



TTRO.COM

VIRTUAL WORKSHOPS

**REGULATORY EXAMINATIONS:
PREPARATORY PROGRAMME**



LET'S GET **VIRTUAL!**

The Training Room Online (TTRO) has been providing facilitated Preparatory Programme workshops to our customers for a number of years, we are not stopping now!

With the onset of the COVID-19 pandemic and the need to keep learners and facilitators safe, while still ensuring that learners are able to sufficiently prepare for their examinations, TTRO is offering to run these workshops as **virtual sessions.**

In addition to the safety of attendees, the structure of these virtual sessions will enable learners to:

- Attend shorter sessions that take less productive time out of their working day;
- Get the learning in smaller chunks, which is less overwhelming considering the topics;
- Gives learners time between sessions to complete tasks and gain a better understanding of the new information;
- Allow learners to ask questions around content they may not have grasped in the previous session.



The following elements remain standard in our **virtual solution**:

- **1x LexisNexis handbook, 1x Learner Guide, and 1x TTRO branded book bag (per learner)**

- Each learner will receive a Learner Guide. This document will guide them through their preparatory journey and assist them in managing their time.
- Each learner will receive a LexisNexis handbook to aid their studies and complement the digital learning solution. It will enable them to reference the required knowledge and skills criteria, referenced to the applicable sections in the legislation through the Lexis Nexis handbooks.
- Each learner will receive a branded TTRO book bag that contains all their printed materials.
- Materials will be couriered to learners' residential or work addresses (to be provided by customer) or to a centralized location where the learner can collect the material.

- **E-learning** modules will be available via the TTRO Learning platform.

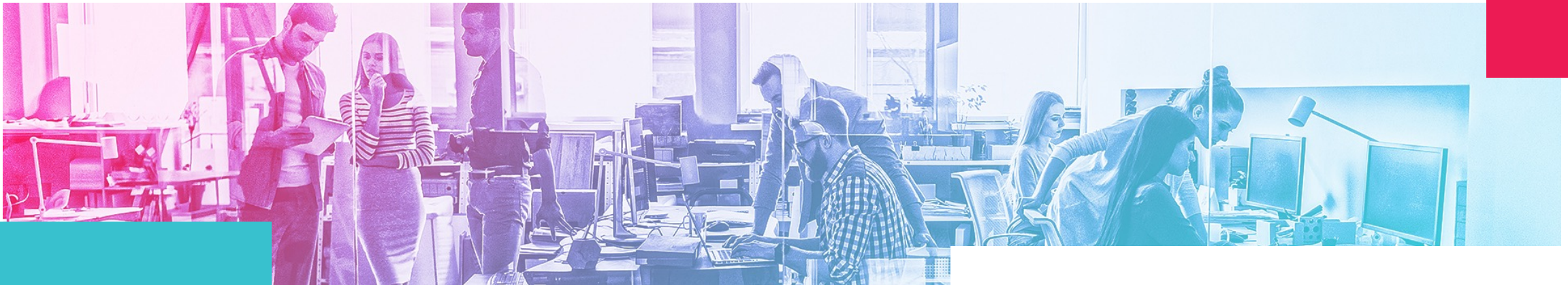
- **Assessments** on TTRO learning platform.



HOW THE SESSIONS **ARE SET UP**

The virtual workshop sessions include all the components offered in the facilitated workshop, and is designed to bring the material to life, address any problems learners have in understanding the content and provide learners with exam tips and techniques. The following tables provide the detailed schedule breakdown for RE1 and RE5 workshops.

***Please note:** these workshops are purely a preparatory support tool to aid delegates who are preparing for their RE examinations. Students will need to ensure that they follow the strict self-studying guidelines, as detailed in the Learner Journey, and facilitated by the e-learning programme.*



REI VIRTUAL WORKSHOP SCHEDULE

Session No	Virtual Sessions	Training Plan	Timing of Session
	Registration and Material	Registration and Material	Prior to session
1	Session Title: Intro, Overview & Task 1.	1.Welcome and Orientation	2 Hours
		2. Introduction to FAIS-overview & purpose	
		3. Law / Teaching tools.	
		4. Perspective & motivation.	
	Task 1	Demonstrate understanding of the FAIS Act as a regulatory framework	
2	Session Title: Tasks 2 & 3		2 Hours
	Task 2	Define financial products and financial services	
	Task 3	Maintain the licence of the FSP	
3	Session Title: Tasks 4 & 5		2 Hours
	Task 4	Operate as a key individual	
	Task 5	Manage and oversee the operational ability of the FSP	
4	Session Title: Tasks 6 & 7		2 Hours
	Task 6	Adhere to the specific Codes of Conduct	
	Task 7	Manage and oversee the compliance functions as required by the FAIS Act	

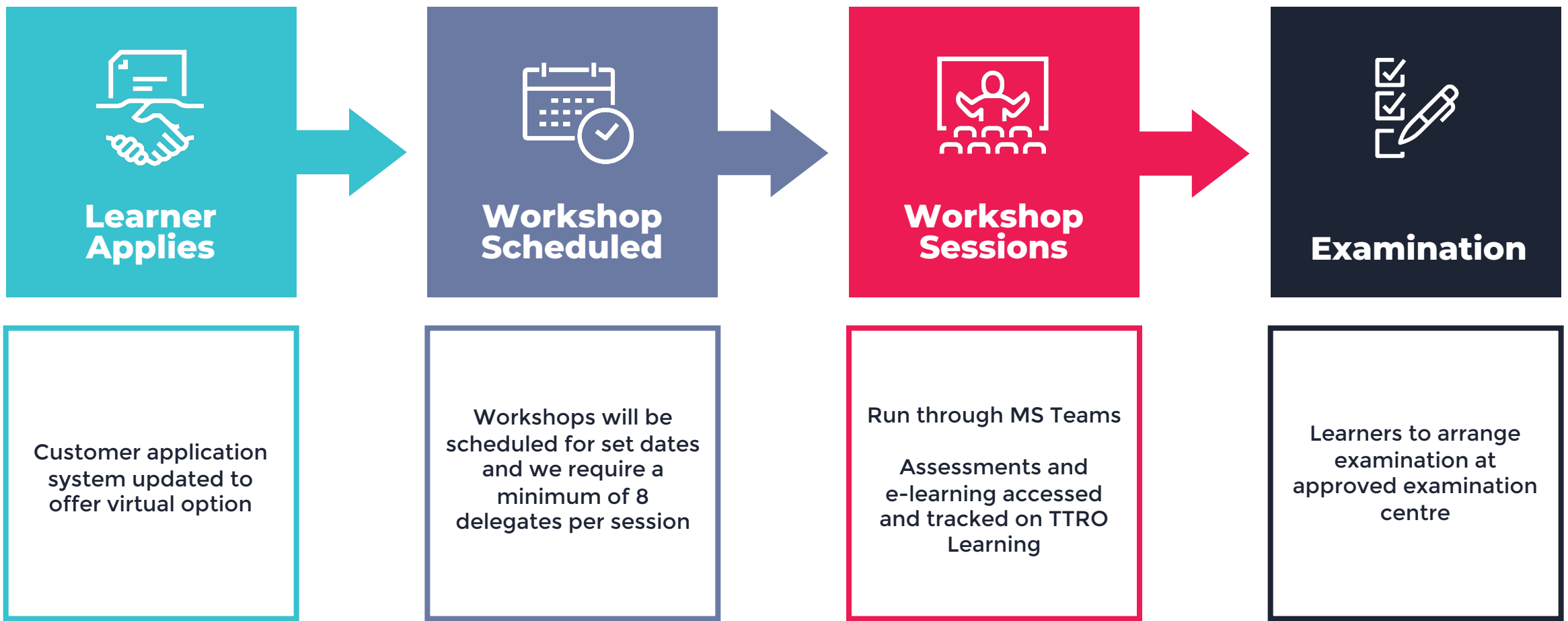
REI VIRTUAL WORKSHOP SCHEDULE			
Session No	Virtual Sessions	Training Plan	Timing of Session
	Registration and Material	Registration and Material	Prior to session
5	Session Title: Tasks 8, 9 & 10		2 Hours
	Task 8	Comply with regulated record keeping requirements	
	Task 9	Manage and oversee the accounting and auditing requirements	
	Task 10	Manage and oversee the requirements of the FIC Act and Money Laundering and Terrorist Financing control regulations, as it applies to the FSP	
6	Session Title: Tasks 11, 12 & 13		2 Hours
	Task 11	Deal with complaints that have been submitted to the Ombud for FSPs	
	Task 12	Define the role of the representative in terms of the FAIS Act	
	Task 13	Manage and oversee the appointment of representatives	
7	Session Title: Tasks 14 & 15		2 Hours
	Task 14	Manage the rendering of services under supervision	
	Task 15	Manage and oversee the representatives appointed by an FSP	
8	Session Title: Tasks 16 & Exam Prep		2 Hours
	Task 16	Debar representatives that have failed to comply with any provision of the FAIS Act in a material manner	
	Exam Prep	Exam techniques, strategy & practice	

RE5 VIRTUAL WORKSHOP SCHEDULE			
Session No	Virtual Sessions	Training Plan	Timing of Session
	Registration and Material	Registration and Material	Prior to session
1	Session Title: Intro, Overview	1.Welcome and Orientation	2 Hours
		2. Introduction to FAIS-overview & purpose	
		3. Law / Teaching tools.	
		4. Perspective & motivation.	
2	Session Title: Task 1		2 Hours
	Task 1	Demonstrate understanding of the FAIS Act as a regulatory framework	
3	Session Title: Task 8		2 Hours
	Task 8	Operate as a Representative in terms of the FAIS Act	
4	Session Title: Tasks 3 & 2		2 Hours
	Task 3	Define the role of the key individual in terms of the FAIS Act	
	Task 2 (Part 1)	Contribute towards maintaining a FSP licence	
5	Session Title: Tasks 2 & 4		2 Hours
	Task 2 (Part 2)	Contribute towards maintaining a FSP licence	
	Task 4	Adhere to the specific Codes of Conduct	

RE5 VIRTUAL WORKSHOP SCHEDULE

Session No	Virtual Sessions	Training Plan	Timing of Session
	Registration and Material	Registration and Material	Prior to session
6	Session Title: Tasks 5 & 7		2 Hours
	Task 5	Comply with regulated record keeping requirement	
	Task 7	Dealing with complaints that have been submitted to the Ombud for FSPs	
7	Session Title: Task 6 & Review		2 Hours
	Task 6	Comply with the requirements of the FIC Act and Money Laundering and Terrorist Financing control regulations, as it applies to the FSP	
	Review	Review of the RE5 syllabus	
8	Session Title: Exam Prep		2 Hours
	Exam Prep	Exam techniques, strategy & practice	

The proposed set-up process to be followed is provided below. There are two options for running the virtual sessions, to be discussed and agreed prior to the first session.



WORKSHOP **PRICING**

Pricing per workshop remains unchanged at R1,950.00 per delegate per day, excluding VAT.

This accommodates all courier costs for materials to be sent to delegates. All other terms and cancellation policies remain as per existing Terms.

OUR **FACILITATORS**

We have a national team of experienced facilitators within the financial services and call centre industries that have all been through an accreditation process in preparation for facilitating these sessions:

1. Minimum of 2 years' experience with FAIS and other related legislation
2. Minimum of 2 years' facilitation experience
3. Full and successful completion of the course material and practice examination
4. Successfully passed the external Regulatory Exam



THE EXAMINATION

Learners will write the examination in the dedicated examination centres after attending the facilitated workshop. The logistics around this exam is to be arranged directly with the external examining body. We recommend writing this exam no later than one week from the workshop.

EXCLUSIONS

The following has been excluded from the scope of this project:

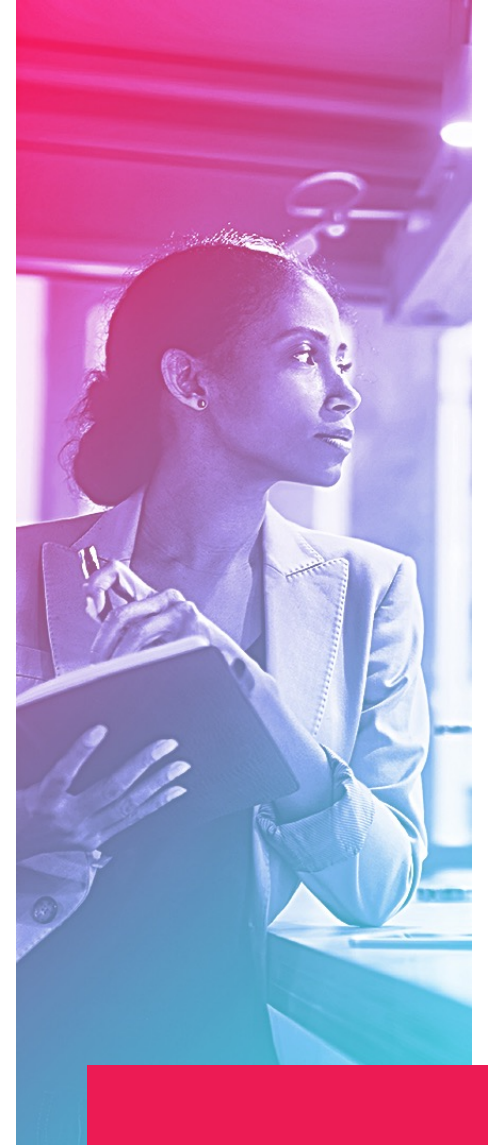
- Logistical administration around workshop set-up
- Arrangements and logistics of external exams



CONSIDERATIONS

Our project fees provided below are based on the following assumptions:

- Workshops are provided in English.
- A minimum of 8 delegates need to confirm booking, per workshop, with a maximum of 15 delegates. This ensures that learners remain engaged and the facilitator is able to ensure any potential challenges are identified and addressed.
- Workshops will be virtual and we assume that all delegates will have a stable internet connection and access to the selected virtual workshop tool e.g. Moodle or Teams.
- Workshops will be scheduled to take place during the normal working week and not on a weekend.
- TTRO will provide all workshop material required, but rely on you being able to provide correct delivery addresses in time for workshops.





CONTACT

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