



AND



PRESENT

INDUCTION COURSE FOR RETIREMENT FUND TRUSTEES

1. WHAT IS THE ASISA ACADEMY?

The ASISA Academy, in partnership with the ASISA Foundation, makes available online a full series of Retirement Fund Trustee Education (RFTE) workshops at no cost to South African retirement funds and their trustees. The Academy is the preferred service provider for the ASISA Foundation which receives grant funding from sponsors for trustee education, thus allowing the workshops to be made available in this way. This pooled initiative ensures the independence of the education programme from the individual sponsors of the ASISA Foundation. Our workshops are aimed primarily at trustees and principal officers of retirement funds and are ideally run with individual funds but can also be delivered as multi-fund courses. Since inception we have delivered more than 400 workshops to in excess of 4,800 trustees and principal officers in South Africa, Botswana and Namibia, with highly favourable feedback. The Academy has a Level 1 B-BBEE rating.

In the wake of South Africa (and the world) experiencing its first lockdown during the Coronavirus pandemic, the team at the ASISA Academy reflected on how we could offer our Retirement Fund Trustee Education workshops online in live sessions using videoconference and for practical time periods instead of our traditional 1-day and ½-day face-to face workshops. We have therefore, adapted our content and composition of the RFTE programme into an online offering using either MS Teams or Zoom depending on your preference. Our preference is to use Zoom with its new enhanced security features.

2. ONLINE WORKSHOP LEARNING OUTCOMES

The following table summarises the Learning Areas and Learning Outcomes covered in this workshop:

INDUCTION COURSE FOR RETIREMENT FUND TRUSTEES (4 x 2.5-hour workshops)

LEARNING AREA	LEARNING OUTCOMES - By the end of the course successful delegates will be able to...
The Retirement Fund Industry in South Africa	<ul style="list-style-type: none"> • Discuss the importance of the retirement fund industry by looking at the following: <ul style="list-style-type: none"> ○ The purpose of retirement funds ○ Size and scale of the industry ○ Current challenges presented in SA society in respect of retirement savings.
The Retirement Fund Environment	<ul style="list-style-type: none"> • Identify the different industry role players and discuss their function within the retirement fund industry.
Retirement Fund Types	<ul style="list-style-type: none"> • Discuss the basic structure of a retirement fund. • Distinguish between the different types of retirement funds. • Discuss the benefits payable at retirement, death, disability and withdrawal. • Apply this knowledge to your Fund.
Legal and Regulatory Environment	<ul style="list-style-type: none"> • Discuss how a fund is regulated by referring to the applicable retirement fund legislation and regulatory context including: <ul style="list-style-type: none"> ○ The Pension Funds Act ○ Directives ○ Circulars ○ Regulation 28 and ○ Fund Rules ○ Pension Funds Adjudicator. • Demonstrate an awareness of the latest developments relating to legislation and regulatory environment.
The role and responsibilities of the trustee	<ul style="list-style-type: none"> • Discuss what a trustee needs to know and understand before accepting an appointment. • Discuss characteristic traits of a suitable trustee. • Identify the different types of trustees. • Discuss the different functions and responsibilities of fund trustees as set out in Section 7D PFA including: <ul style="list-style-type: none"> ○ Accounting, records and operations ○ Internal controls ○ Timeous contribution payments ○ Investments ○ Member Communication ○ Appointing and Monitoring function ○ Application of fund rules and amendments.
Fund Governance and Ethics	<ul style="list-style-type: none"> • Define good governance. • Discuss the role of ethics in good governance. • Apply the King IV Report principles to the governance of Retirement Funds. • Discuss the purpose and application of PF 130. • Fund governance transformation in the South African context.
Governance by the Board	<p>Roles, Responsibilities and Accountabilities of the Board</p> <ul style="list-style-type: none"> • Explain what the term “fiduciary duty” means. • Discuss the fiduciary objects and duties of the Board of Trustees by referring to Section 7C and 7D of the Pension Fund Act. • Demonstrate an understanding of how fiduciary duty is fulfilled in practice. • Discuss the role and function of the Chairperson and Principal Officer.



- Demonstrate the importance of identifying perceived, actual and potential conflict of interest and how it is best managed or avoided.
- Explain how gifts and favours should be dealt with in a fund.

Composition of the Board and delegation of powers through the use of sub-committees

- Discuss Board composition as set out in Section 7A and 7B of the Pension Fund Act and how it should be incorporated in the rules of the fund.
- Explain the usefulness of independent trustees and expert advisors, as well as the use and establishment of sub-committees to advise the Board.

Board orientation, education and competency

- Discuss the importance of minimum skills and expertise of trustees, requiring comprehensive training of new trustees and continuous professional learning.

Board assessment and Codes of Conduct

- Discuss the appraisal systems for The Board, Principal Officer and Sub-Committees.
- Explain how a Fund should deal with breaches of the Code of Conduct.
Reporting obligations to the FSCA.

Internal Control and governance mechanisms

Identify the different internal controls and governance mechanics a fund should have.

Oversight of fund assets and the use of expert advisors

- Discuss the process of outsourcing functions to independent service providers.
- Discuss the obligation to use external expert advisors if the necessary skills are not present on the board.
- Responsibility of the fund to interpret and apply relevant tax legislation to members (withdrawal benefits, death benefits, lumpsums on retirement)

Risk Management

- Explain the importance of risk management of a fund.
- Indicate how a fund could practically identify, analyse and manage their risk.
- Address the concepts of underfunding and arrears contributions when it comes to the Financial Soundness of a fund.

Investment Performance of Fund Assets

- Identify most common asset classes and contrast the returns of these asset classes over time.
- Explain what is meant by asset allocation.
- Explain what portfolio construction means.
- Discuss the importance of the investment performance of a fund.
- Consider different risk and return measures and explain why they should never be viewed in isolation.
- Discuss the importance of clearly defined mandates to investment service providers.
- Discuss the importance and use of appropriate benchmarks.
- Describe the core principles underpinning an optimal investment policy statement (IPS).

	<ul style="list-style-type: none"> • Discuss the constraints on investment decisions imposed by Regulation 28. • Discuss the requirement of having a Default Investment Portfolio. Interpret governance requirements with regards to Investment Management fees and cost.
Stakeholder relationship	<p>Access to information and communication</p> <ul style="list-style-type: none"> • Explain the trustee's responsibility with regards to stakeholder (and especially member communication) and providing access to information. • Discuss the content of a good communication policy. <p>Members and Beneficiaries -protecting of rights</p> <ul style="list-style-type: none"> • Discuss the trustee's role in protecting member's rights. • Identify appropriate conduct when it comes to communicating with the members of a fund (treating customers fairly). <p>Employer and Sponsor</p> <ul style="list-style-type: none"> • Discuss the fund's relationship and communication methods with the employer/sponsor. <p>Service Providers</p> <ul style="list-style-type: none"> • Discuss the aspects a fund should consider when selecting, appointing, and monitoring a service provider.
Death Benefit Distribution	<ul style="list-style-type: none"> • Discuss the role of the following legal text applicable to death benefit distribution: <ul style="list-style-type: none"> ◦ Fund rules ◦ Nomination form • Discuss the definition of dependant as set out in the Pension Fund Act. • Explain the legal requirements of S37C relative to beneficiaries and dependants. • Describe the process of investigating dependency. • Discuss applicable Pension Fund rulings.

3. OUR PRESENTERS



Anel Bodill

Masters in Investment Management, PG Dip Financial Planning,

Anel is an investment professional with 17 years of financial services experience of which 10 years are specifically in the Investment Management and Financial Planning education and training environment. Anel started her career in the financial services industry where she worked for ABSA Consultants and Actuaries, amongst others. Thereafter she became a lecturer at the University of Johannesburg where she was the Programme Manager for the Investment Management study field. Later on, she undertook part-time lecturing, curriculum development and training for various academic institutions and training providers. Anel is currently the ASISA Academy Programme Champion for Retirement Fund Trustee Education.



David Morris

B Comm, CA (SA)

David has more than 26 years' experience of working in financial services in South Africa and the UK. After completing his articles with Price Waterhouse he worked as credit analyst and member of Nedbank's structured finance team. As the ASISA Academy Retirement Fund Trustee Education Programme Champion, David engages with stakeholders, develops workshop curricula and presents Trustee Education workshops. He is an independent trustee to the Nedgroup Beneficiary Fund and the Liberty Corporate Selection Suite of Umbrella Funds.

4. FEEDBACK FROM DELEGATES WHO HAVE ATTENDED OTHER COURSES



"Today's session meant that I could consolidate everything that I had learnt over the days of the course. It has been very valuable. I am very excited about the knowledge I have gained. Great course!"

"Overall, it was definitely encouraging, and I learnt new things once again. The course would be a great tool for all our staff members."

"What an excellent day! Learnt a tremendous amount from the brilliant speakers today."

"Great lecturers from the industry that has a wealth of knowledge to share. Thoroughly enjoyed it!"

"The program has broadened my perspective in terms of the actual industry - I am learning so much. It has been a great experience so far."

"Programme is fantastic, makes you apply your mind especially to the things you know but are ignorant of."



5. WORKSHOP CODE OF CONDUCT

Delegates, presenters and other Academy staff are all expected to engage in the following ways.

1. Delegates commit to learning on the course.
2. Delegates and Academy staff commit to signing in at least 10 minutes prior to the starting time so as not to delay the commencement of the session which puts pressure on the presenter and other delegates. The Zoom/ MS Teams room will open 10 minutes before the workshop is due to start. Please ensure that you have logged in and settled down comfortably by the starting time.
3. Academy staff commit to starting the workshop on time.
4. Delegates are requested to switch on their cameras at the start of the session. After introductions we request delegates to switch off their cameras in order to keep the platform stable and data usage optimised.
5. Delegates must ensure that their audio is muted throughout the session, except when participating in discussions or posing questions.
6. If delegates have questions or comments, they can use the chat platform or click the raised hand icon which can be located on the screen's "floating bar" in Microsoft Teams and by clicking on the "Participants" button in Zoom.
7. The presenter will agree a break time with delegates as part of the introductions.
8. When returning from the breaks, delegates are requested to switch on their microphones on re-entering the session so that the presenter can have an indication of the number of delegates that are back.
9. Delegates must advise the Academy if they are not able to make a session or if, for unavoidable reasons, they are going to be late.

6. MONITORING AND EVALUATION

The ASISA Foundation-sponsored Trustee Education workshops are formally monitored and evaluated (M&E) by an independent agency. This M&E process ensures our trustee education programmes are planned and presented in a manner which brings about effective knowledge transfer, with real improved governance and financial literacy amongst delegates for the ultimate benefit of fund members and beneficiaries. The context of our online workshops has required adaptation of the M&E process, as explained below.

DELEGATE INTAKE FORMS

Each delegate will be asked to complete and submit online intake forms before the commencement of the workshop, including details of their retirement fund, role in the fund board, email address and demographics. We are required by the Financial Sector Code in the context as a BEE Regulator to keep statistics based on demographics and gender, hence we request that all demographic and gender statistics should be completed.

WORKSHOP EVALUATION FORMS

Delegates will receive an online link to a workshop evaluation form at the end of a workshop on which they are required to score various aspects of the workshop and make compliments or suggestions for improvements. Comments made by delegates may be used in marketing material.

M&E FEEDBACK FORMS

A first set of online questions is supplied to delegates via an online link before the workshop which delegates are asked to complete before the workshop commences. A second set of the same questions will be supplied via an online link to delegates at the end of the workshop. Answers are completely anonymous.

ATTENDANCE CERTIFICATES

Delegates who have submitted all of the workshop documentation described above will receive emailed ASISA Academy attendance certificates which reflect 9 Batseta CPD points. The fund remains responsible for ensuring that the CPD points awarded are updated on the Batseta database.

7. CONTACT INFORMATION

For course dates, venues and other information please contact the ASISA Academy on:

- Email: LEARN@asisaacademy.org.za
- Landline: +27 21 673 1620
- Website: <https://www.asisa.org.za/academy/programmes/retirement-fund-trustee-education-rfte/>