



ASISA

ACADEMY

# CAREER DEVELOPMENT COURSE

## BROCHURE

**MAY 2024**

## 1. PURPOSE

These courses are tailored to help graduates or early career employees in their first few years of work enhance their skills, knowledge, and capabilities to advance in their careers within the financial services industry with:

- Useful insights into the ecosystem and landscape.
- Essential skills to set them up for success in their employment pursuits.
- Tools and tips for success in their first year of work and their chosen career paths.

## 2. METHODOLOGY

### **Practical approach:**

An ASISA Academy Programme Champion anchors the programme and connects the dots between the different topics that are presented by himself and guest presenters. Presenters use breakout rooms on MS Teams for group discussions, polling and other activities to make the sessions interactive.

The Programme Champion and all guest presenters have relevant industry experience and are passionate about empowering young people.

The ASISA Academy takes a flexible approach in the delivery of the programme which allows different groups to select specific topics which are of greatest interest to them.

To derive maximum benefit from the online engagements, the ASISA Academy recommends that all delegates participate by using either a laptop or desktop with webcam and microphone - not a cell phone or tablet which inhibit optimal participation in the online classes.

## 3. OUR PROGRAMME CHAMPION



### **GRANT CLOETE**

#### **Bachelor of Commerce (BCom) Honours, Financial Analysis and Portfolio Management**

Grant started his financial services career in 1998 at Old Mutual, where he worked in various roles across the organisation, eventually growing into the role of portfolio manager within an investment boutique at the Old Mutual Investment Group. In 2007, he joined Investec Asset Managers (now Ninety One). He joined Afena Capital in 2014 as a client manager, and in 2016, he became the CEO. Today, Grant is the founder of startup investment firm, Grand Canid – a firm that aims to make a significant and positive impact on the lives of the underserved.



## 4. PROGRAMME TOPICS AND LEARNING OUTCOMES

The following pages summarise each Learning Area and the associated Learning Outcomes covered during the programme. While all topics are highly recommended, specific topics may be selected. Each topic is generally delivered via MS Teams within 2 hours but this can be flexible depending on the depth required.

### **Introduction to the Financial Services Industry**

- Define the different types of investors and their needs.
- Demonstrate how life offices and pension funds work and distinguish between the different savings and investment needs they meet.
- Contrast the different savings and investment vehicles available.
- List the role players in the financial services sector showing how they interact and depend on each other.
- Position ASISA and define its role in the landscape.

### **Effective Communication & Cultural Diversity**

- Demonstrate an understanding of communication styles of oneself and others.
- Develop active listening skills and awareness of personal blind spots.
- Use reflection and feedback to affirm and / or enhance communication.
- Apply assertiveness and empathy through effective engagement in conflictual situations.
- Understand diversity (age, gender, language, race, religion, etc.) and learn how to engage more effectively with colleagues and clients.

### **Using LinkedIn to build your brand in your job search**

- Learn how to create a LinkedIn profile, showing you are open to work.
- Learn how to access free LinkedIn courses and share what you have been learning so as to capture the attention of recruiters and potential employers.
- Use LinkedIn to find out about career opportunities.

### **Designing a winning CV (and interview tips)**

- Using effective layout / design for a great CV.
- Presenting a brief but high impact CV.
- Ensuring all relevant information is included and what may be excluded.
- Proofreading and editing.
- Being truthful on your CV.
- A set of interview tips will be emailed to all students.

### **Office Etiquette**

- Understanding corporate culture.
- Cultivating healthy habits in the office – e.g. maintaining a tidy work- station.
- Engaging with colleagues and customers.
- Taking care of resources.

### **Mental Health & Wellbeing**

- Explain the impact of good / poor health and well-being on one's work performance.
- Identify stressors and techniques for effective stress management.
- Draw up a list of positive and negative daily / weekly habits that contribute to stress or help alleviate stress.
- Manage personal health and recognise early signs of long-term health problems developing.
- Illustrate how to achieve a work/life balance.
- Identify and activate enabling behaviour and habits.
- Identify disabling behaviour and habits.
- Apply strategies to improve health and well-being.

**Managing your personal finances**

- Manage personal finances (personal budget, personal investments, retirement funding, tax, cash flow management, etc.).
- Draw up a list of needs and wants and identify financial priorities.
- Present strategies for saving money and setting financial goals.

**Dealing with failure and building resilience**

- Identify life goals that have not been achieved.
- Determine which goals still need to be achieved.
- List obstacles that hinder the achievement of certain important life goals.
- Explore strategies and solutions that can enable the achievement of life goals.

**Teamwork**

- Explain the impact of good teamwork in a business environment.
- Describe the different team roles and identify your own team role and personal strengths and weaknesses.

**Workplace ethics**

- Contrast ethics with a code of conduct.
- Describe typical ethical dilemmas in the industry and strategies for managing them e.g. giving and receiving of gifts, incentive schemes, and mis-selling of products by brokers.
- Define conflicts of interest in terms of the client vs the firm and the firm vs the individual.
- Discuss professionalism in the industry.

**Time Management**

- Demonstrate an ability to manage time effectively (Meet deadlines, attend meetings, arrive on time for meetings, use standard software tools).
- Contrast personal attitudes to punctuality with expectations within the work environment.
- Distinguish between urgent and important tasks.
- Establish priorities and list them in order of importance/ urgency.

**Presentation skills**

- Preparing a presentation – what to consider.
- Understanding your audience.
- Sequencing information in logical order.
- Using open body language to communicate a message to an audience (eye contact, facial expressions, posture and gestures).
- Using your voice and face to communicate positively.
- Using audio visual resources to add impact.
- Managing time when presenting.

**Industry Related Topics**

#	SPRINT NAME	TOPICS TO BE COVERED
1	Introduction to the SA savings and investment sector	<ul style="list-style-type: none"><li>• Why we save.</li><li>• How we save.</li><li>• Factors driving the markets.</li></ul>
2	Investment management business overview	<ul style="list-style-type: none"><li>• Typical corporate structures.</li><li>• Key teams in an investment manager.</li><li>• Outsourcing.</li><li>• Fees and benchmarks.</li></ul>
3	Investment products and structures	<ul style="list-style-type: none"><li>• CISs &amp; ETFs.</li><li>• Multi-managers and Fund of Funds.</li><li>• LISPs.</li></ul>
4	Fundamentals of retirement funds and life insurance	<ul style="list-style-type: none"><li>• Pension Funds and Provident Funds.</li><li>• Life Insurance products and companies.</li></ul>
5	The investments governance landscape	<ul style="list-style-type: none"><li>• Financial services landscape.</li><li>• Legal landscape.</li><li>• Key legislation and regulation.</li></ul>
6	Investment management ethics	<ul style="list-style-type: none"><li>• Common ethical dilemmas and conflicts of interest.</li><li>• Investment business code of conduct and key policies.</li></ul>
7	Fundamentals of equities portfolio management	<ul style="list-style-type: none"><li>• History of the markets.</li><li>• Attributes of the asset class.</li><li>• Investment philosophy.</li><li>• Active vs passive.</li><li>• Investment process.</li></ul>
8	Fundamentals of equity operations	<ul style="list-style-type: none"><li>• Equity trading process.</li><li>• Corporate actions.</li><li>• Securities lending.</li></ul>
9	Fundamentals of interest-bearing assets	<ul style="list-style-type: none"><li>• Attributes of the asset class.</li><li>• Capital markets.</li><li>• Money Markets.</li></ul>
10	Fundamentals of other asset classes	<ul style="list-style-type: none"><li>• Derivatives.</li><li>• Property.</li><li>• Hedge Funds.</li><li>• Commodities.</li><li>• Private Equity and Venture Capital.</li></ul>
11	Fundamentals of pricing and unitisation	<ul style="list-style-type: none"><li>• Instrument pricing.</li><li>• Unitisation.</li></ul>
12	Investment performance overview	<ul style="list-style-type: none"><li>• Performance measurement.</li><li>• Performance attribution.</li><li>• Global Investment Performance Standards (GIPS).</li></ul>
13	Responsible investing	<ul style="list-style-type: none"><li>• Introduction and definitions.</li><li>• Regulatory and risk environment.</li><li>• International and local practice.</li><li>• Practical implementation.</li></ul>
14	Investment management fees and costs in the context of Retirement Funds	<ul style="list-style-type: none"><li>• Background and context.</li><li>• Trustee responsibilities re investment fees.</li><li>• Fee types and calculations.</li><li>• Member communication.</li></ul>



#	SPRINT NAME	TOPICS TO BE COVERED
15	Derivatives	<ul style="list-style-type: none"><li>• Nature and types of derivatives.</li><li>• Uses of derivatives.</li><li>• Managing derivatives risk.</li></ul>
16	Compliance - Prudential Investment Guidelines	<ul style="list-style-type: none"><li>• Pensions Fund Act and Medical Schemes Council purpose, requirements and responsibilities.</li><li>• PFA Reg 28 investment limits, asset allocation and reporting.</li><li>• MSC Reg 29 and Reg 30 investment limits, asset allocation and reporting.</li></ul>
17	Compliance - CISCA	<ul style="list-style-type: none"><li>• CISCA's purpose, requirements, responsibilities.</li><li>• CISCA BN90 investment limits, asset allocation and reporting.</li><li>• Minimum Disclosure Documents.</li></ul>

## 5. ACADEMY VISION & CONTEXT

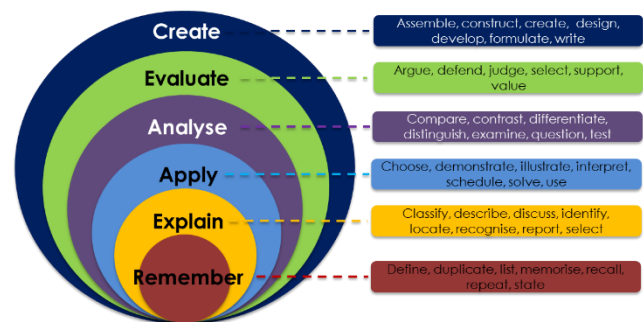
The ASISA Academy creates and delivers high quality learning solutions to meet the skills development needs of the South African Savings, Life Assurance and Investment Management organisations. The Academy resulted from the need for a fresh approach to developing savings and investment management skills and achieving broader, more rapid transformation of the industry. The intention is to take delegates' learning beyond that of their tertiary studies using an approach that responds to industry realities and is delivered by industry experts in an academically sound manner.

The ASISA Academy is accredited with the Quality Council for Trades and Occupations (QCTO) which is the SA government authority that oversees all occupational qualifications from design, to delivery, to assessment and finally certification. This means the Academy may offer full qualifications registered by the South African Qualifications Authority (SAQA).

More than 18,000 people in the Southern African financial services sector have learned with the ASISA Academy since 2008 with over 1000 industry presenters keeping the learning rooted in reality. The Academy has a Level 1 B-BBEE rating.

## 6. ACTIVE LEARNING

We work hard at the ASISA Academy to ensure every learning experience is as interactive as possible. To achieve this, we draw on the expertise of some of the most experienced and specialised professionals in the industry and we limit the size of our groups. The following diagram captures the Academy approach to learning. We aim to achieve the bulk of our learning in the biggest circles. Delegates will be required to bring a laptop or tablet in order to make full use of the online learning environment during the sessions.





## 7. FEEDBACK FROM PAST DELEGATES

Some comments from past Academy delegates about their experiences on our courses:

- It was such a great experience; one I would recommend everybody to be a part of.
- All presenters and sessions were well prepared and informative. Ms Marweyah Williams' presentation on CV writing, using LinkedIn and her interview tips were well presented and insightful as well as Ms Jolly Mkorosi's insights into office etiquette. Ms Kelly Jacobs presentation and activities were engaging and calming as well.
- It was a long session but an amazing and insightful one. I learnt a lot today.
- As a person who normally suffers from mental health, I really enjoyed Kelly's presentations very much. The day was long and a bit exhausting, but it was worth it. I really learnt a lot today and I'm grateful for being part of the program.
- The presentations was really good and I think it's going to help me in the future especially the part about CVs and interview.
- It was great to be introduced to that Information which I had no Idea about and now I have Knowledge about Saving and Investment and Retirement funds.
- Gained better understandings of the topics covered, was really interesting. I really learned a lot and am grateful for the experience.



## 8. CONTACT INFORMATION

For course dates, venues, pricing, and other information please contact the ASISA Academy on:

- Email: [LEARN@asisaacademy.org.za](mailto:LEARN@asisaacademy.org.za)
- Landline: +27 21 673 1620
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