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QUALIFICATION: Advanced Certificate in Banking Services (SAQA ID 90842, NQF LEVEL 6)
MODE OF DELIVERY: DISTANCE LEARNING (CLAREMONT)

DESCRIPTION AND PROGRAMME PURPOSE

The Advanced Certificate in Banking Services is a second-level Higher Education (HE) qualification designed to equip students with the knowledge and skills to operate professionally in a junior position in an organisation that promotes banking services.

The South African banking sector is still viewed as a world-class, strong regulatory and supervisory environment, with adequate capital, technology and infrastructure, employing over 200 000 people. There is a continuous drive in the sector to employ qualified individuals, or to upskill internal staff, based on the regulatory and supervisory requirements.

However, banking as an industry has been widely disrupted for a while already, and this is expected to continue. With major technological advancements come a focus on the sale of more universal, but also non-traditional banking products, as well as a drive for compliance and risk management, and challenges like fraud and financial crime. In an industry that is changing at an unprecedented pace, and where traditional financial institutions transform, and new competitors enter the market, individuals need to be equipped with skills and competencies that are future-fit and get their heads around completely new roles and job profiles.

The purpose of the Advanced Certificate in Banking Services is to build on the basic concepts of banking covered in a previous NQF 5 qualification. Current content at bank management level is covered, and students are enabled to select relevant specialist areas, i.e. sales, business credit, fraud or compliance. With this, students might have potential career prospects as a junior manager in retail or business banking.

The curriculum is designed to ensure that students are knowledgeable about the context within which banking services are promoted. First, a general understanding of the ethical and risk management debate is built, then knowledge about banks and financial systems in general, and finally, insight into the sector's legal background is provided. Students are also familiarised with and given appropriate skills and knowledge in order to operate in a specific field, and preparing them to move further in their careers.

The Advanced Certificate in Banking Services appears on the Financial Sector Conduct Authority's (FSCA) list of recognised qualifications for FAIS Fit and Proper purposes.

WHO SHOULD ENROL

The programme would be suitable for:

- a person who has completed the Higher Certificate in Banking Services or similar, and who wants to take their foundational banking knowledge a step higher.
- an employed person wishing to enhance, develop or formalise his skills and knowledge with a qualification in banking services.

PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

- Demonstrate an understanding of banking and business law, and apply the applicable law in a banking services environment.
- Demonstrate an understanding of the banking system.
- Demonstrate knowledge and insight into ethics and risk management within the financial services industry.
- Apply knowledge and skill to operate professionally in a selected discipline within the banking services sector.

PROGRAMME STRUCTURE

Module name	Offered in	NQF level	Credits	Compulsory/ Elective
Risk Management in Banking RMIB01-6	Both semesters	6	21	Compulsory
Banking and Business Law BBLA01-6	Both semesters	6	30	Compulsory
Bank Management BAMA01-6	Both semesters	6	25	Compulsory
Principles of Human Resource Management HRMA01-6	Both semesters	6	20	Electives: choose 3
Sales Management SMAN02-6	Semester 1	6	20	
Banking without Boundaries (Future of Banking) BWBO01-6	Semester 1	6	20	
Financial Crime FINC01-6	Semester 2	6	15	
Fraud Examination FRAE01-6	Semester 2	6	15	
Business Credit BCRE01-6*	Semester 2	6	20	
Applied Financial Accounting AFAC02-6	Both semesters	6	20	
Finance for Managers FMAN02-6*	Both semesters	6	20	
Credit 2B CRED2B-6*	Semester 2	6	20	
Compliance Techniques and Strategies CTST01-6	Semester 2	6	15	

*Check for prerequisites

MODULE DESCRIPTIONS

Compulsory

Bank Management BAMA01-6

This module will introduce students to bank financial statements and how banks generate money. It will also touch on some other specialist banking topics suitable for this NQF level such as, for example, capital requirements and asset-liability management.

Banking and Business Law BBLA01-6

This module is aimed at providing an overview of the legal position in South Africa with reference to commercial law, and introducing further concepts in banking law. It demonstrates an understanding of the fundamental principles of the law of contract and its components by applying the essentials of a valid contract in terms of contractual capacity, possibility of performance, formalities and breach and discharge of contracts. It provides an overview of different business/corporate entities and how they legally interact with banks and related service providers. It demonstrates the operations of a company in terms of its management and representation. It also covers the different types of security, business rescue and insolvency.

Risk Management in Banking RMIB01-6

This module focuses on risk management in the banking environment. It introduces students to the general concepts of the risk management process and different risks that banks face and how to manage them. The purpose of this module is to provide critical knowledge and understanding of various types of risk in the banking services industry, and to develop the practitioner's skills and ability to apply principles and techniques in order to make informed decisions in relevant work situations.

Electives

Applied Financial Accounting AFAC02-6

This module builds on the introductory *Principles of Accounting ACCP02-5* module. Students will learn about the different types of trade entities and their unique accounting needs. It also introduces the concepts of VAT and depreciation. On successful completion of this module, students will be able to do forecasting, prepare reports and analyse the different financial statements. *This module is only offered in semester 1.*

Banking without Boundaries (Future of Banking) BWBO01-6

The purpose of this module is to introduce students to the effects that technological disruption will have in the banking industry, from different angles. Students will reflect on banking as a future career and how to serve customers in a virtual world, using new technologies and delivery mechanisms. This module is important for students in the banking field today, since they are at the forefront of these developments. When trying to understand how future banking will develop in a world of digital disruption, the following outcomes will be important. *This module is only offered in semester 1.*

Business Credit BCRE01-6

On completion, the student will be able to operate in a business credit environment. In this module, the student will be exposed to concepts such as credit risk; ratio analysis; assessing a company's working capital needs, security and collateral; credit proposals and evaluations; credit policies, as well as an introduction to troubled lending and problem accounts. *Applied Financial Accounting AFAC02-6* is a prerequisite for this module. *This module is only offered in semester 2.*

Compliance Techniques and Strategies CTST01-6

When operating in the compliance field, it is important that certain techniques and strategies are followed in order to navigate the many different pieces of regulation. Students are introduced to managing in the compliance arena, controlling of situations and planning ahead. *This module is only offered in semester 2.*

Credit 2B CRED2B-6

On completion, the student will be able to operate in a more difficult/advanced credit or commercial environment. The student will be exposed to concepts such as the cost of capital, M & A, specialist loan products, credit portfolios/debtor's books, write-offs, insolvencies, business rescue and how the Basel Accords are applied in the banking environment. *Business Credit BCRE01-6* is a prerequisite for this module. *This module is only offered in semester 2.*

Finance for Managers FMAN02-6

This module introduces you to basic financial management principles and empowers you to better understand the financial aspects of business and management decisions.

The purpose of the course is to enable students to understand finance and its associated terminology. It will enable you to analyse financial statements, complete basic cash and capital budgeting, manage working capital, make valid pricing decisions and assess project progress and returns.

Financial Crime FINC01-6

This module introduces students to international and South African legislation relating to financial crime, and how to create a framework within the business to manage financial crime risk. Students are taught how to apply required steps to detect financial crime, avoid bribery and corruption and work with client profiling and sanctions. *This module is only offered in semester 2.*

Fraud Examination FRAE01-6

This module will focus on identifying the warning signs and red flags as well as implementing processes to prevent fraud from occurring. The fraud examination module will enable students to analyse complex financial transactions using specific methods and applying relevant law. It will also introduce students to ways of resolving allegations of fraud. *This module is only offered in semester 2.*

Principles of Human Resource Management HRMA01-6

This module consists of a detailed look at the Human Resource Value Chain. Students will be introduced to HR activities that include attracting, motivating, engaging, developing, retaining and performing Strategic HR planning, aligned to the overall business strategy. Through linking with the HR value chain, the management of

employees will become a vital link to sustaining competitive advantage. The aim of the module is to develop students who will conduct these activities in a consistent, fair and effective manner while taking the framework of the South African environment into consideration.

Sales Management SMAN02-6

It is acknowledged that the contemporary sales executive has to do more than just push a product. The focus has shifted to the customer. In the relationship, persuasion and influence play a role. The object of a sale is for the customer to make a value exchange.

The purpose of this module is to introduce students to more advanced sales techniques such as leadership, relationship management, and planning in the financial services industry. This will enable students to improve their performance in a sales management role in a banking services environment. *This module is only offered in semester 1.*

ADMISSION REQUIREMENTS

In order to be admitted to this qualification, applicants should have completed a Higher Certificate in the field of Banking, such as the Higher Certificate in Banking Services, the National Certificate in Banking (Financial Services), the National Certificate in Banking Services Advice, the Certificate in Sales: Banking Services or the Certificate: Bank Credit. Applicants with other relevant NQF Level 5 qualifications will be considered on a case-by-case basis. As this qualification and its modules are advanced, basic knowledge in a certain field might be necessary, depending on the elective combination chosen. Milpark might recommend certain bridging modules.

Other certificates

Any applicant who has a certificate other than a South African National Senior Certificate has to provide:

- a SAQA Certificate of Equivalence, if they want to enrol for a Higher Certificate, Advanced Certificate, Diploma or Postgraduate qualification (www.saga.org.za);
- or a USAF Exemption Certificate, if they want to enrol for a Bachelor's degree (<https://mb.usaf.ac.za/>).

Recognition of Prior Learning (RPL) applications

Milpark admits a small number of students onto its programme via Recognition of Prior Learning (RPL). Applicants interested in applying via RPL will be considered individually by the relevant Dean.

MODE OF DELIVERY

The following mode is available for this specific programme: Distance learning (DL).

ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative and summative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials contain links to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the above online facilities is essential for efficient communication, learning and success. The student will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive assignments.

Summative assessments (exams) and selected formative assessments will be invigilated remotely with well-proven online proctoring services. Students will need to use their own device and ensure that they have the minimum system requirements in place.

Minimum system requirements

1. Reliable broadband internet access
2. Firefox/Chrome/Edge web browser
3. Microsoft Word
4. PDF Viewer
5. Ability to scan and upload documents
6. Email/cellphone for notification and communication.
7. Access to video-conferencing technology, such as Skype/Zoom.

For remotely proctored exams, students need their own device (laptop, Mac or desktop) with the following minimum system requirements in place:

	Windows	Mac	Linux	Chrome OS
Operating System	Windows 7+	macOS 10.11+	Ubuntu 18.04+	Chrome 58+
Processor	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
Free Disk Space	250 MB	250 MB	250 MB	250 MB
Free RAM	2 GB ¹	2 GB ¹	2 GB ¹	1 GB ¹
Upload Speed	0.092 Mbps - 0.244 Mbps ²			
Microphone	Any Microphone, either internal or external ³			
Webcam	320x240 VGA resolution (minimum) internal or external ³			

1. Free RAM is the minimum amount of memory that is not in use by other applications.
2. Depends on the exam settings, secure browser has no upload speed requirement.
3. Only required for proctoring, secure browser functionality does not require audio/visual recording.

STUDENT SUPPORT

Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to make reservations and requests, and no limit on the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Ebsco (global) and Sabinet (South African publications) to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark (myCourses)*.

RULES OF PROGRESSION

Students are required to complete three compulsory modules and three elective modules. Students require 120 credits to complete the qualification.

ASSESSMENT

Formative assessment contributes 30% to the final mark and consists of a combination of assignments and tests. The exact formative structure per module will be communicated to the student at the start of the semester.

Students will complete a final, summative assessment per module at the end of each semester, which contributes 70% towards the final mark. Students need to obtain a sub-minimum mark of 40% in the final, summative assessment and an overall mark of 50% in order to pass the module.

DURATION

Distance-learning students have a minimum of one year and a maximum of three years to complete this qualification.

CERTIFICATION

On successful completion of the qualification, the student will receive an Advanced Certificate in Banking Services, NQF Level 6 (credits: 120). The Advanced Certificate in Banking Services is accredited by the Higher Education Quality Committee of the Council on Higher Education (CHE).

FURTHER STUDIES

Milpark Education is committed to the process of lifelong learning and opening access to higher education. The programme is at NQF level 6 and will provide for articulation options into NQF level 7 programmes. Narrowly, students may articulate to a BCom degree. Students may also move horizontally to a Diploma on an NQF Level 6.

A student who transfers from one qualification to another within Milpark Education may be given credit for some modules successfully completed. Beyond Milpark Education, this qualification should articulate with other qualifications in the relevant fields of banking or business management.

A student who has completed certain modules on this qualification at Milpark Education and who wishes to transfer to another tertiary-level institution, should be able to apply for exemption from relevant modules on the basis of the modules that have been passed at Milpark Education.

PRICING

All module fees include one round of formative and summative assessments (supplementary exams excluded). All Milpark study material is included in the module fee. Please note: certain modules require a prescribed textbook. Module fees do not include the cost of prescribed textbooks, which will be for the student's account. The prescribed book list will be available on the *myMilpark* website under the relevant qualification documents on registration.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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