

# B100 BANKING PRINCIPLES B200 BANKING APPLICATIONS

## REGISTRATION PROCESS DOCUMENT

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1. Description of banking education products
2. Member registration
3. Register for an event
4. Purchasing tuition support notes
5. Exams
6. Support contact details



## 1. Description of banking education products

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Both the B100 and B200 will take on the same format and tuition offerings at the principle and specialized level. The Banking Education syllabus, both B100 and B200, has been published on the ASSA website.

### Offerings leading up to exam

#### Study material (notes)

- Available in Ebook format, with an option to print once.
- Hard copies, on request only, are available but courier costs from South Africa will be for the student's account.
- The study notes will be available for purchase from the [ASSA Web Shop](#).

#### Tuition course

- Consists of 30 hours of contact time which includes discussion of course content, current topics, past exam question review and discussion points.
- Includes compulsory marked assignments of 100 marks.
- Includes one mock exam with feedback.

The presentation of the courses will be based on the principles of adult learning where you need to take full responsibility for your learning. The Course Leaders will facilitate learning, but actual learning will depend on your own effort. The Course Leaders will cover key aspects of the course, but it is your responsibility to ensure that you cover the full syllabus requirements that includes wider reading.

The organization of each course has been assigned to a Course Leader who is a senior fellow actuary and has both an academic background and is also a specialist in the field.

Course leaders will provide guidance on resources that should be consulted and may provide a schedule for knowledge preparation before the scheduled seminar/lecture. ASSA will communicate schedules and preparation work to all registered students.

#### Mock exam

The Actuarial Society offers a mock exam option for tuition subjects.

The mock exam is a practice exam, that allows you to experience of what your final exam would be like. All students will receive feedback on their papers. The feedback will be done in a group and students will have the opportunity to ask questions.

The mock exam offering also allows access to the marked assignments of 100 marks. This part of the mock exam offering is voluntary, it is not compulsory for students to complete the assignments however, we strongly recommend completing the assignments to ensure that students are best prepared for the exams.

This will not replace the tuition courses currently offered but will be an additional resource you can utilize if you wish to not attend tuition sessions.

## Exam preparation session

A general (free) exam preparation session for Fellowship level studies is held by someone from the Examination Board to assist students with exam techniques. (This offering is not subject specific).

## Exam and Post-Exam Support

### Counselling

Exam counselling is a one-on-one session you will have with an assigned exam counsellor who is a subject matter expert. The counselling session is applicable to all students who have previously written the exam and have not succeeded (recommended for students who received FA and FB grades only). The session will touch on your previous exam attempt and focus on areas of improvement to ensure that you excel at your next exam attempt.

### Examiner workshops

These workshops take the form of group sessions covering, specifically, the previous semester's exam paper.

The sessions will run over two hours, per subject per semester, subject to sufficient demand (minimum of four candidates per session).

Examiner Workshops are offered to candidates who have either:

- obtained an unsuccessful attempt for their most recent exam or
- who intend registering to write in the upcoming exam session

At the Examiners Workshops, candidates who failed their most recent exam will be given temporary access to an unmarked copy of their exam script. Students who attend the Examiners Workshop because they intend sitting the upcoming exam (and did not write the previous exam) must have completed the most recent past paper in their own time and should bring a copy of their attempt to the workshop.

An examiner workshop for B100 will only be available as of 2022 semester 2.

### Exam

Two examination semesters per subject per year are available. These exams will be written online. Students can enter for all subjects using the online examination registration facility on the ASSA website under Student Zone.

For examination dates, please refer to the ASSA website where dates will be listed as part of the Student Calendar.



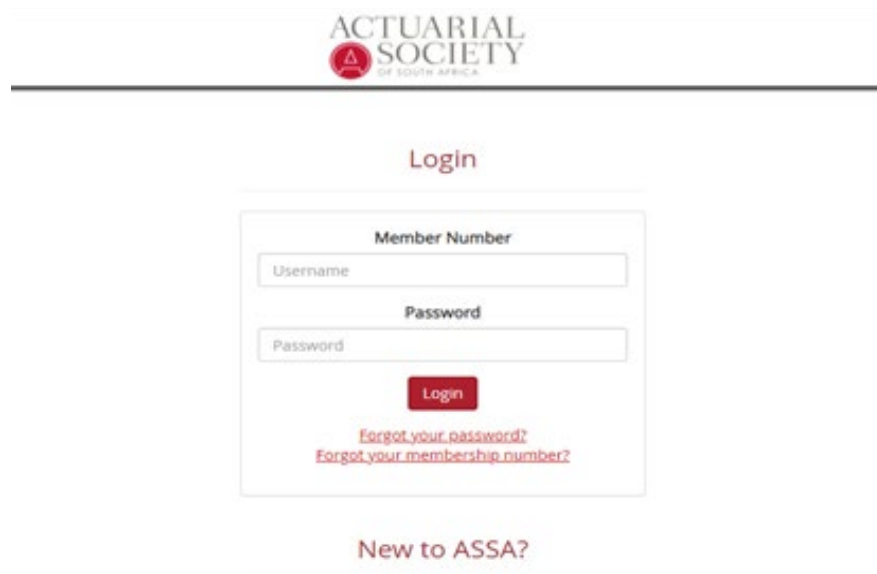
## 2. Non-member registration

Below is a step-by-step guide for students who want to register for the B100 or B200 subjects. Note that you will have to register on the ASSA Membership site as a Non-Member first before you can register for any course, even or exam or purchase any study material from the [ASSA Web Shop](#).

You must first register as a Non-member before you can register for any education or continuous professional development events. This is a two-step process that is detailed below also allowing you to deregister before the closing date of registration without incurring any penalties.

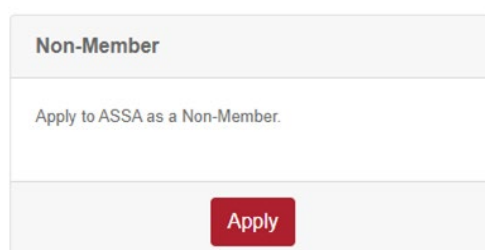
### Create a non-member account

1. **Click here and then click on the “Apply” button.**



The screenshot shows the ASSA website's login page. At the top is the ACTUARIAL SOCIETY OF SOUTH AFRICA logo. Below it is a horizontal line. The word "Login" is centered. Underneath is a form with two input fields: "Member Number" (containing "Username") and "Password" (containing "Password"). A red "Login" button is below the fields. Below the button are two links: "Forgot your password?" and "Forgot your membership number?". At the bottom of the form is the text "New to ASSA?".

2. **Click Apply to ASSA as a non-member**



The screenshot shows a registration form for a Non-Member. The form has a header "Non-Member" and a main section with the text "Apply to ASSA as a Non-Member." At the bottom of the form is a red "Apply" button.

### 3. Fill in all required details.



#### Apply as Non-Member

##### Identity Details

Title:

Mr

Initials:

C

First Name(s):

Cody

Preferred Name:

Cody

Last Name:

Arnold

Race:

Coloured

Gender:

Male

Home Language:

English

Nationality:

UK

Province:

Outside South Africa

Type of ID:

Foreign passport

ID/Passport Number:

### 4. Click "Apply"

## 5. You will receive a confirmation email of your non-member registration.

Actuarial Society – Account Created Close X

Actuarial Society Of South Africa <assa.noreply@alchemyssoftware.co.za>  
to jbrahams8875+200

12:38 (2 minutes ago) ☆ ↶ ⋮

Dear Monica Jacobs

Thank you for joining the Actuarial Society of South Africa. Your account has been created.

Your login details are:

Member No:	JAC000035
Password:	Summer@1
Url:	<a href="https://beta.member.actuarialsociety.org.za/">https://beta.member.actuarialsociety.org.za/</a>
Membership Types:	Non-Member

You can now proceed to log in and register for the event of your choice.

Kind regards

The Actuarial Society of South Africa

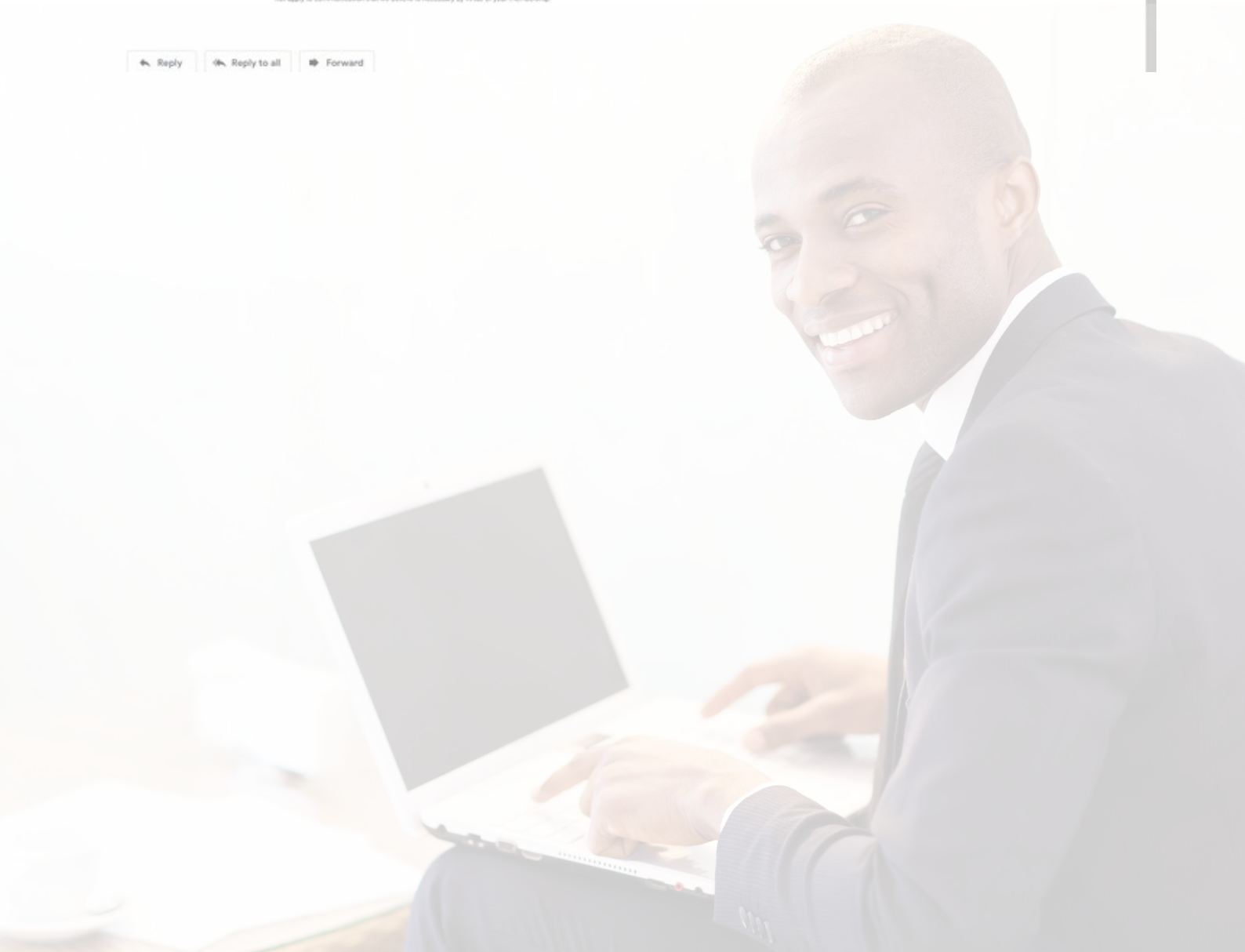
**ACTUARIAL SOCIETY**  
OF SOUTH AFRICA

Please quote your member number JAC000035 on all communication with us so that we can be sure to respond to your query with your information.

OFFICE: 2<sup>nd</sup> floor, Brinkley 1, River Park, Gloucester Road, Mowbray, Cape Town  
TEL: +27 87 873 8940 - CONTACT: [assa.actuarialsociety.org.za/contact-details](mailto:assa.actuarialsociety.org.za/contact-details) - NPO Number: 228-37300  
WEBSITE: [www.actuarialsociety.org.za](http://www.actuarialsociety.org.za)

We like to stay in touch with our members and respect your wishes and rights to opt out of communication we send. Logon to your member profile to activate your choice of what you would like to receive from us [member.actuarialsociety.org.za](mailto:member.actuarialsociety.org.za). Please note that this does not apply to communication that we believe is necessary by virtue of your membership.

Reply Reply to all Forward



### 3. Register for an event (course | mock exam | counselling | exam etc.)

Before registering for a specific event, please make sure that you familiarize yourself with the descriptions of each event offering. Descriptions can be found under section 1 of the document.

Please follow the registration process as per below and ensure that you register (and deregister) within the period that registration is open. You will be required to make payment by credit card as part of the registration process. You will receive your confirmation of registration or pending registration where admission requirements apply immediately after you have registered. A tax invoice will be issued to you within 24-hours of registration.

1. Go to the [Society home page](#)

2. Click on “Member log-in” in the top-right corner of the page and log in to your member profile.



#### Login

**Member Number**

**Password**

[Login](#)

[Forgot your password?](#)  
[Forgot your membership number?](#)

New to ASSA?

[Apply](#)

3. Click on “Member profile”.

Member	Student	Public
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Member Profile         </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  ASSA Exam Platform         </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  ASSA Learning Platform         </div> <div style="border: 1px solid #ccc; padding: 5px;">  Shop         </div>	<div style="border: 1px solid #ccc; padding: 5px;">  ASSA Website         </div>

4. In the bar at the top, click on “Registration” and select “New registration”.

Registration • Finance • Contact Us •

New Registration  
Registration History

### New Registration

Regional Centre:

-- All --

Academy

Course

Exam

Exemption

Online Support

5. Select the “Regional centre” dropdown, to select the regional centre of your choice.

Registration • Finance • Contact Us •

### New Registration

Regional Centre:

-- All --

-- All --

Abroad

Bioemfontein

Education Office

Gauteng

Head Office

KwaZulu Natal

UK

Virtual

Western Cape

Online Support



- Once you have selected your regional centre, select the specific registration type (course/online support/counselling/exam etc.) and proceed by selecting the specific offering you are wanting to register for, followed by clicking the “register” button.

### New Registration

Regional Centre:

-- All --

Academy

Course

Exam

Exemption

Online Support

Name	Region	Year / Semester	Start Date	End Date	Prerequisites	
B200 - Actuarial Banking Practice	Education Office	2021/1	01 Dec 2021 08:00	01 Dec 2021 12:00	N/A	<a href="#">Register</a>

- Check that all details are correct and make sure that you note your special requirements if you have any. Update the “Your details” section under your membership profile. Familiarize yourself with the terms and conditions, followed by agreeing to the terms and conditions.

### Event Information

#### Event Details

Name: B200 - Actuarial Banking Practice  
 Type: Online Support  
 Year: 2021  
 Semester: 1  
 Start Date: 01 Dec 2021 08:00  
 End Date: 01 Dec 2021 12:00  
 Cost: 6560.00  
 Regional Centre: Education Office  
 Venue: online

#### Event Requirements

Requirement Type: Pre-Requisite Information  
 Requirement Name: Information  
 Comments: Must be an associate or fellow/full member of an IAA full member body. Please note that your registration will remain pending a confirmation of the entrance requirements being met. I A letter / certificate confirming your Associate or Fellow designation from the institution must be emailed to: [assaadmin@actuarialsociety.org.za](mailto:assaadmin@actuarialsociety.org.za) before registration closes.

#### Your Special Needs

[View Special Needs Policy](#)

Add

Category	Type	Comment	Doctor Name	Practice Number	Date
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I agree with the [Terms and Conditions](#) of the online registration

To update any special needs requirements (refer to step 8)

8. Please refer to the [special needs policy](#)
9. Once you have confirmed the event details, accepted the terms and conditions of your registration and/or added any special needs requirements, proceed by clicking on the “Next” button.
10. You will be prompted to pay for the event by credit card so make sure you have this on hand.

Payment Option

Total Cost Details

<b>Total Cost:</b>	R 6560.00
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Payment Options

Pay now via debit or credit card.

I accept the [Terms and Conditions](#)

Next

11. Once you have captured your card details and accepted the terms and conditions, proceed by clicking on the “PAY” button

This is a sample page - no actual money is involved and no products will be delivered.

**Payment to Actuarial Society of South Africa TEST**

ASSA Education, Ref: JACO00035\_79472\_E

**Payment Total** **R 6560.00 (ZAR)**

**Payment by card** reset | cancel

Test Card No.	4242424242424242	▼	
Expiry Date	11	▼	2021
Name on Card	Visa Test Card 001		
CVC Number	000	?	
Email Address			
Budget Period	00	▼	?

**Tick to approve the terms and conditions below**

- I agree to DPO PayGate's [terms and conditions](#)
- I hereby consent to DPO PayGate and its holding company DPO Group processing the personal information I provided to the extent necessary to process this transaction.

PAY

## 12. Confirmation of payment

### Payment Approved

Thank you for paying for your registration with the Actuarial Society Of South Africa.

Your payment has been received successfully. ASSA will send you an invoice electronically for your records.

Click next to view Proof of Registration.

Next

13. Once your registration has been approved, click on “finish” to receive an email confirming your registration. A tax invoice will be e-mailed to you within 24-hours of your registration.

### Registration Status

Event Details	
Name:	B200 - Actuarial Banking Practice
Type:	Online Support
Year:	2021
Semester:	1
Cost:	R 5500.00
Start Date:	01 Dec 2021 08:00
End Date:	01 Dec 2021 12:00
Regional Centre:	Education Office
Venue:	online

Registration Status	
Registration Pending Your registration is pending and ASSA will contact you once approved.	

Billing Details	
NOTE: Please make sure the below details are correct. If not click on the 'Update' button to correct them.	
Billing Details	
Invoice Address	
PO bOx 4464	
cape town	
8000	
Update	

Finish

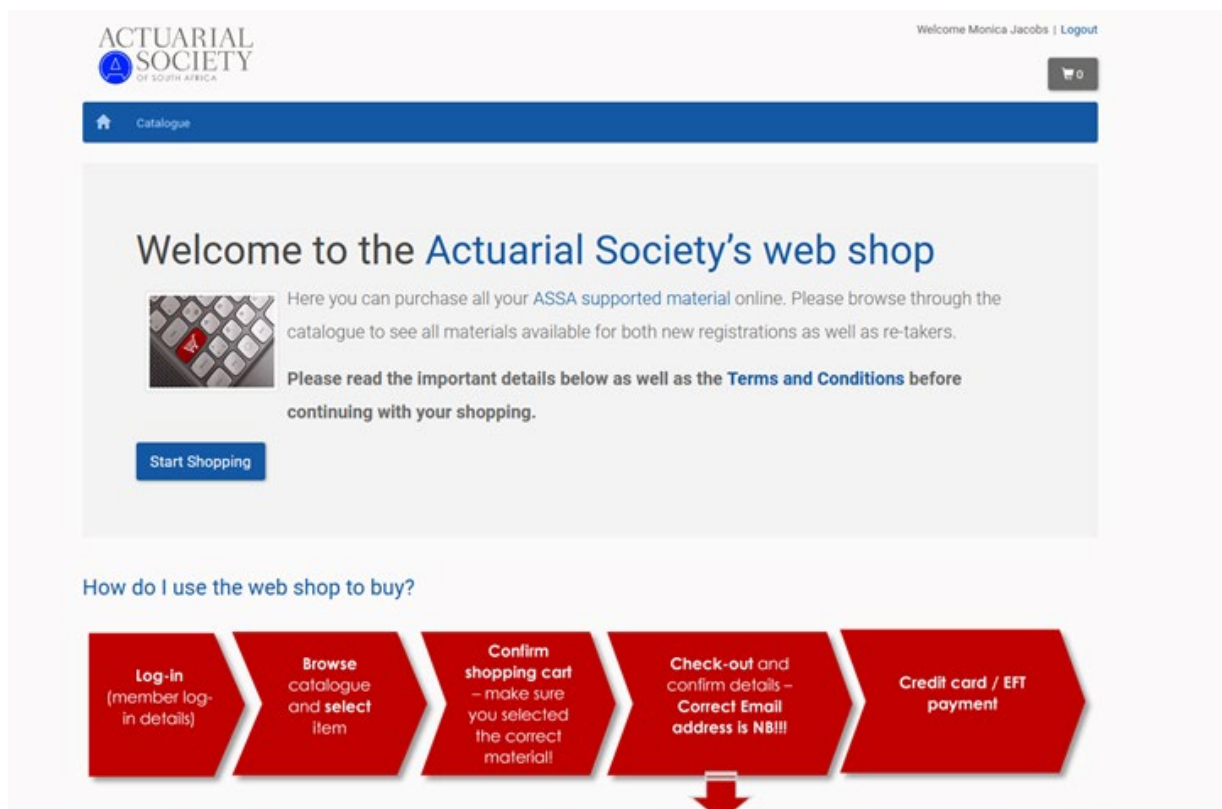
#### 4. Purchasing tuition support notes

1. Go to the [Society home page](#)
2. Click on “Member log-in” at the top right of the page and log into your member profile.



Click on “Shop”.

3. Familiarize yourself with the terms and conditions, followed by clicking on the “start shopping” button.

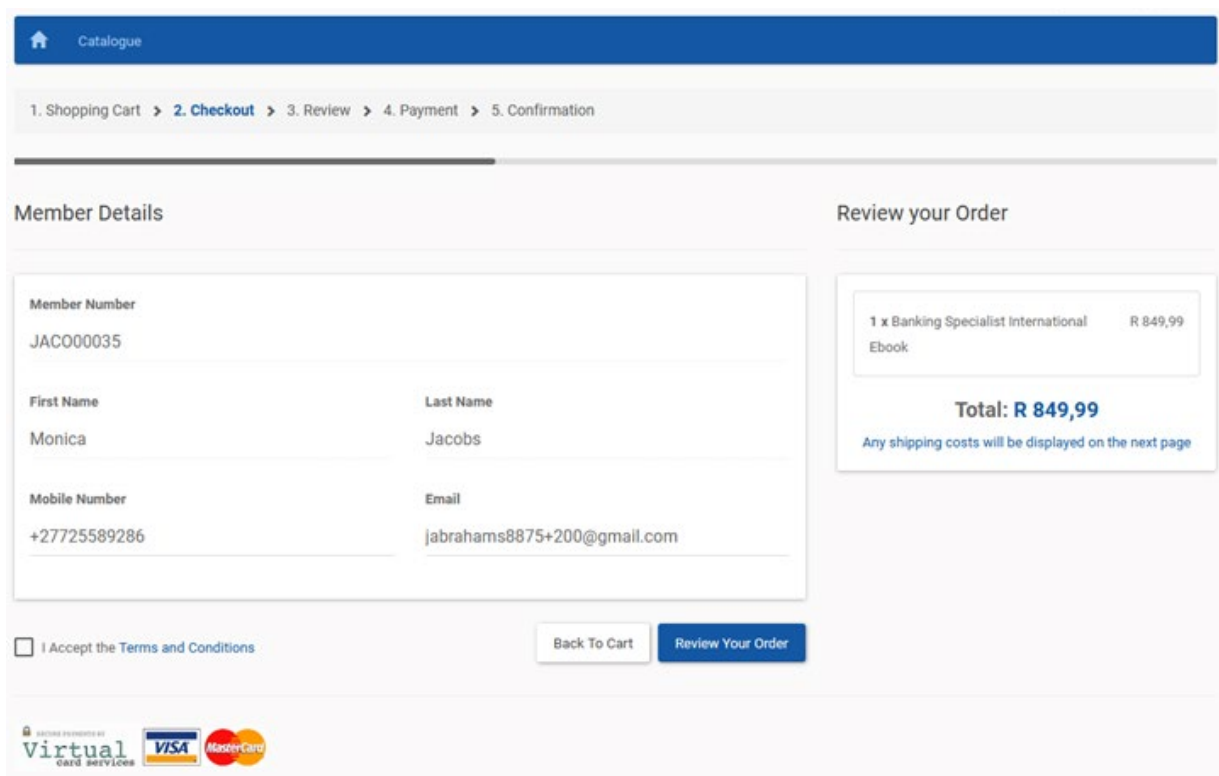


4. Selecting your study notes for specific subject and add to cart



5. Once notes is added to cart click "checkout" in the top right corner

6. Familiarize yourself with the terms and conditions and click review your order



- Select pay now - Note that exchange rates at time of transaction will apply. All material are quoted in SA Rands.

Review your Order

1 x Banking Specialist International Ebook R 849,99

**Total: R 849,99**

Back To Checkout Pay Now



- Once you have captured your card details and accepted the terms and conditions, proceed by clicking on the “PAY” button

This is a sample page - no actual money is involved and no products will be delivered.

**Payment to Actuarial Society of South Africa TEST**

ASSA Education, Ref: JACO00035\_79472\_E

**Payment Total R 6560.00 (ZAR)**

**Payment by card** reset | cancel

Test Card No. 4242424242424242

Expiry Date 11 2021

Name on Card Visa Test Card 001

CVC Number 000

Email Address

Budget Period 00

**Tick to approve the terms and conditions below**

- I agree to DPO PayGate's [terms and conditions](#)
- I hereby consent to DPO PayGate and its holding company DPO Group processing the personal information I provided to the extent necessary to process this transaction.

PAY

Terminal-ID: 9906 | Tel: 0215104468 |

Pinelands, Cape Town, Western Cape, South Africa 7405

Merchant acquiring bank: Standard Bank of South Africa

Transactions processed by Virtual Card Services | [Privacy statement](#)

SECURE PAYMENTS BY

- Confirmation of payment

Catalogue

1. Shopping Cart > 2. Checkout > 3. Review > 4. Payment > 5. Confirmation

**Payment Successful**

Order Number: 79473

Thank you for your payment, your order is being processed.

Continue Shopping

Virtual Card Services

Study material is available in EBook format. The set of Notes may be printed only ones. Students will receive a code to download the Ebook once payment is verified.

## 5. Exams

Exams are written online through the ASSA exam platform. This platform is also accessible from your member sign-on.

Once a candidate has successfully registered for an exam the exam and test exam will be loaded against the candidates profile in the Exam Platform.

All exam are fully proctored via the ASSA Proctor service provider. Details on how to install and run the proctor service will be provided closer to the exam times. Testing for all exams will be compulsory to gain entrance into the exam.



## 6. Support contact details

Administration of the member profile and education activities is performed by the team in the Actuarial Society office and includes administration surrounding examinations, exemptions, courses, counselling, Normative Skills and other ASSA activities and events.

You can contact the ASSA Office via the website:

<https://www.actuarialsociety.org.za/contact-details/>

Alternatively, you may send a direct email to:

[assaadmin@actuarialsociety.org.za /](mailto:assaadmin@actuarialsociety.org.za)  
[memberservices@actuarialsociety.org.za](mailto:memberservices@actuarialsociety.org.za)

