

Fasset Learnerships: Debt Recovery Learnership



	FASSET
Learnership Title:	Debt Recovery Learnership
Learnership Code:	01/Q010024/26/149/4
NQF Level:	4

The Learnership in Debt Recovery is aimed at learners who are employed or want to prepare themselves for employment in the debt recovery industry. The debt recovery industry consists of independent debt collection agencies that collect debt on behalf of other parties as well as the debt collection departments of organisations that sell products and services on credit.

Learnership Information

The Learnership in Debt Recovery leads to the Further Education and Training Certificate in Debt Recovery. This qualification is registered at Level 4 on the National Qualifications Framework (NQF).

Entry Requirements

In order to enter the Learnership in Debt Recovery (NQF Level 4), learners must:

- Possess an NQF Level 3 or higher qualification, and
- Be employed by an employer who is accredited by Fasset as a workplace training provider for this learnership, or
- Have an agreement with such an employer for the workplace component of the learnership.

Syllabus

This learnership is based on the unit standards outlined in the table below

UNIT STANDARDS				
	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	110021	Achieve personal effectiveness in business environment	Level 4	6
Core	116610	Assess and allocate debt collecting accounts according to risk profile	Level 4	6
Core	116606	Communicate orally with relevant stakeholders in the recovery of debt	Level 4	6
Core	116598	Compile debtor correspondence in accordance with legislation and standard procedures	Level 4	6
Core	116608	Demonstrate knowledge and application of ethical conduct in a debt recovery work context	Level 4	6
Core	116601	Manage credit grantor portfolio	Level 4	4
Core	116599	Manage debtor portfolio	Level 4	6
Core	13948	Negotiate an agreement or deal in an authentic work situation	Level 4	5
Core	110023	Present information in report format	Level 4	6
Core	116603	Demonstrate and apply understanding of the legal requirements relevant to the liquidation of debt	Level 5	10
Core	110531	Plan, organise and control the day-to-day administration of an office support function	Level 5	4

UNIT STANDARDS

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	110526	Plan, organise, implement and control record-keeping Systems	Level 5	4
Fundamental	8968	Accommodate audience and context needs in oral communication	Level 3	5
Fundamental	8972	Interpret a variety of literary texts	Level 3	5
Fundamental	8969	Interpret and use information from texts	Level 3	5
Fundamental	8970	Write texts for a range of communicative contexts	Level 3	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6
Fundamental	8974	Engage in sustained oral communication and evaluate spoken texts	Level 4	5
Fundamental	8975	Read analyse and respond to a variety of texts	Level 4	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 4	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6
Fundamental	12153	Use the writing process to compose texts required in the business environment	Level 4	5
Fundamental	8976	Write for a wide range of contexts	Level 4	5
Elective	7177	Attend to customer enquiries face-to-face and on the telephone in a banking environment	Level 3	4
Elective	13933	Plan, monitor and control an information system in a business environment	Level 3	3
Elective	13943	Analyse new developments reported in the media that could impact on a business sector or industry	Level 4	10
Elective	114600	Apply innovative thinking to the development of a small business	Level 4	4
Elective	13941	Apply the budget function in a business unit	Level 4	5
Elective	13379	Calculate Interest using the Basic Mathematics of Interest Rates	Level 4	6
Elective	13942	Demonstrate a basic understanding of the role of a business strategy in managing a small business or a business unit	Level 4	5
Elective	12745	Demonstrate knowledge and understanding of accounting practice and procedures associated with the collection of debts	Level 4	6
Elective	13416	Demonstrate knowledge and understanding of the basics of security for finance	Level 4	6
Elective	113903	Demonstrate skills and techniques required to build a relationship with a client in a financial services environment	Level 4	3
Elective	110026	Describe and assist in the control of fraud in an office environment	Level 4	4
Elective	12747	Take on a business` debtor`s book in full	Level 4	12
Elective	15234	Apply efficient time management to the work of a department/division/section	Level 5	4
Elective	15237	Build teams to meet set goals and objectives	Level 5	3
Elective	14529	Demonstrate knowledge and insight into current affairs in the financial services sector	Level 5	5
Elective	116607	Demonstrate knowledge of the repossession of goods under a credit agreement	Level 5	10
Elective	15229	Implement codes of conduct in the team, department or division	Level 5	3
Elective	116597	Manage trust accounts according to relevant Act	Level 5	12
Elective	12998	Produce spreadsheets using accounting related information technology	Level 5	8
Elective	12988	Record income and receipts	Level 5	10

Theoretical Training

Learners should enroll for the theoretical part of the Learnership in Debt Recovery with a training institution that is accredited for the learnership by Fasset. A list of accredited training providers can be obtained from Fasset.

Workplace Experience

Learners are required to spend a minimum period of three months in a debt collection agency or the debt collection department of a firm that is accredited with Fasset as a workplace training provider for this learnership.

Accreditation of Workplaces

Employers who wish to offer this learnership are required to apply to Fasset for accreditation. Fasset will provide the necessary accreditation application forms and will provide guidance on how to become accredited.

Recognition of Prior Learning

Learners with Matric, who wish to enter this learnership, can be exempted from the Fundamental Components of the learnership, provided they have passed Matric in respect of:

- First language
- Second language
- Mathematics (minimum standard grade)

The employer, at their discretion may, however, require the learner to enroll for and complete the Fundamental Unit Standards.

Duration of Learnership

The duration of the learnership is nine months to one year of which at least three months must be spent on training in the workplace. Practical arrangements for theoretical and workplace training should be negotiated between the employer, the theoretical training provider and the learner. The learnership is completed once the learner has been formally assessed in the workplace and declared competent in all the unit standards by a registered assessor.

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