

## Normative Skills Admission Criteria

### Normative Skills Principles

The Normative Skills programme is a scaffolded curriculum structure where all modules are completed in chronological order: N1 / N3 / N4. The N211 – Communication and N311.03.E - MDAR exams are managed through the ASSA exam calendar and processes, and they are included in the AMASSA academic pre-requisites before attending N311.07.

The Normative Skills programme is a work-based learning project, with the workshops reviewing and challenging the progress that students are making, in this way Normative skills should be developed in parallel to technical skills.

The modular sessions will be offered 3 times during the year to avoid progression delays:

- First session: February – March
- Mid-session: June – July
- Last session: November – December

\*WBL criteria must be met at time of registration and has been known to delay members from moving on.

### Admission Criteria

Admission criteria specified below must be met along with the required WBL submissions.

| NS APP    | Subject Code and Description                                | Pre-requisites                                                                                                                                          |
|-----------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>N1</b> | <b>N111 Foundation Actuarial Professional Practice</b>      | All Student members are required to complete the N111, either through an exemption from an accredited university or by completing the required modules. |
|           | N111.01 Module 1: The Professional Actuary in South Africa  |                                                                                                                                                         |
|           | N111.02 Module 2: Professional Communications for Actuaries |                                                                                                                                                         |
|           | N111.03 Module 3: Modelling Fundamentals                    |                                                                                                                                                         |
| <b>N2</b> | <b>N211 Communications Exam</b>                             |                                                                                                                                                         |

|           |                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>N3</b> | <b>N311 Core Actuarial Professional Practice</b>                                                                     | <ul style="list-style-type: none"> <li>• Successful completion of:               <ul style="list-style-type: none"> <li>◦ N111 – Foundation APP</li> <li>◦ N311.01 – NS Core APP WBL</li> <li>◦ All courses and exams: N211 / N311.02 – N311.07</li> <li>◦ All academic requirements towards the AMASSA designation</li> </ul> </li> </ul>                                                                                                                   |
|           | N311.01 Module 1: Core APP Work Based Learning                                                                       | <ul style="list-style-type: none"> <li>• To register for N311.01: You must be an employed ASSA member, working under the supervision of a Fellow or ASSA approved non-Fellow line manager who will sign off the self-assessment and action plan</li> </ul>                                                                                                                                                                                                   |
|           | N311.02 Module 2: Actuarial Business and Legal Awareness (comprising the course, N311.02.C, and the exam, N311.02.E) | <ul style="list-style-type: none"> <li>• Passed (or been exempted from) Foundation APP</li> <li>• Passed (or been exempted from) all three A1 level subjects and</li> <li>• Passed (or been exempted from) at least any four other subjects from the following: A2 level subjects, A311: Actuarial Risk Management, N211: Communications, F1 level subjects and F2 level subject.</li> <li>• Completed the specified WBL requirements for N311.02</li> </ul> |
|           | N311.03.C Module 3: Model Documentation Analysis and Reporting (MDAR)                                                | <ul style="list-style-type: none"> <li>• Actively participated in N311.02.C and passed N311.02.E</li> <li>• Completed the specified WBL requirements for N311.03</li> </ul>                                                                                                                                                                                                                                                                                  |
|           | N311.03.E Model Documentation Analysis and Reporting (MDAR) exam                                                     | <p>Completion of: N311.03.C Module 3: (MDAR) Course Day.</p> <p>Repeats will require compulsory counselling if grade is less than FA</p>                                                                                                                                                                                                                                                                                                                     |
|           | N311.04 Module 4: Presentation Skills and Communication                                                              | <ul style="list-style-type: none"> <li>• Actively participated in N311.03.C</li> <li>• Completed the specified WBL requirements for N311.04</li> </ul>                                                                                                                                                                                                                                                                                                       |
|           | N311.05 Module 5: Generic Practice Module                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



|           |                                                               |                                                                                                                                                                                                                                                                                       |
|-----------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | N311.06 Module 6: Strategic Thinking and Interpersonal Skills | <ul style="list-style-type: none"> <li>• Actively participated in N311.04</li> <li>• Pass in N311.05</li> <li>• Completed the specified WBL requirements for N311.06</li> </ul>                                                                                                       |
|           | N311.07 Module 7: Professionalism for Associates              | <ul style="list-style-type: none"> <li>• Actively participated in N311.06</li> <li>• Completed the AMASSA academic requirements.</li> <li>• Completed the specified WBL requirements for N311.07</li> </ul>                                                                           |
| <b>N4</b> | <b>N411 Fellowship Actuarial Professional Practice</b>        | <ul style="list-style-type: none"> <li>• Successful Completion of:</li> <li>• N311 – NS Core APP</li> <li>• N411.01 – NS WBL for Fellows</li> <li>• N411.02 – Professionalism for Fellows</li> <li>• All academic requirements towards the FASSA designation</li> </ul>               |
|           | N411.01 Module 1: Work Based Learning for Fellowship          | <ul style="list-style-type: none"> <li>• To register for N411.01, You must have completed N311.01 – Core APP WBL and continue with employment working under the supervision of a Fellow or ASSA approved non-Fellow line manager who will sign off the Fellowship WBL APP.</li> </ul> |
|           | N411.02 Module 2: Fellowship Professionalism Course           | <ul style="list-style-type: none"> <li>• Completed all subjects required to be an academic qualifier for the FASSA designation.</li> <li>• Successful Completion: N111, N211 and N311</li> <li>• Completed the specified WBL requirements for N411.02</li> </ul>                      |



## Normative Skills Work Based Learning Requirements and Progression

As you progress with your Normative Skills modules, you must progress with your Work Based Learning. WBL should begin when you start working but you may only start the attendance modules when you have met the pre-requisites for Module 2. Please note that the timeline speaks to a minimum time and is flexible towards your work environment if you extend the timelines e.g. it could take more time to progress from one module to another based on your work requirements. This is expected and understood to allow for the completed skills to have the time to be developed alongside other work and study responsibilities.

### CORE APP – N311

There are 25 skills, of which you need to complete 20 by the time you register for the N311.07 – the Associate Professionalism Course.

| Module  | Minimum Timeline                | Skills complete                                   | Review questions |
|---------|---------------------------------|---------------------------------------------------|------------------|
| N311.02 | 4 months                        | Self-Assessment completed                         |                  |
| N311.03 |                                 | at least 5 skills started (action plans in place) | 1                |
| N311.04 |                                 | 5 skills completed and 5 skills started           | 2                |
| N311.05 | Can do any time during the CORE |                                                   |                  |



|         |                        |                                          |   |
|---------|------------------------|------------------------------------------|---|
|         | APP programme duration |                                          |   |
| N311.06 |                        | 10 skills completed and 5 skills started | 3 |

The following requirements are mandatory, you must be at this stage of your WBL development to progress to the N411 – Fellowship APP:

| <b>Mandatory requirements for entry into N411.01:</b> |                         |                        |                         |
|-------------------------------------------------------|-------------------------|------------------------|-------------------------|
| <b>Module</b>                                         | <b>Minimum Timeline</b> | <b>Skills complete</b> | <b>Review questions</b> |
| N311.07                                               | 24 months               | 20 skills completed    | 4                       |

Once you have completed N311.07 and you have submitted your Core APP WBL for review, an assessment process will take place and you will be given feedback as to how to progress and improve where necessary. You can only progress to N411.01 once the N311.01 has been reviewed and approved as complete by the ASSA assigned assessor. It is at this point that you are eligible to transfer to the AMASSA designation if you wish to do so.

## FELLOWSHIP APP – N411

There are 13 specific skills for Fellowship Work Based Learning which are separated to the required 20 Core APP skills. Of these 13 skills, you must have completed 9 by the time you register for the N411.02 – the Fellowship Professionalism module.

| Module  | Minimum Timeline                                                                                                              | Skills complete    | Review questions |
|---------|-------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|
| N411.02 | 36 months                                                                                                                     | 9 skills completed | 2                |
| N411.03 | You need to continue with N411.03 until you have met the pre-requisites to attend N411.02 – Fellowship Professionalism Course |                    |                  |

After completing N411.01 you will submit your Fellowship APP WBL for review, and an assessment process will take place; you will then be given feedback as to how to progress and improve where necessary.

Should you have met the 36-month requirement and you have completed all the required skills and review questions as stipulated above, but still have other academic subjects outstanding for qualification, you should move onto the Extended Work Based Learning (N411.03) that mirrors the CPD process. You will be eligible to transfer to the designation of FASSA after completing N411.

