

FOREIGN EXCHANGE OFFICER

DURATION

18 Months | 18 Classes (pending additional requirements) | 4 Work Experience Coaching Sessions

ENTRY REQUIREMENTS

NQF Matric with mathematics & working in a foreign exchange division OR 3 years' working experience in a foreign exchange division.

TOTAL NUMBER OF DAYS OUT OF THE OFFICE

18 Days
9h00 - 16h00

Assignments and workplace evidence required.

INTRODUCTION

This qualification prepares students to operate effectively as a Foreign Exchange Officer. Classroom debate, case studies, simulations, student presentations, leadership groups, project assignments and work experience portfolio coaching all contribute to lively and enriching course content.

OVERVIEW OF THE HIGH-LEVEL PROGRAMME

Module 1: Introduction to Foreign Exchange

Module 2: FX Calculations and Foreign Currency Accounts

Module 3: Middle Office Operations

Module 4: Payments

Module 5: Foreign Bills for Collections

Module 6: Letters of Credit

Module 7: International Trade Finance and Guarantees

Module 8: Client Services

OUTCOMES

1. Gain insights into basic forex market calculations, forward exchange contracts (FEC's), as well as concepts and conventions associated with the foreign exchange market.
2. Develop a sound understanding of the management and key performance areas of the middle office and its processes.

3. Learn how to process, manage and handle inward and outward transactions.
4. Acquire management skills for international trade finance operations, as well as the legal requirements for negotiable instruments.
5. Understand the processes of managing import letters of credit, as well as the processing of guarantees.

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.

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 BankSETA once NVO programme is completed.

Exam fee payable directly to BankSETA (exam fees to be found on BankSETA 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.