NOVAONE BUSINESS SCHOOL

# FINANCIAL ADVISOR

**DURATION**
2 Years (515 Credits) | 18 Classes (pending additional requirements) | 4 Work Experience Coaching Sessions

**ENTRY REQUIREMENTS**
NQF level 5 qualification in finance

**TOTAL NUMBER OF DAYS OUT OF THE OFFICE**
18 Days
9h00 - 16h00

***Assignments and workplace evidence required.***

## INTRODUCTION

The purpose of this qualification is to prepare a student to operate as a Financial Advisor. The responsibilities of this role include analysing the financial needs of clients, as well as facilitating processes and implementing solutions that will contribute towards the protection and growth of wealth for their clients.

## AN OVERVIEW OF THE HIGH-LEVEL PROGRAMME

### KNOWLEDGE MODULES

**Knowledge Module 1:** The Investment Advisory Industry (2-days)
**Knowledge Module 2:** Regulations and Legislation (2-days)
**Knowledge Module 3:** Healthcare Benefits (3-days)
**Knowledge Module 4:** Employee and Pension Fund Benefits (3-days)
**Knowledge Module 5:** Long-Term Insurance (3-days)
**Knowledge Module 6:** Investments Fundamentals (4-days)

### PRACTICAL SKILLS MODULES

**Practical Skills Module 1:** Analyse clients' long-term wealth creation and protection needs
**Practical Skills Module 2:** Evaluate available long-term wealth creation and protection options
**Practical Skills Module 3:** Recommend and implement the most appropriate wealth creation and protection options
**Practical Skills Module 4:** Analyse the client organisation's needs relating to retirement funds and employee benefits
**Practical Skills Module 5:** Evaluate the availability of various employee benefit and retirement fund options and structures
**Practical Skills Module 6:** Advise clients on the most appropriate structuring of retirement funds and employee benefits
**Practical Skills Module 7:** Analyse client needs regarding healthcare benefits
**Practical Skills Module 8:** Provide advice on the introduction of the healthcare benefit programmes
**Practical Skills Module 9:** Research, analyse and conduct due diligence of investment opportunities
**Practical Skills Module 10:** Advise clients regarding potential investment opportunities
**Practical Skills Module 11:** Facilitate the implementation of agreed investment decisions

### WORK EXPERIENCE MODULES

**Work Experience Module 1:** Participate in the process of wealth creation
**Work Experience Module 2:** Support the provisioning of advice to clients on employee benefits and retirement structures for a period of three to six months
**Work Experience Module 3:** Participate in the processes of providing advice regarding the implementation of healthcare benefit programmes
**Work Experience Module 4:** Participate in the processes of advising on investment decisions over a period of six months

## OUTCOMES

Provide sound advice to clients regarding the following:

1. The use of long-term insurance to manage risks and protect wealth
2. The implementation of employee benefits and retirement funds
3. The advantages of healthcare benefit programmes
4. The growth and protection of wealth through appropriate investments and related methods

## WORKPLACE EVIDENCE

Prescribed workplace evidence must be collected and endorsed by the student's mentor/supervisor in the workplace and submitted to NVO for final assessment.

| MODULE REQUIREMENTS | HEALTHCARE BENEFITS ADVISOR | LONG TERM INSURANCE ADVISOR | EMPLOYEE & PENSION FUND BENEFIT ADVISOR | INVESTMENT ADVISOR |
|---|---|---|---|---|
| **KNOWLEDGE MODULES** | | | | |
| Knowledge Module 1 | • | • | • | • |
| Knowledge Module 2 | • | • | • | • |
| Knowledge Module 3 | • | | | • |
| Knowledge Module 4 | | | • | • |
| Knowledge Module 5 | | | | • |
| Knowledge Module 6 | | • | | • |
| Knowledge Module 7 | | | | • |
| **PRACTICAL SKILLS MODULES** | | | | |
| Practical Skills Module 1 | | • | | |
| Practical Skills Module 2 | | • | | |
| Practical Skills Module 3 | | • | | |
| Practical Skills Module 4 | | | • | |
| Practical Skills Module 5 | | | • | |
| Practical Skills Module 6 | | | • | |
| Practical Skills Module 7 | • | | | |
| Practical Skills Module 8 | • | | | |
| Practical Skills Module 9 | | | | • |
| Practical Skills Module 10 | | | | • |
| Practical Skills Module 11 | | | | • |
| **WORK EXPERIENCE MODULES** | | | | |
| Work Experience Module 1 | | • | | • |
| Work Experience Module 2 | | | • | • |
| Work Experience Module 3 | • | | | • |
| Work Experience Module 4 | | | | • |

## RECOGNISED PART-QUALIFICATIONS

The full qualification comprises four part-qualifications, which can be completed as follows:

- Health Care Benefits Advisor (Level 5) (102 Credits) (1 Year)
- Long Term Insurance Advisor (Level 5) (180 Credits) (1 Year)
- Employee and Pension Fund Benefit Advisor (Level 5) (110 Credits) (1 Year)
- Investment Advisor (Level 6) (213 Credits) (1 Year)

## EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT (EISA)

NVO will issue a Statement of Results (SoR) once the programme and all assessments have been completed successfully.

EISA (External Integrated Summative Assessment) exam to be booked directly with INSETA once NVO programme is completed.

Exam fee payable directly to INSETA (exam fees to be found on INSETA website). The Novia One mock examination will be venue based to simulate exam conditions as applied by the EISA exam.

Students will receive a certificate of competence against the qualification directly from QCTO after successfully passing the EISA.

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