

NOTICE 1724 OF 2002
SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

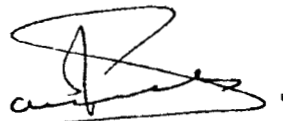
Financial Services

Registered by NSB 03, Business, Commerce and Management Studies, publishes the following unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the unit standards upon which qualifications are based. The unit standards can be accessed via the SAQA web-site at www.saqa.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, 659 Pienaar street, Brooklyn, Pretoria.

Comment on the unit standards should reach SAQA at the address ***below and no later than 13 October 2002***. All correspondence should be marked **Standards Setting – SGB for Financial Services** and addressed to

The Director: Standards Setting and Development
SAQA
Attention: Mr. D Mphuthing
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to 012 – 482 0907



PP SAMUEL B.A. ISAACS
EXECUTIVE OFFICER

Unit Standards for Asset Based Finance: NQF Level 2

1. Title : **Maintain and administer documents relating to client accounts**
 - Specific outcome 1: Assemble documentation relating to client accounts
 - Specific outcome 2: Process and store the documentation according to company policy
 - Specific outcome 3: Retrieve stored documents on request
 - Specific outcome 4: Dispose of stored documents

2. Title : **Demonstrate an understanding of legal and ethical terminology in a banking environment**
 - Specific outcome 1: Describe the contractual capacity of different trading entities
(Range: minors, persons married in and out of community of property, divorced persons, insolvent persons, the mentally incapacitated, alcoholics, drug addicts, sole proprietors, partnerships, close corporations, public companies, private companies, informal bodies such as churches, clubs, societies, non-profit organisations, trusts)
 - Specific outcome 2: Identify a range of different contract types and explain their importance to the organisation in banking situations
 - Specific outcome 3: Identify and briefly describe the regulations affecting the banking environment
 - Specific outcome 4: Explain the importance of ethical behaviour at work

Unit Standards for Asset Based Finance: NQF Level 3

3. Title : **Process and administer financial applications for movable assets (personal)**
 - Specific outcome 1: Receive, capture and validate the application or order
(Range: new applications, existing credit facility)
 - Specific outcome 2: Produce the documents relevant to the application
(Range: contract, letter of declination or referral)
 - Specific outcome 3: Finalise the transaction

4. Title : **Manage security documentation in an asset based financing environment**
- Specific outcome 1: Process new security documents
(Range: suretyship forms, cession and pledge forms and bond forms relating to the various legal entities such as individuals, sole proprietorships, close corporations, partnerships and companies)
- Specific outcome 2: Maintain and administer security documentation
- Specific outcome 3: Realise securities
- Specific outcome 4: Release securities
5. Title : **Manage the legal and administrative process for the collection of arrears within an asset banking environment**
- Specific outcome 1: Identify the legal and administrative procedures to be followed when handing an arrears account over to the legal department
- Specific outcome 2: Hand over the case to the legal department
- Specific outcome 3: Collect and recover the outstanding balance
6. Title : **Carry out asset based financing activities on the computer system**
- Specific outcome 1: Demonstrate an understanding of the workflow processes in an asset based financing environment
- Specific outcome 2: Capture data onto the system for specific processes
- Specific outcome 3: Understand and operate the system
- Specific outcome 4: Understand and work with the Internet as it applies to a banking environment
7. Title : **Prepare vehicle financing proposals and documentation**
- Specific outcome 1: Identify customer requirements and options
- Specific outcome 2: Apply relevant financing/leasing documentation
- Specific outcome 3: Apply relevant insurance documentation
- Specific outcome 4: Process a vehicle financing application

8. Title : **Demonstrate an understanding of the legal and professional requirements pertaining to the asset based financing environment**
- Specific outcome 1: Evaluate the contractual capacity of a range of different trading entities based on the information available
(Range: minors, persons married in and out of community of property, divorced persons, insolvent persons, the mentally incapacitated, alcoholics, drug addicts, sole proprietors, partnerships, close corporations, public companies, private companies, informal bodies such as churches, clubs, societies, non-profit organisations, trusts)
- Specific outcome 2: Evaluate a range of contract types and explain the implications thereof to the organisation in asset based financing situations
- Specific outcome 3: Demonstrate an understanding of the regulations affecting the banking environment
- Specific outcome 4: Demonstrate professional behaviour at work
9. Title : **Perform basic mathematical calculations in a banking environment**
- Specific outcome 1: Select and perform basic interest rate calculations in a banking environment
- Specific outcome 2: Explain, select and perform calculations based on the time value of money
- Specific outcome 3: Explain and apply VAT related calculations
- Specific outcome 4: Explain and perform exchange rate calculations in a banking context
- Specific outcome 5: Apply the use of basic business arithmetic in a banking environment
10. Title : **Manage pre-legal collections in an asset based financing environment**
- Specific outcome 1: Identify the nature of the default
(Range: first instalment default (FID), unpaid items such as cheques or debit orders, contract expired accounts, outstanding payments on unreconciled accounts, accounts with either one, or more than one, instalment in arrears)
- Specific outcome 2: Trace and contact defaulting customers according to company procedures

- Specific outcome 3: Administer arrangements in cases when the customer is able to pay
- Specific outcome 4: Administer arrangements in cases where the customer is unable to pay
- Specific outcome 5: Establish that all pre-legal processes have been followed

11. Title: Demonstrate an understanding of macroeconomic principles as they apply to the South African business environment

- Specific outcome 1: Explain economic concepts
- Specific outcome 2: Describe the relationships between the major players in the economy of a country
(Range: households, firms, the government, the foreign sector and the financial sector)
- Specific outcome 3: Evaluate the past and current performance of economics in different countries by reference to the major macroeconomic objective
(Range: positive economic growth, full employment, price stability (inflation), balance of payments stability and equitable distribution of income)
- Specific outcome 4: Describe the dynamics of the monetary sector

Unit Standards for Asset Based Finance: NQF Level 4

12. Title: Terminate and refinance leases in an asset based banking environment

- Specific outcome 1: Identify leases or rentals to terminate
- Specific outcome 2: Establish client contact for the purpose of discussing further options
- Specific outcome 3: Refinance the lease or rental
- Specific outcome 4: Finalise the refinancing arrangement

13. Title : Process and administer financial applications for movable assets (corporate)

- Specific outcome 1: Receive, capture and validate the application or order
(Range: new applications, existing credit facility)
- Specific outcome 2: Produce the documents relevant to the application
(Range: contract, letter of declination or referral)
- Specific outcome 3: Finalise the transaction

14. Title: **Provide after-sales customer service in an asset based financing environment**
- Specific outcome 1: Identify the nature of a variety of customer queries
- Specific outcome 2: Discuss and propose possible options and solutions
- Specific outcome 3: Attend to the customer query
15. Title: **Administer a floorplan facility and inspections in an asset based financing environment**
- Specific outcome 1: Administer the ongoing floorplan facility
- Specific outcome 2: Terminate the floorplan facility
- Specific outcome 3: Conduct floorplan vehicle inspections

Unit Standards for Asset Based Finance: NQF Level 5

16. Title: **Market and prepare a floorplan facility in an asset based financing environment**
- Specific outcome 1: Market a floorplan facility to clients
- Specific outcome 2: Prepare a floorplan documentation based on client needs
- Specific outcome 3: Present the floorplan proposal to the client
17. Title: **Assess credit for a floorplan facility in an asset based financing environment**
- Specific outcome 1: Identify the areas of risk associated with floorplan facility credit
- Specific outcome 2: Assess the credit risk for a particular client
- Specific outcome 3: Formulate a client proposal based on the identified risk profile
- Specific outcome 4: Finalise the floorplan facility for a specific client