



Reference: Trustee Skills Training Programme  
Contact person: Masefako Mmusi  
Tel: 012 431 0403  
Fax: 012 431 0636  
E-mail: [m.mmusi@medicalschemes.com](mailto:m.mmusi@medicalschemes.com)  
Date: 10 March 2015

## Circular 17 of 2015: CMS offers SAQA accredited Medical Scheme Trustee Training

The Council for Medical Schemes together with The Institute of Health Risk Managers (IHRM) is offering another SAQA accredited four-day *Trustee Skills Training Programme* targeted towards medical scheme trustees and principal officers.

This intervention was prompted by the exceptionally good feedback we received after the first training we held at the CMS offices in Centurion and due to the fact that the Cape Town session had been cancelled. CMS is therefore offering trustees another opportunity to enrol for an accredited trustee skills programme which will be held in Centurion.

Course participants will earn FPI, SAICA and HPCSA continuous professional development points (CPD).

On successful completion of this programme the attendees will have a sound knowledge of the medical scheme industry and a NQF nationally recognised certificate to prove it. The skills programme is a part of a qualification – FETC: Medical Claims Assessing qualification Level 4. The attendee could, if they so wish, work towards completing the full qualification once they have successfully completed this skills programme.

The *Trustee Skills Training Programme* includes the following modules:

### Section 1: Overview of the South African healthcare industry and the structure and function of medical schemes

1. Describe healthcare cover
2. Research the Medical Scheme administration sub-sector in South Africa
3. Describe managed care as it is applied in medical scheme administration in South Africa
4. Explain the cycle of a medical claim

### Section 2: The legislative and governance imperatives

5. Apply knowledge of the current Medical Schemes Act and the accompanying regulations
6. Demonstrate knowledge and application of ethical conduct in a business environment
7. Demonstrate knowledge and understanding of the role, functions and responsibilities of Trustees of medical schemes

8. Explain fiduciary responsibilities and the associated risks
9. Interpret basic financial statements

Total credits: 31 credits

Facilitation dates: 20- 21 April 2015 and 19-20 May 2015

(Attendance to the facilitation is compulsory for the full four days at CMS offices in Centurion)

Entry criteria: To qualify for registration on the programme the delegate must have a matric certificate. (A certified copy of the matric certificate together with a certified copy of the identity document must be provided on registration.)

Learner responsibilities: Attend the four-day facilitation and complete the required assessments.

Learner commitment: Attendees must submit an assignment where they are deemed competent to be able to write the exam.

The assignment must be completed within five to six weeks from the facilitation dates. This requires the commitment of a significant amount of personal time to study the learner material, answer the questions in the assignment, and then prepare for the exam. The amount of personal time can differ according to the attendees experience and knowledge of the industry. The maximum amount is 40 hours per week.

Attendees that do not meet the required standard for competence will be given the opportunity to resubmit the assignment or rewrite the exam with agreement with IHRM.

Any learner who cancels attendance five working days prior to the commencement of the programme or does not show up on the day of commencement, will still be liable for full payment of the programme.

Certification: Both certificates will be CPD (continuous professional development) points bearing.

Certificate of Competence - On successful completion of the learner programme inclusive of facilitation attendance and being deemed competent in the assignment and exam (nationally recognised)

Certificate of Attendance – should the attendee not meet the criteria for competence but did attend the facilitation a certificate of attendance will be issued.

Costs: R5 130.00 (incl VAT)

If you would like to attend the Skills Programme Training or sending a representative of your scheme to attend, please notify us by sending an e-mail to the contact person mentioned as well as [m.mpshane@medicalschemes.com](mailto:m.mpshane@medicalschemes.com) above on or before 17 March 2015. Further information with regard to registering for the programme will be sent in due course.

Kind regards



Dr Elsabé Conradie  
General Manager: Stakeholder Relations  
Council for Medical Scheme