

# FNS50611 Diploma of Financial Planning

Participant Handbook



**IPA** INSTITUTE OF PUBLIC  
ACCOUNTANTS



**DEAKINPRIME**  
corporate education

## **DISCLAIMER**

These materials are issued by Deakin University on the understanding that:

1. The Institute of Public Accountants and individual contributors are not responsible for the results of any action taken on the basis of information in these materials, nor for any errors or omissions; and
2. The Institute of Public Accountants and individual contributors expressly disclaim all and any liability to any person in respect of anything and of the consequences of anything done or omitted to be done by such a person in reliance, whether whole or partial, upon the whole or any part of the contents of these materials; and
3. The Institute of Public Accountants and individual contributors do not purport to provide legal or other expert advice in these materials and if legal or other expert advice is required, the services of a competent professional person should be sought.

The views expressed by presenters delivering course material by workshop or online may not necessarily be those of Deakin University or the Institute of Public Accountants.

Initial Version October 2012

Published by DeakinPrime  
Deakin University Melbourne City Centre  
Level 3, 550 Bourke Street  
Melbourne Victoria 3000 Australia

© Deakin University 2012

Deakin University CRICOS Provider Code: 00113B

# Contents

<b>Introduction</b>	<b>1</b>
<b>DeakinPrime IPA FNS50611 Diploma of Financial Planning program</b>	<b>1</b>
<b>ASIC RG146</b>	<b>2</b>
<b>Distance learning</b>	<b>3</b>
<b>Getting started</b>	<b>3</b>
The Online Student Portal	3
Minimum system requirements	4
Confirmation of enrolment	4
<b>Distance study via the online portal</b>	<b>5</b>
Help using the online portal	6
Course completion period	6
<b>Recommended study hours</b>	<b>6</b>
<b>Study guideline</b>	<b>7</b>
<b>Your study materials</b>	<b>8</b>
<b>Assessment</b>	<b>8</b>
Assessment due dates	9
Assignment	9
Assignment resubmission	10
Exam	10
Exam resit	11
Skills assessment	12
Skills assessment retake	12
<b>Results</b>	<b>13</b>
No assessment submission	13
<b>Certificates</b>	<b>14</b>
<b>Changes to enrolment</b>	<b>15</b>
Requests for extension	15
Special consideration	15
Withdrawal of enrolment	16
Extension of program	16
Changing personal details	16

<b>Recognition of Prior Learning</b>	<b>16</b>
Credit transfer	18
<b>Feedback</b>	<b>19</b>
<b>Program support</b>	<b>20</b>
Institute of Public Accountants	20
DeakinPrime IPA Helpdesk	20
DeakinPrime assessor	20
Coaching or mentoring support	21
Your employer	21
Key contacts	21
<b>Student role and responsibilities</b>	<b>22</b>
Deakin University policies	22
Statements agreed to on enrolment	22
Plagiarism and collusion	22
Privacy policy	23
Welfare and guidance	23
Language, literacy and numeracy	23
Access and equity	23
Disciplinary procedure	24
Appeals and complaints	24
Assessment moderation	24
<b>Appendix A: FNS50611 Diploma of Financial Planning module descriptions</b>	<b>25</b>
<b>Program components</b>	<b>26</b>
Module 1 – Introduction to Financial Planning	26
Module 2 – Risk Management and Insurance Planning	28
Module 3 – Investment Planning	30
Module 4 – Wealth Creation and Retirement Planning	32

# Introduction

The student handbook contains details regarding administrative matters, student responsibilities and rights for students enrolled to complete the DeakinPrime IPA FNS50611 Diploma of Financial Planning qualification. This handbook also provides some advice to help you prepare for and manage the learning and assessment.

**Please read the following information carefully to ensure you understand the rules governing the program.**

## DeakinPrime IPA FNS50611 Diploma of Financial Planning program

The FNS50611 Diploma of Financial Planning is delivered in partnership between the Institute of Public Accountants and DeakinPrime, the corporate education arm of Deakin University.

The program is designed to suit students who are currently working in the accounting, finance or banking sectors. To fit in with the requirements of full-time workers, the program allows flexible fortnightly enrolment and is delivered in a distance learning mode with 24-hour access to learning resources and assessments via an online portal.

To achieve the full award of FNS50611 Diploma of Financial Planning you must satisfactorily demonstrate competence in all 4 modules comprising the FNS50611 Diploma of Financial Planning. It is strongly recommended that you enrol and complete one module at a time before enrolling into the next module. The order of completion has been purposely designed to assist you in developing the skills and experience required to successfully complete the whole award. Provided you first complete Module 1, however, you may choose the order in which you complete Modules 2, 3 and 4. You may, for example, decide to initially complete Module 1 (DFP 1) then Module 4 (DFP 4).

The DFP delivers comprehensive competency based training in financial planning, risk management and insurance planning, investment planning, wealth creation and retirement planning. This course meets the requirements of RG146 and is listed on the ASIC Register of RG146 training courses. In addition, the Diploma will allow an adviser to gain a Letter of Authority subject to business licensee rules.

The Diploma of Financial Planning is a nationally recognised qualification from the Financial Services Training Package which complies with Australian Qualifications Framework standards and represents industry best practice in financial planning education.

The FNS50611 Diploma of Financial Planning is awarded following successful completion of all four modules listed in this handbook.

# ASIC RG146

The ASIC training register is a list of all courses that meet the generic and specialist knowledge and skill requirements set out in Regulatory Guide 146. The ASIC training register can be accessed via this link:

<http://www.asic.gov.au/asic/ASIC.NSF/byHeadline/Training%20of%20financial%20product%20advisers>

Each module contains practical skills demonstrations and assessment as required by ASIC RG146. By completing the Diploma of Financial Planning you will be Tier 1 RG146 compliant in the following areas:

- Generic Knowledge
- Financial Planning
- Life Insurance
- General Insurance (Tier 2)
- Managed Investments
- Margin Lending
- Derivatives
- Securities
- Superannuation

On successful completion of written and skills assessments in Module 1: Introduction to Financial Planning (DFP1) you will be ASIC RG146 compliant in the following areas:

- Generic Knowledge
- Financial Planning

On successful completion of written and skills assessments in both Module 1: Introduction to Financial Planning (DFP1) **AND** Module 2: Risk Management and Insurance Planning (DFP2), you will be ASIC RG146 compliant in the following areas:

- Generic Knowledge
- Financial Planning
- Life Insurance
- General Insurance (Tier 2)

On successful completion of written and skills assessments in Module 1: Introduction to Financial Planning (DFP1) **AND** Module 3: Investment Planning (DFP3), you will be ASIC RG146 compliant in the following areas:

- Generic Knowledge
- Financial Planning
- Managed Investments
- Margin Lending
- Derivatives
- Securities

On successful completion of written and skills assessments in Module 1: Introduction to Financial Planning (DFP1) **AND** Module 4: Wealth Management and Retirement Planning (DFP4), you will be ASIC RG146 compliant in the following areas:

- Generic Knowledge
- Financial Planning
- Superannuation

**Please note: Module descriptions are listed in Appendix A of this handbook.**

# Distance learning

Distance learning gives you the opportunity to enhance or revise your skills and knowledge with the flexibility to complete course materials at your own pace in the comfort of your own home or at work. While distance learning enables you to work at your own pace, all assessments must be submitted before the module end date.

Undertaking distance study has many benefits. You are able to organise the study around your already busy schedule and achieve a work and life balance. Additionally, you can choose how much you want to get out of the materials. You may already have extensive knowledge in some of the areas, whilst others may be completely new to you. Distance learning allows you to select the topics on which you need to focus more time, whilst refreshing your knowledge of topics that are already familiar to you.

Materials, including information about and access to your assessments, are provided via an Online Portal in downloadable and printable PDF files for your convenience. Hardcopy materials can be printed and dispatched upon request (fees apply). All requests and payments for hardcopy materials are made through IPA. All assessments must be submitted in soft copy via the Online Portal.

## Getting started

### The Online Student Portal

The Online Student Portal has been created to support you by providing access to the essential information required to track and complete the modules you are enrolled in. All distance learning materials will be accessed and submitted via the Online Student Portal, including the assessment components.

The Online Portal includes (not exclusive):

- the modules you are currently enrolled into and a history of those completed
- important start and end dates (your module study period)
- comprehensive downloadable learning materials, which are designed for self-paced, independent learning and include a variety of practical activities and assessment tasks
- the assessment requirements noting the final due date for all assessments – module end date
- announcements relating to your module
- handy tips and hints in relation to assessment items for this program, which may be useful, particularly if you are studying by distance learning for the first time
- an online query submission form to the DeakinPrime IPA Helpdesk for content and administrative support
- help tools to navigate and use the online portal

---

**! All candidates need to log onto the Online Student Portal regularly throughout their enrolment. It is also recommended to regularly check 'My messages'.**

---

# Minimum system requirements

The following are the minimum system requirements for students to be able to access the Online Portal and complete the distance learning.

- Work station with email and internet access
- Computer with access to MS Word, Excel and Adobe Reader, minimum 2003 version (Mac or PC)
- Access to the internet with minimum access speed 56Kbps

## Commencing your enrolment

Once you have paid the applicable module fee to the Institute of Public Accountants (IPA) you will be sent an 'Invitation to enrol' from DeakinPrime.

The invitation to enrol is forwarded to your nominated email address within two weeks of your application with the IPA. The 'invitation to enrol' email contains:

- Link to the online student portal
- Username and a password
- Instructions to complete your enrolment information in the online portal

As a registered training organisation we are required to collect select information as part of our government reporting requirements to complete your enrolment application. You will only need to complete this short questionnaire on your first enrolment. Once you have completed this step, you'll receive a 'confirmation of enrolment email.'

---

**! Before the enrolment confirmation is sent, you must log into the online portal and complete the enrolment details as per the instructions in the Invitation to Enrol.**

---

## Confirmation of enrolment

Once you have completed the short online questionnaire details to finalise your application, you will be sent a confirmation of enrolment email that contains:

- Link to the online student portal
- Username and password
- DeakinPrime student ID
- Instructions on how to request activation of a module

If you misplace this information, please contact the DeakinPrime IPA Helpdesk and request it be resent.

---

**Tip: When you receive the 'enrolment confirmation' email, save the online portal link as a favourite in your web browser and save your login details so that you can continue to access them throughout your enrolment.**

---



## Requesting a module activation

When you are ready to commence studying a module that you have enrolled in, you will need to notify the IPA Helpdesk to 'activate' the module within the online portal. This activation will commence your 12 week study period. Instructions on how to do this will also be available in the online student portal. It is recommended that you activate one module at a time, before requesting the next modules activation. If, for example, you activate study commencement on two modules at once, both modules will need to be completed concurrently over the same 12 week period, including all assessment requirements.

---

**Tip – It is highly recommended that you enrol and complete Module 1: Introduction to Financial Planning, prior to enrolling into other modules even if you are doing a mix of RPL and distance learning. Modules 2, 3 and 4 can be completed in any order.**

---

# Distance study via the online portal

## Accessing my messages

Students access messages from the DeakinPrime IPA Helpdesk and their assessor via the online student portal throughout their enrolment. Simply click on **My Messages** from the front page of the student portal to view messages received. You can also forward messages to the assessor and the DeakinPrime IPA Helpdesk via **My Messages**.

---

**! It is important that students regularly check the My Message notifications throughout the duration of study.**

---

## Accessing my documents

Students access important documents required to complete their enrolment by clicking on **My Documents** in the online portal. All students receive the reading materials via **My Documents** in the student portal, including:

- The module Study guide
- Student Handbook
- Useful Weblinks
- Assignment and the skills assessment information
- Supervisor guidelines and application request form
- Forms such as change of details and special consideration

## Completing the assessment online

Students access and complete the assessment requirements online via the student portal. The assignment answer template, skills assessment preparation information and the link to the online examination are found in **My Documents** within the online portal. All assessment for a module must be submitted as instructed by the study period end date.

## Help using the online portal

Students can access short videos and how to instructions within the online portal to assist them in navigating the study and assessment requirements during their study. Help is also available by contacting the DeakinPrime IPA Helpdesk.

## Course completion period

The flexibility of the program structure means that students can work at their own pace to complete the Diploma. However, the whole Diploma must be completed within two (2) years from date of initial enrolment. If your enrolment is not completed in this time, in the absence of extenuating circumstances you will be charged a re-enrolment fee.

# Recommended study hours

Generally, distance education students enjoy being able to study at their own pace, in their own environment, at a time that suits them. However, to do this effectively, careful planning needs to be undertaken. Planning and organising are the keys to successful distance study. These involve:

**Making Time** – you will need to allocate a minimum of 7–10 hours each week for this study.

**Weekly Study Schedule** – it may be an idea to create a weekly study schedule to ensure that you have the time available to dedicate to your study. Some people find that it is easier to do one or two hours a night, whilst others prefer to dedicate time during the weekend. It doesn't matter what approach you take, as long as you plan it, and stick to your plan.

**Study Plan** – we all have various commitments that we either want to, or have to do. For example, a family holiday, busy times at work or conferences. You will find that there are some weeks in which existing commitments take up all your free time. When planning for your study, take into consideration these times and plan around them. For example, special consideration is not available where a holiday or similar has interrupted your meeting of the assessment commitments by the final due date.

**Final Due Date** – while you can submit your assessments for this module at any time, there is a final due date that you must adhere to. Make a note of this date, and ensure your other commitments do not conflict. Additionally, ensure you have allowed sufficient time to complete the assessments by the module end date.

**Fast-tracking your study** – If you wish to fast-track your study, you are welcome to complete and submit your assessment any time before the module end date, however, all assessments must be completed within the allocated time period.

Refer the suggested study guideline below.

# Study guideline

On your secure Online Portal homepage you will find your current training plan containing details such as:

- Modules enrolled in
- Module start date
- Module end date
- Final date for the submission of all three (3) assessments
- Module results

The module completion period and recommended study hours for each module are listed in the table below.

STUDY PERIOD	GUIDELINES (7–10 hours per week)
WEEK 1	Introduction and Topic 1 <ul style="list-style-type: none"> <li>• Review assignment questions</li> <li>• Revision, complete activity questions and review questions</li> </ul>
WEEK 2	Topic 2–3 <ul style="list-style-type: none"> <li>• Revision, complete activity questions and review questions</li> </ul>
WEEK 3	Topic 4–5 <ul style="list-style-type: none"> <li>• Revision, complete activity questions and review questions</li> </ul>
WEEK 4	Topic 6–7 <ul style="list-style-type: none"> <li>• Revision, complete activity questions and review questions</li> </ul>
WEEK 5	Topic 8–9 <ul style="list-style-type: none"> <li>• Revision, complete activity questions and review questions</li> </ul>
WEEK 6	Complete study and activities <ul style="list-style-type: none"> <li>• Revision, complete activity questions and review questions</li> </ul>
WEEK 7	Complete study and activities <ul style="list-style-type: none"> <li>• Revision, complete activity questions and review questions</li> </ul>
WEEK 8	Complete study and activities <ul style="list-style-type: none"> <li>• Revision, complete activity questions and review questions</li> </ul>
WEEK 9	Complete study and activities <ul style="list-style-type: none"> <li>• Revision, complete activity questions and review questions</li> </ul>
WEEK 10	<ul style="list-style-type: none"> <li>• Recommended assignment completion and submission period</li> <li>• Ensure that skills assessment has been scheduled with suitable assessor</li> </ul>
WEEK 11–12	<ul style="list-style-type: none"> <li>• Recommended exam completion period</li> <li>• Recommended skills assessment completion</li> </ul>
WEEK 12	<ul style="list-style-type: none"> <li>• All assessments must be completed and submitted by module end date.</li> </ul>

# Your study materials

Your study materials can be viewed and downloaded from the Online Portal. You will also find on the portal some supporting documentation that you may need to progress through each module.

The materials have been designed and proven to be suitable for part-time students to complete within the designated unit completion period.

The materials are divided into a series of topics. The assessment activities you will complete are based on the content of all the topics and any other material or information you are referred to during the program.

During the twelve week module completion period, you should work progressively through each topic, ensuring that you cover all the content so that you can successfully undertake the assessment tasks. Activities and examples are included in the materials to either reinforce learning or demonstrate its application in the context of the topic.

## Assessment

Assessment is the process of collecting evidence and making judgements on whether competency has been achieved. The purpose of assessment is therefore to confirm whether or not a student can perform to the standard expected in the workplace, as expressed in the relevant endorsed competency standards.

Each module has three assessments (an assignment, an online multiple choice exam and skills assessment) that you complete in your own time. All three (3) assessments must be completed before the module end date. To achieve competency for the module, all three assessments must be marked competent.

---

**To access assessment information for the module, log onto the Online Portal and go to 'my documents'.**

---

All assessment requirements are accessible via the Online Portal.

You must download the assignment submission template for the module from the Online Portal. Once completed, upload your assessment submission to the online portal to be accessed by the assessor for marking. Additional instructions will be available in your student portal in the instructions tab. The assignment submission must be submitted within the required template to be marked by the assessor. Documents not submitted in the supplied assignment answer template will not be marked and may incur late penalties.

You can access and activate your online examination from your Online Portal with the input of an approved exam supervisor who has been issued a confidential PIN. Refer the supervisors guidelines.

The FNS50611 Diploma of Financial Planning assessments are conducted in accordance with the rules and regulations of Deakin University.

# Assessment due dates

- The final due date for all assessments will be advertised as the module end date on the Online Portal.
- Assessments can be completed as soon as you're ready, however all assessments must be completed by the module end date.
- All assessments will be assessed as being 'Competent' (COT) or 'Not Yet Competent' (NYC).
- Students who receive a not yet competent result for an assessment have one opportunity to submit the assessment again.
- Students can apply for assessment extensions – please see the Deferrals, Withdrawals and Extensions section for more information.

# Assignment

The assignment consists of a multiple page submission containing essay and short answer type questions based on a case study/client scenario. These questions require you to interpret the learning content, conduct research and produce a supportable response to the posed questions. The assignment will also require you to develop a short Statement of Advice (SOA) using the template provided.

The assignment submission template for each module is available in 'My documents' from the online portal.

- Students who do not submit an assignment by the module end date will be deemed Not Yet Competent and this will result in an automatic fail of the module.
- Students are expected to produce their own answers and are not permitted to collaborate in the production of answers.
- Students using answers or work other than their own in an assignment, or who knowingly allow other students to copy or plagiarise their work, will be marked 'Not Yet Competent' for the course.

Your assignment submission should total no more than 15 pages.

The following are not included in the page count of an assignment submission:

- Title/Cover pages
- Table of contents
- Formulae and calculations
- Diagrams, graphs and annotations
- Reference list

Appendices are **not** counted towards the page limit. Appendices are supporting information underpinning the assignment and its conclusions.

# Assignment resubmission

If a student is issued with a 'Not Yet Competent' (less than 70%) result on the assignment, there is an option to enrol to resubmit the assignment.

The criteria for resubmission is:

- A resubmission enrolment charge is payable to the IPA.
- The student must submit a resubmit enrolment via the IPA within two (2) weeks of the assignment result date issued on the online portal.
- Late assignment resubmissions will result in an automatic failure of the module.
- Any student who does not achieve 70% in a resubmitted assignment will be deemed Not Yet Competent, and must re-enrol in the course, and complete all assessments successfully, if they wish to be found competent.

Once the resubmit enrolment to the IPA is processed, DeakinPrime will forward an email confirmation to the student confirming the resubmit assignment is available on the online portal. An extension of two weeks will be noted via the online portal. We recommend continuing to progress your studies in the meantime.

When you have reviewed your assignment submission, follow the assignment upload steps to submit the reviewed document for marking on the online portal.

Assignment Feedback will be issued to all students, regardless of whether they are deemed Competent or Not Yet Competent. This will assist students to improve in the areas where they did not receive full marks, and also assist those students who need to re-submit their assignments.

# Exam

The examination consists of online multiple choice questions addressing the learning content studied in the module. Details of how to access your exam will be available from your Online Portal dashboard once enrolled.

The format of the exam is an online multiple choice exam made up of 60 questions. The time permitted to complete the exam is 90 minutes (1.5 hours) plus 15 minutes reading time. A mark of 70% or greater is required to be marked as Competent.

- It is the students' responsibility to familiarise themselves with the relevant rules and regulations before the examination.
- Exams must be completed by the module end date.
- The examination is closed book; therefore no unauthorised material may be brought to the exam location. This includes participants materials, mobile phones and calculator guides.
- Students may use a hand-held non-text retrievable, non-programmable calculator, this includes a standard financial calculator.
- There is to be no talking during the exam.
- Students may not browse the internet or access any programs or websites during the exam.
- Any student who fails to comply with any instructions relating to the examination may have their results withheld.
- Preparing for the online examination: Minimum computer operating requirements: Minimum 15-inch monitor with 56k Modem access to a high quality Internet Service Provider, with minimum transmission rates of 28.8k. For a 15-inch monitor we recommend that your screen is set to 1024 x 768 pixels.
- Login and password to access DeakinPrime Online Portal provided by DeakinPrime upon enrolment.
- Access to the examination website should be checked and verified prior to commencement.

Preparing for the online examination: Organising an examination supervisor:

A suitable exam date must be arranged between the student and the approved supervisor but must be completed prior to module end date. Students are also responsible for sourcing the venue. It is recommended that you confirm details with your online examination supervisor two weeks before sitting the online examination.

Firstly, you need to confirm a suitable supervisor by referring to the supervisor guidelines available in 'My documents' in the online portal.

Secondly, you need to check if your supervisor is registered and has been issued a confidential PIN:

1. Your supervisor is not registered and has not been issued a confidential PIN?
  - Forward your new supervisor the guidelines PDF
  - The supervisor reads the guidelines and accepts the terms by signing the declaration form on the back page
  - Email or fax the completed form to the DeakinPrime IPA Helpdesk
  - The supervisor request will be processed and a confidential PIN issued via email
2. Your supervisor is registered, but has misplaced their confidential PIN?
  - Email a request to have the confidential PIN reissued to supervisor via the Helpdesk [ipahelpdesk@deakinprime.com](mailto:ipahelpdesk@deakinprime.com) – Please allow up to 24 hours.
3. Your supervisor is registered and has their confidential PIN
  - No notification to the Helpdesk is required
  - Check your module end date and ensure to organise a suitable time with your supervisor to sit your exam.

\* *New supervisor requests are processed weekly on Tuesday and Thursday mornings. Students are responsible for ensuring these steps are taken in time so that they may sit their online examination within the module study period.*

Further information will be made available from your Online Portal once enrolled.

## Exam resit

If a student is issued with a 'Not Yet Competent' (less than 70%) result on the examination, there is an option to enrol for an examination resit.

The criteria for resit is:

- A resit enrolment charge is payable to the IPA.
- The student must submit a resit enrolment via the IPA within two (2) weeks of the unsuccessful examination attempt.
- Late examination resits will result in an automatic failure of the module. Any student who does not achieve 70% in a resit examination will be deemed Not Yet Competent, and must re-enrol in the course, and complete all assessments successfully, if they wish to be found competent.

Once the resit enrolment to the IPA is processed, DeakinPrime will forward an email confirmation to the student confirming the resit examination is available on the online portal. An extension of two weeks will be noted via the online portal. We recommend continuing to progress your studies in the meantime.

An examination diagnostic report will be issued to all students via email the day following an examination attempt, regardless of whether they are deemed Competent or Not Yet Competent. This will assist students to improve in the areas where they did not receive full marks, and also assist those students who need to resit.

# Skills assessment

The skills assessment for each module consists of a workplace based role play and evaluation of knowledge attained from your module studies. It is a requirement that students demonstrate their learning in a practical application through a role play style assessment conducted by a qualified DeakinPrime assessor. The skills assessment requires you to demonstrate or provide evidence of your ability to evaluate and discuss a range of products and strategies learned in the modules undertaken, in a simulated client scenario.

The skills assessment must be completed in order to fulfil the ASIC RG146 requirements to provide advice in financial products in the specialist areas covered by each of the modules.

Students must be deemed 'Competent' in the skills component, as well as pass their exam and assignment to successfully complete the module.

Interview times for the skills assessment will be arranged after the enrolment activation for a module. Interviews will be conducted in either of the following ways: telephone, or Skype if preferred.

Further information will be made available from your Online Portal once enrolled.

## The skills training consists of two (2) documents:

### 1. The Skills Assessment Learning Guide

The Skills Assessment Learning Guide contains all relevant learning materials for participant to undertake the skills assessment for each module.

### 2. Skills Assessment

The skills assessment provides all relevant participant and assessor instructions for undertaking the role play and measuring the participants' abilities.

Ensure you read the skills assessment document to ensure you understand all relevant participant and assessor instructions for undertaking the skills assessment role plays.

# Skills assessment retake

If you have been identified as 'Not Yet Competent' by your assessor, you have an option to retake the skills assessment.

The criteria for to retake the skills assessment is:

- A retake skills assessment enrolment charge is payable to the IPA.
- The student must submit a retake skills assessment enrolment via the IPA within two (2) weeks of the unsuccessful attempt.
- Late skills assessment retakes will result in an automatic failure of the module. Any student who does not achieve 70% in a retake skills assessment will be deemed Not Yet Competent, and must re-enrol in the course, and complete all assessments successfully, if they wish to be found competent.

Once the retake skills assessment enrolment to the IPA is processed, DeakinPrime will coordinate an interview time within the recommended two week timeframe. We recommend continuing to progress your studies in the meantime.

A result with feedback will be uploaded to the online portal by the skills assessor after the interview.



# Results

## Timeline for results issue

- Assignments will be marked within two (2) weeks of being submitted to the Online Portal. The feedback and result will be issued via the online portal.
- Your exam result will be available to you upon completion of your exam and will be updated to the online portal. An email diagnostic report will be sent via email the morning following the examination attempt.
- Your skills assessment result will be advised via the online portal within two (2) weeks of the interview date.
- Overall result for the module will be made available within two (2) weeks of the module end date.
- Please note, results are not released over the telephone by either DeakinPrime or IPA.
- DeakinPrime's marking procedures and other controls ensure consistent, accurate and impartial marking.
- A participant who fails to comply with instructions relating to the assessment may have their results withheld.

## No assessment submission

A student who fails to submit the required assessment by the module end date and has not submitted an application for a special consideration extension, will automatically receive a grading of 'Not Competent' (NC) and will be required to re-enrol if they wish to re-attempt the module (standard enrolment fees apply).

# Certificates

Students will receive a Statement of Attainment for the relevant module upon successful completion of all required assessment components.

Diplomas are printed at the end of each month for students who have met all the requirements of the FNS50611 Diploma of Financial Planning program. DeakinPrime dispatches these certificates directly to students.

On withdrawal from a program, DeakinPrime will issue a 'Statement of Attainment' in recognition of the completed modules covering the various units of competency.

Upon successful completion of the module or course, Statements of Attainment or Diplomas are issued by DeakinPrime. They will list the qualification title, qualification code, competency titles and competency codes.

Please note that Statements of Attainment and Diplomas will only be issued once, it then becomes the student's responsibility to keep it in a safe place.

If a replacement is requested after the original has been issued then students have the option to request a new Statement of Attainment and/or Diploma.

## Ordering a reprint of your certificate or additional 'Statement of Attainment'

Students can request a reprint of their Diploma or additional 'Statement of Attainment' by submitting a request to the DeakinPrime IPA Helpdesk. There is a fee of \$20 per certificate or Statement of Attainment issued. Reprint requests take approximately 14 days to process.

# Changes to enrolment

## Requests for extension

A student may seek an extension to their assessment due date by completing the 'Special consideration application' form and providing relevant supporting documentation.

**Requests for extension must be made before the assessment due date and align with one of the three categories (see below) applicable to special consideration applications.**

## Special consideration

All students must complete the assessment within the set timeframe (see module end dates in the Online Portal) or they will be required to re-enrol with further fees incurred. If a student's opportunity to successfully complete the Program assessment items within the set timeframe is hindered, or if during a student's attempt at the assessment he or she is adversely affected by circumstances beyond his or her control, he or she can apply for special consideration.

The reasons for application **must** be classified under one of the following categories:

**Medical:** To cover medical conditions of a serious nature—for example, hospitalisation, serious injury or chronic illness.

*Note: Temporary minor ailments such as headaches, colds and minor gastric upsets are not serious medical conditions and are unlikely to be accepted.*

**Compassionate:** For example, death of a close family member, family breakdown.

**Hardship/trauma:** For example, sudden loss of employment, severe disruption to domestic arrangements, victim of crime.

*Note: Misreading the timetable, exam anxiety or returning home will not be accepted as grounds for consideration.*

Students must provide evidence to support the reasons for their application. Therefore, all applications for special consideration must be accompanied by appropriate documentation from a recognised authority. Applications without supporting documentation will not be considered. Applications for special consideration must be made before the due date of the assessment task, unless there are exceptional circumstances preventing the submission of the application. Requests are referred to the RTO Manager for determination, and the outcome is notified within 10 working days of the application.

Previous similar cases will be considered in order to ensure equity to all students. A student's performance will be evaluated in the light of the disadvantage he or she suffered. An application for special consideration does not guarantee an amended result.

The decision reached by DeakinPrime is final. Please note that all information supplied is treated in the strictest confidence.

You can access an application form from your Online Portal.

Applications must be sent to DeakinPrime by fax or by email to DeakinPrime IPA Helpdesk.

# Withdrawal of enrolment

If you are wishing to withdraw from the whole program or a single unit of competency you must notify the DeakinPrime IPA Helpdesk in writing.

Withdrawal is a serious decision, and you are encouraged to discuss your choice with your supervisor/manager, facilitator or the DeakinPrime IPA Helpdesk before taking this step.

Unit fees will not be refunded if a student withdraws after completion of the online unit enrolment, except where, by reason or reasons beyond the student's control (including acts of government authorities, civil strikes and riots), the student is prevented from studying the unit.

# Extension of program

The FNS50611 Diploma of Financial Planning Program must be completed within 24 months (Two years).

Students who wish to extend this period in the absence of 'Special considerations' need to contact the DeakinPrime IPA Helpdesk. You will then be directed to IPA to re-enrol and pay the appropriate fee.

# Changing personal details

It is the student's responsibility to notify the DeakinPrime IPA Helpdesk of a change to details, in particular to the postal address or email details timely so that ongoing distance education contact can be made during the module study period. Students must complete the 'Change of personal details' form to have this updated in the system or email a change of details request to the DeakinPrime IPA Helpdesk. In the case of a name change, a certified copy of documentation (e.g. marriage certificate or 'Registry of births, deaths and marriages change of name' form) must be submitted.

Forms can be accessed via the Online Portal.

# Recognition of Prior Learning

DeakinPrime offers all students the opportunity to apply for Recognition of Prior Learning (RPL) into all modules. RPL is a form of assessment that acknowledges skills and knowledge gained through:

- formal training conducted by industry or education
- work experience
- life experience

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive RPL process.

Due to the number of units contained within each module, you would need to obtain evidence in order demonstrate that you have all the skills and knowledge for each unit of competency listed in each module (see Appendix A).

Assessment happens in a variety of ways. Being prepared can save you valuable time, costs and hassle.

## Here are some tips and hints for you

1. Be prepared to describe your job roles and your work history. Use specific parts of your resume, or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Use specific parts of your position description and any performance appraisals you have from any business, shops or facilities you have worked in.
3. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor may need to contact them. You may also have community contacts or even clients who can vouch for your skills level.
4. Collect any certificates from in-house training or formal training and descriptions of the courses you have done in the past.
5. Think of other ways you can demonstrate your skills in business. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they do not show client details) or other relevant documents.

Documents that may be available include but are not limited to:

- brief CV or work history
- Position description or duty statement (verified by employer)
- Relevant examples of work completed, such as: transaction documents, reports, tax forms, working papers, journal and ledger entries, financial statements, emails, letters, file notes, spreadsheets, presentations, minutes, proposals, screen dumps
- Extracts of workplace policies, procedures and other reference documents you comply with in the course of your work
- Diary notes; schedules and reminder lists
- certificates/results of assessment
- certificates/results of assessment: interstate/overseas
- any relevant licences
- certificates/results of assessment: universities
- results/statement of attendance/certificates: vendor training courses, in-house courses, workshops, seminars, symposiums
- photographs of work undertaken
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate industry experience.

Students also need to provide contact details for one or two referees who can confirm their industry skills in context and over time.

---

**If you are thinking of applying for RPL, consider what evidence you could collect and provide to prove your competence in all the requirements listed in the module. Further details provided upon application.**

---

## Credit transfer

You will be entitled to a credit transfer for a full module only, where you have successfully completed all of the identical units of competency with equivalent outcomes listed within a particular module at another Australian RTO within the last five years.

All other applications for recognition of academic studies (e.g. subjects completed through an Australian university) must be made via RPL, as it will be necessary for DeakinPrime to assess detailed course outlines to ascertain whether the content of those studies cover all the elements and performance criteria for all units of competency contained within the module for which RPL is being claimed.

# Feedback

The FNS50611 Diploma of Financial Planning undertakes changes in the form of updates and improvements to program content and design, as well as its administration and delivery. Your feedback is important to us. You can provide feedback at any time throughout the program via the feedback form on the Online Portal homepage.

Upon completion of modules you will also be requested to evaluate the module via a short online evaluation survey. Please take the time to provide your opinion. All responses received will be reviewed at regular DeakinPrime and IPA meetings.

# Program support

There are a number of key contacts you can call upon for support during your study. These key contacts include the following:

## Institute of Public Accountants

IPA will answer your application and pre-enrolment queries about the program and all ongoing fee enquiries.

For more information on the fees and application process, please refer to the details below.

**Website:** <http://www.publicaccountants.org.au/>

**Ph:** +61 3 8665 3100

**Email:** [pathways@publicaccountants.org.au](mailto:pathways@publicaccountants.org.au)

## DeakinPrime IPA Helpdesk

The DeakinPrime IPA Helpdesk's role is to support you through your studies.

It is an email-based service designed to assist students in matters such as advice on enrolment, RPL, credit transfer, change of contact details, withdrawal, special consideration (extensions), Statements of Attainment, information regarding your student record, policies and procedures.

Technical questions about module content and assessment tasks will be referred to a content expert for assistance. All queries will be responded to within two (2) business working days.

You can email the DeakinPrime IPA Helpdesk through the Online Portal or via the DeakinPrime IPA Helpdesk contact details, which will be provided upon enrolment.

## DeakinPrime assessor

The DeakinPrime assessors main role is to mark your assignment and conduct skills assessment interviews where required.

DeakinPrime assessors can assist you when you do not understand the technical content of the program study material. Requests for assistance can be made in writing via the DeakinPrime IPA Helpdesk.

Our content experts may not be able to answer your query immediately. Their guarantee is to respond to your query, regardless of its form, within two (2) business working days.

It is essential that you refer to the topic and page numbers with which you are having difficulty and be as precise as possible, to enable a more comprehensive response from the Assessor.

Please note that academic advice will be provided only on the material drawn from program content: it is intended to support you, not your clients.



# Coaching or mentoring support

It would be worthwhile to identify a person in your workplace, normally your manager or supervisor, or someone within your industry networks, who can provide you with the appropriate coaching, mentoring and feedback to assist you in developing your knowledge and skills required for assessment and completion of each module of competency.

They will be able to assist in observing and verifying that you have conducted some of your assessment tasks.

# Your employer

Many organisations have material and/or resources that can assist you with your study. Do not forget that there may be other people in your organisation who are also studying, or have studied in the past. Other students can be a valuable resource, not just in relation to issues relating to your module or module of study, but also in comparing study plans or telling you about what materials are available from your employer.

# Key contacts

<b>Applications and payments</b>	<b>Enrolments and studying</b>
Head Office: Institute of Public Accountants Level 6, 555 Lonsdale Street Melbourne Victoria 3000 Australia  Mail: GPO Box 1637, Melbourne VIC 3001  Email: <a href="mailto:pathways@publicaccountants.org.au">pathways@publicaccountants.org.au</a> Website: <a href="http://www.publicaccountants.org.au">www.publicaccountants.org.au</a> Ph: +61 3 8665 3100 Fax: +61 3 8665 3130	DeakinPrime IPA Helpdesk Diploma of Financial Planning Ph: +61 3 9918 9168 Fax: +61 3 9918 9001 Email: <a href="mailto:ipahelpdesk@deakinprime.com">ipahelpdesk@deakinprime.com</a>

All correspondence must include your name and telephone number, and module reference if applicable.

# Student role and responsibilities

## Deakin University policies

### Statements agreed to on enrolment

As an enrolled student of Deakin University you agree to comply with the University's regulations. These can be accessed from your DeakinPrime IPA Helpdesk or the Deakin University System website: <http://theguide.deakin.edu.au>.

### Plagiarism and collusion

Plagiarism and collusion are regarded as academic misconduct. Proven acts of academic misconduct will incur penalties.

Both DeakinPrime and Deakin University regard plagiarism as an extremely serious academic offence. The penalties associated with plagiarism are severe and extend from cancelling all marks for the specific assessment item or for the entire module through to exclusion from your course. These are detailed in Regulation 4.1(2) Academic Misconduct and can be accessed at <http://theguide.deakin.edu.au>.

Collusion is defined as an agreement or cooperation in order to cheat or deceive for a fraudulent purpose. In an educational context, collusion can apply to students (past, present and future) who intentionally cooperate in order to gain an unfair advantage in the gaining of an award qualification, 'Statement of attainment' or academic credit toward these.

Collusion may also refer to the following, which are considered contrary to allowable assessment preparation approaches:

- unauthorised and unacknowledged joint effort in an assessment
- unauthorised and unacknowledged copying of material prepared by another person for use in an assessment
- unauthorised and unacknowledged assistance from another person, not necessarily another student, in an assessment.

Plagiarism refers to:

- any use of, or attempt to use, the work, words or ideas of others without attribution
- any attempt to pass off the work, words or ideas of others as the writer's own.

The same rules apply regarding any direct use you make of DeakinPrime study material. Such acts are considered plagiarism whether they occur intentionally or carelessly.

In the specific context of assessment, plagiarism occurs when a student:

- presents any phrase or extracts verbatim without using quotation marks or any reference to the author
- paraphrases all or part of an author's work and presents it without any, or with inadequate, reference to the author
- copies or paraphrases all or part of another student's work or otherwise presents another student's work as their own
- presents all or part of an assessment item that has previously been submitted by them for assessment in another accreditation or by another student (past or present) for assessment in the unit concerned or another unit.

# Privacy policy

Deakin University deals with your personal information in accordance with our privacy policy which is available on Deakin University's system website. Search for 'Privacy policy' at <http://theguide.deakin.edu.au>.

# Welfare and guidance

If you are experiencing any problem, personal or educational, precluding you from achieving your potential in this course, please contact your DeakinPrime IPA Helpdesk for assistance. Confidentiality is assured.

# Language, literacy and numeracy

If it is identified that you have difficulties pertaining to language, literacy or numeracy the appropriate assistance will then be provided.

Please contact your DeakinPrime IPA Helpdesk if you require assistance in this area.

# Access and equity

In addition to the ethical and educational intent of the Equal Opportunity Policy of the University, all University policy and procedures comply with legal provisions of relevant legislation including:

- *Racial Discrimination Act 1975* (Cwlth)
- *Sex Discrimination Act 1984* (Cwlth)
- *Human Rights and Equal Opportunity Act 1984* (Cwlth)
- *Equal Employment Opportunity for Women in the Workplace Act 1999* (Cwlth)
- *Disability Discrimination Act 1992* (Cwlth)
- *Work Place Relations Act 1996* (Cwlth)
- *Equal Opportunity Act 1995* (Vic).

DeakinPrime has a clear access and equity policy. This document is available on request. It is the responsibility of all staff to ensure the requirements of the access and equity policy are met at all times. We encourage students with disabilities to apply for our programs and will endeavour to make reasonable adjustments to the program delivery and assessment to meet any special needs.

If you have any unresolved issues regarding the above please contact Deakin's Access & Equity Officer via your DeakinPrime IPA Helpdesk.

## Disciplinary procedure

As an enrolled student of Deakin University you have agreed to comply with Regulation 04.1 Student Misconduct. This regulation can be viewed via the Deakin University website at <http://theguide.deakin.edu.au>.

## Appeals and complaints

DeakinPrime is committed to an appeals and complaints process that provides confidentiality, equity and objectivity. If you have an appeal for reassessment, or a general complaint about the program, you should contact the DeakinPrime IPA Helpdesk. Each application received by the DeakinPrime contact will be forwarded to an independent mediator for consideration. If appropriate, a panel may be appointed to assist with the application.

The applicant will be notified in writing of the action taken within 10 working days of submission of the complaint. The applicant will be provided with an opportunity to meet with the mediator or panel, if required. Following consideration of the application, the applicant will be provided with a written statement of the outcome, including reasons for the decision.

## Assessment moderation

To help ensure the validity, integrity and reliability of all results, DeakinPrime implements a quality assurance process in the marking and moderation stages of the assessment process. Students' assignments may be reviewed in accordance with this process.

# Appendix A: FNS50611 Diploma of Financial Planning module descriptions

<b>Appendix A: FNS50611 Diploma of Financial Planning module descriptions</b>	<b>25</b>
<b>Program components</b>	<b>26</b>
Module 1 – Introduction to Financial Planning	26
Module 2 – Risk Management and Insurance Planning	28
Module 3 – Investment Planning	30
Module 4 – Wealth Creation and Retirement Planning	32

# Program components

## Module 1 – Introduction to Financial Planning

'Module 1: Introduction to Financial Planning' will provide you with an understanding of the professional environment of the financial adviser and an overview of the core elements of the financial planning profession, including the legislation and regulations that govern the industry.

You will develop an understanding of how client data is gathered and analysed to provide the foundation for financial planning strategies. Additionally you will examine the financial planning process, how a plan is developed and implemented and the ongoing service provided to the client. The importance of research in planners' roles is also studied and the focus is on the economic environment, demographics and products.

RG 146 General Knowledge requirements on the economic environment, operation of financial markets and financial products are covered in Module 1: Introduction to Financial Planning.

At the end of this module, you will be able to:

- Explain the characteristics of the professional world of the financial adviser
- Gather comprehensive client information
- Match client requirements and expectations to services
- Identify the key strategic issues involved in the construction of a strategic plan
- Source and apply research information to the formulation of a client solution
- Generate recommendations for clients
- Identify the key steps and processes involved in the development and implementation of a Statement of Advice
- Demonstrate an understanding of the importance of providing ongoing client service and the processes it involves
- Review basic principles of professional practice and standard business routines and procedures

Module 1		Introduction to Financial Planning (DFP1)
Topic 1	The Professional World of the Financial Adviser	
Topic 2	Gathering Client Information	
Topic 3	Matching Needs and Services	
Topic 4	Strategic Options	
Topic 5	Using Research Information	
Topic 6	Generating Recommendations	
Topic 7	Developing and Implementing the Statement of Advice (SOA)	
Topic 8	Ongoing Professional Service	
Topic 9	Business Routines and Procedures	
<b>VET units</b>	FNSASICZ503A	Provide advice in Financial Planning
	FNSINC401A	Apply principles of professional practice to work in the financial services industry
	FNSFPL501A	Comply with financial planning practice ethical and operational guidelines and regulations
	FNSFPL502A	Conduct financial planning analysis and research
	FNSFPL503A	Develop and prepare financial plan
	FNSFPL504A	Implement financial plan
	FNSFPL505A	Review financial plans and provide ongoing service
	FNSFPL506A	Determine client requirements and expectations
	BSBITU402A	Develop and use complex spreadsheets
	FNSIAD501A	Provide appropriate services, advice and products to clients
	FNSINC501A	Conduct product research to support recommendations
	FNSCUS505A	Determine client requirements and expectations
	FNSCUS506A	Record and implement client instructions

# Module 2 – Risk Management and Insurance Planning

'Module 2: Risk Management and Insurance Planning' will provide you with an overview of the personal, property and liability risks that a client may encounter. Participants will examine the types of insurance available to manage these risks, and the role of the financial planner in making recommendations.

This module explores the personal, property and liability risks that a client may encounter including if they are business operators. As insurance policies are contracts the materials also closely look at the legal environment of the insurance industry and the taxation issues involved in buying a policy or making a claim.

At the end of this module, you will be able to:

- Explain the characteristics of the professional world of the financial adviser
- Analyse risk and return in relation to investment classes and the client
- Describe the professional, legal and regulatory environment of risk management and insurance planning
- Gather appropriate client data and ascertain needs
- Quantify insurance needs based on analysis of personal, property and liability risk
- Analyse and provide advice on personal risk insurance
- Analyse and provide advice on general insurance
- Demonstrate an understanding of the strategy implementation phase of insurance planning
- Implement the process and strategy for insurance strategy review

RG 146 Specialist knowledge areas on Life insurance and General Insurance; operation of insurance market, advisory function, taxation issues, legal environment, and products: life and general are covered in Module 2.

The ASIC training register is a list of all courses that meet the specialist knowledge and skill requirements set out in Regulatory Guide 146.



Module 2		Risk Management and Insurance Planning (DFP2)
Topic 1	Introduction to Risk Management and Insurance Planning	
Topic 2	The Professional Environment	
Topic 3	Gathering Client Data and Ascertain Needs	
Topic 4	Quantifying Insurance Needs	
Topic 5	Personal Risk Insurance	
Topic 6	Business Risk Insurance	
Topic 7	General Insurance and Recommendations	
Topic 8	Implementing the Insurance Strategy	
Topic 9	Reviewing the Insurance Situation	
<b>VET units</b>	FNSASIC503A	Provide advice in Life Insurance
Pre-requisite, awarded in DFP 1	FNSIAD501A	Provide appropriate services, advice and products to clients
Pre-requisite, awarded in DFP 1	FNSINC501A	Conduct product research to support recommendations
Pre-requisite, awarded in DFP 1	FNSCUS505A	Determine client requirements and expectations
Pre-requisite, awarded in DFP 1	FNSCUS506A	Record and implement client instructions
	FNSASIC301C	Establish client relationship and analyse needs
	FNSASIC302C	Develop, present and negotiate client solutions

# Module 3 – Investment Planning

## Module description

'Module 3: Investment Planning' will provide participants with an understanding of the various types of investments and how they are traded, valued and analysed to enable you to calculate returns and plan balanced portfolios according to the client's needs and risk tolerance. This module will also provide an overview of the main asset classes and managed funds.

This module will also provides an overview of the different types of managed investments and how derivatives can be used as a risk management tool as well as investment. Margin lending facilities are covered in detail also.

At the end of this module, you should be able to:

- Analyse risk and return in relation to investment classes and the client
- Calculate present and future values, annuities and methods of investment comparison
- Develop and use complex spreadsheets
- Explain the operation of the stock market, the types of securities that are traded and how shares are valued and evaluated
- Analyse and provide advice on fixed interest investments
- Analyse and provide advice on managed investments
- Explain the function and types of derivatives available
- Explain and provide advice on margin lending
- Develop, implement and review an investment strategy for a client

RG 146 Specialist knowledge areas on Securities, Derivatives, Managed Investments and Margin Lending; types of products, taxation issues, market participants, theories on investment, portfolio management, and management of investment and risk, and the legal environment are covered for each of these advice areas in Module 3.

The ASIC training register is a list of all courses that meet the specialist knowledge and skill requirements set out in Regulatory Guide 146.

<b>Module 3</b>		<b>Investment Planning (DFP3)</b>
Topic 1	Investment and Risk Overview	
Topic 2	Financial Mathematics	
Topic 3	Fixed Interest Investments	
Topic 4	Share Investment	
Topic 5	Property Investment	
Topic 6	Managed Funds	
Topic 7	Derivatives	
Topic 8	Margin Lending	
Topic 9	Advice Roles and Investment Strategies Case Study	
<b>VET units</b>	FNSASICW503A	Provide advice in Securities
	FNSASICV503A	Provide advice in Derivatives
	FNSASICT503A	Provide advice in Managed Investments
	FNSASICR503A	Provide advice in Margin Lending
	FNSFMK502A	Analyse financial market products for client
	FMSFMK503A	Advise clients on financial risk
Pre-requisite, awarded in DFP 1	FNSCUS505A	Review financial plan and provide ongoing service
Pre-requisite, awarded in DFP 1	FNSCUS506A	Determine client requirements and expectation
Pre-requisite, awarded in DFP 1	FNSIAD501A	Provide appropriate services, advice and products to clients
Pre-requisite, awarded in DFP 1	FNSINC501A	Conduct product research to support recommendations
Core Unit, awarded in DFP 1	BSBITU402A	Develop and use complex spreadsheets

# Module 4 – Wealth Creation and Retirement Planning

## Module Description

'Module 4: Wealth Creation and Retirement Planning' will provide you with an understanding of the role of the financial planner in developing retirement planning strategies for clients. Participants will study superannuation legislation and taxation considerations as well as retirement income streams as well as access to government assistance.

At the end of this module, you will be able to:

- Describe the superannuation system in Australia and outline the legislative and regulatory environment
- Explain the taxation of superannuation contributions and tax collection arrangements
- Analyse the characteristics of superannuation funds
- Explain how lump sum payments are classified
- Analyse and discuss the available retirement income streams
- Analyse the social security concerns involved in retirement planning
- Explain the role of the financial adviser in wealth creation and retirement planning

RG 146 Specialist knowledge areas on Superannuation; operation and management including types of superannuation contributions, taxation issues, and the legal environment are covered in Module 4.

<b>Module 4</b>		<b>Wealth Management and Retirement Planning (DFP4)</b>	
Topic 1	Superannuation Legislation and Regulations		
Topic 2	Superannuation Fund Characteristics		
Topic 3	Contributions and Taxation Issues		
Topic 4	Lump Sum Payments		
Topic 5	Retirement Income Streams		
Topic 6	Social Security		
Topic 7	The Role of the Financial Adviser		
<b>VET unit</b>	FNSASICU503A	Provide advice in Superannuation	
Pre-requisite, awarded in DFP 1	FNSIAD501A	Provide appropriate services, advice and products to clients	
Pre-requisite, awarded in DFP 1	FNSINC501A	Conduct product research to support recommendations	
Pre-requisite, awarded in DFP 1	FNSCUS505A	Determine client requirements and expectations	
Pre-requisite, awarded in DFP 1	FNSCUS506A	Record and implement client instructions	



**DeakinPrime**

Deakin University Melbourne City Centre  
Level 3, 550 Bourke Street  
Melbourne Victoria 3000 Australia  
t +61 3 9918 9000  
f +61 3 9918 9001  
[www.deakinprime.com](http://www.deakinprime.com)

Deakin University CRICOS Provider Code: 00113B