

TRAINING & COMPLIANCE

INSETA PROVIDER #130299

FINANCIAL SERVICES INDUSTRY



www.virtualclc.co.za



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Preparation Tips

Participation in an RE Prep workshop is not enough to pass the exam. Learners must follow the exam prep tips:

- ✓ Schedule the actual exam 2 to 3 weeks after attendance of the workshop to allow for learning.
- ✓ Schedule a paper-based exam and not a computer-based exam. Put one hour aside a day to prepare for the exam.
- ✓ Attempt to study at the same time every day at a time that is convenient with as few as possible interruptions.
- ✓ If you are a RE Prep Workshop Member, the RE1 & RE5 online Prep Material & Lessons will be added to your e-learning profile. Log in to your profile as follows:

Log in by visiting <https://virtualclc.co.za/log-in/>

Log in using your email and password

Username: Your email address **Password:** 1234 or the password you created

Under the My Course heading, click on the *RE1 & RE5 Online Prep Material & Lessons*

- ✓ Complete the general mock exam on the first day of prep using your study guide. This will ensure that you have a better understanding of how the questions are structured before you start studying.
- ✓ Read the study guide or work through the online lessons for one hour a day. Ensure that you not only memorize the stipulations but also understand the stipulations.
- ✓ Remember to categorize the knowledge as per topic so that you exactly understand to which legislation and role player or procedure a stipulation is applicable.
- ✓ Look for similarities and differences in stipulations, i.e., FAIS Act record-keeping versus FICA record-keeping.
- ✓ Use the memorizing techniques to better recall factual knowledge.
- ✓ After you have read a topic, complete the online quiz. There are three quizzes for each topic. The goal is to read the guide three times in total.
- ✓ Test your knowledge by referring to the knowledge criteria (detailed in annexure B at the end of the study guide) or downloadable from the download page on the online course.
- ✓ Re-study any knowledge you might still be lacking.
- ✓ The last section of the online course section is a readiness exam. Complete the readiness exam as many times as you deem necessary. The system will give you per-topic results for you to see where still attention is needed.
- ✓ Study the summary of the representative fit and proper requirements (detailed in annexure A at the end of the study guide) the day or morning before the actual examination.

Exam Tips

Take the following with you on the day of the examination:



Bilingual dictionary



Red Pen



Ruler

Follow the following process when completing the exam:

- ✓ Answer on the question paper itself the first time around.
- ✓ Answer the questions in the following order:

RE5 - Representatives

- ✓ Questions 1 – 15
- ✓ Then questions 35 – 50
- ✓ And lastly questions 16 – 35

RE1 – Key Individual

- ✓ Questions 1 – 25
- ✓ Then questions 55 – 80
- ✓ And lastly questions 26 – 54

Answering the Questions

- ✓ Firstly, see if the question is a positive or negative question.
- ✓ Mark negative words and draw two red lines next to the options if the question is negative.
- ✓ Scratch any negative words.
- ✓ Read through the question carefully and highlight any keywords.
- ✓ Ask yourself what subject is being tested.
- ✓ Summarise quickly what you can recall regarding the subject.
- ✓ Treat each option as a true or false question.
- ✓ Choose the truest option if it is a positive question and the falsest option if it is a negative question.
- ✓ Go through your paper at least one more time.

Once you are sure about an answer, transfer the answer to the answer sheet.

