

**QUALIFICATION: Advanced Certificate in Banking Services (SAQA ID 90842, NQF LEVEL 6)**  
**MODE OF DELIVERY: DISTANCE LEARNING****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 continual 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 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 (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, 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	NQF level	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
Principles of Human Resource Management HRMA01-6	6	20	Electives: choose 3
Sales Management SMAN02-6	6	20	
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

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

## 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 capital requirements and asset-liability management.

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

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.

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

#### **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.

### **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.

### **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.

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

### **Financial Crime FINC01-6**

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.

### **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.

### **Principles of Human Resource Management HRMA01-6**

This module provides 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 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.

## 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 / 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.

### 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 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. Those interested in applying for admission into the programme via the RPL route must submit the following documentation with their online admission application:

- Copy of identity document
- Copy of matric/national senior certificate or international school leaving certificate
- Copies of certificates and transcripts of all prior qualifications
- Comprehensive curriculum vitae

- Letter from the employer (on company letterhead) confirming your employment period, job role and duties.
- Proof of student's English proficiency through a letter of motivation that focuses on communication in the work role.

Applications for admission via RPL will be considered individually by the relevant Head of School.

## **MODE OF DELIVERY**

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

## **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 (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 that 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.