



Reference: Accredited Trustee Skills Programme
Contact person: Masefako Mmusi
Tel: 012 431 0403
Fax: 012 431 0636
E-mail: m.mmusi@medicalschemes.com
Date: 4 April 2017

CIRCULAR 25 OF 2017 : ACCREDITED TRUSTEE SKILLS PROGRAMME

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 schemes' Board of Trustees members and Principal Officers. Prompted by the exceptionally good feedback received after the first training session held in Centurion, the CMS is offering trustees another opportunity to participate in an accredited Trustee skills programme scheduled to take place at the CMS premises in Centurion.

Successful completion of this programme will empower participants with sound knowledge of the medical scheme industry and a nationally recognised NQF certificate to prove it. The skills programme forms part of a qualification – FETC: Medical Claims Assessing qualification Level 4. Participants could, if they wish, work towards completing the full qualification (FETC: Medical Claims Assessing qualification Level 4), once they have successfully completed four-day *Trustee Skills Training 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 of the Board of Trustees and the associated risks.
9. Interpret basic financial statements.

Facilitation Dates: 19-20 April 2017 and 10-11 May 2017

Total credits: 31 credits

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 sessions 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 of time 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 subject to a negotiated 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 be liable for full payment of the fees for the programme.

Certification:

Certificate of Competence - On successful completion of the learner programme, inclusive of attendance of the facilitation sessions and being deemed competent in the assignment and the examination.

Certificate of Attendance – a participant who is deemed not to meet the criteria for competence will be issued with a certificate of attendance, based on their attendance of the facilitation sessions.

Costs: R7200.00 (VAT included)

To register for attendance of this programme, please click [here](#)

Kind regards



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