



Reference: Trustee Skills Training Programme
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Date: 28 June 2016

CIRCULAR 40 OF 2016: TRUSTEE ACCREDITED SKILLS PROGRAMME TRAINING

The Council for Medical Schemes (CMS) is offering trustees another opportunity to enrol for an accredited trustee skills programme which will be held at the CMS premises in Centurion.

Course participants will also earn Financial Planning Institute (FPI), South African Institute of Chartered Accountants (SAICA) and Health Professions Council of South Africa (HPCSA) continuous professional development (CPD) points.

On successful completion of this programme the attendees will have a sound knowledge of the medical scheme industry and a National Qualification Framework (NQF) (nationally recognised) certificate to prove it. The skills programme is part of the FETC: Medical Claims Assessing qualification, Level 4. The attendees could, if they wish to, 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, 131 of 1998 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: (Attendance to the facilitation is compulsory for the full four days)

First two days: Centurion: 1 and 2 August 2016

(Second session dates to be confirmed)

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. Attendees that do not meet the required standard of competence will be given the opportunity to resubmit the assignment or rewrite the exam in with agreement with the Institute of Health Risk Management (IHRM).

Any learner who cancels attendance five working days or less, 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 programme.

Certification:

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 700.00 (VAT incl.)

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

Kind regards



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