

ASSESSMENT MATRIX – Unit Standard 242613

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| Unit standard title/ Programme Name | Apply technical knowledge and skill to advise an individual on planning for retirement |
| Unit Standard ID | 242613 |
| Last Date of Achievement | 2016-06-30 |
| NQF Level | 5 |
| Credits | 5 |
| Notional Hours | 50 |

| Specific Outcomes | Assessment Criteria | Learner Guide Heading | Formative Assessment V1 Activity no | Type | Formative Assessment V2 Activity no | Type | Summative Assessment V1 Question no | Type | Summative Assessment V2 Question no | Type |
|---|--|-----------------------|-------------------------------------|-------------------|-------------------------------------|-------------------|-------------------------------------|--------------------------------|-------------------------------------|-----------------|
| SO 1: Apply knowledge of legislation on retirement planning to retirement planning | AC 1: The impact of legislation on retirement planning is analysed for a specific client | 1.1 | 1.1 1.2 | SQ/KNO RES/OTJ | 1.1 1.2 | SQ/KNO RES/OTJ | 1.3 1.4 1.5 1.11 2 | MC MC MC MC SQ/KNO | 1.8 1.9 5 | MC MC ESS |
| | AC 2: Developments relating to retirement funds are researched and discussed with reference to current trends | 1.2 | 1.2 | RES/OTJ | 1.2 | RES/OTJ | | | | |

242613 Assessment Matrix

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|--|---|-----------------------|-------------------------------------|-----------|-------------------------------------|-----------|-------------------------------------|----------|-------------------------------------|--------------|
| | AC 3: The implications of changes in legislation on existing retirement plans are analysed with a view to proposing an updated financial solution | 1.3 | 1.2 | RES/OTJ | 1.2 | RES/OTJ | | | | |
| SO 2: Assess objectives and provisions to determine a financial strategy | AC 1: The nature and term of needs and lifestyle objectives are analysed to determine capital requirements at retirement | 2.1 | 2.1 | SQ/KNO/C | 2.1 | SQ/KNO/C | 1.1 1.6-1.10 | MC MC | 1.1-1.4 | MC |
| | AC 2: The nature and term of existing financial provisions are analysed to determine the situation at retirement | 2.2 | 2.1 2.2 | SQ/KNO /C | 2.1 2.2 | SQ/KNO /C | | | 1.1-1.4 4 | MC SQ/KNO |
| | AC 3: Different assumptions are applied to specific scenarios to propose and substantiate a well argued financial strategy | 2.3 | 2.3 | SQ/KNO | 2.3 | SQ/KNO | | | 1.11 | MC |

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|---|---|-----------------------|-------------------------------------|-----------------------------|-------------------------------------|-----------------------------|-------------------------------------|----------------------|-------------------------------------|----------------|
| SO 3: Construct a portfolio for a specific client based on a client's risk tolerance and objectives | AC 1: A risk tolerance assessment is conducted to set an investment strategy | 3.1 | 3.1 | SQ/KNO OTJ/OBS | 3.1 | SQ/KNO OTJ/OBS | 4 | SQ/KNO | 1.10 3 | MC SQ/KNO |
| | AC 2: Appropriate retirement investment vehicles are proposed based on risk tolerance, term, liquidity, tax, cost and ability to deal with the consequences | 3.2 | 3.1 | SQ/KNO OTJ/OBS | 3.1 | SQ/KNO OTJ/OBS | 1,2 1.12 1.13 1.14 | MC MC MC MC | 1.5 1.6 1.7 | MC MC MC |
| | AC 3: The agreed strategy is implemented and a management plan is proposed to allow for review | 3.2 | 3.1 | SQ/KNO OTJ/OBS | 3.1 | SQ/KNO OTJ/OBS | 3 | SQ/KNO | 1.5 1.6 | MC MC |
| SO 4: Recommend changes to a retirement plan after an unplanned life event | AC 1: The impact of an unplanned life event on an existing retirement plan is assessed with reference to immediate prospects and future options | 4.1 | 4.1 4.2 | SQ/KNO SQ/KNO OTJ/OBS | 4.1 4.2 | SQ/KNO SQ/KNO OTJ/OBS | 5 | ESS | 1.12 2 | MC SQ/KNO |

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|------------------------|---|-----------------------|-------------------------------------|-----------------------------|-------------------------------------|-----------------------------|-------------------------------------|----------------------|-------------------------------------|----------------|--|
| | AC 2: Changes to an existing retirement plan are proposed with reference to revised objectives and what can reasonably be achieved within the time horizon | 4.2 | 4.2 | SQ/KNO OTJ/OBS | 4.2 | SQ/KNO OTJ/OBS | | | | | |
| RANGE STATEMENT | <input type="checkbox"/> Retirement vehicles include, but are not limited to Retirement Annuities, Provident Funds, Pension funds, Preservation Funds and other investment instruments. <input type="checkbox"/> Needs include, but are not limited to, bond repayments, | 3.2 | 3.1 | SQ/KNO OTJ/OBS | 3.1 | SQ/KNO OTJ/OBS | 1,2 1.12 1.13 1.14 | MC MC MC MC | 1.5 1.6 1.7 | MC MC MC | |
| | | 2.1 | 2.1 | SQ/KNO/C | 2.1 | SQ/KNO/ C | 1.1 1.6-1.10 | MC MC | 1.1-1.4 | MC | |
| | | | | | | | | | | | |
| | | 4.1 | 4.1 4.2 | SQ/KNO SQ/KNO OTJ/OBS | 4.1 4.2 | SQ/KNO SQ/KNO OTJ/OBS | 5 | ESS | 1.12 2 | MC SQ/KNO | |

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|-------------------|--|-----------------------|-------------------------------------|--------|-------------------------------------|--------|-------------------------------------|--------------------------------|-------------------------------------|-----------------|
| | children's education needs, contingency money, emergency fund, provision for medical expenses, covering debt, and income. <input type="checkbox"/> Lifestyle objectives include, but are not limited to, overseas trips, holidays and cars. <input type="checkbox"/> Unplanned life events include, but are not limited to, retrenchment, resignation, divorce, permanent disability and dismissal. <input type="checkbox"/> Legislation includes, but is not limited to, the Pension Fund Act, Income Tax Act, Tax on Retirement Funds Act, Labour Relations Act, Long-Term Insurance Act and Divorce Act. | 1.1 | 1.1 | SQ/KNO | 1.1 | SQ/KNO | 1.3 1.4 1.5 1.11 2 | MC MC MC MC SQ/KNO | 1.8 1.9 5 | MC MC ESS |

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|---|---|-----------------------|-------------------------------------|-------------------|-------------------------------------|-------------------|--|--------------------------------|-------------------------------------|----------------|
| UNIT STANDARD CCFO IDENTIFYING | The learner is able to identify and solve problems in which responses show that responsible decisions using critical and creative thinking have been made in proposing a financial strategy | 4 | 4.1 | SQ/KNO OTJ/OBS | 4.1 | SQ/KNO OTJ/OBS | 1.6-1.10 3 | MC SQ/KNO | 1.5 1.6 | MC MC |
| UNIT STANDARD CCFO COLLECTING | The learner is able to collect, organise and critically evaluate information in assessing intended liabilities and proposing investment instruments | 3 | 3.1 | SQ/KNO OTJ/OBS | 3.1 | SQ/KNO OTJ/OBS | 3 1.2 1.6-1.10 1.12 1.13 1.14 | SQ/KNO MC MC MC MC | 1.5 1.6 | MC MC |
| UNIT STANDARD CCFO COMMUNICATING | The learner is able to communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations in proposing a well argued financial strategy and presenting options to minimise tax | 4 | 4.1 | SQ/KNO OTJ/OBS | 4.1 | SQ/KNO OTJ/OBS | 3 1.2 1.6-1.10 | SQ/KNO MC MC | 1.5 1.6 1.7 | MC MC MC |
| UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE | N/A | | | | | | | | | |

Keys:

MC = Multiple Choice

TF = True & False

SQ = Short Question

LQ = Long Question

KNO = Knowledge

INT = Interpretation

WPA = Workplace Application

FAB = Fit Column A to Column B

GW = Group Work

OTJ = On The Job

ESS = Essay Question

Assessor signature: _____

Moderator signature: _____

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