Accredited Africa Training Institute for Capacity Development
Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa
Tel: +27 12 004 8389 · Mobile: +27 65 077 6310
Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Collective Investment Scheme Portfolio Transactions Explained

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

Unit Standard 243135 · NQF Level 3 · 2 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills to explain common transactions in a collective investment scheme portfolio. It covers the lifecycle of portfolio transactions, including buying and selling of assets, income distribution, and corporate actions, ensuring compliance with relevant regulations.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	243135
Accreditation	SAQA Accredited · NQF Level 3 · 2 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS — verifiable online

LEARNING OUTCOMES

- Explain the purpose and types of collective investment scheme portfolios.
- Identify and describe common transactions such as subscriptions, redemptions, and switches.
- Analyze the impact of corporate actions (e.g., dividends, rights issues) on portfolio transactions.
- Apply regulatory requirements (e.g., CISCA) to portfolio transaction processes.
- Demonstrate the procedure for recording and reconciling portfolio transactions.
- Evaluate the role of the trustee and custodian in transaction processing.

WHO SHOULD ATTEND

- This course is designed for investment administrators, portfolio managers, compliance officers, and financial advisors who require a practical understanding of portfolio transactions within collective investment schemes.

COURSE OUTLINE

Day 1: **Understanding Portfolio Transactions in Collective Investment Schemes**

- Introduction to collective investment schemes and portfolio management
- Types of portfolio transactions: subscriptions, redemptions, switches, and transfers
- Key parties: fund managers, trustees, administrators, and brokers
- Transaction lifecycle: order placement, execution, confirmation, settlement, and recording
- Regulatory framework: FAIS Act, CISCA, and code of ethics
- Pricing and valuation: forward pricing, dual pricing, and calculation of dealing prices
- Impact of transactions on portfolio liquidity and costs
- Record-keeping and reporting requirements for transactions

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 **2 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 9,400.00	**R 9,400.00**
1	In-House	R 12,700.00	**R 12,700.00**
1	On-Campus (Pretoria)	R 14,100.00	**R 14,100.00**

UPCOMING SESSIONS

Start	End	Method	Venue
01 Dec 2026	01 Dec 2026	On-Campus	Pretoria, South Africa
02 Dec 2026	02 Dec 2026	On-Campus	Dar es Salaam, Tanzania
03 Dec 2026	03 Dec 2026	On-Campus	Shenzhen, China
04 Dec 2026	04 Dec 2026	On-Campus	Mauritius
07 Dec 2026	07 Dec 2026	On-Campus	Abu Dhabi, UAE
07 Dec 2026	07 Dec 2026	On-Campus	Bangkok, Thailand
08 Dec 2026	08 Dec 2026	On-Campus	Nairobi, Kenya
08 Dec 2026	08 Dec 2026	Online	—

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

HOW TO GET A QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 243135) and click **Get A Quotation**. 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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