



Financial Planning
Institute of Southern Africa

THE PROFESSIONAL STANDARD

Tel: 086 1000 FPI (374)

Fax: 011 475 1158

Email: fpi@fpi.co.za

84 Sophia Street (Cnr 11th Avenue),
Fairland, Johannesburg, 2170
PO Box 6493, Weltevredenpark, 1715

REQUIREMENTS FOR ISSUING A CRITICAL SKILLS LETTER

In line with the South African Critical Skills List of 2014 and the list of Occupations in High Demand, a person can apply to FPI to issue a critical skills letter to accompany a critical skills visa application.

FPI will only issue a critical skills letter to **members** of FPI who have proved that they possess the necessary qualification, skills and experience needed in order to fulfill the obligations of any of the occupations listed below.

OFO Codes and Definitions of Occupations

FPI will issue critical skills letters in line with the competencies needed for the following OFO codes:

241201 - Investment Analyst - Investment analysts conduct research, create financial models, and produce analytical reports and recommendations concerning specific types of stocks, bonds, or other investment securities.

241202 - Investment Manager - An investment manager is a person that makes investment decisions about portfolios of securities or other investment assets on behalf of clients under the investment objectives and parameters the client has defined.

241203- Investment advisor - An investment advisor is any person that makes investment recommendations for clients or conducts analysis of investment assets in return for a fee.

241301 - Financial Investment Advisor - A person whose job it is to provide financial advice to clients, specifically as it pertains to investments, in return for a fee.

Critical Skills letter process

In order for FPI to assess your application, the applicant needs to supply FPI with the following requirements:

- Critical Skills Letter Application Form duly completed and signed.
- Certified copy of your passport.
- Certified copy of your proof of physical address.
- Certified copies of your qualifications. If the qualifications were not obtained in South Africa, a SAQA Foreign Qualifications Verification needs to accompany the application.
- Proof of employment or job offer.
- Proof of FSCA registration. If you are not currently registered as an FSCA Representative or Key Individual, proof of FSCA registration of your employer as FSP.
- Your current full Curriculum Vitae.
- Two reference/testimonial letters confirming your skills and competencies.
- Should any of the above requirements not be available for assessment, a full motivation on how your education, skills and experience align to those competencies as prescribed in the Financial Advisor Competency Profile must accompany your application.
- Proof of payment of the assessment fee.

FPI will endeavour to assess an application for a critical skills letter within a 4-6 weeks period, but this timeline may be extended due to independent SAQA verification of qualifications. FPI will not refund the application fees should a critical skills letter application be declined.

List of Professional Bodies in South Africa

Should your skills and education not align with the OFO codes listed above, you can find the correct professional body for your skills and education on SAQA's website at <https://pbdesig.saqa.org.za/>



Nici Macdonald, CFP®
HOD: Certification