

MILPARK  
EDUCATION  
Financial  
Services



## QUALIFICATION

# Advanced Certificate in **BANKING SERVICES**

(SAQA ID: 90842; NQF Level 6)

**Mode of Learning**  
Distance Learning

**We've got you.  
You've got this.**

# 1 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.

## Learn More

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 continual drive in the **sector to employ qualified individuals**, or to upskill internal staff, based on 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 become familiar with 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, namely 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 to operate in a specific field, 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**.



## 2 Who Should Enrol

The programme would be suitable for:

01

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.

02

An **employed person wishing** to enhance, develop or formalise his skills and knowledge with a **qualification in banking services**.

## 3 Programme Outcomes

Successful completion of this qualification should enable the student to:

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

## 4

## Programme Structure

Module name and code	NQF	Credits	Compulsory/ Elective
Risk Management in Banking RMIB01-6	6	21	Compulsory
Banking and Business Law BBLA01-6	6	30	Compulsory
Bank Management BAMA01-6	6	25	Compulsory
Sales Management SMAN02-6	6	20	Electives: choose 3
Banking without Boundaries BWBO01-6	6	20	
Financial Crime FINC01-6	6	15	
Fraud Examination FRAE01-6	6	15	
Business Credit BCRE01-6*	6	20	
Applied Financial Accounting AFAC02-6*	6	20	
Finance for Managers FMAN02-6*	6	20	
Compliance Techniques and Strategies CTST01-6	6	15	

\* Check for prerequisites

### Kindly note

Please refer to the **timetable to establish** in which cycles/semester the module is **available**.

## 5

## Mode of Learning

The programme will be offered via **Distance Learning (DL)**. DL is our more traditional, flexible study mode designed for independent learners who prefer minimal online engagement.

**Students in this mode primarily rely on textbooks and study guides**, with access to supplementary online resources via our learning platform. **DL supports self-paced** learning and is ideal for students with limited internet connection, or those who prefer offline study. **While lecturer support is available**, interaction is less frequent as compared to other modes, allowing **students to manage** their time and progress independently.

## Compulsory

**Bank  
Management  
BAMA01-6**

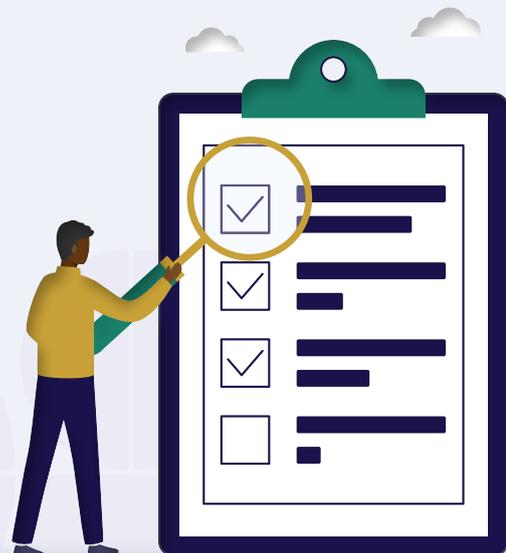
This module will **introduce students to bank financial statements** and **how banks generate money**. It will also touch on some other specialist banking topics suitable for this **NQF level**, such as capital requirements and asset-liability management.

This **module provides an overview of the legal position** in South Africa, with reference to commercial law, and introduces additional concepts in banking law. It gives an **overview of different business/corporate** entities and how they legally interact with banks and related service providers, differentiates **between legal and non-legal** activities of businesses, and covers an understanding of specific aspects of different types of securities. It demonstrates the concept of business rescue and the issues around insolvency. Lastly, **it deals with the principles of contracts** concluded in the commercial environment and provides a basic knowledge of the **fundamental principles of contract law**.

**Banking and  
Business Law  
BBLA01-6**
**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.

**We're online.  
We've got space.**



## Electives

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. **Upon successful completion of this module**, students will be able to do forecasting, prepare Reports, and analyse the different financial statements. *Principles of Accounting ACCP02-5* or equivalent at NQF level 5, is a prerequisite for this module.

**Applied  
Financial  
Accounting  
AFAC02-6**

**Banking  
without  
Boundaries  
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**.

Upon 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, and credit policies, as well as an **introduction to troubled lending** and problem accounts. *Applied Financial Accounting AFAC02-6* is a prerequisite for this module.

**Business Credit  
BCRE01-6**

**Compliance  
Techniques  
and Strategies  
CTST01-6**

These **compliance techniques and strategies** teach students the fundamental principles and standards that drive compliance risk management. In this course, students are **introduced to compliance essentials and principles**, and compliance governance. This module utilises real-world cases to help generate emotional commitment, which enhances learning in the **moment and promotes understanding**.

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. *Principles of Accounting ACCP02-5 (or equivalent at NQF level 5)* is a prerequisite for this module.

**Finance for  
Managers  
FMAN02-6**

This **module introduces students to the main aspects** of money laundering and terrorist financial risks. **Additionally, it introduces students to international** and South African legislation relating to anti-money laundering, 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**.

**Financial Crime  
FINC01-6**

**Fraud  
Examination  
FRAE01-6**

This **module focuses 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**.

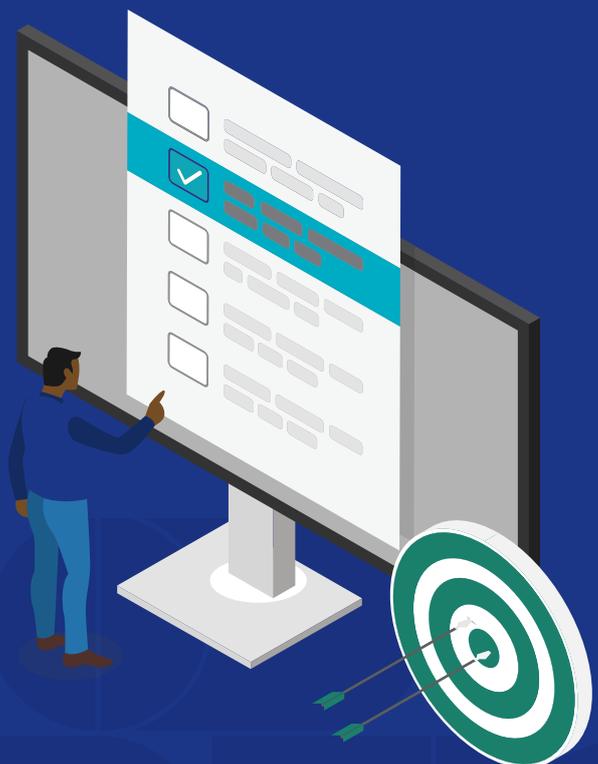
It is **acknowledged that the contemporary sales executive** must do more than just 'push' a product. The focus has shifted to the customer. In the relationship, **persuasion and influence play a role**. The objective of a sale is for the customer to make a value exchange. The purpose of this module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

**Sales  
Management  
SMAN02-6**

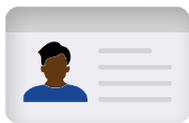
## 7 Admission Requirements

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**.



Applicants must, at a minimum, submit the following **documents** with their application:



**Copy of South African 13-digit identity document** or valid passport.



**Copy of Matric/National Senior Certificate** OR international school leaving certificate with **SAQA Equivalence Certificate**



**NQF Level 5** Qualification Certificate or Milpark Letter of Completion.

## Kindly note

The **documents listed above** represent the minimum requirements. Applicants may be asked to provide **additional supporting documentation** if further evidence is needed. Applicants are encouraged to provide all **supporting documentation** at the time of applying to avoid unnecessary delays in the processing of their application.

### Other / International certificates

Further to the requirements for admission already stated above, foreign nationals or South African nationals **seeking to apply for admission onto the qualification based** on a non-South African/foreign tertiary qualification, must obtain, and submit to Milpark, a **Certificate of Equivalence from the South African Qualifications Authority (SAQA)** ([www.saqa.org.za](http://www.saqa.org.za)).

**Applicants with foreign tertiary** qualifications are advised to submit their **SAQA Certificate of Equivalence** at the time of applying online for a **Milpark Advanced Certificate**.



Foreign nationals **residing in South Africa on a temporary visa must** provide proof from the **South African Home Affairs offices** that they are permitted to study and **enrol at the tertiary level**.

### Recognition of Prior Learning (RPL) applications

Milpark admits a small number of students onto its programme via **Recognition of Prior Learning (RPL)**. **Applicants who are 23 years** and older and who do not meet the normal admission criteria can apply for admission into the qualification via RPL based on work experience and/or prior qualifications. Applicants who do not have the required **NQF Level 5 qualification in Banking**, but who have extensive work experience and/or proven leadership in the banking industry or financial services sector, may apply in terms of **Milpark's Recognition of Prior Learning policy**.

However, admission on these grounds is limited. RPL applicants must have a minimum of **10 years** of employment experience within the **banking industry or financial services sector** and demonstrate the potential to complete the programme.

**Applications for admission via RPL** will be considered individually by the relevant Programme Oversight Manager.

[Learn More About The RPL Requirements](#)

## 8 Mode of Delivery

The **Department of Higher Education and Training** has registered the programme, and the Council on Higher Education has accredited the programme for **delivery via distance learning**.

[Learn More](#)



Distance Learning



Through the *myMilpark* and *myCourses* **online tuition** and support environments, students have **access to all course materials** (including formative and summative assessments), discussion opportunities, administrative **services and a wealth of external resources**.

## Minimum requirements to study online and complete assessments and online proctored assessments

A **laptop or personal computer (PC)** with one of the **following operating systems**:



Windows 10+



macOS 10.11+



Ubuntu 18.04+



Chrome 58+



Continuous (daily) access to a **stable internet connection** with an upload and download speed of at least 5 Mbps.



A **camera/webcam** (720p resolution)



Speakers and a microphone **OR** headphones



2GB free **RAM** (memory)



250MB **free disk space**

[View Technical Requirements](#)

[How To Check Your RAM](#)

# 10

## 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), Emerald, 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).**

# 11

## Rules of Progression

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



## 12 Assessment

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

Students will complete a final **summative assessment per module at the end of each semester or cycle, 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.

## 13 Duration

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

## 14 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).



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You've got this.**

## 15 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**.

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 based on the modules that have been passed at Milpark Education.

## 16 Pricing



**All module fees include one round** of formative and summative assessments (supplementary examinations excluded). Module fees do not include the cost of prescribed textbooks, which will be for the **student's own account**. The prescribed book list will be available on the Milpark website under the relevant qualification information documents and on myMilpark on registration.

## 17 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.**

## Website:

[www.milpark.ac.za](http://www.milpark.ac.za)

[Apply Now](#)

## Enquiries

Tel: (086) 999-0001

Deneb House

3rd Floor | 368 Main Road

Observatory | Cape Town

7925 | PO Box 44235

Claremont | 7735

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**We've got you.  
You've got this.**

