



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Domestic Collective Investment Portfolio Establishment & Maintenance

Business, Commerce and Management Studies / Finance, Economics and Accounting

Unit Standard 242609 · NQF Level 5 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills required to establish and maintain a domestic collective investment portfolio. It covers the legal and regulatory framework, portfolio construction principles, ongoing administration, and performance monitoring to ensure compliance and optimal investor outcomes.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	242609
Accreditation	SAQA Accredited · NQF Level 5 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate knowledge of the legal and regulatory framework governing domestic collective investment schemes in South Africa.
- Apply principles of portfolio construction, including asset allocation, diversification, and risk management.
- Analyze the processes involved in the establishment of a collective investment portfolio, from registration to launch.
- Evaluate ongoing maintenance requirements, including valuation, pricing, reporting, and compliance obligations.
- Implement procedures for investor onboarding, redemption, and distribution of income.
- Assess performance measurement techniques and benchmarks used in collective investment portfolios.

WHO SHOULD ATTEND

- This course is designed for investment professionals, portfolio administrators, compliance officers, and financial advisors seeking to deepen their understanding of domestic collective investment scheme operations within the South African regulatory environment.

COURSE OUTLINE

Day 1: Foundations of Domestic Collective Investment Schemes

- Overview of the Collective Investment Schemes Control Act (CISCA)
- Types of collective investment schemes: unit trusts, ETFs, and others
- Roles and responsibilities: management company, trustee, and investors
- Legal requirements for portfolio establishment: trust deed, prospectus, and regulatory approvals
- Operational requirements: fund structure, pricing, and valuation
- Key documentation: application forms, terms and conditions
- Introduction to portfolio maintenance: ongoing compliance and reporting

Day 2: Portfolio Establishment Process and Documentation

- Step-by-step establishment process: from concept to launch
- Drafting the trust deed and prospectus
- Investment mandate: defining objectives, asset classes, and restrictions
- Role of the FSCA in approving new portfolios
- Appointing and managing service providers: custodian, auditor, and administrator
- Pricing and valuation methodologies
- Marketing and distribution considerations
- Case study: establishing a real-world portfolio

Day 3: Portfolio Maintenance, Compliance, and Practical Integration

- Ongoing compliance: FSCA returns, audits, and inspections
- Reporting to investors: fund fact sheets, annual reports, and performance updates
- Portfolio rebalancing and mandate changes
- Handling investor complaints and redemptions
- Record-keeping and data management
- Risk management and internal controls
- Practical workshop: reviewing and updating portfolio documentation
- Assessment preparation and review

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **6 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 18,800.00	R 18,800.00
1	In-House	R 24,500.00	R 24,500.00
1	On-Campus (Pretoria)	R 28,100.00	R 28,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	19 Aug 2026	On-Campus	Durban, South Africa
17 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 242609) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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