

Further Education and Training Certificate: Long-Term Insurance

NQF Level: 4

SAQA ID: 49649 Minimum Credits: 140

Overview:

The **Further Education and Training Certificate: Long-Term Insurance** provides learners with the foundational knowledge and practical skills to operate effectively in the long-term insurance sector. This qualification focuses on understanding insurance principles, products, legislation, client servicing, and ethical practices.

Learners will gain insight into the structure and operations of the long-term insurance industry, including life, disability, retirement, and investment products. The qualification equips learners to provide customer-centric financial advice and support while maintaining compliance with regulatory frameworks and professional standards.

A qualified learner will be able to:

- Demonstrate knowledge and understanding of long-term insurance concepts and products.
 - Apply regulatory and ethical principles within the insurance environment.
 - Communicate effectively with clients and colleagues in a financial services context.
 - Provide client service and administrative support in long-term insurance operations.
 - Analyze clients' needs and propose appropriate insurance or investment solutions.
 - Maintain accurate records and ensure compliance with industry standards.
-

What is an FET Certificate?

A **Further Education and Training (FET) Certificate** is a nationally recognized qualification at NQF Level 4 designed to provide both theoretical understanding and practical competence in a specific occupational field. It prepares learners for employment or further study within the same or related sectors.

Pricing and Payment Options (Indicative — may vary by provider)

Cash Price	Installment Price	Deposit	12-Month Installments
R24,500.00	R27,000.00	R2,500.00	R2,050.00

Admission Requirements:

- Communication at NQF Level 3.
- Mathematical Literacy at NQF Level 3.
- Computer Literacy at NQF Level 3 is recommended.
- Recognition of Prior Learning (RPL) applicable for individuals with relevant experience in the financial services industry.

Learning Method:

- Blended learning combining online theory, classroom sessions, and practical case studies.
 - Workplace application through simulations and role plays.
 - Continuous assessment via assignments, tests, and practical exercises.
 - Portfolio of Evidence (POE) and integrated summative assessment.
-

Duration:

- **12 to 18 Months**, depending on study mode and learner pace.
-

Career Opportunities:

Entry-Level Roles

- Long-Term Insurance Administrator
- Insurance Sales Consultant
- Customer Service Agent
- Claims Processor

Mid-Level Roles (with experience)

- Financial Advisor Assistant
- Policy Underwriter
- Claims Assessor
- Client Relationship Officer

Senior Roles (with further study)

- Financial Advisor
 - Compliance Officer
 - Branch Supervisor
 - Insurance Product Specialist
-

Articulation Options:

Horizontal Articulation:

- Further Education and Training Certificate: Wealth Management (NQF Level 4)
- National Certificate: Financial Services: Wealth Management (NQF Level 5)

Vertical Articulation:

- National Certificate: Financial Planning (NQF Level 5)
- National Diploma: Financial Services Management (NQF Level 6)
- Bachelor of Commerce in Financial Planning (NQF Level 7)

Curriculum Breakdown (Minimum 140 Credits)

Fundamental Components (56 Credits)

1. Communication in a Business Environment – Level 4 (20 Credits)
 2. Mathematical Literacy for Financial Services – Level 4 (16 Credits)
 3. Apply Ethics and Professional Conduct in the Workplace – Level 4 (10 Credits)
 4. Use Computer Technology in Financial Services – Level 4 (10 Credits)
-

Core Components (64 Credits)

1. Demonstrate Knowledge and Understanding of Long-Term Insurance – Level 4
 2. Apply Legislation, Regulations, and Codes of Conduct Relevant to the Insurance Industry – Level 4
 3. Explain the Principles of Life Assurance, Retirement, and Investment Products – Level 4
 4. Manage Client Information and Maintain Records – Level 4
 5. Handle Claims, Payments, and Policy Documentation – Level 4
 6. Apply Risk Assessment and Underwriting Procedures – Level 4
 7. Provide Client Service and Resolve Customer Queries – Level 4
-

Elective Components (20 Credits — choose based on role focus)

1. Promote Long-Term Insurance Products and Services – Level 4
 2. Analyze and Interpret Financial Information – Level 4
 3. Conduct Basic Financial Needs Analysis for Clients – Level 4
 4. Support Sales and Marketing Campaigns in the Insurance Industry – Level 4
-

Learning Outcomes Summary:

Upon successful completion, learners will be able to:

- Demonstrate an understanding of long-term insurance products and processes.
- Communicate effectively with clients and stakeholders in a financial services context.
- Apply ethical and regulatory frameworks to all insurance-related activities.
- Deliver professional client service and manage insurance documentation accurately.
- Support underwriting, claims processing, and client servicing functions.
- Apply financial knowledge to assist clients with long-term planning solutions.

Qualification Benefits:

- Nationally recognized **NQF Level 4** qualification aligned to the Financial Services Sector Education and Training Authority (INSETA).
 - Provides a strong foundation for a career in long-term insurance and financial services.
 - Equips learners with the essential skills to deliver professional and compliant insurance services.
 - Serves as an entry point into further studies in financial planning, wealth management, and insurance specialization.
 - Encourages ethical conduct, customer focus, and regulatory compliance.
 - Enhances employability in both private and public insurance institutions.
-