



Reference: Accredited Trustee Skills Programme
Contact person: Masefako Mmusi
Tel: 012 431 0403
Fax: 012 431 0636
E-mail: m.mmusi@medicalschemes.com
Date: 31 May 2017

CIRCULAR 36 OF 2017 : ACCREDITED TRUSTEE SKILLS PROGRAMME

This communique serves to remind you that 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 presenting another opportunity for trustees to participate in an accredited skills programme. The training sessions will take place at the CMS premises in Centurion.

Successful completion of this programme will empower participants with sound knowledge of the medical scheme industry, accompanied by a nationally recognised NQF certificate.. The skills programme forms part of a qualification – FETC: Medical Claims Assessing qualification Level 4. Following successful completion of the four-day *Trustee Skills Training Programme*, participants have an option to work towards completing the full qualification.

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 the fiduciary responsibilities of the Board of Trustees, and the associated risks.
9. Interpret basic financial statements.

Facilitation dates: **13-14 June 2017 and 13-14 July 2017 (four day complete programme)**
26-27 October 2017 and 22-23 November 2017 (four day complete programme)

Total credits: 31 credits

Entry criteria: To qualify for registration on the programme the candidate 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 on the basis of which a determination will be made regarding their competency 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 total average amount of time is 40 hours per week.

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 – Will be issued upon successful completion of the learner programme, (***inclusive of attendance of the four day 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 ***four day facilitation sessions***.

Costs: R7200.00 (VAT included)

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

Kind regards



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