SGB Civil Engineering Construction		Undefined	
<b>FIELD DESCRIPTION</b>		<b>SUBFIELD DESCRIPTION</b>	
Physical Planning and Construction		Civil Engineering Construction	
<b>UNIT STANDARD CODE</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
PPC-CEC-0-SGB CEC	Regular	Level 4	15

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Plan the execution of the testing.

##### **SPECIFIC OUTCOME 2**

Prepare sampled material for testing.

##### **SPECIFIC OUTCOME 3**

Execute the laboratory tests.

##### **SPECIFIC OUTCOME 4**

Record and store test readings.

##### **SPECIFIC OUTCOME 5**

Execute calculations and record results.

##### **SPECIFIC OUTCOME 6**

Store and communicate test results.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

3

#### Execute sampling of cement and lime binder materials for testing

SAQA US ID	UNIT STANDARD TITLE		
15020	Execute sampling of cement and lime binder materials for testing		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 4	8

#### Specific Outcomes:

##### **SPECIFIC OUTCOME 1**

Determine the number, size and type of samples.

##### **SPECIFIC OUTCOME 2**

Prepare for sampling.

##### **SPECIFIC OUTCOME 3**

Execute sampling.

##### **SPECIFIC OUTCOME 4**

Label containers and transport samples to laboratory.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

4

#### Execute sampling of concrete material for testing

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
15021	Execute sampling of concrete material for testing		
<b>SGB NAME</b>		<b>ABET BAND</b>	<b>PROVIDER NAME</b>
SGB Civil Engineering Construction		Undefined	
<b>FIELD DESCRIPTION</b>		<b>SUBFIELD DESCRIPTION</b>	
Physical Planning and Construction		Civil Engineering Construction	
<b>UNIT STANDARD CODE</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
PPC-CEC-0-SGB CEC	Regular	Level 4	8

#### Specific Outcomes:

##### **SPECIFIC OUTCOME 1**

Determine the number, size and type of samples.

##### **SPECIFIC OUTCOME 2**

Prepare for sampling.

##### **SPECIFIC OUTCOME 3**

Execute sampling.

##### **SPECIFIC OUTCOME 4**

Label containers and transport samples to laboratory.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

5

#### Implement Occupational Health and Safety measures in a construction materials testing laboratory

SAQA US ID	UNIT STANDARD TITLE		
14547	Implement Occupational Health and Safety measures in a construction materials testing laboratory		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Physical Planning, Design and Management	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-PPD-0-SGB CEC	Regular	Level 4	10

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Identify occupational health and safety hazards in a construction materials testing laboratory.

##### **SPECIFIC OUTCOME 2**

Identify protective clothing and equipment, procure and demonstrate use.

##### **SPECIFIC OUTCOME 3**

Identify training needs and train unskilled support staff on Occupational Health and Safety issues.

##### **SPECIFIC OUTCOME 4**

Implement first aid.

##### **SPECIFIC OUTCOME 5**

Identify and procure first aid kit specific to occupational health and safety hazards encountered.



No. 900

20 June 2003

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

**Accounting**

Registered by **NSB 03, Business, Commerce and Management Services** publishes the following unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the unit standards upon which qualifications are based. The unit standards can be accessed via the SAQA web-site at [www.saga.org.za](http://www.saga.org.za). Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum West, 1067 Arcadia Street, Hatfield.

Comment on the unit standards should reach SAQA at the address ***below and no later than 21 July 2003***. All correspondence should be marked **Standards Setting – SGB for Accountancy and Financial Services** and addressed to

The Director: Standards Setting and Development  
SAQA

*Attention: Mr. D Mphuthing*

Postnet Suite 248

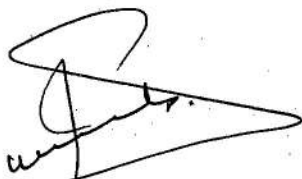
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**JOE SAMUELS**

**DIRECTOR: STANDARDS SETTING AND DEVELOPMENT**



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### QUALIFICATION:

#### *National Certificate: Business Accounting*

SAQA QUAL ID	QUALIFICATION TITLE	
24418	National Certificate: Business Accounting	
SGB NAME	SGB HET Accountancy and Financial Management	
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
BUS-5-National Certificate	National Certificate	Finance, Economics and Accounting
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
120	Level 5	Regular-ELOAC
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

#### PURPOSE OF THE QUALIFICATION

- > Provide the learner with the knowledge, understanding, skills and experience to become a junior management accountant, which will aid both individual development of the learner along a path of life-long learning and social transformation through the formal acknowledgement of competencies, skills and knowledge through the attainment of a registered Qualification thereby enhancing the employment prospects of learners.
- > Prepare the learner to work as a junior management accountant and develop a specialist Accounting and management career, either within South Africa or in other countries around the world.
- > Provide the learner with a developmental learning experience which promotes independence and self reliance and encourages the adoption of a critical, questioning approach, analysing and challenging the truth and value of received wisdom.
- > Provide employers and others, with an adequate basis for assuring that those learners gaining the Qualification, are competent to act as junior management accountants for companies and other organisations, whether in manufacturing, commercial or service organisations, in either the public or private sectors of the economy within South Africa.
- > Provide companies and other organisations, with qualified, skilled junior management Accounting staff, who are able to make a positive contribution to the development of business and society, adding value and assisting in the creation of sustainable economic growth, both for their employers and the economy of South Africa.

#### Rationale

The National Certificate in Business Accounting provides learners with a post school Qualification in Accounting. The National Certificate in Business Accounting gives learners access to the Accounting profession at the first level, as well as access to all sectors and organisations that require an Accounting function to be performed. It is a Qualification, which is suitable for people filling the following positions in the commercial world: Assistant Cost Accountant, Assistant Accountant, Assistant Management Accountant and Deputy Financial Manager. The Qualification is not restricted to learners occupying positions in the Accounting profession, but is applicable to people in other related financial positions such as Accounts Clerks and Bookkeepers.

Successful completion of this National Certificate enables learners to enrol for the Diploma in Management Accounting.

The Certificate serves to increase skills in the Accounting sector. Learners who have completed the National Certificate in Business Accounting will have the necessary financial skills to be self-employed in the Business Accounting field, contributing to job creation by possibly employing others in their small businesses and thereby ultimately contributing to the reduction of unemployment in South Africa.

Organisations in all economic sectors require competent, highly skilled and knowledgeable employees to perform Accounting and related functions to ensure the financial viability of the organisation and its compliance with related financial legislation. The National Certificate in Business Accounting will help provide a pool of well-qualified employees, who possess a Qualification that is internationally recognised and who will be able to perform the functions required of them. The Qualification is such that it provides practical experience for the learner through its learning content and its assessment procedures. Holders of this Qualification should require less initial on-the-job training on entering employment, as they would have mastered the competencies required whilst completing the Qualification. This will reduce the amount of non-productive time associated with new entrants to the Accounting profession.

#### **RECOGNIZE PREVIOUS LEARNING?**

Y

#### **LEARNING ASSUMED TO BE IN PLACE**

Learners accessing this Qualification are assumed to be competent in:

- > Mathematics at NQF Level 4.
- > Communication at NQF Level 4

Recognition of prior learning

The Qualification may be achieved in part, through the recognition of prior learning.

#### **QUALIFICATION RULES**

N/A

#### **EXIT LEVEL OUTCOMES**

Specific outcome

1. Explain the conceptual and regulatory framework of Accounting.
2. Explain the nature of Accounting systems and understand the control of such systems.
3. Prepare accounts for a single entity.
4. Explain the basic concepts and processes used to determine product and service costs; including standard costing, absorption cost, marginal cost, opportunity cost, notional cost and relevant cost concepts.
5. Apply a range of costing and Accounting systems.
6. Apply C-V-P analysis and interpret the results.
7. Explain the role of budgets and standard costing within organisations.
8. Prepare and interpret budgets, standard costs and variance statements.
9. Identify how a market economy functions, including the role of government and explain the economic environment within which businesses operate.
10. Identify the economic factors, which influence the behaviour and performance of firms and industries, and prepare the economic analysis that informs and guides the advice given to business decision-makers.
11. Explain and demonstrate the use of basic Mathematics, including formulae and ratios;
12. Identify and apply techniques for summarising and analysing data.
13. Explain and demonstrate the use of probability where risk and uncertainty exist.
14. Explain and apply financial Mathematical techniques.
15. Explain and demonstrate techniques used for forecasting.
16. Identify and explain the fundamental aspects of the organisation and operation of the legal system.
17. Identify and explain the essential elements of a business contract; what the law regards as adequate performance of the contract, and the remedies available to the innocent party in the event of a breach under the applicable legal system.

18. Identify and explain the main obligations placed upon employers to provide a safe system of work, the main rights of employees in respect of the employment contract, and the rules dealing with discrimination and dismissal.

19. Identify and explain the essential differences between the various forms of business organizations, with particular reference to companies.

20. Explain the ways in which companies are administered, financed and managed.

#### Critical cross field

1. Identify, systematically examine, critically evaluate and solve problems in which responses display that responsible decisions have been made, using critical and creative thinking.

2. Work effectively with others as a member of a team, group, organisation or community.

3. Organise and manage oneself and one's activities responsibly and effectively.

4. Collect, analyse, organise and critically evaluate information.

5. Communicate effectively using visual, mathematical and language skills in the mode of written presentation.

6. Use science and technology effectively and critically, showing responsibility towards the environment and health of others.

7. Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.

8. Self manage skills development from the range of experiences and learning opportunities available.

9. Transfer skills and continuous learning to organisational setting.

#### ASSOCIATED ASSESSMENT CRITERIA

1. > Identify the various user groups which need Accounting information and the characteristics of such information necessary to meet their objectives.

> Explain the function of and differences between Financial and Management Accounting systems.

> Identify and explain the fundamental Accounting concepts, bases and policies.

> Explain the concepts of capital and revenue, cash and profit, income and expenditure and assets and liabilities.

> Explain the historical cost convention.

> Identify the basic methods of valuing assets on current cost, market value and economic value bases, and demonstrate their impact on profit measures and balance sheet values.

> Explain the influence of legislation (for example, Companies Acts) and Accounting standards on the production of published Accounting information for organisations.

2. > Explain the purpose of Accounting records and their role in the Accounting system.

> Prepare cash and bank accounts; prepare bank reconciliation statements.

> Prepare petty cash statements under an imprest system.

> Prepare accounts for sales and purchases, including personal accounts and control accounts.

> Identify the necessity for financial Accounting codes and construct a simple coding system.

> Prepare nominal ledger accounts; prepare journal entries; prepare a trial balance.

> Prepare accounts for indirect taxes (for example, VAT).

> Prepare accounts for payroll.

> Identify the requirements for external audit and the basic processes undertaken.

> Explain the purpose and basic procedures of internal audit.

> Explain the meaning of true and fair view.

> Explain the need for financial controls.

> Explain the purpose of audit checks and audit trails.

> Explain the nature of errors, and be able to make Accounting entries for them.

> Explain the nature of fraud and basic ideas of prevention.

3. > Prepare accounts using accruals and prepayments.

> Explain the difference between and prepare accounts for bad debts and provisions for doubtful debts.

> Explain and calculate the methods of depreciation and prepare accounts using each method.

> Prepare a fixed asset register.

> Explain, calculate and prepare accounts for stock.

> Prepare trading accounts, profit and loss accounts, appropriations of profit and balance sheets from trial



balance.

- > Prepare manufacturing accounts.
- > Prepare income and expenditure accounts.
- > Prepare accounts from incomplete records.
- > Calculate and explain basic ratios.
- > Prepare cash-flow statements.

4. > Explain why organisations use costing systems.

- > Explain raw material Accounting and control procedures.
- > Explain and calculate reorder quantity, reorder level, maximum stock, minimum stock and economic order quantity.
- > Explain FIFO, LIFO and weighted average stock valuation methods.
- > Calculate stock, cost of sales and gross profit under LIFO, FIFO and weighted average.
- > Explain labour Accounting and control procedures.
- > Discuss and calculate factory incentive schemes for individuals and groups.
- > Explain absorption costing.
- > Prepare cost statements for allocation and apportionment of overheads including reciprocal service departments.
- > Calculate and discuss overhead absorption rates.
- > Calculate under/over-recovery of overheads.
- > Calculate product costs under absorption and marginal costing.
- > Compare and contrast absorption and marginal costing.

5. > Compare and contrast job, batch, contract and process costing systems.

- > Prepare ledger accounts for job, batch, contract (in accordance with SSAP 9) and process costing systems.
- > Prepare and contrast cost statements for service and manufacturing organizations.
- > Prepare profit and loss accounts from the same data under absorption and marginal costing and reconcile and explain the differences in reported profits.
- > Prepare Accounting entries for an integrated Accounting system using standard costs.
- > Explain the difference between integrated and interlocking Accounting systems.

6. > Identify relevant costs and revenues.

- > Identify cost behaviour,
- > Explain the contribution concept,
- > Calculate and interpret the break even point, profit target, margin of safety and profit / volume ratio for a single product.
- > Prepare break even charts and profit / volume graphs for a single product.
- > Calculate the profit-maximising sales mix for a company with a single resource constraint which has total freedom of action.
- > Discuss C-V-P analysis.

7. > Explain why organisations prepare budgets.

- > Explain how organisations prepare budgets.
- > Explain the use of IT in the budget process.
- > Explain the principles of standard costing.

8. > Prepare functional budgets, profit and loss account, balance sheet and a simple cash budget.

- > Calculate simple cost estimates using high - low method and line of best fit.
- > Prepare simple reports showing actual and budgeted results.
- > Explain the differences between fixed and flexible budgets.
- > Prepare a fixed and flexible budget.
- > Prepare the standard cost for a product/service.
- > Calculate and interpret variances for sales, materials, labour, variable overheads and fixed overheads.
- > Calculate expenditure, volume and total budget variances.
- > Prepare a report reconciling budget gross profit/contribution with actual profit.

9. > Explain the principal issues related to economic welfare and its growth.

- > Explain the main trends in the rate and structure of economic growth in recent years.
- > Explain the central economic problem and the concepts of scarcity and opportunity cost.
- > Explain the main factors determining the rate of economic growth.
- > Explain the main elements of government policy towards economic growth.
- > Explain the functioning of a market economy.
- > Explain how the price system works by applying appropriate economic concepts and principles.
- > Explain and illustrate how product and factor markets operate.
- > Apply basic economic analysis to explain economic and business issues.
- > Explain the behaviour of business costs in both the short and the long run.
- > Analyse the process of competition in different market structures.
- > Identify the public issues that are raised by business activity.
- > Explain how governments might respond to the effects of business on the environment.

10. > Explain the economic factors which affect the structure, behaviour and performance of individual businesses and industries.

- > Identify the appropriate macroeconomic concepts to explain the measurement and determination of national income.
- > Explain macroeconomic phenomena by demonstrating a simple circular flow of income model.
- > Identify the main indicators of macroeconomic performance and demonstrate their significance.
- > Identify the main elements of the monetary and financial system.
- > Explain the importance of the monetary environment to the business sector.
- > Explain the economic role of government through fiscal and monetary policy and demonstrate the impact of such policies on the business sector.
- > Explain the nature of the trade cycle, its causes and consequences.
- > Explain the debates concerning the nature of the macro-economy and appropriate government policy.
- > Explain patterns of international trade and the sources of international specialization.
- > Identify the international movement of factors of production and the role of transnational companies in this process.
- > Identify and explain the concept and consequences of globalisation for businesses and national economies.
- > Explain the concept of the balance of payments and its determinants;
- > Distinguish between different exchange rate regimes and explain their implications for the business sector.
- > Identify the main elements of national policy with respect to external economic relations, especially in the context of regional trading blocs.

11. > Demonstrate the order of operations in formulae, including the use of brackets, negative numbers, powers and roots.

- > Calculate percentages and proportions.
- > Calculate answers to appropriate significant figures or decimal places.
- > Calculate maximum absolute and relative errors.
- > Solve simple equations, including two variable simultaneous equations and quadratic equations.
- > Prepare graphs of linear and quadratic equations.

12. > Explain the difference between data and information.

- > Explain the characteristics of good information.
- > Explain the difference between primary and secondary data.
- > Identify the sources of secondary data.
- > Explain the different methods of sampling and identify where each is appropriate.
- > Tabulate data and explain the results.
- > Prepare a frequency distribution from raw data.
- > Prepare and explain the following graphs and diagrams: bar charts, time series graphs (not Z charts), scatter diagrams, histograms and ogives.
- > Calculate and explain the following summary statistics for ungrouped data: arithmetic mean, median, mode, range, standard deviation and variance.
- > Calculate and explain the following summary statistics for grouped data: arithmetic mean, median (graphical method only), mode (graphical method only), range, semi-interquartile range (graphical method only), standard deviation and variance.



- > Calculate and explain a simple index number, a fixed base and chain base series of index numbers.
- > Use index numbers to deflate a series and explain the results.
- > Calculate a simple weighted index number. Candidates will not have to decide whether to use base or current weights.

13. > Calculate a simple probability.

- > Demonstrate the use of the addition and multiplication rules of probability.
- > Calculate a simple conditional probability.
- > Calculate and explain an expected value.
- > Demonstrate the use of expected values to make decisions.
- > Explain the limitations of expected values.
- > Demonstrate the use of normal distribution and the mathematical tables.
- > Demonstrate the application of the normal distribution to calculate probabilities.

14. > Calculate future values of an investment, using both simple and compound interest.

- > Calculate an annual percentage rate of interest, given a quarterly or monthly rate.
- > Calculate the present value of a future cash sum, using both a formula and mathematical Tables.
- > Calculate the present value of an annuity using both a formula and Mathematical Tables.
- > Calculate loan/mortgage repayments and the value of an outstanding loan/mortgage.
- > Calculate the present value of a perpetuity.
- > Calculate the future value of regular savings (sinking funds) or find the savings given the future value, if necessary, using the sum of a geometric progression.
- > Calculate the NPV of a project and use this to decide whether a project should be undertaken, or to choose between mutually exclusive projects.
- > Calculate and explain the use of the IRR of a project.

15. > Calculate the correlation coefficient between two variables and explain the value.

- > Calculate the rank correlation coefficient between two sets of data and explain the value.
- > Explain the meaning of  $100r^2$  (the coefficient of determination).
- > Demonstrate the use of regression analysis between two variables to find the line of best fit, and explain its meaning.
- > Calculate a forecast of the value of the dependent variable, given the value of the independent variable.
- > Prepare a time series graph and identify trends and patterns.
- > Identify the components of a time series model.
- > Calculate the trend using a graph, moving averages or linear regression, and be able to forecast the trend.
- > Calculate the seasonal variations for both additive and multiplicative models.
- > Calculate a forecast of the actual value using either the additive or the multiplicative model.
- > Explain the difference between the additive and multiplicative models, and when each is appropriate.
- > Calculate the seasonally adjusted values in a time series.
- > Explain the reliability of any forecasts made.

16. > Identify and explain the sources of law.

- > Explain how law is made.
- > Explain the system of courts.
- > Distinguish between the civil and the criminal law.
- > Explain the manner in which behaviour within society is regulated by the civil and the criminal law.

17. > Identify the essential elements of a business contract and situations where the law requires the contract to be in a particular form.

- > Explain how the law determines whether negotiating parties have reached agreement.
- > Explain when the parties will be regarded as intending the contract to be legally binding.
- > Explain when an apparently valid contract may be avoided because of mistake, duress, or misrepresentation.
- > Explain the status of contractual terms and conditions, and the possible repercussions of non-performance.
- > Explain what the law regards as performance of the contract; the valid and invalid reasons for non-performance.

- > Identify the different types of breach of contract, and distinguish between material and non-material breach of contract.
- > Identify and describe the remedies available for breach of contract.

18. > Distinguish between employees and independent contractors, and explain the importance of this distinction.

- > Explain how the contents of a contract of employment are established
- > Explain the obligations of employers to provide a safe system of work, and the consequences of failing to do so.
- > Explain the main rights of the employee, including those applicable in the event of discrimination and upon dismissal.

19. > Explain the essential characteristics of the different types of business organisations.

- > Explain the concept 'juristic personality' and its practical effect.
- > Describe situations in which the law will ignore the separate legal existence of the company.
- > Explain the differences between the different types of companies.
- > Explain how a company is formed.
- > Explain the purpose and legal status of the documents used to form a company.
- > Explain the capacity of a company to contract.

20. > Explain the use and procedure of board meetings and general meetings of shareholders.

- > Explain the processes/procedures to be followed by the owners and controllers of companies when reaching decisions.
- > Explain the voting rights of owners and controllers.
- > Explain the requirements for the publication of information regarding the operation of the company.
- > Explain the nature of a share and the essential characteristics of the different types of share.
- > Describe the procedure for the issue of shares, and the acceptable forms of payment.
- > Explain the legal repercussions of issuing shares for an improper purpose.
- > Explain the maintenance of capital principle and the exceptions to the principle.
- > Explain the procedure to increase and reduce share capital.
- > Explain the ability of a company to take secured and unsecured loans, the different types of security.
- > Explain the procedure for the appointment, retirement, disqualification and removal of directors.
- > Identify the power and duties owed by directors to the company, shareholders, creditors and employees.
- > Explain the rules dealing with the possible imposition of personal liability upon the directors of insolvent companies.
- > Identify and contrast the rights of shareholders with the Board of a company.
- > Explain the Qualifications, powers and duties of company officers.

#### Critical Cross-Field

1. Solves problems by methodically examining the issues, researching and critically evaluating circumstances and/or situations.

2. > Integrates well within a team, group, organisation or community.

- > Demonstrates a variety of personal skills in dealing with others, including listening, communication, negotiation, co-operation, diplomacy and leadership.
- > Works effectively with others to achieve planned outcomes.

3. > Plans and carries out tasks/activities in a methodical and well ordered manner.

- > Achieves task/activity objectives within the planned time-scale and using the allocated resources.

4. > Searches for appropriate and relevant data/information and assembles in a structured manner.

- > Analyses data/information and identifies key elements or facts.
- > Critically evaluates data/information to draw conclusions and make recommendations.

5. > Communicates in writing, an understanding of theoretical knowledge and concepts, appropriate to level, using a variety of methods.

- > Communicates in writing, thoughts, ideas and opinions in an easily understood and effective manner.

6. > Applies appropriate scientific principles to analyse data and provide information to support decision making.

> Uses information technology to analyse and/or compute data.

> Uses information technology to communicate with others in a safe and effective manner.

7. > Applies knowledge of alternative cultures, environment, systems and methods of working in other countries/continents to support problem solving.

8. > Uses learning opportunities to learn with and from others.

> Uses task/activity/work experiences to improve existing skills or develop new skills.

9. > Demonstrates the application of previously acquired knowledge, understanding and skills, to new activities, areas of work or contexts.

#### **Integrated assessment**

Assessment of competence will be done through a combination of formative and summative assessment tools, techniques and procedures, which do not discriminate against learners in an unjust or invalid way. Formative assessment will integrate theory with practice, with much of it being done in real or simulated work situations.

A final summative assessment combining theory and practical competencies will be done through learners writing a series of Examinations covering all learning areas.

#### **INTERNATIONAL COMPARABILITY**

The Qualification is comparable in every respect with the CIMA Certificate in Business Accounting, which is offered in more than 130 countries worldwide. The Qualification will grant learners entrance into the Management Accounting profession as well as to the Accounting profession in general globally.

#### **ARTICULATION OPTIONS**

Horizontal/parallel articulation with other Qualifications include:

> The Accounting Technician Qualification (AAT)

> Certified Accounting Technician (CAT) Qualification from the Association of Chartered Certified Accountants (ACCA)

The Qualification articulates vertically with the following Qualifications:

> CIMA Diploma in Management Accounting

> Examinations of other professional bodies such as the Association of Chartered Certified Accountants.

The Qualification grants qualifying learners membership of professional institutions such as the Institute of Administration and Commerce.

#### **MODERATION OPTIONS**

> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor with the FASSET ETQA or an ETQA that has a Memorandum of Understanding with the FASSET ETQA.

> Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the FASSET ETQA.

> Assessment and moderation of assessment will be overseen by the FASSET ETQA or by an ETQA that has a Memorandum of Understanding with the FASSET ETQA, according to the ETQAs policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQAs (including professional bodies); and in terms of the moderation guideline detailed immediately below.

> Moderation must include both internal and external moderation of assessments at exit points of the qualification, unless ETQA policies specify otherwise.

> The relevant NSB and SGB may be notified of any feedback related to this qualification.

> Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the FASSET ETQA or an ETQA that has a Memorandum of Understanding with the FASSET ETQA.

Formative assessment will be conducted internally by the provider with moderation being done by FASSET.

#### **CRITERIA FOR THE REGISTRATION OF ASSESSORS**

N/A

#### **NOTES**

N/A

#### **UNIT STANDARDS**

**(Note: A blank space after this line means that the qualification is not based on Unit Standards.)**



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### QUALIFICATION:

#### *National Diploma: Management Accounting*

SAQA QUAL ID	QUALIFICATION TITLE	
24406	National Diploma: Management Accounting	
SGB NAME	SGB HET Accountancy and Financial Management	
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
BUS-6-National Diploma	National Diploma	Finance, Economics and Accounting
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
240	Level 6	Regular-ELOAC
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

#### **PURPOSE OF THE QUALIFICATION**

> Provide the learner with the knowledge, understanding, skills and experience to become a Management Accountant. This will aid both individual development for the learner along a path of life-long learning and social transformation through the formal acknowledgement of competencies, skills and knowledge through the attainment of a registered Qualification thereby enhancing the employment prospects of learners.

> Prepare the learner to work in the Management Accounting field and develop a specialist Accounting and management career, either within South Africa or in other countries around the world.

> Provide the learner with a developmental experience which promotes independence and self reliance and encourages the adoption of a critical, questioning approach, analysing and challenging the truth and value of received wisdom.

> Provide employers and others with an adequate basis for assuring that those learners gaining the Qualification, are competent to act as Junior Management Accountants for companies and other organisations, whether in manufacturing, commercial or service organisations, in either the public or private sectors of the South African economy.

> Provide companies and other organisations, with skilled Management Accounting staff, who are able to make a positive contribution to the development of business and society, adding value and assisting in the creation of sustainable economic growth, both for their employers and the economy of South Africa.

> Provide the learner with the necessary, knowledge, skills and insights to operate at a second or third level in Management Accounting in a large organisation or assume full responsibility for the function in a smaller organisation.

#### **Rationale:**

The Diploma in Management Accounting: NQF Level 6 will allow learners access to the Accounting profession and all economic sectors that require an Accounting function, and will serve to increase skills in these sectors. Furthermore, once completed, learners will have the necessary financial skills to engage in self-employment of an entrepreneurial nature, thereby contributing to job creation and ultimately contributing to the reduction of unemployment in South Africa.

This Qualification will provide all economic sectors with a pool of well-qualified people whose competence



will be internationally recognised and who will be able to perform a number of functions within the economically active sectors of South Africa. Qualifying learners because of the nature of the Qualification and the integrated work-place assessment requirements will have gained practical experience in the application of the constituent competencies and this will reduce the amount of non-productive time traditionally associated with workplace training when learners enter the world of work in the Accounting field.

Examples of positions, which successful learners may hold include:

Cost Accountant  
Accountant  
Management Accountant  
Financial Manager  
Deputy Financial Director

Learners are not limited to the Accounting profession. They may enter other financial services positions including:

Business Analyst  
Risk Analyst

The Diploma in Management Accounting is distinct from other Qualifications in the Accounting profession as its focus is solely on Management Accounting. Thus, successful learners will not receive a generic Accounting Qualification, but a specialist Qualification, which will enable them to perform not only generic Accounting functions, but specialist Management Accounting functions as well.

#### **RECOGNIZE PREVIOUS LEARNING?**

Y

#### **LEARNING ASSUMED TO BE IN PLACE**

It is assumed that learners accessing this Qualification are competent in:

- > Communication at NQF Level 4
- > Mathematics at NQF Level 4
- > Accounting at NQF Level 4

#### **Recognition of prior learning**

The Qualification may be achieved in part or in whole through the recognition of prior learning. The manner of assessment of prior learning will be determined jointly by learner and assessor, and moderated by the relevant ETQA. The emphasis should be on integrated assessment of exit-level outcomes, particularly on their application to real or simulated situations.

#### **QUALIFICATION RULES**

N/A

#### **EXIT LEVEL OUTCOMES**

Learners will be able to:

1. Explain the role and purpose of Financial Management.
2. Identify and evaluate sources of finance and calculate the cost of capital.
3. Analyse the overall management of working capital and evaluate debtor and creditor management policies.
4. Identify the rules imposed upon employers in relation to employees taxation.
5. Explain and apply the system of corporation tax assessment, capital gains and VAT.
6. Identify and assess the impact of international aspects on a company's taxation.
7. Identify and evaluate the impact of different tax planning scenarios.
8. Explain and evaluate the regulatory framework governing the preparation of financial statements and corporate reports.
9. Prepare financial statements for non-group enterprises and groups of undertakings, for publication in accordance with International Accounting Standards.
10. Identify and apply the correct treatment for transactions in accordance with International Accounting



Standards (IASs).

11. Analyse the position and performance disclosed by the financial statements of a non-group enterprise.
12. Evaluate Accounting practice with particular reference to capital maintenance theory, asset valuation and disclosure and the expression of economic substance over legal form.
13. Evaluate recent developments under discussion to improve the regulation of financial reporting.
14. Analyse and interpret financial statements in an international context.
15. Apply and evaluate standard costing.
16. Prepare and evaluate plans, budgets and forecasts.
17. Apply and evaluate the use of costing systems for planning and decision making.
18. Prepare and evaluate plans, budgets and forecasts for a wide range of sectors.
19. Evaluate costing and Accounting systems for a wide range of sectors.
20. Apply and evaluate techniques used in management decision making for a wide range of sectors.
21. Apply and evaluate alternative methods of investment appraisal.
22. Contribute to the management of projects.
23. Evaluate an organisation's Information Systems and recommend appropriate solutions.
24. Evaluate and recommend improvements to the control of organisational activities, resources and the management of quality.
25. Advise management on the audit of systems and activities.
26. Evaluate alternative structures for organisations and recommend improvements to the management of organisations in an international context.
27. Apply Human Resource Management techniques in the management of a finance department.
28. Advise on the management of working relationships and the management of change.

#### Critical Cross-Field Outcomes

Learners will be able to:

1. Identify, systematically examine, critically evaluate and solve problems in which responses display that responsible decisions have been made, using critical and creative thinking.
2. Work effectively with others as a member of a team, group, organisation or community.
3. Organise and manage oneself and one's activities responsibly and effectively.
4. Collect, analyse, organise and critically evaluate information.
5. Communicate effectively using visual, mathematical and language skills in the mode of written presentation.
6. Use science and technology effectively and critically, showing responsibility towards the environment and health of others.
7. Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.
8. Self manage skills development from the range of experiences and learning opportunities available.
9. Transfer skills and continuous learning to organisational setting.

#### ASSOCIATED ASSESSMENT CRITERIA

1.
  - > Understands and explains the interrelationships between decisions concerning investment, financing and dividends.
  - > Understands and explains the operation of the securities market.
  - > Understands and explains the role and management of the treasury function.
  - > Compares and contrasts the services provided by financial institutions and recommends appropriate providers in different scenarios.
2.
  - > Recommends the sources of capital most appropriate for an organisation.
  - > Evaluates the most appropriate method of funding an asset.
  - > Calculates investor ratios and demonstrates the impact of changing capital structures on these ratios.
  - > Calculates the cost of capital and demonstrates the impact of changing capital structures.
  - > Explains the impact of interest rate changes on the cost of capital.
  - > Identifies alternatives for investment of short-term cash surpluses.
  - > Identifies sources of short term funding.
  - > Calculates and explains rates of interest.

- > Explains the yield curve and its practical use.
- > Analyses an organisation's credit-worthiness from a lender's viewpoint.
- > Identifies appropriate methods of finance for trading internationally.

3.

- > Calculates and interprets working capital ratios for business sectors.
- > Prepares and analyses cash flow forecasts over a 12 month period.
- > Identifies measures to improve a cash forecast situation.
- > Compares and contrasts the use and limitations of cash management models and identifies when each model is most appropriate.
- > Describes and illustrates the main issues in group cash flow management.
- > Identifies appropriate bank services to assist in cash management.
- > Identifies debtor management policies and procedures for an organisation.
- > Interprets the creditworthiness of a customer. ? Analyses trade debtor information.
- > Evaluates debtor and creditor policies.
- > Evaluates appropriate methods of stock management.

4.

- > Identifies the compliance requirements imposed on employers in relation to employee taxation.
- > Explains the Inland Revenues' powers of enquiry.
- > Identifies the minimum recordkeeping requirements.
- > Applies knowledge of the Fringe Benefits (FB) system for employees.
- > Identifies the rules for different types of employees.
- > Calculates the total assessable benefits of an employee and explains the effect on the taxable income of the employer.
- > Evaluates the relative tax efficiency of different methods of rewarding employees.

5.

- > Explains the system of Corporation Tax Assessment (CTA) and identifies the key dates for submission of returns.
- > Explains the Inland Revenues' powers of enquiry and identifies the various penalties and interest charges in CTA.
- > Identifies the minimum record-keeping requirements.
- > Calculates the taxable income of a company for CT purposes, showing knowledge of case law and statute.
- > Calculate the capital allowances entitlement of a company.
- > Calculate s the CT liability of a company (including that of Close Corporations and small companies).
- > Prepares a schedule of CT payments of a large company covering a two year period under the provisional tax payment system.
- > Identifies the effect of all forms of loss relief on a company's, group's or a consortium's CT liability.
- > Explains the operation of Secondary Tax on Companies (STC).
- > Identifies relevant assets for Capital Gains Tax (CGT).
- > Applies rollover and holdover reliefs for business assets.
- > Identifies the CGT reliefs available in a group situation and the anti-avoidance rules relating to pre-entry assets.
- > Calculates the gain arising on the disposal of quoted securities using the pooling system. ? Identifies the VAT registration /de-registration requirements and the rules and penalties in relation to VAT returns.
- > Identifies the significance of Standard rate, Zero rate and exempt supplies and those supplies out with the scope of VAT.
- > Identifies the correct tax point of a supply and understand its significance.
- > Identifies the significance of neighbouring and non-neighbouring countries when dealing with VAT.
- > Identifies the problems and opportunities inherent in a VAT group registration.

6.

- > Evaluates the taxation implications of alternative methods of running an overseas operation and makes appropriate recommendations.
- > Evaluates the taxation implications of alternative methods of running an overseas operation.
- > Identifies the significance of company residences for tax purposes.

- > Calculates the CT liability of a South African company which has overseas income, using the rules of double tax relief (but excluding knowledge of Treaties).
- > Identifies transfer pricing problems, calculating any adjustment required and states how this will be reported in its Corporate Tax Assessment return.
- > Identifies a controlled foreign entity (CFE).
- > Calculates the CT liability arising as a result of the presence of a CFE.

7.

- > Calculates the form of loss relief which will minimise the CT liability in either a single company or in a group or consortium.
- > Evaluates the tax efficiency of alternative methods of acquiring other businesses.
- > Identifies methods of minimising Employees Taxation.
- > Appraises the tax implications of financing a company by debt or equity.
- > Identifies the planning aspects of minimising Secondary Tax on Companies.
- > Identifies the most efficient method of disposing of assets to third parties by a group of companies.
- > Identifies the most efficient method of arranging VAT registrations for groups of companies.

8.

- > Explains the elements of the regulatory framework within which published financial statements are produced.
- > Explains the role and structure of the IASB and its relationship to the International Organisation of Securities Commissions (IOSCO) and local regulatory bodies.
- > Explains the process leading to the promulgation of a standard practice.
- > Evaluates the relationship of the Framework for the Preparation and Presentation of Financial Statements to the standard setting process.
- > Explains the role of the external auditor.
- > Explains the elements of an audit report and the "Qualifications" of that report.

9.

- > Analyses and explains the relevant regulatory requirements.
- > Prepares financial statements in a form suitable for publication, with appropriate notes.
- > Prepares accurate cash flow statements in a form suitable for publication, with appropriate notes.
- > Correctly applies the relevant rules for reporting performance.
- > Correctly applies the rules for the disclosure of related parties to a business.
- > Correctly applies the rules governing share capital transactions.
- > Explains the conditions required for an undertaking to be a subsidiary or an associate of a group.
- > Explains and applies the rules for the exclusion of subsidiaries from consolidation.
- > Prepares a consolidated income statement and a consolidated balance sheet for a group of undertakings. □
- > Prepares a group cash flow statement with appropriate notes.
- > Explains and applies the concept of fair value at the point of acquisition.
- > Prepares financial statements when a subsidiary is acquired or disposed of part way through an Accounting period; to include the effective date of acquisition and dividends out of pre acquisition profits.
- > Prepares consolidated financial statements where the shareholdings, or control, are acquired in stages.
- > Explains the concept of an associate and a joint venture.
- > Prepares consolidated financial statements for an associate or a joint venture within the group.
- > Explains the pooling of interests method of consolidation.
- > Prepares consolidated financial statements under the pooling of interests method.
- > Compares and contrasts pooling of interests, acquisition and equity methods of Accounting.
- > Prepares accounts for a capital reconstruction scheme or a de-merger.
- > Explains and applies foreign currency translation principles.
- > Explains the difference between the closing rate/net investment method and the historical rate method.
- > Explains the correct treatment for foreign loans financing foreign equity investments.

10.

- > Explains the Accounting rules contained in IASs which provide guidance as to the appropriate treatment of certain transactions.
- > Identifies, applies and evaluates the Accounting treatment of significant transactions.

11.
  - > Calculates the full range of Accounting ratios.
  - > Analyses financial statements to comment on the performance and position.
  - > Explains the limitations of Accounting ratio analysis.
12.
  - > Explains the problems of profit measurement and alternative approaches to asset valuations.
  - > Explains measures to reduce distortion in financial statements when price levels change.
  - > Discusses and applies the principles used to determine the substance and economic reality of a range of transactions.
  - > Explains the difference between liabilities and shareholders' funds, and allocates finance costs appropriately.
  - > Explains the recognition and valuation issues concerned with pension schemes and the treatment of actuarial deficits and surpluses.
13.
  - > Explains how financial information concerning the interaction of a business with the natural environment can be communicated in the published financial statements.
  - > Identifies those environmental issues which should be disclosed.
  - > Explains the process of measuring, recording and disclosing the effect of exchanges between a business and society - human resource Accounting.
  - > Identifies the influences on financial reporting of cultural differences across the world.
  - > Identifies major differences between IASs, UK GAAP and US GAAP.
  - > Discusses emerging developments in financial reporting evidenced by discussion and exposure drafts issued by regulatory bodies.
14.
  - > Evaluates financial statements and prepares a concise report on the results of the analysis.
  - > Identifies the limitations of analysis based on published financial statements.
  - > Explains the weaknesses of the financial report which can reduce effectiveness in communicating meaningful information to users.
  - > Prepares and interprets segmental analysis, inter-firm and international comparison.
15.
  - > Explains why costing systems and standard costs must be reviewed on a regular basis.
  - > Calculates and interprets material, labour, variable overhead, fixed overhead and sales variances.
  - > Prepares and discusses a report which reconciles budget and actual profit using absorption and/or marginal costing principles.
  - > Prepares reports using a range of internal and external benchmarks and interprets the results.
  - > Discusses the behavioural implications of setting standard costs.
16.
  - > Explains why organisations prepare plans.
  - > Calculates future sales and costs using forecasting techniques and evaluates the results.
  - > Explains and interprets the effect of amendments to budget/plan assumptions.
  - > Explains why it is necessary to identify controllable and uncontrollable costs.
  - > Evaluates performance using fixed and flexible budget reports.
  - > Discusses alternative approaches to budgeting.
  - > Evaluates the balanced scorecard.
  - > Discusses the behavioural implications of planning and budgeting.
17.
  - > Compares and contrasts value analysis and functional cost analysis.
  - > Applies and evaluates the use of activity-based, absorption, marginal and process costing and throughput Accounting in the context of planning and decision making.
  - > Explains total quality management.
  - > Prepares and discusses cost of quality reports.



- > Calculates and interprets the break even point, profit target, margin of safety and contribution/sales ratio for multiple products.
- > Prepares break even charts and profit/volume charts for multiple products.
- > Discusses multiple product CVP analysis.
- > Calculates and interprets the profit-maximising sales mix for a company with a single resource constraint and limited freedom of action.
- > Applies and evaluates relevant costs and revenues.
- > Solves a two-plus constraint/limitation problem for two products using the graphical method and explain the results.

18.

- > Demonstrates an understanding of the need for organisations to prepare plans.
- > Calculates future sales and costs using appropriate forecasting techniques and evaluates the results.
- > Explains and correctly interprets the effect of amendments to budget/plan assumptions.
- > Understands why it is necessary to identify controllable and uncontrollable costs and effectively communicates reasons to others.
- > Correctly evaluates performance using fixed and flexible budget reports.
- > Understands alternative approaches to budgeting and makes appropriate reasoned recommendations.
- > Evaluates the use of the balanced scorecard.
- > Understands and explains the behavioural implications of planning and budgeting.
- > Compares and contrasts cost and profit centres.

19.

- > Critically evaluates and correctly applies alternative costing and Accounting systems.
- > Correctly applies direct product profitability.
- > Calculates and explains planning and operational variances.
- > Discusses the behavioural implications of standard costing.
- > Correctly applies and evaluates target costing.
- > Correctly applies and evaluates life cycle costing.
- > Calculates the standard cost for a products which exhibits the learning effect.
- > Explains and evaluates why it is necessary to take account of the experience and learning curve effect.

20.

- > Identifies and discusses relevant costs, benefits and qualitative factors.
- > Evaluates external pricing strategies using sales variance analysis.
- > Compares and contrasts cost and profit centres.
- > Explains and demonstrates the application of transfer pricing in an international context.
- > Correctly applies and evaluates profit maximisation.
- > Prepares formulae for a two-plus constraint/limitation problem for two-plus products using the Simplex method and interprets the results.
- > Discusses the linear programming model.
- > Prepares and correctly interprets reports using Pareto analysis.
- > Applies the experience and learning curve.
- > Identifies and discusses risk and uncertainty.
- > Correctly applies decision trees.
- > Evaluates the value of information.

21.

- > Explains the capital budgeting process.
- > Evaluates projects using investment appraisal techniques.
- > Evaluates alternative investment appraisal techniques.
- > Discusses the relevance of qualitative factors.
- > Prepares project cash flows that take account of taxation and inflation.
- > Evaluates mutually exclusive projects with unequal lives.
- > Applies sensitivity analysis to cash flows.
- > Calculates abandonment values.
- > Discusses post-completion appraisal.
- > Discusses investment centres.

- > Calculates and evaluates return on investment and residual income.
- > Discusses the behavioural implications of return on investment and residual income.

22.

- > Explains the skills required of a project manager and evaluates the project management process.
- > Produces a management plan for a simple project.
- > Applies project management tools.
- > Analyses the issues relating to the selection and management of an effective project team.
- > Evaluates the relationships between the project manager, the project team and organisational project sponsors.
- > Identifies problems with the interpersonal relationships of project staff and recommends solutions to those problems.
- > Explains why meetings are commonly used in organisations.
- > Evaluates the planning and conduct of a meeting and the roles of the various participants in a typical meeting.
- > Identifies the main problems associated with meetings and recommend how those problems might be avoided or solved.
- > Recommends changes to the management and conduct of a meeting in order to avoid or solve problems identified. □
- > Explain the process of post-completion audit and its importance in the project management process.

23.

- > Explains the features and operation of commonly-used Information Technology hardware and software.
- > Evaluates the use and relative merits of different hardware and applications architectures.
- > Identifies opportunities for the use of Information Technology in organisations, particularly in the implementation and running of the Information System.
- > Applies General Systems Theory to the design of Information Systems in organisations.
- > Recommends how the value of information can be increased by careful design of an organisation's data and information architecture.
- > Explains the importance of effective communication and the consequences of failure in the communication process. □
- > Analyses communication problems in a range of organisational situations.
- > Recommends changes or actions to avoid or correct communication problems.
- > Evaluates the operation of the various parts of the Information System of an organisation and the relationships between them.
- > Explains the issues involved in planning and managing an Information Systems project and produce a management plan for such a project.
- > Applies the main tools and techniques used in the gathering, recording and analysis of information relating to an existing Information System.
- > Explains the processes of system design and development and analyse the issues arising at those stages. □
- > Identifies and evaluates the main issues relating to the development of an Information Systems solution, and the risks involved in implementation.
- > Explains the nature and purpose of systems maintenance and performance evaluation.

24.

- > Critically evaluates and recommends appropriate control systems for the management of organisations. □
- > Evaluates the control of activities and resources within the organisation.
- > Recommends ways in which the problems associated with control systems could be avoided or solved. □
- > Critically evaluates and recommends improvements to the control of Information Systems including those using Information Technology.
- > Analyses problems with the management of quality in an organisation and makes appropriate recommendations for improvement.
- > Critically evaluates the features, benefits and drawbacks of contemporary approaches to the management of quality. □
- > Prepares and communicates appropriate plans for the implementation of a quality improvement programme.

25.

- > Explains the process of internal audit.



- > Prepares a plan for the audit of various organisational activities including management, Accounting and information systems.
- > Analyses problems associated with the audit of activities and systems, and recommends action to avoid or solve those problems.
- > Recommends action to improve the efficiency, effectiveness and control of activities.
- > Evaluates specific problems associated with the audit of systems which use information technology.

26.

- > Explains the concept of strategy and its possible effect on the structure and management of business organisations.
- > Identifies the stakeholders of an organisation, explains their influence on its management and structure and recommends appropriate organisational goals.
- > Analyses and categorises the culture of an organisation, and recommends changes to improve organisational effectiveness.
- > Explains the importance of organisational and professional ethics and recommends ways in which ethical behaviour can be encouraged in organisations.
- > Discusses ways in which the conflict between centralised control and individual creativity can be managed.
- > Explains the usefulness of both classical and contemporary theories of management in practical situations.
- > Explains trends in the general management and structure of organisations.
- > Evaluates the management of an organisation and recommends improvements.
- > Explains the relative merits of a range of different organisation structures.
- > Explains the relationship necessary between the functional areas in order for an organisation to achieve its objectives.
- > Analyses a range of organisations, identifying their component parts, the relationships between those parts and any problems with those relationships.
- > Recommends and evaluates changes to the structure of organisations.
- > Explains the general characteristics and operation of the main functional areas of an organisation.
- > Explains the relationship between the work of the Management Accountant and the functional areas of an organisation.
- > Explains the workings of the marketing function of an organisation and the major tools and techniques used by marketing specialists.
- > Analyses the information needs of managers in each of the main functional areas of an organisation.

27.

- > Explains the process of human resource planning and its relationship to other types of business plan.
- > Prepares and explains a human resource plan for an organisation.
- > Prepares a plan for the recruitment, selection and induction of finance department staff.
- > Prepares a plan for the induction of new staff into the finance department of an organisation.
- > Explains the importance of human resource development planning.
- > Evaluates the tools that can be used to influence the behaviour of staff within a business, particularly within the finance department.
- > Explains the process of succession and career planning.
- > Prepares a training and development plan for the staff of a finance department and analyses the major problems associated with the design and implementation of such a plan.
- > Prepares and explains the planning and delivery of a training course on a finance related topic.
- > Evaluates a typical appraisal process.
- > Analyses the issues involved in managing the dismissal, retirement and redundancy of individual staff.

28.

- > Explains the concepts of authority, power, responsibility and delegation.
- > Analyses the relationships between managers and subordinates.
- > Analyses situations where problems have been caused by the adoption of an ineffective or inappropriate management style and recommends remedial action.
- > Understands the problems of maintaining discipline and evaluates the tools available to help a manager achieve it.
- > Understands the responsibilities of the organisation, its managers and staff in relation to health and

safety and advises as to how a manager can promote the health and safety of subordinates.

- > Identifies and evaluates the determinants of change in organisations and the different levels at which change must be managed.
- > Recommends ways in which appropriate planned change can be implemented at the organisational and departmental levels.
- > Identifies opportunities to improve the management of change and communicates recommendations to appropriate managers.

Assessment Criteria associated with Critical Cross-Field Outcomes:

1.
  - > Solves problems by methodically examining the issues, researching and critically evaluating circumstances and/or situations.
  - > Solves problems by developing a range of creative alternative solutions that achieve acceptable reasoned outcomes.
2.
  - > Integrates well within a team, group, organisation or community.
  - > Demonstrates a variety of personal skills in dealing with others, including listening, communication, negotiation, co-operation, diplomacy and leadership.
  - > Works effectively with others to achieve planned outcomes.
3.
  - > Plans and carries out tasks/activities in a methodical and well ordered manner.
  - > Achieves task/activity objectives within the planned time-scale and using the allocated resources.
4.
  - > Searches for appropriate and relevant data/information and assembles in a structured manner.
  - > Analyses data/information and identifies key elements or facts.
  - > Critically evaluates data/information to draw conclusions and make recommendations.
5.
  - > Communicates in writing, an understanding of theoretical knowledge and concepts, appropriate to level, using a variety of methods.
  - > Communicates in writing, thoughts, ideas and opinions in an easily understood and effective manner.
6.
  - > Applies appropriate scientific principles to analyse data and provide information to support decision making.
  - > Uses information technology to analyse and/or compute data.
  - > Uses information technology to communicate with others in a safe and effective manner.
7.
  - > Applies knowledge of alternative cultures, environment, systems and methods of working in other countries/continents to support problem solving.
8.
  - > Uses learning opportunities to learn with and from others.
  - > Uses task/activity/work experiences to improve existing skills or develop new skills.
9.
  - > Demonstrates the application of previously acquired knowledge, understanding and skills, to new activities, areas of work or contexts.

#### Integrated assessment

Assessment of competence will be done through a combination of formative and summative assessment tools, techniques and procedures, which do not discriminate against learners in an unjust or invalid way.

Formative assessment will integrate theory with practice, with much of it being done in real or simulated work situations.

A final summative assessment combining theory and practical competencies will be done through learners writing a series of Examinations covering all learning areas.

### **INTERNATIONAL COMPARABILITY**

The Qualification is directly comparable with the CIMA Diploma in Management Accounting which is accessed by learners in more than 130 countries.

The Qualification allows learners entrance into the Management Accounting profession globally.

### **ARTICULATION OPTIONS**

This Qualification has international standing in over 130 countries and has been available to learners for many years through professional bodies such as CIMA. As a result successful learners are granted admission to South African universities to complete such qualifications as:

Bachelor degrees with Accounting as their focus, National Certificates and National Diplomas in any Financial Service Field/Sub-Field, National Certificates and National Diplomas in Management, Bachelor of Technology Degrees in Commerce, Accounting and Cost and Management Accounting.

The points of entry at which learners access such Qualifications depend upon the structure of the relevant Qualification to which access is sought, and the specific competence attained by the learner.

The Qualification articulates vertically with the following Qualifications:

- > Final level examinations of the Chartered Institute of Management Accountants in order to study and work towards a Qualification as a Chartered Management Accountant
- > Final Level examinations of other professional institutions such as the Association of Chartered Certified Accountants.

The Qualification grants qualifying learners Membership of professional institutions such as The Institute of Chartered Secretaries and Administrators and The Institute of Administration and Commerce.

### **MODERATION OPTIONS**

- > Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor with the FASSET ETQA or an ETQA that has a Memorandum of Understanding with the FASSET ETQA.
- > Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the FASSET ETQA.
- > Assessment and moderation of assessment will be overseen by the FASSET ETQA or by an ETQA that has a Memorandum of Understanding with the FASSET ETQA, according to the ETQAs policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQAs (including professional bodies); and in terms of the moderation guideline detailed immediately below.
- > Moderation must include both internal and external moderation of assessments at exit points of the qualification, unless ETQA policies specify otherwise.
- > The relevant NSB and SGB may be notified of any feedback related to this qualification.
- > Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the FASSET ETQA or an ETQA that has a Memorandum of Understanding with the FASSET ETQA.

Formative assessment will be conducted internally by the provider with moderation being done by

FASSET.

**CRITERIA FOR THE REGISTRATION OF ASSESSORS**

N/A

**NOTES**

N/A

**UNIT STANDARDS**

*(Note: A blank space after this line means that the qualification is not based on Unit Standards.)*

No. 901

20 June 2003

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

**Risk Management**

Registered by **NSB 03, Business, Commerce and Management Services** publishes the following unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the unit standards upon which qualifications are based. The unit standards can be accessed via the SAQA web-site at [www.saqa.org.za](http://www.saqa.org.za). Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum West, 1067 Arcadia Street, Hatfield.

Comment on the unit standards should reach SAQA at the address *below and no later than 21 July 2003*. All correspondence should be marked **Standards Setting – SGB for Accountancy and Financial Services** and addressed to

The Director: Standards Setting and Development  
SAQA

*Attention: Mr. D Mphuthing*

Postnet Suite 248

Private Bag X06

Waterkloof

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or faxed to 012 – 431 5032

e-mail: [mmphuthing@saqa.co.za](mailto:mmphuthing@saqa.co.za)

  
**JOE SAMUELS****DIRECTOR: STANDARDS SETTING AND DEVELOPMENT**





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### QUALIFICATION:

#### National Certificate: Risk Management

SAQA QUAL ID	QUALIFICATION TITLE	
24396	National Certificate: Risk Management	
SGB NAME	SGB Financial Services	
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
BUS-4-National Certificate	National Certificate	Finance, Economics and Accounting
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
140	Level 4	Regular-Unit Stds Based
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

#### PURPOSE OF THE QUALIFICATION

South Africa is acknowledged as a world leader in holistic Risk Management, Risk Evaluation and Risk Assessment and is currently the only country in the world where Risk Management is legislated. Risk Management is referred to in the so-called "King 2 report" and is seen as the basis for corporate governance. Throughout the document reference is made to managing Risk in different aspects of business. Enterprise-wide Risk management or holistic Risk management is the current trend in business.

In South Africa there is extensive legislation covering safety and financial matters and this therefore places both safety and finance in the field of Insurance. No-compliance with legislation is either a criminal or a civil issue and both have financial and Risk implications. When an issue becomes a liability, it becomes a finance issue. It is for these reasons that Risk Management is linked to Insurance. Most of the major companies have Risk managers. Roughly 7% of Risk can be insured and the remaining Risk has to be managed. Due to the escalating cost of Insurance there is an increasing number of companies where self funding for Risk is the preferred method of managing Risk. This Risk is managed by their own in house Risk Managers who require the necessary knowledge and skill.

The nature of the financial services industry is changing rapidly and there is growing support for the notion that Risk rather than Insurance should be a sub-field as it is a multi-faceted issue in any business.

The purpose of the National Certificate in Risk management: Level 4 is to build the knowledge and skills required by employees involved in the management of Risk and who have had schooling at or below NQF level 4 in order to prepare them for the work they have to perform in Risk Management. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as individuals in the South African community and to respond to the challenges of the economic environment and changing world of work in the financial services industry where Risk Management (Risk Control and Risk Finance) is now an important extension of Insurance. It will add value to the qualifying learner in terms of enrichment of the person, status and recognition.

As a Qualification that covers Risk Management related learning, it provides a framework for learners to develop competencies that will give them insight into Risk Control and Risk Finance. It introduces a fundamental understanding of the key terms, rules, concepts and principles of Risk Management that will enable learners to be informed workers. It provides a balanced learning experience that allows flexible access to life-long learning, higher education and to productive employment in Risk Management as a career path. It provides an opportunity for learners to learn and apply academic skills in relation to the workplace and will allow for multi-skilling. As such it is a bridging Qualification for learners who move from



formal schooling into an Insurance workplace or Risk Management position in industry and commerce.

The National Certificate in Risk Management: Level 4 is intended for personnel employed in the management of Risk. The focus is on basic information gathering, analysis, evaluation, presentation and the ability to apply knowledge of the sub-field so as to solve common problems within a given familiar context.

Qualifying learners are capable of:

- > Understanding the nature of Risk.
- > Carrying out basic research, information gathering and analysis.
- > Interpreting current affairs and their influence on the management of Risk.
- > Managing Risk in their own lives.
- > Applying the basic principles of management to manage Risk in an entity.
- > Applying legislation that regulates the management of Risk.
- > Managing an information system.
- > Processing numerical and text data.
- > Conducting Risk assessments.
- > Applying the Risk management process to different situations.
- > Proposing possible solutions to manage Risk in an entity.

The Unit Standards making up the Qualification are intended as building blocks for the further development of skills that will make the learner a more fulfilled, informed, efficient and cost effective worker. This should result, in turn, in more effective and efficient service to the consumer and should make the industry more competitive in the global market.

#### Rationale:

The National Certificate in Risk Management: Level 4 complements the National Certificate in Insurance: NQF Level 4 and is designed to meet the needs of learners in a variety of positions in the management of Risk or Insurance. It is a generic Qualification in Risk Management with specialisation in either Risk Control or Risk Finance (alternative methods of financing Risk).

The Financial Services sector recognises Risk Control and Risk Finance as the two main aspects of Risk management. The financing of insurable Risk has been adequately covered in the National Certificate in Short Term Insurance: NQF Level 4. There is a growing need for expertise in the area of Risk Control or alternative finance of Risk and the National Certificate in Risk Management bridges that gap.

Learners already employed in the management of Risk at this level do work that requires fundamental knowledge of the application of appropriate legislation and the most important areas of control of Risk in general. They are required to know and apply the Risk management process in a variety of situations. Insurance is one way of transferring Risk and learners therefore need to know about aspects of personal, corporate, commercial and industrial Insurance that could be used as a form of Risk Finance. They require a range of skills and the ability to apply essential methods and procedures within the limits of their authority. Their work roles are in general management and management of Risk in different industries and in commercial and industrial or corporate lines of Insurance business. These include, but are not limited to:

- > Risk Management Advisers
- > Claims Assessors
- > Service Agents
- > Underwriting Agents
- > Risk Finance Product Developers
- > Managers of small businesses
- > Risk Control managers
- > Short Term Insurance Administrators
- > Loss Adjusters
- > Risk Surveyors
- > Risk Trainers.

- > Short term Insurance Brokers and Intermediaries
- > Risk Assessors.

The National certificate :Risk management: Level 4 is a first step for learners who:

- > Have attained the National Certificate in Insurance: NQF Level 3 and wish to continue on a path of life-long learning specialising in Risk Management.
- > Have attained the National Certificate in Short Term Insurance: NQF Level 4 and wish to continue on a path of life-long learning specialising in the management of Risk.
- > Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to Further Education and Training.
- > Worked as Safety Officers in the management of Risk or Insurance sub-sector for many years, but have no formal Qualifications in their area of specialisation and no career path.
- > Wish to extend their range of skills and knowledge of the industry so that they can become knowledge workers in the industry.
- > Are contracted in a learnership agreement in the Insurance sub- sector.
- > Have recently taken up a position in the management of Risk.
- > Have not yet acquired the skills and competencies required for learning in the management of Risk at NQF level 5.

The National Certificate in Risk Management: Level 4 is a Qualification that rewards the learner for the knowledge, skills attitudes and values that have been mastered through the awarding of a nationally recognised Qualification that formally recognises those competencies. It is flexible enough to accommodate both learners in formal education and learners already employed in the management of Risk and/or Insurance. It aims to develop informed and skilled learners in Risk Management, which is a growing sector in both Insurance and Management. The Qualification at this level is the start of a career path in Risk Management but is still generic enough to allow maximum mobility within the Insurance industry. Skills, knowledge, values and attitudes reflected in the Qualification are building blocks that will be developed further at Level 5.

The intention is :

- > To promote the development of knowledge and skills that are required in the Insurance and Risk management industries.
- > To release the potential of people.
- > To provide opportunities for people to move up the value chain.
- > To provide opportunities for life long learning for people who work in Risk Management where there was previously no specialised Qualification.

The National Certificate in Risk Management: NQF Level 4 should produce knowledgeable, multi-skilled workers who are able to contribute to improved productivity and efficiency to the management of Risk in the South African environment. It should provide the means for current workers to receive recognition of prior learning, to upgrade their skills and achieve a nationally recognised Qualification. It should also assist new entrants to the Risk management environment and learners in Insurance who wish to pursue a career in Risk management. The Qualification is structured in a way that exposes learners to different aspects of the management of Risk so that there is scope for multi-skilling. It is anticipated that this Qualification will promote the notion of life long learning.

#### **RECOGNIZE PREVIOUS LEARNING?**

Y

#### **LEARNING ASSUMED TO BE IN PLACE**

It is assumed that learners are competent in:

- > Communication at NQF level 3
- > Mathematical Literacy at NQF level 3
- > Financial Literacy at NQF Level 3.

Recognition of Prior Learning

The National Certificate in Risk Management: NQF: Level 4 allows open access and may be achieved in part by Recognition of Prior Learning (RPL). Provision has been made for prior learning to be recognised if a learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this Qualification. Application for Recognition of Prior Learning (RPL) should be made to INSQA or a relevant accredited ETQA.

- > Recognition of Prior Learning (RPL) may allow for accelerated access to further learning.
- > Credit towards a Standard is subject to quality assurance by INSQA or by a relevant accredited ETQA that has a Memorandum of Understanding with INSQA and is conducted by a workplace assessor.

#### **QUALIFICATION RULES**

N/A

#### **EXIT LEVEL OUTCOMES**

Qualifying learners should be capable of:

- > Co-ordinating with others.
- > Applying the essential methods, processes and techniques used in Risk Management.
- > Analysing current affairs and researching aspects of Risk Management.
- > Operating as informed Risk Management.
- > Gathering, analysing and presenting information.
- > Understanding legislation that regulates the Management of Risk at a basic level of understanding.
- > Operating within clearly defined contexts within applicable legislation with limited scope for decision-making and responsibility.
- > Interpreting information in order to evaluate and quantify Risk.

#### **ASSOCIATED ASSESSMENT CRITERIA**

- > The Risk Management process is applied to a variety of situations.
- > Work output is in line with an agreed mandate, relevant service agreements and an organisation's customer service standards applicable to a clearly defined work role in Risk Management.
- > Methods, procedures and techniques of a clearly defined work role are applied consistently in terms of specific company policy, legislative requirements and standard industry practices.
- > The consequences of non-compliance are clearly indicated for practices required in a specific work role in Risk Management.
- > Knowledge of current developments in a business sector is discussed with reference to the potential impact on Risk Management.
- > Information is gathered, analysed and presented according to the requirements of a specific work role in Risk Management.
- > A computerised database is used to access information from electronic media and to perform a specific function in Risk Management.

The learner is able to demonstrate ability to:

- > Identify and solve problems in familiar contexts in which responses show that responsible decisions have been made, adjust common solutions to meet changes in the problem and motivate the change within own limit of authority.
- > Work effectively with others as a member of a team, group, organisation or community. As the Qualification is intended to be part of a learnership, it is unlikely that the learner would work alone.
- > Organise and manage oneself and one's activities responsibly and effectively in that it is expected that the learner will be responsible for his/her own learning and for organising his/her own work allocated tasks responsibly in the work environment. S/he is required to complete research assignments timeously and to apply knowledge of different aspects of Risk Management. S/he should be able to provide for his/her own financial security and manage his/her own finances.

> Collect, organise and critically evaluate information. These competencies are built into the assessment criteria in many of the Standards and the learner is required to do research projects and analyse information from the media.

> Communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations. These competencies are an integral part of all the Standards and are built into the assessment criteria.

> Use science and technology effectively and critically showing responsibility towards the environment and the health of others in that the Risk Management environment is technology driven and very few activities take place without the application of technology. The inclusion of Computer End User Standards ensures that this Critical Cross-Field Outcome receives attention. The learner is also expected to access information from electronic media and use a computerised database.

> Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation in that references are made wherever applicable to the learner's part in the big picture and how his/her actions have implications up and down the line. The learner is expected to know and understand Risk management as a system within a wider context.

In addition this Qualification contributes to the full personal development of each learner and the social and economic development of the society at large, by making it the underlying intention of any programme of learning to make the individual aware of the importance of:

> Reflecting on and exploring a variety of strategies to learn more effectively in order to become an informed Risk Manager.

> Being culturally and aesthetically sensitive across a range of social contexts in dealing with diverse people in the workplace and in managing people related Risk.

Assessment practices must be fair, transparent, valid and reliable and should ensure that no learner is disadvantaged.

The focus of assessment must be on the assessment of the learning outcomes rather than learning outputs. The Specific Outcomes guide the learning and training process towards the outcomes on a continuous basis. The purpose is to determine whether the outcomes have been attained. Situations should present a wide range of options. Applications should require significant choices from a wide range of procedures and in a number of contexts.

> Learning, teaching and assessment are inextricably linked. Where appropriate, assessment of knowledge, skills, attitudes and values indicated in the various Standards should be integrated.

> Assessment has a formative monitoring function. Formative assessment should be used to assess gaps in the learner's skill and knowledge and to indicate where there is a need for expanded opportunities. The goal is to promote learning and to assess the efficacy of the teaching and learning process. Feedback from assessment informs teaching and learning and allows for the critique of outcomes, methodology and materials. Formative assessment is diagnostic and as such, it should guide the learner and the trainer. It is continuous and is used to plan appropriate learning experiences to meet the learner's needs. It provides information about problems experienced at different stages in the learning process. As it is criterion referenced, if the learner has met the assessment criteria, s/he has achieved the outcomes.

> Assessment should also have a summative component. Summative assessment may be used on completion of a Standard, but should not be the only form of assessment. A summative assessment of the exit outcomes is required on completion of all the necessary Standards and before a Qualification is awarded.

> A variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner is working. Assessment should take place in an authentic context as far as is possible. Where it is not possible to assess competence in the workplace, simulations, case studies and other similar techniques should be used to provide a context appropriate to the assessment.



> Integration implies that theoretical and practical components should, where possible, be assessed together.

> Integrative techniques should be used to assess applied competence. Learners should be required to demonstrate that they can perform the outcomes with understanding and insight.

> Assessment should ensure that all Specific Outcomes, Embedded Knowledge and Critical Cross-Field Outcomes are evaluated. Assessment of the Critical Cross-Field Outcomes should be integrated with the assessment of the Specific Outcomes. The Critical Cross-Field Outcomes are implicit in some Standards and programmes should be designed to extend and further reflect the integration.

### **INTERNATIONAL COMPARABILITY**

Inseta visited the UK and Ireland in 2002 with a view to benchmarking the Insurance Qualifications registered on the NQF. Both countries indicated that they have nothing to compare to the South African Qualifications and would like to benchmark against the South African Qualifications in two year's time.

It will be benchmarked against the FETC (schools and colleges) in South African formal education.

### **ARTICULATION OPTIONS**

The National Certificate in Risk Management: Level 4 articulates with the following Qualifications horizontally:

- > National Certificate in Short term Insurance: Level 4
- > National Certificate in Long Term Insurance: Risk Assessment: Level 4
- > National Certificate in Unit Trust Investment: Level 4
- > National Certificate in Wealth Management: Level 4
- > National Certificate in Health Care Benefits Claims Assessing: Level 4
- > National Certificate in Health Care Benefits: Level 4.

Once other Insurance Qualifications have been developed at NQF Level 5 this Qualification will articulate well with them as it is part of a well-defined learning pathway in the Insurance sector.

### **MODERATION OPTIONS**

This Qualification will be internally assessed and externally moderated by a moderator registered by the Insurance Sector Quality Authority (INSQA) or a relevant accredited ETQA by the provider. The mechanisms and requirements for moderation will be contained in the document obtainable from INSQA.

INSQA framework for assessment and moderation:

- > Moderators, competent at the level at least one higher than the level of the Qualification, are registered by INSQA or a relevant accredited ETQA to ensure that the standard across assessors is consistent.
- > Moderators are required to be competent in the generic moderation Standards.
- > Moderators are required to report to INSQA or a relevant accredited ETQA. (See INSQA framework and guidelines for assessment and moderation for details.)
- > INSQA or a relevant accredited ETQA will monitor and quality assure moderation and assessment according to guidelines in the Qualification and INSQA procedures.

### **CRITERIA FOR THE REGISTRATION OF ASSESSORS**

This Qualification will be internally assessed by the provider and moderated by a moderator registered as an assessor by the Insurance Sector Quality Authority (INSQA) or a relevant accredited ETQA that as a Memorandum of Understanding with the INSQA. The mechanisms and requirements for moderation are contained in the document obtainable from INSQA viz. INSQA framework for assessment and moderation.

- > Assessors must be registered with INSQA or a relevant accredited ETQA that has a Memorandum of



Understanding with the INSQA.

> Moderators, competent at the level of the Qualification are registered by INSQA or a relevant accredited ETQA to ensure that the standard across assessors is consistent.

> Moderators are required to be competent in assessment practices.

> Moderators are required to report to INSQA or a relevant accredited ETQA. (See INSQA framework and guidelines for assessment and moderation for details.)

> Institutions and providers offering learning that will lead to the achievement of the National Certificate in Risk Management: Level 4 must be accredited as providers with INSQA or with a relevant accredited ETQA that has a Memorandum of Understanding with the INSQA.

> INSQA or a relevant accredited ETQA will monitor and quality assure moderation and assessment according to guidelines in the Qualification and INSQA procedures.

> INSQA will assure the quality of all learning programmes in collaboration with other SETAS in different economic sectors.

## NOTES

N/A

## UNIT STANDARDS

(Note: A blank space after this line means that the qualification is not based on Unit Standards.)

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
Core	9005 Explain the types of compulsory statutory insurance in South Africa	Level 3	2	Registered
Core	13913 Describe the management functions in an organisation	Level 3	6	Registered
Core	10377 Demonstrate knowledge and insight into the Compensation for Occupational Injury and Disease Act 130 of 1993 (COIDA)	Level 4	2	Registered
Core	13940 Demonstrate knowledge and application of ethical conduct in a business environment	Level 4	4	Public Comment
Core	13942 Demonstrate a basic understanding of the role of a business strategy in managing a small business or a business unit	Level 4	3	Registered
Core	13943 Analyse new developments reported in the media that could impact on a business sector or industry	Level 4	10	Registered
Core	13950 Apply technical knowledge and skill in order to manage risk in occupational health and occupational hygiene	Level 4	8	Public Comment
Core	13951 Demonstrate knowledge and understanding of the Occupational Health and Safety Act 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act	Level 4	4	Public Comment
Core	14975 Explain the application of management principles in the risk management function	Level 4	3	Public Comment
Core	14979 Describe issues of compliance or non-activity that could result in civil or criminal liability in terms of business law	Level 4	2	Public Comment
Core	14991 Apply the law of contract to insurance	Level 4	2	Public Comment
Core	14994 Demonstrate knowledge and understanding of insurable risk	Level 4	2	Public Comment
Core	14995 Explain the nature of risk and the risk management process	Level 4	4	Public Comment
Core	14999 Analyse people related risks in an organisation in order to control the risk	Level 4	3	Public Comment
Core	15007 Demonstrate knowledge and understanding of South African law and the regulation of risk management	Level 4	4	Public Comment
Core	15008 Determine risk exposure in order to manage the risk in a specific situation	Level 4	2	Public Comment
Elective	7567 Produce and use spreadsheets for business	Level 3	5	Registered
Elective	7570 Produce word processing documents for business	Level 3	5	Registered
Elective	7575 Produce presentation documents for business	Level 3	5	Registered
Elective	10712 Manage personal expenditure	Level 3	3	Registered
Elective	10713 Identify possible ways of improving employment prospects	Level 3	3	Registered
Elective	10714 Research costs associated with marriage, birth, divorce and death in own circumstances	Level 3	4	Registered
Elective	12547 Demonstrate knowledge and understanding of the role, functions and duties of trustees of retirement funds	Level 3	4	Registered

Elective	12548 Demonstrate ability to use and interpret texts that apply to the role and responsibilities of trustees of retirement funds	Level 3	4	Registered
Elective	12550 Demonstrate knowledge and understanding of the role and responsibilities of Trustees of Medical Schemes	Level 3	4	Registered
Elective	13915 Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	Level 3	4	Registered
Elective	10194 Demonstrate knowledge and insight into the the Short Term Insurance Act (No 53 of 1998) and the accompanying regulations	Level 4	2	Registered
Elective	10362 Explain reinsurance as it is applied in Short Term insurance	Level 4	3	Registered
Elective	10364 Describe insurance cover against damage caused by riots and acts of terrorism and violence against public authorities in South Africa	Level 4	3	Registered
Elective	10366 Underwrite a standard risk in short term personal/domestic insurance	Level 4	10	Registered
Elective	10367 Underwrite a standard risk in short term commercial and industrial insurance	Level 4	10	Registered
Elective	10376 Demonstrate knowledge and understanding of Commercial and Industrial, and Corporate insurance in South Africa	Level 4	4	Registered
Elective	10378 Demonstrate knowledge and understanding of the statutory cover afforded under the Compensation for Occupational Injuries and Diseases Act, 130 of 1993, as amended (COIDA)	Level 4	3	Registered
Elective	10380 Describe insurance cover against damage caused by riots and acts of terrorism and violence against public authorities in Namibia	Level 4	2	Registered
Elective	10381 Demonstrate knowledge and understanding of the Value Added Tax Act, 89 of 1991 as amended as it applies to insurance policies	Level 4	2	Registered
Elective	10382 Demonstrate knowledge and understanding of the Road Ordinance as it applies to motor insurance	Level 4	2	Registered
Elective	10392 Demonstrate knowledge and insight into the Estate Duties Act (45 of 1955) as it applies to insurance	Level 4	2	Registered
Elective	10393 Demonstrate knowledge and understanding of the Primary legislation that impacts on retirement funds	Level 4	2	Registered
Elective	12164 Demonstrate knowledge and insight of the Financial Advisors and Intermediaries Services' legislation (FAIS)	Level 4	2	Registered
Elective	12166 Demonstrate knowledge and insight into the Collective Investment Schemes Act	Level 4	2	Registered
Elective	12167 Demonstrate knowledge and insight into Capital Gains Tax legislation	Level 4	2	Registered
Elective	12168 Analyse the Financial Services industry and the role of insurance in a business environment	Level 4	9	Registered
Elective	12332 Demonstrate knowledge and insight into the Policyholder protection legislation	Level 4	2	Registered
Elective	12335 Demonstrate knowledge and insight into the Medical Schemes Act (131 of 1998) and the accompanying regulations	Level 4	3	Registered
Elective	13839 Demonstrate knowledge and understanding of all risks insurance	Level 4	2	Registered
Elective	13939 Apply technical knowledge and skill in order to manage risk in emergency planning	Level 4	3	Public Comment
Elective	13945 Describe and apply the management of stock and fixed assets in a business unit	Level 4	2	Registered
Elective	13952 Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	Level 4	5	Registered
Elective	13953 Apply the principles of situational leadership to a business unit	Level 4	5	Registered
Elective	13954 Manage risk in own work/business environment	Level 4	5	Registered
Elective	14315 Demonstrate knowledge and insight into the Income Tax Act (58 of 1962 and the accompanying regulations) as amended as it applies to insurance and investment products	Level 4	2	Registered
Elective	14316 Demonstrate knowledge and insight into the Long Term Insurance Act (1998)	Level 4	2	Registered
Elective	14506 Demonstrate knowledge and understanding of the Finance Intelligence Centre Act (Act 38 of 2001)	Level 4	3	Public Comment
Elective	14974 Demonstrate knowledge and skill in order to assess a fire or accident claim	Level 4	3	Public Comment
Elective	14976 Explain the application of the National Building Act and Regulations Act, 103 of 1997 (as amended) as described in SABS0400	Level 4	4	Public Comment
Elective	14977 Apply technical knowledge and skill in order to manage computer risk	Level 4	3	Public Comment
Elective	14978 Process a claim in credit risk insurance	Level 4	4	Public Comment
Elective	14980 Apply technical knowledge and skill in order to manage risk in business interruption	Level 4	2	Public Comment

Elective	14981 Explain Contract Works Insurance as a way of managing risk on a construction site	Level 4	4	Public Comment
Elective	14982 Demonstrate knowledge and understanding of credit risk insurance	Level 4	2	Public Comment
Elective	14983 Demonstrate knowledge and understanding of environmental legislation as it impacts on risk management	Level 4	6	Public Comment
Elective	14984 Demonstrate knowledge and understanding of engineering insurance	Level 4	5	Public Comment
Elective	14985 Apply technical knowledge and skill in order to manage risk in engineering losses	Level 4	8	Public Comment
Elective	14986 Demonstrate knowledge and understanding of fire exposures in order to manage the potential fire risk	Level 4	3	Public Comment
Elective	14987 Explain fidelity insurance as a means of managing people related financial risk	Level 4	3	Public Comment
Elective	14988 Demonstrate knowledge and understanding of the risks involved in the manufacture, use, handling and storage of dangerous and hazardous substances	Level 4	3	Public Comment
Elective	14989 Apply technical knowledge and skill in order to manage risk in general and product liability	Level 4	3	Public Comment
Elective	14990 Explain international credit risk insurance	Level 4	4	Public Comment
Elective	14992 Demonstrate knowledge and understanding of the Explosives Act, 26 of 1956 as amended as it impacts on risk management	Level 4	3	Public Comment
Elective	14993 Demonstrate knowledge and understanding of the Mines Health and Safety Act, (Act 29 of 1996) and its application	Level 4	4	Public Comment
Elective	14996 Apply the mines and Works Act, 27 of 1956 (as amended) as it impacts on risk management to a specific operation	Level 4	6	Public Comment
Elective	14997 Apply technical knowledge and skill in order to manage risk in motor vehicle losses due to theft and hijacking	Level 4	3	Public Comment
Elective	14998 Describe the operational consequences of incidents and losses on an entity	Level 4	2	Public Comment
Elective	15009 Apply technical knowledge and skill in order to manage security risk	Level 4	3	Public Comment
Elective	15010 Demonstrate knowledge and understanding of the management of safety risk	Level 4	2	Public Comment
Elective	15011 Underwrite a credit risk	Level 4	4	Public Comment
Elective	15012 Apply technical knowledge and skill to value movable and immovable assets for insurance and risk financing	Level 4	3	Public Comment
Fundamental	8968 Accommodate audience and context needs in oral communication	Level 3	5	Registered
Fundamental	8970 Write texts for a range of communicative contexts	Level 3	5	Registered
Fundamental	8972 Interpret a variety of literary texts	Level 3	5	Registered
Fundamental	7485 Demonstrate understanding of real and complex number systems	Level 4	3	Registered
Fundamental	8974 Engage in sustained oral communication and evaluate spoken texts	Level 4	5	Registered
Fundamental	8975 Read, analyse and respond to a variety of texts	Level 4	5	Registered
Fundamental	8976 Write for a wide range of contexts	Level 4	5	Registered
Fundamental	9014 Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 4	6	Registered
Fundamental	9015 Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6	Registered
Fundamental	10385 Develop a business plan for a small business	Level 4	5	Registered
Fundamental	10386 Investigate the possibilities of establishing and running a small business enterprise (SMME)	Level 4	3	Registered
Fundamental	10387 Investigate ways of managing financial risk in own lives	Level 4	6	Registered
Fundamental	10388 Interpret basic financial statements	Level 4	3	Registered
Fundamental	10389 Describe the basic principles of personal income tax	Level 4	3	Registered
Fundamental	12153 Use the writing process to compose texts required in the business environment	Level 4	5	Registered-capture in proc



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

1

**Analyse people related risks in an organisation in order to control the risk**

SAQA US ID	UNIT STANDARD TITLE		
14999	Analyse people related risks in an organisation in order to control the risk		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	3

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Evaluate the risks in an organisation associated with people.

#### **SPECIFIC OUTCOME 2**

Suggest ways of managing work environment related risk.

#### **SPECIFIC OUTCOME 3**

Explain the role of communication in managing people related risk.

#### **SPECIFIC OUTCOME 4**

Analyse the risks in an organisation associated with workplace skills.



Established in terms of Act 58 of 1995

## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

## UNIT STANDARD:

2

**Apply technical knowledge and skill in order to manage risk in occupational health and occupational hygiene**

SAQA US ID	UNIT STANDARD TITLE		
13950	Apply technical knowledge and skill in order to manage risk in occupational health and occupational hygiene		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Financial Services	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-GMT-0-SGB GM	Regular	Level 4	8

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Describe the nature of occupational hygiene stressors in a specific workplace.

**SPECIFIC OUTCOME 2**

Describe the nature of occupational hygiene stressors in a specific workplace.

**SPECIFIC OUTCOME 3**

Apply risk management process to management of occupational health and occupational hygiene risk.

**SPECIFIC OUTCOME 4**

Design an occupational health and occupational hygiene programme for a specific organisation.





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

3

#### Apply the law of contract to insurance

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
14991	Apply the law of contract to insurance		
<b>SGB NAME</b>		<b>ABET BAND</b>	<b>PROVIDER NAME</b>
SGB Financial Services		Undefined	
<b>FIELD DESCRIPTION</b>		<b>SUBFIELD DESCRIPTION</b>	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
<b>UNIT STANDARD CODE</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
BUS-FEA-0-SGB FinS	Regular	Level 4	2

#### Specific Outcomes:

##### **SPECIFIC OUTCOME 1**

Explain the law of contract as applied in insurance.

##### **SPECIFIC OUTCOME 2**

Explain the application of legal capacity in an insurance contract.

##### **SPECIFIC OUTCOME 3**

Interpret the basic principles required for an insurance contract to be legally binding.

##### **SPECIFIC OUTCOME 4**

Evaluate a proposed insurance contract.



Established in terms of Act 58 of 1995

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY****UNIT STANDARD:****4****Demonstrate knowledge and application of ethical conduct in a business environment**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
13940	Demonstrate knowledge and application of ethical conduct in a business environment		
<b>SGB NAME</b>		<b>ABET BAND</b>	<b>PROVIDER NAME</b>
SGB Financial Services		Undefined	
<b>FIELD DESCRIPTION</b>		<b>SUBFIELD DESCRIPTION</b>	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
<b>UNIT STANDARD CODE</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
BUS-GMT-0-SGB GM	Regular	Level 4	4

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Explain the concept of ethics in relation to property and personality rights.

**SPECIFIC OUTCOME 2**

Describe the role of a code of conduct in a business environment.

**SPECIFIC OUTCOME 3**

Apply different ethical principles in a specific context.

**SPECIFIC OUTCOME 4**

Make an ethical decision based on a corporate code of ethics.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

5

#### Demonstrate knowledge and understanding of insurable risk

SAQA US ID	UNIT STANDARD TITLE		
14994	Demonstrate knowledge and understanding of insurable risk		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	2

#### Specific Outcomes:

##### **SPECIFIC OUTCOME 1**

Explain the concept of insurable risk.

##### **SPECIFIC OUTCOME 2**

Distinguish between insurable and non-insurable risks.

##### **SPECIFIC OUTCOME 3**

Explain the principle of average in relation to cover in short term insurance.

##### **SPECIFIC OUTCOME 4**

Apply categories and classes of insurance to categories of risk.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

6

**Demonstrate knowledge and understanding of South African law and the regulation of risk management**

SAQA US ID	UNIT STANDARD TITLE		
15007	Demonstrate knowledge and understanding of South African law and the regulation of risk management		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	4

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Identify legislation that potentially impacts on the management of risk.

#### **SPECIFIC OUTCOME 2**

Explain the risks associated with non-compliance.

#### **SPECIFIC OUTCOME 3**

Use common law terminology in the correct context.

#### **SPECIFIC OUTCOME 4**

Apply legislation that regulates risk management to a specific organisation.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

7

**Demonstrate knowledge and understanding of the Occupational Health and Safety Act 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act**

SAQA US ID	UNIT STANDARD TITLE		
13951	Demonstrate knowledge and understanding of the Occupational Health and Safety Act 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Financial Services	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-GMT-0-SGB GM	Regular	Level 4	4

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Demonstrate knowledge and understanding of the basic principles of the Act and Regulations.

#### **SPECIFIC OUTCOME 2**

Explain the requirements for minimum compliance stipulated in the Act.

#### **SPECIFIC OUTCOME 3**

Interpret the management controls required to achieve compliance.

#### **SPECIFIC OUTCOME 4**

Demonstrate knowledge and understanding of record keeping required by the Act and Regulations.

#### **SPECIFIC OUTCOME 5**

Explain the obligations of managers in terms of communication and training.





Established in terms of Act 58 of 1995

## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

## UNIT STANDARD:

8

**Describe issues of compliance or non-activity that could result in civil or criminal liability in terms of business law**

SAQA US ID	UNIT STANDARD TITLE		
14979	Describe issues of compliance or non-activity that could result in civil or criminal liability in terms of business law		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Financial Services	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	2

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Explain how liabilities could arise within an organisation.

**SPECIFIC OUTCOME 2**

Explain how liabilities are linked to corporate governance.

**SPECIFIC OUTCOME 3**

Describe the risks associated with non-compliance or non-activity.

**SPECIFIC OUTCOME 4**

Investigate evidence of compliance or non-compliance in an organisation.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

9

**Determine risk exposure in order to manage the risk in a specific situation**

SAQA US ID	UNIT STANDARD TITLE		
15008	Determine risk exposure in order to manage the risk in a specific situation		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	2

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Explain the concept of risk in the context of insurance.

#### **SPECIFIC OUTCOME 2**

Analyse and quantify risk exposure.

#### **SPECIFIC OUTCOME 3**

Investigate different ways of managing risk.

#### **SPECIFIC OUTCOME 4**

Develop a plan to manage risk in a specific situation.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

10

**Explain the application of management principles in the risk management function**

SAQA US ID	UNIT STANDARD TITLE		
14975	Explain the application of management principles in the risk management function		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	3

### **Specific Outcomes:**

#### **SPECIFIC OUTCOME 1**

Explain the role and functions of a risk manager.

#### **SPECIFIC OUTCOME 2**

Analyse the structure of an organisation and the associated hazards and risks.

#### **SPECIFIC OUTCOME 3**

Evaluate existing risk control measures in an organisation.

#### **SPECIFIC OUTCOME 4**

Propose alternate measures to control risk in an organisation.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

11

#### Explain the nature of risk and the risk management process

SAQA US ID	UNIT STANDARD TITLE		
14995	Explain the nature of risk and the risk management process		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Financial Services	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	4

#### Specific Outcomes:

##### **SPECIFIC OUTCOME 1**

Explain the concept of risk in risk management.

##### **SPECIFIC OUTCOME 2**

Demonstrate knowledge and understanding of the risk management process.

##### **SPECIFIC OUTCOME 3**

Describe methods of managing risk.

##### **SPECIFIC OUTCOME 4**

Develop a total risk management model.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

12

**Apply technical knowledge and skill in order to manage computer risk**

SAQA US ID	UNIT STANDARD TITLE		
14977	Apply technical knowledge and skill in order to manage computer risk		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Financial Services	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	3

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Analyse the computer risk in a specific organisation.

#### **SPECIFIC OUTCOME 2**

Demonstrate knowledge and understanding of the management of computer hardware in an organisation.

#### **SPECIFIC OUTCOME 3**

Demonstrate knowledge and understanding of the management of computer software in an organisation.

#### **SPECIFIC OUTCOME 4**

Demonstrate knowledge and understanding of the management of computer data in an organisation.





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

13

**Apply technical knowledge and skill in order to manage risk in business interruption.**

SAQA US ID	UNIT STANDARD TITLE		
14980	Apply technical knowledge and skill in order to manage risk in business interruption		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	2

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Explain the principles of incident escalation as they relate to business interruption.

#### **SPECIFIC OUTCOME 2**

Apply the risk management process to manage business interruption risk.

#### **SPECIFIC OUTCOME 3**

Demonstrate knowledge and understanding of the principles of graduated response.

#### **SPECIFIC OUTCOME 4**

Plan the resumption of business operations.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

14

**Apply technical knowledge and skill in order to manage risk in emergency planning**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
13939	Apply technical knowledge and skill in order to manage risk in emergency planning		
<b>SGB NAME</b>		<b>ABET BAND</b>	<b>PROVIDER NAME</b>
SGB Generic Management		Undefined	
<b>FIELD DESCRIPTION</b>		<b>SUBFIELD DESCRIPTION</b>	
Business, Commerce and Management Studies		Generic Management	
<b>UNIT STANDARD CODE</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
BUS-GMT-0-SGB GM	Regular	Level 4	3

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Identify potential emergency scenarios.

#### **SPECIFIC OUTCOME 2**

Explain the principles of emergency management.

#### **SPECIFIC OUTCOME 3**

Evaluate the resources required at a particular site.

#### **SPECIFIC OUTCOME 4**

Develop an emergency plan for an organisation.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

15

**Apply technical knowledge and skill in order to manage risk in engineering losses**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
14985	Apply technical knowledge and skill in order to manage risk in engineering losses		
<b>SGB NAME</b>		<b>ABET BAND</b>	<b>PROVIDER NAME</b>
SGB Financial Services		Undefined	
<b>FIELD DESCRIPTION</b>		<b>SUBFIELD DESCRIPTION</b>	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
<b>UNIT STANDARD CODE</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
BUS-FEA-0-SGB FinS	Regular	Level 4	8

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Explain what is meant by quality in engineering practice.

#### **SPECIFIC OUTCOME 2**

Explain engineering risks associated with engineering practice failure.

#### **SPECIFIC OUTCOME 3**

Apply technical knowledge and skill to manage maintenance risk.

#### **SPECIFIC OUTCOME 4**

Apply technical knowledge and skill to manage construction risk.

#### **SPECIFIC OUTCOME 5**

Apply technical knowledge and skill to manage risk in operational processes.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

16

**Apply technical knowledge and skill in order to manage risk in general and product liability**

SAQA US ID		UNIT STANDARD TITLE	
14989		Apply technical knowledge and skill in order to manage risk in general and product liability	
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	3

### **Specific Outcomes:**

#### **SPECIFIC OUTCOME 1**

Analyse the legal liability associated with general and product risk.

#### **SPECIFIC OUTCOME 2**

Explain the risk associated with products in a specific industry.

#### **SPECIFIC OUTCOME 3**

Explain the risk associated with defective workmanship or products.

#### **SPECIFIC OUTCOME 4**

Describe risks that might arise as a result of intellectual or professional incompetence.

#### **SPECIFIC OUTCOME 5**

Explain people related liability.



*Established in terms of Act 58 of 1995*

## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

17

**Apply technical knowledge and skill in order to manage risk in motor vehicle losses due to theft and hijacking**

SAQA US ID	UNIT STANDARD TITLE		
14997	Apply technical knowledge and skill in order to manage risk in motor vehicle losses due to theft and hijacking		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Financial Services	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	3

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Explaining the potential risk associated with motor vehicle loss.

#### **SPECIFIC OUTCOME 2**

Recommend theft prevention measures for a specific vehicle.

#### **SPECIFIC OUTCOME 3**

Recommend anti hijacking measures appropriate to the organisation managing the loss.

#### **SPECIFIC OUTCOME 4**

Recommend a comprehensive risk control system for an organisation.





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

18

**Apply technical knowledge and skill in order to manage security risk**

SAQA US ID	UNIT STANDARD TITLE		
15009	Apply technical knowledge and skill in order to manage security risk		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	3

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Demonstrate knowledge and understanding of the legislative framework.

#### **SPECIFIC OUTCOME 2**

Explain the basic principles of security management.

#### **SPECIFIC OUTCOME 3**

Apply the risk management process to a specific organisation in order to manage security risk.

#### **SPECIFIC OUTCOME 4**

Propose a solution to manage security risk.



Established in terms of Act 58 of 1995

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY****UNIT STANDARD:**

19

**Apply technical knowledge and skill to value movable and immovable assets for insurance and risk financing**

SAQA US ID	UNIT STANDARD TITLE		
15012	Apply technical knowledge and skill to value movable and immovable assets for insurance and risk financing		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	3

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Describe the different types of valuation that are applied to movable and immovable assets.

**SPECIFIC OUTCOME 2**

Determine the inventory of movable and immovable assets of an entity.

**SPECIFIC OUTCOME 3**

Conduct a site inspection to value an immovable asset.

**SPECIFIC OUTCOME 4**

Examine documentary evidence in order to value movable assets.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

20

Apply the mines and Works Act, 27 of 1956 (as amended) as it impacts on risk management to a specific operation

SAQA US ID	UNIT STANDARD TITLE		
14996	Apply the mines and Works Act, 27 of 1956 (as amended) as it impacts on risk management to a specific operation		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	6

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Interpret the Mines and Works Act and accompanying regulations as it impacts on risk management.

#### **SPECIFIC OUTCOME 2**

Analyse potential safety risks at a specific site in terms of the Act.

#### **SPECIFIC OUTCOME 3**

Analyse potential health risks at a specific site in terms of the Act.

#### **SPECIFIC OUTCOME 4**

Analyse potential environ risks at a specific site as defined by the Act.



Established in terms of Act 58 of 1995

## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

21

**Demonstrate knowledge and skill in order to assess a fire or accident claim**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
14974	Demonstrate knowledge and skill in order to assess a fire or accident claim		
<b>SGB NAME</b>		<b>ABET BAND</b>	<b>PROVIDER NAME</b>
SGB Financial Services		Undefined	
<b>FIELD DESCRIPTION</b>		<b>SUBFIELD DESCRIPTION</b>	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
<b>UNIT STANDARD CODE</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
BUS-FEA-0-SGB FinS	Regular	Level 4	3

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Prepare to conduct an assessment.

#### **SPECIFIC OUTCOME 2**

Investigate the merits of a claim.

#### **SPECIFIC OUTCOME 3**

Make a decision to settle a claim.

#### **SPECIFIC OUTCOME 4**

Conclude a settlement with a client.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

22

### Demonstrate knowledge and understanding of credit risk insurance

SAQA US ID	UNIT STANDARD TITLE		
14982	Demonstrate knowledge and understanding of credit risk insurance		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	2

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Explain credit risk insurance.

#### **SPECIFIC OUTCOME 2**

Describe the business cycle of a credit risk.

#### **SPECIFIC OUTCOME 3**

Differentiate between a good and a bad risk.

#### **SPECIFIC OUTCOME 4**

Match the type of credit risk to an appropriate product.





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

23

### Demonstrate knowledge and understanding of engineering insurance

SAQA US ID	UNIT STANDARD TITLE		
14984	Demonstrate knowledge and understanding of engineering insurance		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	5

### **Specific Outcomes:**

#### **SPECIFIC OUTCOME 1**

Explain the subject matter of engineering risk.

#### **SPECIFIC OUTCOME 2**

Explain the concept of the insured in an engineering insurance contract.

#### **SPECIFIC OUTCOME 3**

Interpret legislation that impacts on engineering insurance.

#### **SPECIFIC OUTCOME 4**

Apply a policy wording to engineering risk.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

24

**Demonstrate knowledge and understanding of environmental legislation as it impacts on risk management**

SAQA US ID	UNIT STANDARD TITLE		
14983	Demonstrate knowledge and understanding of environmental legislation as it impacts on risk management		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	6

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Identify environmental principles and legislation that impact on risk management.

#### **SPECIFIC OUTCOME 2**

Demonstrate knowledge and understanding of the National Environment Management Act (NEMA).

#### **SPECIFIC OUTCOME 3**

Demonstrate knowledge and understanding of the Environment Conservation Act.

#### **SPECIFIC OUTCOME 4**

Demonstrate knowledge and understanding of the National Water Act as it impacts on risk management.

#### **SPECIFIC OUTCOME 5**

Demonstrate knowledge and understanding of legislation relating to Air Quality Management.

#### **SPECIFIC OUTCOME 6**

Apply the risk management process to a specific situation in order to manage environmental risk.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

25

**Demonstrate knowledge and understanding of fire exposures in order to manage the potential fire risk**

SAQA US ID	UNIT STANDARD TITLE		
14986	Demonstrate knowledge and understanding of fire exposures in order to manage the potential fire risk		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	3

### **Specific Outcomes:**

#### **SPECIFIC OUTCOME 1**

Explain the basic principles of fire science.

#### **SPECIFIC OUTCOME 2**

Explain possible fire protection methods.

#### **SPECIFIC OUTCOME 3**

Apply knowledge of fire control in order to prevent or minimise a potential loss.

#### **SPECIFIC OUTCOME 4**

Suggest a potential solution to minimise the impact of fire risk on a specific site.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

26

**Demonstrate knowledge and understanding of the Explosives Act, 26 of 1956 as amended as it impacts on risk management**

SAQA US ID	UNIT STANDARD TITLE		
14992	Demonstrate knowledge and understanding of the Explosives Act, 26 of 1956 as amended as it impacts on risk management		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Financial Services	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	3

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Demonstrate knowledge and understanding of basic principles of the Act and accompanying regulations.

#### **SPECIFIC OUTCOME 2**

Describe how explosives are classified.

#### **SPECIFIC OUTCOME 3**

Identify the risk associated with specific explosives.

#### **SPECIFIC OUTCOME 4**

Apply knowledge of the Explosives Act to manage risk at a specific site.



Established in terms of Act 58 of 1995

## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

## UNIT STANDARD:

27

**Demonstrate knowledge and understanding of the Finance Intelligence Centre Act (Act 38 of 2001)**

SAQA US ID	UNIT STANDARD TITLE		
14506	Demonstrate knowledge and understanding of the Finance Intelligence Centre Act (Act 38 of 2001)		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	3

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Explain the purpose of the Finance Intelligence Centre Act, Act 38 of 2001 (FICA).

**SPECIFIC OUTCOME 2**

Explain the requirements of the Act in terms of knowing the client.

**SPECIFIC OUTCOME 3**

Explain the recording function prescribed by the Act.

**SPECIFIC OUTCOME 4**

Explain how to report suspicious transactions.

**SPECIFIC OUTCOME 5**

Demonstrate knowledge and understanding of the consequences of non-compliance.





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

28

**Demonstrate knowledge and understanding of the management of safety risk**

SAQA US ID	UNIT STANDARD TITLE		
15010	Demonstrate knowledge and understanding of the management of safety risk		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	2

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Describe potential safety risks in a business environment.

##### **SPECIFIC OUTCOME 2**

Apply the risk management process to a specific organisation in order to minimise safety risk.

##### **SPECIFIC OUTCOME 3**

Describe the controls necessary to maintain a safe work environment.

##### **SPECIFIC OUTCOME 4**

Propose a safety plan for an organisation.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

29

**Demonstrate knowledge and understanding of the Mines Health and Safety Act, (Act 29 of 1996) and its application**

SAQA US ID	UNIT STANDARD TITLE		
14993	Demonstrate knowledge and understanding of the Mines Health and Safety Act, (Act 29 of 1996) and its application		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Financial Services	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	4

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Explain the legislation regulating Health and Safety in a mining environment.

#### **SPECIFIC OUTCOME 2**

Explain the collective bargaining process required by the Act.

#### **SPECIFIC OUTCOME 3**

Describe how the Act is applied to different mining operations.

#### **SPECIFIC OUTCOME 4**

Apply the risk management process as required by the Act.

#### **SPECIFIC OUTCOME 5**

Explain the regulations relating to mine closure.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

30

**Demonstrate knowledge and understanding of the risks involved in the manufacture, use, handling and storage of dangerous and hazardous substances**

SAQA US ID	UNIT STANDARD TITLE		
14988	Demonstrate knowledge and understanding of the risks involved in the manufacture, use, handling and storage of dangerous and hazardous substances		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	3

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Demonstrate knowledge of legislation that applies to the handling & storage of hazardous substances.

#### **SPECIFIC OUTCOME 2**

Describe how dangerous and hazardous substances are classified.

#### **SPECIFIC OUTCOME 3**

Identify the risk associated with specific dangerous and hazardous substances.

#### **SPECIFIC OUTCOME 4**

Apply knowledge of dangerous and hazardous substances to manage risk at a specific site.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

31

**Describe the operational consequences of incidents and losses on an entity**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
14998	Describe the operational consequences of incidents and losses on an entity		
<b>SGB NAME</b>		<b>ABET BAND</b>	<b>PROVIDER NAME</b>
SGB Financial Services		Undefined	
<b>FIELD DESCRIPTION</b>		<b>SUBFIELD DESCRIPTION</b>	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
<b>UNIT STANDARD CODE</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
BUS-FEA-0-SGB FinS	Regular	Level 4	2

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Describe the kinds of operational losses or incidents that could impact on an entity.

#### **SPECIFIC OUTCOME 2**

Quantify the potential severity and frequency of risks that could result in losses and claims.

#### **SPECIFIC OUTCOME 3**

Explain the contingencies related to rehabilitation of identified risks in an entity.

#### **SPECIFIC OUTCOME 4**

Conduct a post loss analysis.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

32

**Explain Contract Works Insurance as a way of managing risk on a construction site**

SAQA US ID	UNIT STANDARD TITLE		
14981	Explain Contract Works Insurance as a way of managing risk on a construction site		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	4

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Explain why contractors need contract works insurance.

#### **SPECIFIC OUTCOME 2**

Explain the cover in a contract works insurance contract.

#### **SPECIFIC OUTCOME 3**

Analyse the risks associate with a specific contract.

#### **SPECIFIC OUTCOME 4**

Interpret a contract works policy document.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

33

**Explain fidelity insurance as a means of managing people related financial risk**

SAQA US ID	UNIT STANDARD TITLE		
14987	Explain fidelity insurance as a means of managing people related financial risk		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	3

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Explain why a business may need a fidelity insurance policy.

#### **SPECIFIC OUTCOME 2**

Explain the circumstances that could result in fidelity related loss.

#### **SPECIFIC OUTCOME 3**

Evaluate the potential risk in a proposal for fidelity insurance.

#### **SPECIFIC OUTCOME 4**

Interpret a standard fidelity insurance policy.





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

34

### Explain international credit risk insurance

SAQA US ID	UNIT STANDARD TITLE		
14990	Explain international credit risk insurance		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Financial Services	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	4

### Specific Outcomes:

#### **SPECIFIC OUTCOME 1**

Research information related to international trade.

#### **SPECIFIC OUTCOME 2**

Demonstrate knowledge and understanding of the transport of goods and commodities.

#### **SPECIFIC OUTCOME 3**

Demonstrate understanding of international banking that apply to international credit risk.

#### **SPECIFIC OUTCOME 4**

Analyse the terms and conditions of a policy document to determine the risk covered by the policy.

#### **SPECIFIC OUTCOME 5**

Explain how ISO (Internal Standards Organisation) procedures regulate service provided in industry.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

35

**Explain the application of the National Building Act and Regulations Act, 103 of 1997 (as amended) as described in SABS0400**

SAQA US ID	UNIT STANDARD TITLE		
14976	Explain the application of the National Building Act and Regulations Act, 103 of 1997 (as amended) as described in SABS0400		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Financial Services	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	4

### **Specific Outcomes:**

#### **SPECIFIC OUTCOME 1**

Explain the risks associated with the application of the National Building Regulations.

#### **SPECIFIC OUTCOME 2**

Explain the risks associated with regulations governing approval of design of building.

#### **SPECIFIC OUTCOME 3**

Explain the risks associated with the standards relating to construction and design.

#### **SPECIFIC OUTCOME 4**

Describe risk financing options as a means of managing risk.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

36

#### Process a claim in credit risk insurance

SAQA US ID	UNIT STANDARD TITLE		
14978	Process a claim in credit risk insurance		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Financial Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 4	4

#### Specific Outcomes:

##### **SPECIFIC OUTCOME 1**

Reconcile a customer statement.

##### **SPECIFIC OUTCOME 2**

Interpret and apply a policy document.

##### **SPECIFIC OUTCOME 3**

Demonstrate knowledge and understanding of legal aspects that apply to claims assessing.

##### **SPECIFIC OUTCOME 4**

Process a claim.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

37

#### Underwrite a credit risk

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
15011	Underwrite a credit risk		
<b>SGB NAME</b>		<b>ABET BAND</b>	<b>PROVIDER NAME</b>
SGB Financial Services		Undefined	
<b>FIELD DESCRIPTION</b>		<b>SUBFIELD DESCRIPTION</b>	
Business, Commerce and Management Studies		Finance, Economics and Accounting	
<b>UNIT STANDARD CODE</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
BUS-FEA-0-SGB FinS	Regular	Level 4	4

#### Specific Outcomes:

##### **SPECIFIC OUTCOME 1**

Access information in order to make an underwriting decision.

##### **SPECIFIC OUTCOME 2**

Demonstrate knowledge and understanding of legal aspects that impact on credit risk.

##### **SPECIFIC OUTCOME 3**

Make an underwriting decision based on a financial statement.

##### **SPECIFIC OUTCOME 4**

Assess a credit risk.

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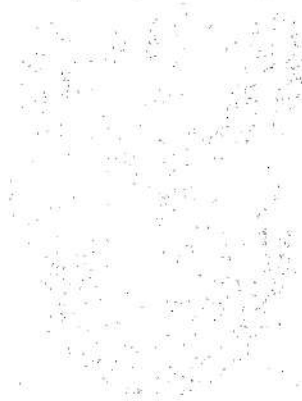
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