



## FETC: Long Term Insurance (49649) Logbook and Workplace Assessments

Qualification Name: FETC: Long Term Insurance

Qualification Number: 49649

Learnership LGA Nr: \_\_\_\_\_

Learner Name and Surname: \_\_\_\_\_

Learner Contact Number: \_\_\_\_\_

Learner Email Address: \_\_\_\_\_

Learner ID Number: 

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Mentor Name and Surname: \_\_\_\_\_

Mentor Contact Number: \_\_\_\_\_

Mentor Email Address: \_\_\_\_\_

## **Roles and Responsibilities**

### Employer Responsibilities:

- ▶ Select and Appoint Accredited Training Provider that has scope for the qualification
- ▶ Select, inform, induct and sign learnership contract
- ▶ Submit learnership contract to INSETA timorously as stipulated on the agreement
- ▶ Adherence to learnership contract
- ▶ Appoint a internal mentor for every 3 to 5 learners
- ▶ Relevant resources to be made available to assist learner with completion of assignments e.g Internet, library, subject matter expert, ect
- ▶ Learners to be rotated or be exposed to all areas within the organisation relevant to the qualification
- ▶ Submit a motivation to INSETA for approval where rotation is not possible and indicate how exposure is going to be provided
- ▶ Allow learners time off to write the summative assessment and/or remediation's

### Mentor Responsibilities:

- ▶ Mentor must meet with the learners on a minimum of bi-monthly basis (or as often as necessary)
- ▶ Mentor to sign logbook on a monthly basis and ensure that it is submitted to the training provider at the 6 months and 12 months interval of the learnership
- ▶ Mentor- learner contract to be signed
- ▶ Oversee and mentor learners w.r.t. workplace assessments
- ▶ Oversee that learners meet the submission due dates of formative assessments
- ▶ Provide guidance in areas needed

### Learner Responsibilities:

- ▶ Adhere to all employer/provider/INSETA codes of conduct, policies and ethics
- ▶ Attend and actively participate in facilitation sessions
- ▶ Complete workplace assessments and formative assessments with quality, comprehensive and relevant information
- ▶ Submit all assessments by the agreed submission due date to be permitted to write the summative assessment
- ▶ Complete the logbook on a weekly basis, indicating times spent in the workplace e.g. 8am – 4pm = 8 hours per day
- ▶ Complete the logbook giving a comprehensive outline of functions performed daily e.g. 4 x assessed claims
- ▶ Present the logbook to the mentor at the monthly meeting for sign-off
- ▶ Prepare adequately for the summative assessment

Training Provider Responsibilities:

- ▶ Induction session with mentors at the start of a learnership (Expectations, overview of logbook and workplace assessments, etc)
- ▶ Provide learner with the logbook template
- ▶ Ensure that learners' workplace experience is relevant to the unit standard/qualification being assessed
- ▶ Present logbook and workplace assessment to the INSETA Verifier at the 6 months and 12 months verification visits during the learnership

Assessor Responsibilities:

- ▶ Link functions performed to the Associated Assessment Criteria
- ▶ Record a competency judgment(s)
- ▶ Make recommendations to the learner and mentor on areas that need exposure within the next month
- ▶ Give feedback to the learner and mentor within 10 days of monthly submission
- ▶ Give constructive guidance to the learners on development areas

Stakeholder	Signatures	Date
Employer		
Mentor		
Learner		
Training Provider		
Assessor		

## Declaration of authenticity

### Declaration by Learners

I (*learner name and surname*) \_\_\_\_\_, ID Nr \_\_\_\_\_ hereby declare that the work contained herein was completed by me on my own.

Where assistance or advice was received or where I used resource material from a workbook, policy wording, internet or any other printed sources, this has been acknowledged and referenced. I further declare that I understand that plagiarism is a punishable offence as it constitutes the theft of another's intellectual property rights.

\_\_\_\_\_  
**Learner Signature**

\_\_\_\_\_  
**Date**

### Declaration by Mentor

I (*mentor name and surname*) \_\_\_\_\_, ID Nr \_\_\_\_\_ hereby declare that the learner is being mentored by myself and that the functions listed and the working hours is a true reflection of the learners situation. According to my knowledge I declare that this is his/her own work.

\_\_\_\_\_  
**Employer Signature**

\_\_\_\_\_  
**Date**

## Logbook

AAC
1.1 Current events and developments that could impact on Long-term Insurance are analysed and discussed and a personal point of view is offered in the discussion indicating ability to anticipate or predict future trends.
1.2 Knowledge learnt in various unit standards and current events as they occur is integrated with a developing understanding of the Long-term environment in general, and the assessment of risk in particular, so that knowledge of the industry is applied in authentic situations.
1.3 Information is gathered, analysed, summarised, interpreted from a range of sources and presented reliably and accurately. Positions taken are motivated and substantiated.
1.4 Different Long-term products are analysed to determine cover.
1.5 Important areas of Long-term Insurance are explained with reference Life, Retirement Benefits and Healthcare Benefits Administration in South Africa.
2.1 The basic principles and different forms of individual income tax are explained with reference to an individual's liability and duty to pay tax.
2.2 Basic financial statements are analysed and used to make a personal financial decision.
2.3 Financial risk in own life is analysed and ways to reduce own financial risk are investigated for different types of risk.
2.4 The needs of a pensioner are investigated to assess the adequacy of retirement provision.
3.1 Methods, procedures and techniques of underwriting and/or Long-term claims assessing are explained with reference to specific company policy, legislative requirements and industry practices.
3.2 Information is gathered, analysed, evaluated, interpreted, recorded and presented and decisions are explained within own authority limits or mandate and with due regard for compliance.
3.3 The concept of ethics is explained with reference to an organisations code of conduct and an individual's personal and property rights.
3.4 Knowledge of legislation is applied to the assessment Long-term risk.
3.5 Trends and issues in Long-term insurance that present an abnormal risk are interpreted to anticipate fraud.
3.6 Risks associated with non-compliance that could result in liability are identified within the context of Long-term Insurance.
3.7 Knowledge of personality styles and emotional intelligence are applied to customer service.

- ▶ **Note:** Assessor to indicate AAC number next to the functions performed in the logbook template below.
- ▶ Between 40-60% of AACs to be covered in the workplace (depending on the practical component of the qualification)
- ▶ Unit Standard only achieved after the AACs have been assessed



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Assessor Signature		Assessor Comments		C		NYC
Moderator Signature		Moderator Comments		C		NYC

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Month: Tick the month in question

Week 3: \_\_\_/\_\_\_/20\_\_\_ to \_\_\_/\_\_\_/20\_\_\_

Department: \_\_\_\_\_

Functions performed (comprehensive/quantitative)	Hours Worked on this item during the week	Performance Rating by Coach/Mentor (1 = poor to 5 = Excellent)	Alignment of AAC to functions (Assessor)
<b>Leave/Public Holidays taken</b>			
<b>Learner Comments</b>			<b>Learner Signature</b>

JAN	FEB	MARCH	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
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Month: Tick the month in question

Week 4: \_\_\_/\_\_\_/20\_\_\_ to \_\_\_/\_\_\_/20\_\_\_

Department: \_\_\_\_\_

Functions performed (comprehensive/quantitative)	Hours Worked on this item during the week	Performance Rating by Coach/Mentor (1 = poor to 5 = Excellent)	Alignment of AAC to functions (Assessor)
<b>Leave/Public Holidays taken</b>			
<b>Learner Comments</b>		<b>Learner Signature</b>	

JAN	FEB	MARCH	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
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Month: Tick the month in question

Week 5: \_\_\_/\_\_\_/20\_\_\_ to \_\_\_/\_\_\_/20\_\_\_

Department: \_\_\_\_\_

Functions performed (comprehensive/quantitative)	Hours Worked on this item during the week	Performance Rating by Coach/Mentor (1 = poor to 5 = Excellent)	Alignment of AAC to functions (Assessor)
Leave/Public Holidays taken			
Learner Comments		Learner Signature	

Month: \_\_\_\_\_

Coach Signature		Coach Comments				
Assessor Signature		Assessor Comments		C		NYC
Moderator Signature		Moderator Comments		C		NYC





JAN	FEB	MARCH	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
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Month: *Tick the month in question*

Week 2: \_\_\_/\_\_\_/20\_\_\_ to \_\_\_/\_\_\_/20\_\_\_

Department: \_\_\_\_\_

Functions performed (comprehensive/quantitative)	Hours Worked on this item during the week	Performance Rating by Coach/Mentor (1 = poor to 5 = Excellent)	Alignment of AAC to functions (Assessor)
<b>Leave/Public Holidays taken</b>			
<b>Learner Comments</b>			<b>Learner Signature</b>

JAN	FEB	MARCH	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
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Month: Tick the month in question

Week 3: \_\_\_/\_\_\_/20\_\_\_ to \_\_\_/\_\_\_/20\_\_\_

Department: \_\_\_\_\_

Functions performed (comprehensive/quantitative)	Hours Worked on this item during the week	Performance Rating by Coach/Mentor (1 = poor to 5 = Excellent)	Alignment of AAC to functions (Assessor)
<b>Leave/Public Holidays taken</b>			
<b>Learner Comments</b>			<b>Learner Signature</b>

JAN	FEB	MARCH	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
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Month: Tick the month in question

Week 4: \_\_\_/\_\_\_/20\_\_\_ to \_\_\_/\_\_\_/20\_\_\_

Department: \_\_\_\_\_

Functions performed (comprehensive/quantitative)	Hours Worked on this item during the week	Performance Rating by Coach/Mentor (1 = poor to 5 = Excellent)	Alignment of AAC to functions (Assessor)
<b>Leave/Public Holidays taken</b>			
<b>Learner Comments</b>			<b>Learner Signature</b>

JAN	FEB	MARCH	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
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Month: Tick the month in question

Week 5: \_\_\_/\_\_\_/20\_\_\_ to \_\_\_/\_\_\_/20\_\_\_

Department: \_\_\_\_\_

Functions performed (comprehensive/quantitative)	Hours Worked on this item during the week	Performance Rating by Coach/Mentor (1 = poor to 5 = Excellent)	Alignment of AAC to functions (Assessor)
Leave/Public Holidays taken			
Learner Comments		Learner Signature	

Month: \_\_\_\_\_

Coach Signature		Coach Comments				
Assessor Signature		Assessor Comments		C		NYC
Moderator Signature		Moderator Comments		C		NYC

Long Term Assessment Qualification

Annexure A

Job Description/ KPAs

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the job description or Key Performance Areas (KPAs) for the Long Term Assessment Qualification.

## Workplace Assessment

After successful completion of this Learnership the learner will be;

Qualified in: Long Term Assessment (49649)

Qualified as: Including but not limited to the following positions:

- Long-Term Insurance Underwriter
- Claims Assessor

Qualified to:

- Carrying out basic research, information gathering and analysis.
- Interpreting current affairs and their influence on Long-term insurance.
- Applying knowledge of anatomy and physiology and related impairments to assess risk.
- Underwriting Long-term insurance policies or assessing Long-term claims to a limited level of authority.
- Explaining Long-term products including group retirement benefits, life and healthcare.
- Communication and mathematical literacy at a level that allows them to operate effectively in the financial services industry.
- Behaviour and ethics in a work environment.
- Risk exposure, the relationship between Life Style Measurement (LSM) categories and Long-term insurance and the early identification of intended fraud.
- The risk related policies and procedures of a specific insurer.
- Managing aspects of personal finances.
- The application of the law of contract in Long-term insurance.

<u>Input:</u>	Company specific processing and systems training provided.
<u>Exit Level Outcome 1:</u>	Carry out basic research tasks and applying literacy and numeracy skills to analyse, interpret and evaluate information from a range of sources related to Long-term insurance or reinsurance and the assessment of risk.
<u>Exit Level Outcome 2:</u>	Manage personal finances and risk.
<u>Exit Level Outcome 3:</u>	Apply knowledge of legislation, ethics, compliance and fraud in the assessment of Long-term risk.
<u>Exit Level Outcome 4:</u>	Apply knowledge of anatomy, physiology and related impairments to assess risk.





Lined writing area for student response.

Score : ____/30	C		NYC	
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