

CFP® CERTIFICATION PROGRAM

CFP® CERTIFICATION PROGRAM HANDBOOK

Table of contents

A warm welcome	3	Unit Overview	32
About the Program.....	4	Unit Outlines	33
Background to the CFP Mark	4	CFP 1 - FAAA PROFESSIONALISM.....	34
Financial Planning Areas of Competence.....	6	Overview	34
CFP® Certification Process in Australia.....	7	CFP 2 - APPLIED STRATEGIES 1	35
Important Information	8	Overview	35
CFP Certification Supporting Units	10	CFP 3 - APPLIED STRATEGIES 2	36
About your CFP C Assignment.....	10	Overview	36
The CFP C Examination.....	11	CFP 4 - INVESTMENT STRATEGIES	37
The online examination format.....	12	Overview	37
Taking your online exam	14	CFP CERTIFICATION UNIT	38
Results and Feedback	15	Overview	38
Enrolment and withdrawal policies	16	Assignment - Case Study.....	39
Students Support Policies	16	Multiple-choice examination	41
Submissions	19	Observations.....	42
Academic Misconduct Policy.....	20	Record of experience.....	44
Academic Progress Policy.....	22	Results	46
Student Appeals Policy	22	Standard required for certification	46
Student Privacy Statement.....	23	Apply for your CFP Designation	47
CFP Certification Program Overview	26	Appendix A: Financial planning knowledge topic categories	51
Student Appeals Policy	26	Appendix B: Mapping of the FPSB Financial Planning Competency profile	55
Program Structure.....	27	Appendix C: Topic areas for CFP 2 to CFP 4.....	59
Learning Approach.....	27		
Outcomes of the program	28		
Advanced Standing.....	29		
Independent Learning	29		
Unit Materials.....	29		
Assessment snapshot	30		
Learning tools	31		

A warm welcome

Thank you for your interest in our CERTIFIED FINANCIAL PLANNER® education program.

Our program is developed to help you deliver best practice financial planning. The program is challenging but your dedication will earn you a place at the forefront of your profession. Most importantly, your new skills will enhance the service you provide your clients.

As a student, you will benefit from tutorials, self-supported study groups, online materials and quizzes, plus other resources. You can be assured we will support you every step of the way.

We are passionate about helping you successfully complete each unit. If you have any questions at all, you can contact our Education team at education@faaa.au or on 1300 337 301.

Best wishes with your studies.

A handwritten signature in black ink, appearing to read 'Palmer', with a stylized flourish extending from the end.

ANNE PALMER
General Manager, Education
FAAA



CFP® Certification Program


The CFP® designation is becoming the first choice for clients and employers – and it's easy to see why. The highest designation in financial planning, coupled with commitment to the highest ethical standards, sets CFP® professionals apart from the rest.

With the CFP® designation being recognised in 27 countries around the world, your designation goes with you wherever you choose to go.

About the Program

The FAAA is the only professional body in Australia licensed to deliver the CFP® Certification Program. As part of our licensee agreement with the Financial Planning Standards Board, we must ensure that the high standard of this global designation is maintained, and that the CFP marks are used correctly. Put simply, it is our role to protect the brand here in Australia.

Background to the CFP mark

The CFP mark is a certification mark that is represented by the marks of professional distinction—CFP®, CERTIFIED FINANCIAL PLANNER® and . The CFP marks were first registered in the United States in 1986, and there are almost 203,000 CFP® professionals worldwide in 27 countries, and 5,000 in Australia. In 1990, FAAA (previously the Financial Planning Association) was the first international FPSB affiliate licensed to award CFP Certification. As the brand is recognised around the world, it is therefore in some ways, transportable.

Who is the Financial Planning Standards Board Ltd (FPSB)

Outside the United States, the CFP marks are owned by the Financial Planning Standards Board Ltd (FPSB). FPSB is a non-profit association that manages, develops and operates certification, education and related programs for financial planning organisations so that they may benefit the global community by establishing, upholding and promoting worldwide professional standards in personal financial planning. To administer the CFP Certification Program, FPSB enters into licensing and affiliation agreements with non-profit organisations that become FPSB affiliates. By meeting and maintaining FPSB's affiliation requirements and standards, FPSB affiliates are authorised to administer the CFP Certification Program in a country, or geographic or economic region, on behalf of FPSB.

FPSB Financial Planner Competency Profile

In 2015, the FPSB updated the FPSB Financial Planner Competency profile, a comprehensive analysis that identified the abilities, skills and knowledge required to competently perform the tasks of a professional financial planner. The FAAA uses this as a guide to ensure our CFP program provides an appropriate skillset.

Figure 1 FPSB Financial Planner Competency Profile

Source:

Financial Planning Standards Board, 2015 Financial Planner Competency Profile, viewed 15 September 2021 <https://www.fpsb.org/wp-content/uploads/2016/01/151027_doc_CompetencyProfile_FINAL-2.pdf>



Functions

The Competency Profile 'functions' define the complete set of competencies required of a financial planning professional. They describe the various tasks that financial planning professionals should be able to carry out during financial planning engagements with clients, regardless of practice types, setting or location.

Irrespective of whether the financial planning professional offers comprehensive financial planning or has been instructed by their client to limit the scope or level of services, they must be able to master the complete set of abilities required to competently deliver a comprehensive financial plan to a client.

The financial planner functions are categorised into three functions that are defined by Core Financial Planning Competencies.

COLLECTION

- Collects the quantitative information required to develop a financial plan.
- Collects the qualitative information required to develop a financial plan.

ANALYSIS

- Considers potential opportunities and constraints to develop strategies.
- Assesses information to develop strategies.

SYNTHESIS

- Develops and evaluates strategies to create a financial plan.

Within this framework, the FPSB identifies Fundamental Financial Planning Practices that demonstrate a financial planner's ability to:

- integrate the various Core Financial Planning Competencies and Financial Planning Areas; and
- understand and master the interrelationships among the various competencies required to carry out a financial planning function.

DESIGNATION NOT QUALIFICATION

Academic qualifications are covered under the Australian Qualification Framework (AQF) which denotes qualifications such as Diploma, Advanced Diploma, Bachelors, Graduate Certificate, Graduate Diploma and Masters.

CFP® is a professional designation and not an accredited qualification under the AQF. A qualification is obtained once and is generally kept forever, with no continuing study required.

The CFP designation requires ongoing commitments such as minimum yearly CPD hours to maintain the designation. It is a designation of professionalism and an indicator of your ongoing commitment to continuous education and professional advancement.

Financial Planning Areas of Competence

The Financial Planner Competencies are categorised into eight areas:

1. financial planning principles, process and skills
2. financial management
3. tax principles and optimisation
4. investment planning/asset management
5. risk management and insurance planning
6. retirement planning
7. estate planning and wealth transfer
8. integrated financial planning.

These broad technical knowledge areas provide a framework within which the abilities and knowledge expected of a financial planner can be mapped.

BODY OF KNOWLEDGE FOR AUSTRALIA

The ability to practise effectively as a financial planning professional requires the mastery of theoretical and practical knowledge in a broad range of financial planning and related topics.

We categorise this body of knowledge into 11 areas:

1. taxation
2. insurance
3. investment
4. retirement, savings and income programs
5. law
6. financial analysis
7. debt
8. economic and regulatory environment
9. government benefits plans
10. behavioural finance
11. ethics and standards.

These areas are further developed into Knowledge Topic Categories, which are published in Appendix A.

PROFESSIONAL SKILLS

The FPSB Competency Profile identifies the professional skills that a financial planning professional must be able to draw on to deliver advice to clients in financial planning engagements.

These are:

- professional responsibility
- practice
- communication
- cognitive.

CFP® Certification process in Australia

The CFP Certification process assures the public that those whom the FAAA has authorised to use the CFP marks have met rigorous professional competency, ethics and professional practice standards.

ADMISSION REQUIREMENTS

		Postgraduate Degree Holder	Undergraduate Degree Holder	CFP eligibility
<i>Definition based on legislation</i>	A degree in financial planning	Yes (direct to C)	Yes (+ CFP 1-4)	Practicing CFP or Non-practicing CFP
	Related degree PLUS at least four years relevant experience	Yes (direct to C)	Yes (+CFP 1-4)	Non-practicing CFP
	Related degree with less than four years relevant experience	Yes (+ CFP 1-4)	Not eligible for entry	Non-practicing CFP
Any other degree PLUS at least four years relevant experience		Yes (+ CFP 1-4)	Not eligible for entry	Non-practicing CFP

To become certified, you are required to meet the FAAA Professional Standards Framework of the 'Four Es':

	Description	Designation requirements ie. to successfully complete the program and use the CFP mark
ETHICS	Your capacity to make decisions in the best interest of your client and a formal commitment to ethical practice.	Current FAAA member and committed to the FAAA Code of Professional Practice and successfully completed CFP 1 or achieved Advanced Standing for CFP 1.
EDUCATION	The formal technical competencies, knowledge and capabilities required by the profession.	Successfully completed CFP 1 - 4 or achieved Advanced Standing for CFP 1 - 4.
EXAMINATION	The systematic and regular monitoring and testing of knowledge and capabilities to ensure your expertise is maintained.	Successfully completed the CFP Certification assessments including the examination.
EXPERIENCE	The practical, on the job learning and skills development that confirms professional practice.	<ul style="list-style-type: none"> Two years full-time (or part-time equivalent), client-facing AR experience within the last five years (not including professional year). Four years full-time (or part-time equivalent) relevant experience that directly or indirectly support the financial planning process.

Important Information

Your rights and
responsibilities



REMINDER: You must be a current FAAA Member throughout the duration of your CFP Certification studies. You will not be able to access FAAA Learn (including your results) if your membership has lapsed.

We are here to help you succeed.

We understand that life events can impact and interfere your study and make it difficult to meet your study requirements. Refer to our student support policies on page 16 to understand how we can assist you.

Some of these policies include:

- Assignment Extension Request
- Experience Extension Request
- Special Needs Request for Exams
- Special Considerations Request
(for assignment and exams)

If for any reason you find yourself needing support, unable to complete an assessment by the published date or sit an exam, please let us know **as soon as possible**. You can call us at 1300 337 301 or email education@faaa.au.

Together, we can work out a solution or a remedy to assist you.

Important Information

CFP Certification Supporting Units

The CFP Certification program is a comprehensive assessment that covers the full Financial Planning Body of Knowledge. Students who have completed post graduate level approved degrees or who have significant work and academic experience are given entry directly to the certification unit. All other students are required to complete the supporting CFP units 1 – 4, which provide a comprehensive overview of the material covered in the CFP Certification exam.

These units are delivered in an online self-paced format, with short multiple choice assessments at the end of each topic. There are three opportunities to pass each assessment. If you fail on the third attempt please contact the education team for next steps.

Students are able to complete these units in any order they choose.

About your CFP C assignment

The assignment is designed to encourage additional research and help you better understand the unit.

Your assignment must be within the stated word limit. The ability to write succinctly is an important skill for a financial planner and the word count will enable you to develop your abilities in this area.

WORD COUNT

We accept a word count of up to 10% over the word limit; however, 10% of the total marks will be deducted if you exceed this threshold. For example, if you receive 80/100 and exceed the word count by 10%, your result will be reduced to 72/100.

If your paper significantly exceeds the word limit, we will only mark your paper to the 10% word limit. For example, if the assignment word limit is 5,000 and your assignment word count is 10,000, then we will only mark up to 5,500 (5,000 plus 10%). The rest of your assignment will not be marked and this will affect your overall mark.

Footnotes are not included in the word count provided, and are used only to give citations or brief information. If footnotes are used to provide commentary, then they will be counted. Tables with mostly calculations are not included in the word count; however tables containing commentary are included. The word limit does not include the reference list, bibliography or appendices (if applicable). For more information about word count and referencing, please refer to the relevant unit guide which is available on FAAA Learn.

All assignments must be submitted by 11:00 pm (Sydney time) by the due date, using the assignment template provided on FAAA Learn. Assignments can only be submitted via upload on FAAA Learn.

When submitting your assignment, you must declare the accurate word count on the front page. Omitting or putting in the wrong word count on the front page may result in a penalty.

Please note that an approved extension of your assignment does not mean an extension to your exam date.

LATE SUBMISSIONS: A late submission is defined as an assignment received one (1) hour after the submission time and up to one (1) week after the due date, by 11 PM (Sydney time). If you submit your assignment late without an approved extension, it will still be marked; however, students will achieve the minimal pass mark if their submission is of a 'pass' standard. Assignments received more than one week after the due date without extension approval **will not be marked** and a fail grade will be awarded instantly.

In cases where assignments have been approved for the maximum extension, assignments may be submitted up until the last approved due date. Under no circumstances will the assignment be accepted if it is submitted after the 11 pm (Sydney time) on the final approved due date.

A maximum mark of a 'pass' (CFP C) will be awarded to students who exceed the prescribed word/page count.

For late submission of the CFP C assignment, without approval, please note that the marginal result review policy will not apply and you forfeit the right to an assignment re-submission.

The CFP C examination

This exam is delivered via the FAAA Learn online learning management platform. Students will be required to have access to a computer, microphone and webcam as per the requirements outlined on page 12.

Information about the logistics of your exam will be posted on FAAA Learn closer to the exam date. It is your responsibility to regularly check for updates. If you fail to attend your exam, your result will be recorded as a Fail. We cannot offer you alternative dates and times if you have simply misread the information.

Exam Format

The CFP Certification exam is a 70-item multiple choice exam delivered online. You are given four (4) hours (plus 15-minute reading time). The CFP C exam covers the eight (8) broad technical knowledge areas categorised by the FPSB as 'Financial Planning Components':

- financial planning principles, process, and skills
- financial management
- tax principles and optimisation
- investment planning/asset management
- risk management and insurance planning
- retirement planning
- estate planning and wealth transfer
- Integrated financial planning.

The questions also draw on the 11 Knowledge Topic Categories (see Appendix A).

The online examination format

Online Exam System Requirements

- You must take the exam on a desktop computer or laptop that has working video conferencing capabilities. You must ensure that you have administration rights to your equipment as you will have to install a plug-in and/or video conferencing/screen sharing software for online proctoring.
- Make sure your pop-up blocker is disabled; otherwise, you will not be able to connect with proctor support.
- The use of tablets or other mobile devices are not allowed.
- You must have a working built-in or external webcam and microphone.
- Your internet speed must be at least 2 MBPS download and 2 MBPS upload. Determine your internet speed by running a test at <http://www.speedtest.net>.

Note: It is the student's responsibility to ensure they are aware of their online examination schedules and have all the required equipment and have them tested ahead of the exam day.

Items for the exam

You must have the following items available during the exam:

- A computer and/or laptop with a working webcam and microphone
- Reliable internet connection
- A clear room that is conducive for exam conditions (e.g. free from noise and distraction)
- The same photographic identification used in your test-taker profile (e.g. driver's license, passport or a statutory declaration confirming your identification)
- A handheld, non-text-retrievable, non-programmable calculator (no online / system calculators allowed); and
- ALL printed, written or PDF reference materials that you may require to assist in an open book exam.

NOTE: You are not allowed to use your mobile phone or any other portable electronic device not mentioned during the exam.



IMPORTANT: You are not allowed to use any online applications, browser plug-ins (i.e. Grammarly) or other computer software not previously indicated during the exam. Failure to do so will result in a technical breach and will trigger an academic misconduct investigation, resulting in penalties. Refer to the [Academic Misconduct Policy](#) section for more information.

Reading Time

Reading time should be used to check the structure and to consider the weighting of individual questions.

During this time, you may flag questions using the flag function (when available) but will not be allowed to make any preparatory notes or marks in your reference materials, or use calculators.

Online Exam Supervision

To protect and secure the integrity of the exam, online proctoring will be used (i.e. online exam supervision using a live proctor).

What is online proctoring?

Online proctoring means having a live online exam supervisor (a proctor) observe and assist you remotely.

With online proctoring:

- Exam supervisors will be given permission to remotely access your computer's webcam to confirm your identity and observe you while taking the exam.
- You will not be allowed to open other browsers and programs while taking the exam.
- During the exam, your screen activity will be recorded and analysed by both the online exam supervisor and the FAAA to assure the integrity of the test.
- Should there be any breaches to security, the online exam supervisor will be able to flag and communicate with you in real time and even have the ability to lock your browser and prevent you from continuing with the test. The online proctor will then report this incident to the FAAA.
- Should you have any questions or concerns during the exam, you may contact the online exam supervisor through chat, email or via phone call.

Setting up your test-taker's profile

Each student must set-up a test-taker's profile at least seven (7) days before a scheduled exam to assist with identity authentication during examination day. You are only required to set up your profile once and this will be used for the entirety of your CFP studies.

Online Exam Privacy

Audio/video recording of your entire test-taking session will be stored for 30 days if there are no instances of cheating or up to one (1) calendar year if otherwise. The FAAA and the online proctoring provider will not share, disclose or utilise your personal information to a third-party without your prior, written consent. If you require any special arrangements for your exam, please contact us at education@faaa.au.

The following are the steps to complete your test-taker's profile:

1. Within the 'MCQ Exam' or 'Examination' tile in FAAA Learn, click on the Online Exam Dashboard link. You will be redirected to a new page. Click on the 'my profile' tab.
2. You will be asked to provide key contact information to your profile, such as your name, email address, phone number and time zone.
3. You will then be asked to upload a picture of your valid ID.
NOTE: for verification, you will be asked to present the same valid ID on the day of your examination.
4. Next, select and answer three (3) unique security questions. Please take note of your security questions and answers as you will need to enter this during the authentication process on your exam day.
5. Finally, follow the prompts to enter your keystroke biometric signature. A keystroke biometric signature uses the manner and rhythm that you type individual characters in the keyboard. Each of us have a unique rhythm when we type. This information will be used to create a pattern for future use in both identification and authentication processes.

Once your profile is complete, you are strongly encouraged to run a computer requirement check. To complete a computer requirement check, click the link in the upper right hand corner of "My Profile" page. You should run the check on the same computer you will be using to take the exam.

Taking your online exam

The following steps will guide you through your online exam:

Step 1

On the Exam dashboard in FAAA Learn, select 'Start Exam' and click on 'Connect to Proctor'. Please note that you may be asked to open Zoom or GoToMeeting after clicking 'Proceed'. Please allow screen share application to launch and click "Open GoTo Opener", when it appears. You will then be connected to a proctor to commence the authentication process.

Step 2

The proctor support will walk you through the authentication process. You will be asked to:

- **Verify your identity**
Make sure you have your photo ID with you. You will be required to hold the ID in front of your webcam. The proctor will need to see both your name and photo clearly.
- **Review and the exam rules**
- **Show your desk/workspace**

The proctor will ask you to complete a 360-degree room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any materials unauthorised by the FAAA. As you will be observed by a proctor, we request that you are appropriately attired throughout the examination.

Step 3

Once you complete step 2, you will be directed to a screen where you will be asked to answer the security question that you had created during the setup of your test-taker's profile.

Step 4

You will then be asked to type your unique biometric signature, as per your profile setup.

Step 5

Once you have completed steps 3 and 4, you will be asked to agree to the user agreement and exam rules.

Note: You will be asked to declare that you will not transcribe or copy exam questions or answers in any format for removal after the exam has been completed.

Step 6

Once you have finished with the authentication process, you will be brought to a screen with a 'begin exam' link. Click on this link. Once completed, a prompt will ask for a password. Your proctor will enter the password for you. Once the password has been entered, you are ready to begin.

You are encouraged to log-in to the exam portal at least 15 to 20 minutes prior to the start of the exam.

This will allow ample time to connect with your proctor and troubleshoot any technical issues that may arise.

Note: The time it takes you to connect to a proctor support and complete the authentication process does NOT count towards your exam duration.



IMPORTANT: Set up your test-taker profile at least seven (7) days before your scheduled online exam.

Results and Feedback

Your final results will be released on the advertised date and you will be notified via FAAA Learn.

You are still required to sit the examination regardless of the result of your assignment. A 'passed' assessment can be carried forward as per our Carry Forward Policy.

Assignment Feedback

Your assignment assessor's feedback will be available for you to review on FAAA Learn. You will also have access to the Examiner's Report so that you can compare your achievement to that of your peers.

Exam Feedback

Your exam is designed to evaluate your knowledge and understanding of the unit. It is not designed to provide feedback concerning deficiencies in your knowledge. As such, your exams are not released.

An individual analysis letter will be posted on FAAA Learn if you fail the exam. This letter gives you a guide on your performance compared to that of other students.

Carry Forward Results

If you have failed one piece of assessment but you have passed the other piece, you can carry forward that assessment mark. You can only carry forward the successful mark **once**. There is no restriction for carry forward results. Exemptions to this policy may be granted on a case-by-case basis, pending a formal determination set by the FAAA's Professional Designations Committee (PDC).

Statement of Results

Transcripts of your results can be accessed via the FAAA Member Portal or FAAA Learn.

CPD Certificates

You may earn up to 40 hours of CPD for successfully completing the certification unit.

CPD for the CFP C unit assesses different sets of skills for each assessment of the unit. As such, CFP C students who elected to complete their assessments over one year will be able to get an individual CPD certificate upon completion of each assessment.

CPD for the course and for the live tutorials will be combined on one certificate and will be available on results release day in FAAA Learn.



IMPORTANT: Please complete the Student Evaluation Survey.

A Survey will be sent to all students to gather feedback about their experience during the semester. We encourage all students to complete this survey so we can ensure we are delivering a high standard program and to seek/identify areas of improvement for future semesters.

Enrolment and withdrawal policies

Enrolment

All enrolments are now done online. Log in to the FAAA Member Portal and click *Applications > CFP Certification Program*. New students **will need to apply for eligibility first** and arrange membership before enrolling. Once you have established your membership status, log in to the FAAA Member Portal and click *Applications > CFP Certification Program*. You will be asked to supply evidence of your official qualifications and work experience. You will receive further prompts once you have been accepted into the program.

Changes to your enrolment

You may amend your enrolment from one semester to another semester if your application is received no later than the final enrolment date for the semester. To do this, you will need to complete the Withdrawal form and forward to education@faaa.au with a request to change units. The form can be found on the [FAAA website](#).

Any enrolment received after the final enrolment date may not be accepted.

Withdrawal

You may withdraw from your enrolled unit by submitting the [Withdrawal Form](#) at any time. In order to be entitled to a full or partial refund we must receive your withdrawal form by the advertised date.

If you submit an assignment prior to withdrawing, the grade will be carried forward, as per our Carry Forward Policy. A full refund withdrawal will not entitle you to re-enrol at the repeat fee. If a student is unable to complete all assessments required, it is recommended that they submit a Withdrawal Form by the last assessment date to avoid having a fail grade.

Repeat Enrolment

If you fail a unit or have withdrawn and have not received a refund, you are entitled to re-enrol at the repeat enrolment fee. On repeat enrolment, you will be given access to FAAA Learn with an updated, ebook version of the unit materials and new assessment requirements.

Student Support Policies

Students with Special Needs

The FAAA acknowledges that a physical, sensory or learning disability, or a medical or mental health condition, may interfere with a student's ability to achieve their academic goals.

This policy ensures that students with special needs are able to access and participate in the program without experiencing discrimination. The policy has been designed to comply with the Disability Standards for Education, which were formulated under the Disability Discrimination Act 1992 (Cwlth) (the Act) and effective from August 2005.

ELIGIBILITY

The definition of 'disability' as used in the Act is very broad and includes people who have a physical, learning, sensory, psychiatric or medical condition. A disability can be permanent or temporary.

You may request assistance if you have a medical condition/requirement or other needs that may affect your ability to write the examinations of the CFP Certification Program under standard conditions.

EXAMPLES OF ASSISTANCE

Examples of assistance to students with a medical condition/requirement include (but not limited to):

- additional time to complete the examination
- additional examination rest breaks
- permission to bring food, drinks or medications into the examination room.

HOW TO APPLY

You must complete the appropriate section of the Special Needs Form and a written request. The form can be found on the [FAAA website](#). The written request must include all of the following information:

- nature of the medical condition/requirement
- recent (i.e. within last 5 years) supporting medical documentation regarding the disability
- details of the specific assistance required
- details of any specific assistance previously granted.

The written request including all supporting documentation must be received by us no later than two (2) weeks prior to the examination date.

SUPPORTING DOCUMENTATION

The supporting documentation must be provided by an appropriate professional and should include information on your condition, how your ability to complete an examination under standard conditions may be affected, and whether your condition is permanent, temporary or ongoing.

Students who have a learning disability must provide a valid report from a psychologist or other qualified professional trained in administering standardised tests and assessing learning disabilities.

We will attempt to accommodate students with special needs as we are reasonably able.

The nature of the assistance will be determined in consultation with you. In assessing whether the request is reasonable, we will apply the Guidance Notes of the Commonwealth of Australia (2006) Disability Standards for Education 2005:

- the nature of the student's disability
- the information provided by, or on behalf of, the student about how the disability affects the student's ability to participate
- information provided by, or on behalf of the student about his or her preferred special assistance
- the effect of the proposed assistance on the student
- the effect of the proposed assistance on anyone else affected, including the FAAA, staff and other students
- the costs and benefits of providing the special assistance.

In providing the special assistance, we will ensure that the integrity of our programs and assessment requirements and processes are maintained.

In meeting our obligations under this policy, the FAAA may provide alternative assistance to the student's preferred assistance, if the alternative is effective in achieving the desired purpose.

Assignment Extensions

We understand that life events can interfere with your study and make it difficult to meet your study requirements.

If you find yourself unable to complete an assignment by the deadline, please let us know as soon as possible so we can assist you. Please note, however, that assignment extension requests can only be accepted up to 3pm of the day before submission.

Email your completed assignment extension form and supporting evidence to education@faaa.au. The form can be found on the [FAAA website](#).

Generally, categories for application are debilitating illness, bereavement or tragedy.

The following circumstances will not be considered:

- holidays
- seminars
- heavy workload
- business trip
- internet access issues
- minor medical ailments
- non-attendance due to misreading the information supplied

NOTE:

An extension approved for an assignment does not mean you can move your exam. **The exam date is fixed.**

Experience Extensions

To request an extension for your experience, please complete the Experience Extension Form found in FAAA Learn or on the [FAAA website](#). No supporting documentation is required; however, you will need to provide a reason and nominate a date for submission. Your application must be submitted no later than the advertised closing date to education@faaa.au.

Reasons for applying for an extension may be that you do not meet the experience requirements as outlined in this handbook or you may be unable to schedule client meetings for your Observations before the advertised due date.

Please note that the maximum extension for the Experience assessments is two (2) years.

NOTE: The FAAA accept experience assessments on a rolling basis at the point that you meet the experience requirement for the award of the CFP designation. However, if you want your experience assessment graded as part of your CFP Certification unit, with the results available for results release, please ensure your experience extension requests are submitted by the published date of the relevant semester.

Special considerations

We understand that illness or other life events can impact your ability when completing your assessments. If you experience any problems or difficulties during the semester which you think may have impacted on your performance, you may apply for special consideration. You need to submit a Special Consideration form (found on the Forms and Resources page on the FAAA website) to us supported by appropriate evidence such as a medical certificate. Your situation will then be reviewed by the Professional Designations Committee (PDC) for approval and will provide you with an appropriate remedy, when approved. **Please note that any determinations set by the PDC is final.**

FOR ASSIGNMENTS

Applications for special consideration must be lodged prior to your assignment submission, by the advertised due date.

FOR EXAMS

Applications for special consideration must be lodged **no later than** 48 hours after the exam.

All special consideration applications are reviewed by the Professional Designations Committee (PDC). No application will be considered after the publication of results.

Submissions

All students will be required to combine all files into the one document and use the template where provided, before submission. Please ensure you are familiar with this process before the due date.

We would encourage all students to submit as early as possible before the due time to allow time to resolve any technical issues with file management and uploading.

It is the responsibility of the student to ensure that the correct and complete file is uploaded. Submissions will be treated as the correct version for marking once the due time has passed.

Assignments for CFP C can only be submitted electronically using the assignment template via FAAA Learn. Assignments will be accepted in both Word and PDF format. You can confirm your assignment has been received via FAAA Learn.

It is strongly recommended that you keep a copy of the final version of your assignment, rather than an early draft. We are unable to take responsibility for lost assignments.

Plagiarism detection

All assignments will go through a plagiarism detection service. As such, all submitted papers will be included as source documents in the reference database solely for the purpose of detecting plagiarism and collusion of such papers.

Late Assignments

An assignment is considered 'late' if you do not submit by the published date AND you do not coordinate with the FAAA team to receive an approved assignment extension. Late assignments may be accepted up to seven days from the published submission date and is subject to academic penalties (maximum grade is a pass). Submissions after this date will not be marked and may impact your ability to pass the unit.

Assignment resubmission option

If you receive a score of 65% or above in your assignment, you may be invited to resubmit your assignment. Students whose papers are identified by the assessor as eligible for a resubmission will be able to redo the problem areas identified by the assessor. You will be provided with a detailed feedback sheet that addresses the areas of weakness.

It is, therefore, expected that the submission will be smaller than the original (e.g. appendices would only be included if specifically requested by the assessor).

Students must address all the areas identified by the assessor. It is not sufficient to aim only for the missing marks. A new percentage mark will not be awarded. The final grade awarded will be 'standard satisfied' or 'standard not satisfied', and the assessor's decision will be final.

Resubmission process

You will receive your assessor's feedback with your overall result on the advertised results release date.

In a separate email, the FAAA will forward you a Re-Mark/Resubmission Form for you to complete and return to us within three (3) business days of receipt of your result.

You will need to submit your revised assignment within 20 working days after the advertised result release.

Your assessor will then review your revised assignment and the results will be released within three weeks after submission.

Marginal Review

For students whose exam marks are on the borderline between a pass and a fail will have a marginal review applied and their mark will become a pass. **Those that submit their assignment late or do not pass their assignment will forfeit the right to this marginal review.** This review will occur prior to results being released.

Academic misconduct policy

THE DEFINITION OF ACADEMIC MISCONDUCT

Academic Misconduct is any behaviour that undermines or misrepresents academic integrity and refers to plagiarism, collusion and cheating.

PLAGIARISM

Plagiarism is a recognised form of cheating. Any source document must be honestly and meticulously acknowledged.

Plagiarism includes:

- i. failure to cite a source used;
- ii. disguising or attempting to disguise the work of another as one's own work;
- iii. the direct duplication of the thoughts or work of another, including by copying work, or knowingly permitting it to be copied;
- iv. copying materials, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, or the student's own assignment from a previous course, without appropriate acknowledgement;
- v. quotation without the use of quotation marks;
- vi. paraphrasing another person's work with very minor change keeping the meaning, form and/or progression of ideas of the original;
- vii. citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained;
- viii. piecing together sections of the work of others into a new whole.

At the start of each semester you will need to complete a short compulsory Academic Misconduct Policy Quiz on FAAA Learn to access your assignment.

COLLUSION

The forming of groups to share ideas and define the requirements of assignments is an accepted and encouraged academic practice. However, it is neither acceptable nor ethical for members of the group to submit answers/parts of assignments which are substantially similar or identical to the work of others. All work submitted for assessment must represent an individual's own interpretation of any discussions or projects undertaken in a group. Collusion includes:

- i. presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people;
- ii. obtaining the agreement of another person for a fraudulent purpose with the intent of obtaining an advantage in submitting an assignment or other work.

INSTANCES OF CHEATING

Cheating includes attempting to cheat and means:

- i. impersonating or allowing impersonation by, any other person in, or for the purpose of, any examination, essay, assignment, course requirement or any other work relevant to student assessment;
- ii. in relation to an exam: breaching the exam rules for the conduct of the exam;
- iii. providing false information or fraudulent documentations including academic transcripts or medical certificates.

The Process for Handling Matters of Academic Misconduct

THE INVESTIGATION PROCESS

This process is initiated when a complaint is made either in writing, or brought to the attention of the FAAA, or detected through the use of an external plagiarism and collusion detection service regarding an act of academic misconduct. It involves three steps:

Step 1

The complaint is referred to the Investigating Officer (IO). The IO then ascertains, from the nature and other details (if available) of the complaint, whether there are enough grounds for establishing a prima facie case. This in itself can form a substantial part of the investigation.

If it is established that there are grounds for an enquiry, the IO then proceeds with the investigation. If there are no grounds for an enquiry, the result will be released by the FAAA. This step should take no more than a maximum of twenty one (21) days.

Step 2

The investigation process itself includes the following elements:

- investigation of circumstantial evidence
- investigation of other relevant details
- opportunity for the respondent to review findings to be provided to the Professional Designations Committee
- written responses from the respondent
- interview with the respondent.
- This step should entail a maximum of thirty (30) days.

Step 3

After completing the investigation, the IO presents his/her findings to the Professional Designations Committee, for appropriate

action.

The Committee, after consideration of the case, will either:

- dismiss the case on the basis of insufficient grounds, or
- impose one or a combination of penalties detailed below.

RESULTING PENALTIES

Depending upon the circumstances and details of the academic misconduct, the Professional Designations Committee can impose the following range of sanctions:

- reprimand the student
- record a failure for all, or any part, of the assessment
- require the student to repeat the unit
- suspend the student from enrolling for a certain period
- suspend the student from enrolling in certain units
- impose a combination of the above penalties.

Academic Progress Policy

Each program has a limited time in which the technical education must be completed.

From time to time, the Professional Designations Committee may need to consider, and provide guidance on, issues related to:

- appropriate time frames for the completion of an education program and follow-up where any student appears to have taken excessive time to complete the course
- students who have failed a specific unit on three occasions
- students who repeatedly fail assignments, in spite of re-marks (reviewing the number of students)
- conceded passes (reviewing the assessment task/s, numbers of participants)
- addressing other related matters as they arise.

The Committee may make recommendations to the FAAA's GM of Education and Professionalism that could include:

- recommending that a student receives counselling on study and examination techniques
- conceding a pass on an item of assessment
- assisting a student to source additional tutorial support.

Student Appeals Policy

ACADEMIC APPEALS PROCESS

A student may make a written appeal against the decision of the Professional Designations Committee on the grounds that there was a procedural irregularity. This is the only grounds for an appeal and the appeal must be lodged no later than ten (10) working days from the date the student received notification of the outcome.

Prior to lodging an academic appeal, students are required to first apply for an independent re-mark of their assessment. A fee may be charged for each reassessment at the discretion of the GM of Education and Professionalism.

Following a re-mark, students who are dissatisfied with any aspect of their assessment may submit a written request for appeal to the GM of Education and Professionalism within thirty (30) working days of first receiving the mark for the piece of assessment. This written request shall state the grounds on which the appeal is sought including the identification of the areas of the assessment that have been incorrectly assessed against the assessment criteria.

For further details of the Academic Appeals Process, please contact the GM of Education and Professionalism.

GRIEVANCE PROCEDURE

A grievance exists when a complaint is presented by an individual, or group, based on the opinion that they are, or have been, receiving treatment that differs from the treatment received by other individuals or groups.

A grievance arises when a student cannot obtain redress through normal channels for what he/she considers to be unfair or different treatment. Such treatment may occur in classroom behaviour interactions.

A grievance may include behaviour outlawed by each State and Territory Equal Opportunity legislation, the Federal Racial Discrimination Act or the Federal Sex Discrimination Act, such as discrimination on the basis of sex or marital status, or racial harassment.

Grievances will be heard by the Professional Designations Committee.

For further details of the Grievance Procedure, please contact the GM of Education and Professionalism.

Student Privacy Statement

OUR COMMITMENT

The FAAA recognise that your privacy is very important to you and to the organisation. We handle personal information provided by and about people every day. By personal information we mean information or an opinion about a person whose identity is apparent or can reasonably be ascertained.

Personal information is collected so that we may:

- administer your records relating to educational programs undertaken with the FAAA
- provide customers with products and services they request and, unless they tell us otherwise, to provide information on additional products and services offered by the FAAA that may be interest to you and your career
- comply with government and statutory requirements.

We are bound by, and committed to supporting, the National Privacy Principles (NPPs) set out in the Privacy Amendment (Private Sector) Act 2000. Our aim is to support and ensure compliance with the NPPs that form the basis of laws introduced to strengthen privacy protection for the general public. The information set out below is largely a summary of our obligations under the NPPs.

This statement seeks to address any potential concerns you may have about the purposes for which personal information you provide in the Enrolment Form is collected and to whom this information will be disclosed.

Students should utilise the Student Privacy Statement in conjunction with the FAAA's Statement of Privacy policy. Both are available at www.faaa.au.

COLLECTION OF PERSONAL INFORMATION

The FAAA may collect information from you to determine your eligibility for undertaking educational courses offered by the FAAA and to enable the FAAA to assess, approve or decline your application and ability to undertake these studies.

Failure to provide full and complete information requested in the enrolment form may result in a limited ability or willingness on the part of the FAAA to assess or approve your application for enrolment, or where such application is accepted, to offer or deliver complete educational services or benefits to you.

Please note that we are required to collect enrolment information for those students undertaking accredited programs to comply with government and statutory requirements.

In addition, we will collect and retain information relating to your studies undertaken in our programs. This information may relate to your assessments, assignments, and records of achievement.

USE AND DISCLOSURE OF PERSONAL INFORMATION

If your application for enrolment is accepted, the information that you provide in the Enrolment Form will be used by us and affiliated educational service providers to offer, provide and continue to improve educational services to you and other members of the FAAA.

We may also use the information you provide in the Enrolment Form, and use course results and other information held by affiliated educational service providers to which FAAA has obtained access, for administrative, planning and reporting purposes.

In addition to other educational service providers that are affiliated with or support the provision of educational services offered by us we may disclose information that is collected in the enrolment form or during your studies to State and Commonwealth public sector organisations and agencies. These parties may provide services to the FAAA, for example:

- parties may maintain and update our database
- parties may assist FAAA with mail-outs, and arrange, participate in and sponsor conferences
- parties may deliver additional educational and support services to FAAA members.

In these circumstances, external parties are bound by the terms of a Confidentiality Agreement.

The FAAA will not otherwise, without your consent, use or disclose your personal information for any purpose unless it would reasonably be expected that such purpose is related to the offer, provision and improvement of our educational services and benefits to you or where such purpose is permitted or required by law. For full details view the [FAAA Privacy Policy](#).

ACCESS TO PERSONAL INFORMATION

It is the FAAA's goal to ensure that personal information we hold is accurate, complete and up-to-date. Please contact us if any details you have provided us at enrolment have changed at the address below.

Subject to FAAA Education Policy which, in order to maintain the integrity of examinations and assessment, prohibits access to examination materials including answer booklets and exam questions, you may at any time request access to the personal information that is collected in the Enrolment Form or otherwise held or acquired by us in relation to you, by contacting our Privacy Officer at one of the following reference points:

- Email contact@faaa.au
- Lodge an online enquiry via the Contact Us section of the FAAA Member Portal

- Mail to:
Financial Advice Association Australia
Level 6, 55 Clarence Street
Sydney NSW 2000

- Telephone 1300 337 301

We will respond to your request as soon as practicable after receiving the “request of personal information form”. If your request cannot be met within a reasonable period owing to exceptional circumstances we will notify you in writing detailing the expected time frames.

In some instances, the FAAA may deny access to a request for access to personal information in accordance with the NPPs of the Privacy Amendment (Private Sector) Act 2000.

FAAA PRIVACY POLICY CHANGES

The FAAA may make changes to its privacy information handling practices from time to time for any reason. We will publish these changes on our website at www.faaa.au.

FURTHER INFORMATION

Should you have any questions or would like further information about our privacy information handling practices, a more detailed outline on the FAAA Statement of Privacy policy can be found on the website at www.faaa.au.

An overhead, black and white photograph of three people sitting around a white, round table. They are all focused on their work. The person at the top right is a man with dark hair, wearing a dark long-sleeved shirt, looking down at an open book and a laptop. The person at the bottom right is a man with light hair, wearing a light-colored button-down shirt, also looking at a book and laptop. The person on the left is a woman with dark hair, wearing a dark sleeveless top, looking at a laptop. The table is cluttered with several open books, two laptops, a pen, and a smartphone. The background is a plain, light-colored floor.

CFP® Certification Program Overview

What to expect
in the program

Program Structure

The CFP Certification Program has four units plus a final capstone certification unit.

Advanced standing (exemptions) can be awarded for CFP 1 - 4 depending on your previous qualifications/studies.

CFP 1: FAAA PROFESSIONALISM

CFP 2: APPLIED STRATEGIES 1

CFP 3: APPLIED STRATEGIES 2

CFP 4: INVESTMENT STRATEGIES

CFP C: CERTIFICATION

Compulsory unit

Advanced standing can apply

Our learning approach is designed to develop the advanced skills and understanding required at a postgraduate degree level. To help you achieve this, our approach focuses on the following areas:

- Extension of existing and new learning through analysis of complex, modern-day case studies.
- The thinking processes involved in developing, selecting, presenting and reviewing client-focused, holistic strategies.
- Individual and independent research and reading, beyond your unit material.
- Thorough analysis of essential issues and fundamental ethical principles and a compliant approach, through discussion and decision-making tasks and activities.

Learning approach

Outcomes of the program

The CFP® Certification Program extends your knowledge, skill and professionalism to provide high-level comprehensive advice within a context of full compliance, sound organisational practice and ethical approach.

CFP 1 Outcomes	CFP 2 Outcomes	CFP 3 Outcomes	CFP 4 Outcomes
<ul style="list-style-type: none"> • Ethical decision making and judgement. • The relationship between ethics, business and professional practice. • Professional responsibility and professional accountability. • The interrelationship between the law, professional standards, ethics and compliance. • Professional compliance obligations for CFP® practitioners. • Upholding the public interest. 	<ul style="list-style-type: none"> • Introduce the thinking process involved in developing, selecting, presenting and reviewing client-focused, holistic strategies. • Examine the main uses and interrelationship of structures. • Demonstrate how and when salary packaging strategies can be applied. • Consider debt management and risk management strategies as part of any recommendations 	<ul style="list-style-type: none"> • Consider issues and strategies for clients leaving the workforce due to retirement, redundancy or illness/accident. • Consider how superannuation fits into a client's strategy, including retail funds and SMSF. • Understand and apply Centrelink rules and policies as part of a client strategy. • Include appropriate estate planning advice in recommendations for clients at all stages of life. • Recognise the issues that need to be considered when developing strategies for expatriate or inbound clients, including those involving foreign investments. 	<ul style="list-style-type: none"> • Demonstrate the detailed processes involved in asset allocation and portfolio construction. • Discuss current issues, new and existing products and platforms, how and when used in client investment strategies. • Consider alternative investment strategies and methodologies. • Make decisions based on critical analysis using an appropriate mix of strategy and product solutions. • Apply complex risk management strategies to client cases.

Advanced Standing

Academic credits may be available for CFP 1, CFP 2, CFP 3 and CFP 4 or a combination in the following circumstances:

- Students who have completed postgraduate studies in Financial Planning. A list of pre-approved courses is available on our [website](#), on our Approved Degree List for Advanced Standing.

- Students who have completed postgraduate studies in Financial Planning, and the course is not listed on our Approved Degree List for Advanced Standing. In such case, you can apply for a transcript review by emailing education@faaa.au. You will need to map your previous units of study to our program and provide unit outlines to assist with our review.

- If you are a member of CPA Australia/Institute of Chartered Accountants in Australia and you have completed their professional financial planning specialisation education requirement and hold the designation (CFP 2, CFP 3 and CFP 4 only).

- If you have successfully completed an approved Ethics bridging course OR have completed the ethics component of an approved program (commencing 2019) AND have completed our online Code of Professional Practice Module (CFP 1 only).

- If you have successfully completed the Certified Investment Management Analyst (CIMA) certification, and hold the designation (CFP 4 only).

- If you have successfully completed the Certified Financial Analyst (CFA) certification and hold the designation (CFP 4 only).

- If you are enrolled in a participating integrated CFP + Masters program with a partner institution **and** have completed the required subjects (CFP 1, CFP 2, CFP 3 and CFP 4 only).

Independent learning

Your learning experience will be structured using sequential topics to aid you in planning your time. All topics are made available to you at the beginning of the unit - via a soft copy (ebook) on FAAA Learn.

This enables you to study at your own pace within a structured semester.

To complete the Program successfully, you'll need to bring your experience and expertise to your studies, but also the motivation for self-directed and autonomous learning. External research is key to a successful result.

Unit Materials

The learning material which supports the Program has been developed by industry experts. The material is regularly reviewed and updated, keeping pace with today's regulations, trends and ideas.

When studying at this level, you will need to have a combination of previous study and experience in financial planning. During your studies, you will have the opportunity to draw on this experience and bring to life many of the principles in the program.

The unit materials will provide the foundation for your learning, however to achieve a deeper understanding of the strategies and case studies, you will be expected to undertake additional research.

IMPORTANT

We recommend you spend a minimum of 10 hours per week studying for the certification unit. Allow additional time for reading and research beyond the unit material.

Assessment snapshot

	CFP C
Assignment	Yes
Final weighting	Must pass
Assignment length	55 pages (excludes appendices)
Pass mark	75%
Examination	Yes
Final weighting	Must pass
Examination type <i>(Online, open book)</i>	Multiple choice questions
Pass mark	Based on a cut-score
Experience <i>(Observations / Record of Experience / Letter of Good Standing)</i>	Yes
Timeframe	One semester or one year

IMPORTANT

You can enrol into CFP 1 to CFP 4 in any order. You must successfully complete all other units before you commence CFP C.

Learning tools

FAAA Learn is our online learning platform. This will be the key area that you will access to engage with your learning materials, participate in chat rooms and submit assignments.



FAAA Learn provides a range of support mechanisms allowing you to interact with subject experts as well as other students. By leveraging these tools you will be able to expand and strengthen your learning.

STUDY GROUPS

You can form and take part in a study group with other students within your unit of the CFP Certification Program.

CHAT ROOM

We encourage you to communicate with other students, to exchange ideas and study techniques. You can post questions about the content, assignment or examination.

Whilst we always encourage discussion and sharing ideas, any work you submit must represent your own interpretation and thinking. We recommend you visit the chat room regularly for the latest information.

Your assignment and unit material can be downloaded from FAAA Learn. You'll need your username and password for this. In addition, we have reproduced some learning content into interactive modules on FAAA Learn. These online modules are not compulsory but they are a useful way for you to track your progress throughout the semester.

The CFP Certification unit is a capstone unit and has no unit material. This unit will have access to the current CFP 1-4 unit material to assist with exam preparation.

SUBJECT EXPERTS

To help you understand the technical content of the learning material, we appoint a Subject Expert to each unit. The Subject Expert is available to assist you with any issues you have. Simply post your questions in the Chat Room and the experts will respond. Our experts are practising financial planners who are committed to giving back to the financial planning community.

LIVE TUTORIALS

You will have the opportunity to participate in online live tutorials with our subject experts. These sessions are designed to explore further the technical content of the unit while providing practical case studies. Tutorials are recorded and available to view again.

In addition to Live Tutorials that help you with your assignment and exam preparations, those enrolled in CFP C will also be able to interact with the SME through a live drop-in session to discuss any technical or operational questions, in preparation for the final assessments.

A black and white photograph of a person's hands writing in a notebook with a pen. The notebook is open, showing lined pages. A blue circular overlay is positioned in the upper left quadrant, containing the text 'Unit Overview' and 'What you'll study in the program'.

Unit Overview

What you'll study
in the program

Unit outlines

CFP 1 FAAA Professionalism

This unit provides the 'building blocks' to best practice financial planning and world class professional standards.

Topic 1: Professionalism Introduction

Topic 2: Professionalism and Ethics

Topic 3: The CFP® Practitioner: Client Relationship

Topic 4: The CFP® Practitioner: Stakeholder Relationship

CFP 2 Applied Strategies 1

This unit is the first of three units on strategy development, a fundamental part of your role as a financial planner. You will learn to develop integrated strategies for each client and formulate recommendations based on the ethical and professional standards of the industry and regulatory framework.

Topic 1: Introduction to Strategy Development

Topic 2: Applied Structures

Topic 3: Risk Management Strategies

Topic 4: Debt Management Strategies

Topic 5: Risk Management Strategies for Business

Topic 6: Salary Packaging

CFP 3 Applied Strategies 2

This unit focuses on strategy development, relating to leaving the workforce. Whilst the unit covers superannuation and estate planning, you will also cover specific issues relating to clients leaving the workforce, pension and benefit strategies, plus strategies for expatriate clients too.

Topic 1: Leaving the Workforce: Issues and Strategies

Topic 2: Superannuation Strategies

Topic 3: Pension and Benefit Strategies

Topic 4: Estate Planning Strategies

Topic 5: Strategies for Expatriates

CFP 4 Investment Strategies

This unit focuses on the development of investment strategies, based on the personal circumstances of your client. The topics within the unit cover a wide range of modern day strategies and the risks and benefits that come with each.

Topic 1: Advice Process of Portfolio Construction

Topic 2: Asset Allocation and Risk

Topic 3: Investment Strategies and Structures

Topic 4: Investment Managers and Products

Topic 5: Alternative Investments

Topic 6: Exchange-Traded Products

Topic 7: Applied Decision Making

CFP Certification Assessment

Successfully completing the CFP Certification unit will verify that you have mastered the knowledge and practical application required to become an accomplished CFP professional.

This unit comprises:

1. a financial plan case study
2. a four hour multiple choice examination
3. supervised meetings with clients; and
4. a detailed record submission of your experience

CFP 1 – FAAA Professionalism

Overview

The material in this unit is broken into four topics: mandatory standards, ethics and higher levels of accountability, the relationship a CFP® practitioner has with their clients, and the relationship a CFP practitioner has with stakeholders, including the process for ethical decision making, professional practice, professional responsibility and professional accountability.

TOPIC 1	Professionalism Introduction
TOPIC 2	Professionalism and Ethics
TOPIC 3	The CFP Practitioner: Client Relationship
TOPIC 4	The CFP Practitioner: Stakeholder Relationship

In CFP 1, case studies are used to get you thinking about your own ethics. The case studies are based on real situations experienced by financial planning professionals, and they demonstrate the practical situations that give rise to ethical, professional and compliance issues and discuss possible solutions. They cover complex situations and issues of concern in a financial planner's activities, and they demonstrate the level and type of thinking that you will be expected to be able to emulate at the completion of this unit.

In most real-life situations, ethical, professional and compliance issues are interwoven. Is it ethical? Is it professional? Is it compliant with the law and the requirements of regulatory organisations? The case studies in this unit are complex and do not simply illustrate one view of a given situation. There are no easy 'right and wrong' answers, but there are principles, rules and decision-making frameworks that can be used to make appropriate decisions.

NOTE: *You may receive advanced standing for this unit upon completion of an approved Ethics Unit (postgraduate level) and the FAAA Professional Code module on FAAA Learn.*

CFP 2 – Applied Strategies 1

Overview

This unit is based on strategy development. Strategy development is seen as a fundamental role of financial planners and the ability to develop integrated strategies for specific clients is one of the characteristics of a CFP® practitioner.

The strategies you develop for clients form the basis for your recommendations.

TOPIC 1	Introduction to Strategy Development
TOPIC 2	Applied Structures
TOPIC 3	Risk Management Strategies
TOPIC 4	Debt Management
TOPIC 5	Risk Management Strategies for Business
TOPIC 5	Salary Packaging

The strategies and recommendations you formulate for clients should be firmly based on the ethical and professional standards of the profession, as well as its legislation and regulations.

CFP 2 and CFP 3 should be seen together as covering the main areas of strategy development that a financial planner needs to address in order to provide holistic, integrated advice to a client.

CFP 2 - Applied Strategies 1 assumes you have prior knowledge of financial mathematics and the ability to use a financial calculator and a body of knowledge that includes the financial planning process, client communication and needs analysis, taxation principles including income tax, fringe benefits tax (FBT), goods and services tax (GST) and capital gains, basic insurance and the operation of loans.

CFP 3 – Applied Strategies 2

Overview

CFP 3 focuses on strategy development relating to leaving the workforce. While superannuation strategies and estate planning strategies should form part of your planning for all clients, we also discuss in this unit the specific issues relating to clients leaving the workforce, pension and benefit strategies, and strategies for expatriate clients.

The strategies and recommendations you formulate for clients should be firmly based on the ethical and professional standards of the industry, as well as its legislation and regulations. CFP 2 and CFP 3 should be seen together as covering the main areas of strategy development that a financial planner needs to address to provide holistic, integrated advice to a client.

TOPIC 1	Leaving the Workforce: Issues and Strategies
TOPIC 2	Superannuation Strategies
TOPIC 3	Pension and Benefit Strategies
TOPIC 4	Estate Planning Strategies
TOPIC 5	Strategies for Expatriates

You are expected to have some basic knowledge of superannuation funds, taxation, employment termination payments, income streams and social security. You are also expected to be able to calculate tax-free components and taxable components using the proportioning rule applied to superannuation lump sums (including rollovers) and superannuation income streams as well as other related data.

This unit also assumes you have a basic understanding of the Departments of Human Services and Veterans' Affairs benefits as well as of estate planning, wills and the use of powers of attorney and guardianship arrangements.

CFP 4 – Investment Strategies

Overview



This is the final unit on strategy development. Strategy development is a fundamental skill for financial planners, and the ability to develop integrated strategies for specific clients is one of the characteristics of a CFP® practitioner.

The strategies and recommendations you formulate for clients should be firmly based on the ethical and professional standards of the industry, as well as its legislation and regulations.

CFP 4 concentrates on the development of investment strategies, which may be viewed as the final part of the financial planner's role.

TOPIC 1	Advice process of Portfolio Construction
TOPIC 2	Asset Allocation and Risk
TOPIC 3	Investment Strategies and Structures
TOPIC 4	Investment Managers and Products
TOPIC 5	Alternative Investments
TOPIC 6	Exchange-Traded Products
TOPIC 7	Applied Decision Making

It is expected that students have practitioner experience and are capable of formulating a financial plan for a client. This involves at least a basic level of understanding of investment, insurance, superannuation, estate planning and taxation, and familiarity with the financial planning process, including the client interview and record-keeping and documentation requirements.

CFP Certification Unit

Overview

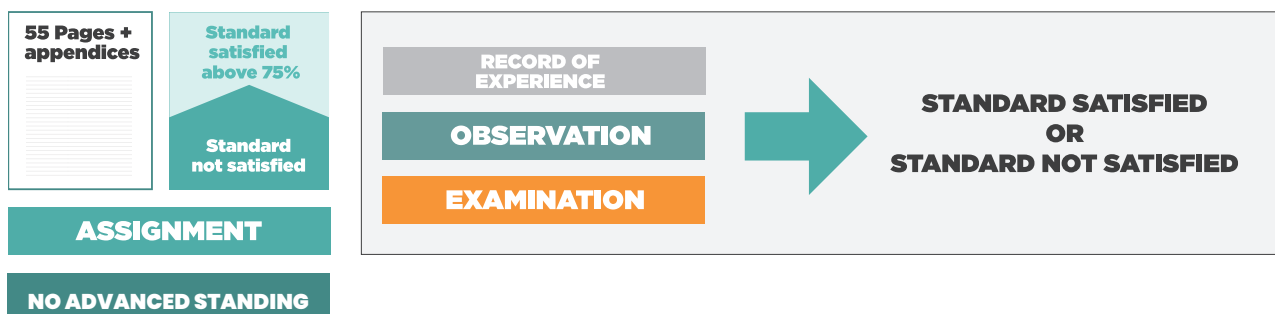
This is the final, 'capstone' unit of the CFP® Certification Program. Students who are accepted for enrolment into the CFP Certification Assessment unit have satisfied the education criteria. You have the option to complete this over one semester or one year.


There is no course material or content in the CFP Certification unit. Instead, students are expected to review the topic content from CFP 1 - 4 and their body of knowledge in preparation for the assessments.

Following successful completion of the CFP Certification Assessment unit, students will be invited to upgrade and submit an application for admission as a CFP practitioner, at which point their experience and ethics prerequisites will be evaluated.

The assignment component of this unit involves the production of a 55 page Financial Plan (excluding appendices). Students also complete a multiple choice examination and submit experience documentation including two (2) observed client meetings, a Record of Experience and a Letter of Good Standing, depending on which experience pathway they are aligned to for the designation.

Each assessment component can be mapped to the FPSB Financial Planner Competency Profile. The diagram below is a summary of the mapping. Appendix B contains a complete matrix that maps the FPSB Financial Planner Competency Profile to the components of the CFP Certification Assessment.



	ABILITIES	PROFESSIONAL SKILLS	KNOWLEDGE
Assignment			
Examination			
Experience			

Assignment

COMPREHENSIVE FINANCIAL PLAN – CASE STUDY

The case study facts will be available on FAAA Learn at the start of the semester.

The financial plan assesses a student's abilities, knowledge and written communication skills.

You are required to prepare a comprehensive financial plan (including a Statement of Advice (SoA)) for a fictitious client or clients based on case study information that is provided. The issues presented in the case study are complex and of a level that a CFP® practitioner is expected to advise on. The issues presented in the case study may not be representative of the issues normally dealt with by you in your current role. Students are advised not to rely exclusively on an SoA template used by their licensee. ASIC has stated that 'the primary purpose of an SoA is as a disclosure document' (ASIC 2005), and the SoA might not satisfy the requirements of a comprehensive financial plan. An SoA template will be provided to guide students in constructing their plan. Students may alter the structure of the SoA template to suit their needs. Assessors will use a marking guide reflecting the relative importance of areas that need to be addressed in the financial plan.

IMPORTANT

Financial planning software may be used to provide projections to support your calculations. The software should be appropriately referred to in your reference list or as a footnote to the page on which it appears. Scenarios may be created by the software for you to discern what may be the best approach for your client. However, please note that work which relies solely on the data or advice generated by the software will be unacceptable. You should ensure that the plan you submit demonstrates your understanding of the rationale required to make a recommendation that is appropriate to the client's situation, goals and concerns raised. Students can complete this assessment successfully without the use of financial planning software.

Students who do not meet the standard will be provided with feedback on the areas that were not to the standard required. Assignments will not be returned to those students who have passed.

As a part of the CFP Certification unit, successful completion of this assignment is essential. You are expected to devote sufficient time to the preparation of the financial plan to cover each of the fifteen (15) essential steps (or elements) to be included in the body of the plan. The fifteen (15) steps are those required to develop a plan to CFP Certification Standard. Any appendices included as additions to the body of the plan must be relevant to the client's circumstances and must be cross-referenced from the relevant section of the plan.

KEY POINTS TO CONSIDER IN DEVELOPING THE FINANCIAL PLAN

The financial fact finder is the basis for your recommendations. You are required to prepare a comprehensive financial plan (not a commercial SoA) that succinctly addresses the client's needs, concerns and financial objectives.

Explanations must be clear and concise, in terms the client would understand. You must demonstrate your understanding of any related technical issues by referring to them as necessary at appropriate points in the plan.

Your explanations must be clearly framed in the context of the client's situation. The inclusion of technical material of a generic or general nature - that is, material not clearly linked to the client's specific needs, concerns and financial objectives - will not be considered favourably.

Appendices and attachments can be useful supports to your plan. You should use them sparingly so that they enhance the clarity of the proposed plan. They must, therefore, be clearly relevant and cross-referenced to the body of the plan. Appendices of a general nature (that are not relevant to the plan content or the client's situation) will not be considered favourably.

IMPORTANT - Inclusions not required

Do not include any of the following in your plan: research profiles, investment memoranda, insurance quotations, product brochures, prospectuses or any product advertising material.

To demonstrate your knowledge of the above documents, the first page of the appendices should provide a list of the documents that would ordinarily be provided to the client. The plan should still make reference to 'research reports provided', and so on, to satisfy the requirements of providing such material.

Examination

The CFP Certification examination is designed to measure your critical thinking, analytical and evaluative skills. You must be able to apply your technical knowledge to a variety of complex financial planning scenarios.

If you do not deal with these technical areas as part of your current role or you have received advanced standing for CFP 2 - 4, you are strongly encouraged to access source material to cover the content of the exam. All students are advised to research and prepare for the examination. You can find the Topic areas covered in CFP 2 – 4 in Appendix C. You can download the current unit material for CFP 1 - 4 from FAAA Learn.

Since the examination is open book, preparation of your own notes for reference during the exam is recommended. Previously successful students have identified thorough preparation of reference notes as a key to success in the exam.

PASS MARK

The examination pass standard is set by the Professional Designations Committee. As the Certification Assessment is the highest level of assessment to achieve CFP status, the examination pass standard must comply with standards set by the Financial Planning Standards Board and is based on the level of skills and applied knowledge expected of a CFP practitioner. The pass standard is determined using accepted methodology for professional certification examinations. Students should expect a standard of around 70% in order to pass the examination component.

It is your responsibility to regularly check for updates. You will receive a 'fail' mark should you fail to attend your examination. We cannot offer you alternative dates and times if you have simply misread the information.

Experience

To meet the experience criteria for the designation, you will need to comply with one of two pathways below. See pages 47-48 for more information.

PATHWAY ONE

Two years of full-time (or part-time equivalent) client-facing, Authorised Representative experience within the last five years. This pathway will achieve the practicing CFP designation.

PATHWAY TWO

Four years of full-time (or part-time equivalent), relevant experience that demonstrate financial planning knowledge and competencies, and directly or indirectly support the financial planning process. This pathway is appropriate for professionals such as paraplanners and those in compliance, technical, research, learning and development and practice management areas. This pathway is also appropriate for academics teaching units in a financial planning curriculum. This pathway will achieve the non-practicing CFP designation.

Depending on which pathway you take, you will be required to complete Observations, a Record of Experience and provide a Letter of Good Standing.

Observations

Students completing Pathway One are required to complete this assessment. This assessment is to review your professional communication skills in line with the competencies outlined by the FPSB.

THE OBSERVER

Ideally, the internal assessor should hold CFP designation but we understand that this might not be practical. However, they must have knowledge and experience in the financial planning process and adhere to the FAAA Professional Code (or similar). You will need to nominate your internal assessor and have the nomination approved before you begin your assessments. Complete the Internal Assessor Nomination Form available on FAAA Learn which you will need to upload within the first week of the semester.

FORMAT OF ASSESSMENT

The assessment can take place during a face-to-face interaction with a new or existing client. Phone-based meetings are not accepted. Your internal assessor must attend the two observation meetings, observe your communication skills and complete the required documentation. There are two observations: one is a fact finder and the other is presenting a financial plan. It does not need to be the same client. The observations can take place at any time but must be within the semester you are enrolled in and all the documentation must be submitted to the FAAA via FAAA Learn by the advertised due date in order for the result to be processed for the relevant semester. Any changes to these time frames need to be discussed with the education team.

Students are assessed as either meeting the standard required or not meeting the standard required.

For your Observations, you must be able to demonstrate the following competencies, as outlined by the FPSB. The Board has identified the professional communication skills that are necessary to deliver financial planning at an appropriate level of competence and professionalism:

Professional skills - Communication	
PS.301	Gives attention to what the client and others are saying and takes time to understand the points being made.
PS.302	Establishes good rapport with the client and others.
PS.303	Communicates information and ideas orally in a manner understandable to the client and others
PS.304	Communicates information and ideas in writing in a manner understandable to the client and others.
PS.305	Presents logical and persuasive rationales.
PS.306	Deals effectively with objections and complaints.
PS.307	Gains agreement with the client and others.

Suggested client meeting and observation

OBSERVATION ONE—FACT FIND MEETING WITH CLIENT

An observation is required where you can demonstrate compliance with industry regulations (such as the presentation and explanation of the financial services guide (FSG)), the ability to establish good rapport, and the ability to understand the needs of the client.

OBSERVATION TWO—PRESENTATION OF A FINANCIAL PLAN (SOA OR ROA)

An observation is required, where you demonstrate the ability to communicate the strategies contained in the financial plan in a clear, concise and easily understood dialogue with the client.

DOCUMENTATION

The following information can be accessed via FAAA Learn from the start of semester.

- Internal Assessor Nomination Form
- Task Video Tutorials
- Observation document 1—Fact find meeting with a client
- Observation document 2—Meeting to present a financial plan

Validation of assessments

The FAAA may contact you or your internal assessor to discuss any aspect of the observations.

Please note: Observations are NOT a requirement for CFP Experience Pathway 2.

To change from Non practicing CFP status to Practicing CFP, it is part of the experience requirement to complete Observations One and Two. You must inform the FAAA Education Team should you decide to switch pathways.

Please note: The Observations assessments must be completed in a face-to-face environment involving your client and internal assessor, either in physical meeting or online video conference. Phone-based meetings are not accepted.

Record of experience

Both pathways are required to complete a Record of Experience. The practical application in the workplace of the technical knowledge gained through formal study is a key characteristic in the development of a professional financial planner. You will need to map your experience back to the FAAA's Six Step Financial Planning Process, which is outlined below. Depending on your experience pathway for the CFP Designation, you will need to map your experience to one, some, or all of the six steps in the financial planning process. Where your activities do not vary substantially over a period of time, you must provide a record of your activities for a minimum period of one month (or part-time equivalent) if you have had over four (4) years relevant experience. Ideally, your Record of Experience will be based on a recent month or within the semester that you are enrolled in. A Record of Experience dated back two months and more will not be accepted. For those students who may not cover all the six steps during the time, we can accept activities within the enrolled semester prior to the due date.

FAAA's Six Step Financial Planning Process

Step One: Gathering the Data

Establishing and defining the client relationship, and collection of data.

Step Two: Identifying the client's goals

Ascertaining the client's individual goals.

Step Three: Identifying Financial Issues

Analysing and evaluating the client's financial status.

Step Four: Preparing the Financial Plan (SoA)

Developing and presenting the financial planning recommendations.

Step Five: Implementing the financial planning recommendations.

Step Six: Reviewing the Plan

Monitoring the financial planning recommendations.

VERIFICATION OF EXPERIENCE

Your nominated internal assessor will need to verify your Record of Experience against your diarised records. They do not need to be present during the activities.

RECORD OF EXPERIENCE EXAMPLE

Examples of how you might record activities for each of the steps in the FAAA's Six-Step Financial Planning Process are available on FAAA Learn. In addition to identifying the step of the financial planning process, you are required to state whether the activity relates to direct or indirect experience and record the correct dates for when the activity started and ended.

GUIDELINES FOR ACCEPTABLE EXPERIENCE

We recognise there are various situations and circumstances in our students' work in the financial planning process and, as such, have developed the work experience requirement to account for this. The nature of the experience is classified as indirect experience or direct experience.

Defining 'direct and indirect experience' for Pathway One

DIRECT EXPERIENCE/CLIENT FACING

Direct experience is defined as experience gained in a position where you actively use knowledge, skill and ability to provide comprehensive face-to-face financial planning advice to clients in accordance with the FAAA's Six-Step Financial Planning Process.

The critical principle in determining direct experience is confirmation that you have established and maintained a financial planning relationship with the client.

INDIRECT EXPERIENCE/NON-CLIENT FACING

Indirect experience is defined as experience gained in a position where you actively use knowledge, skill and ability to provide financial planning advice to clients in accordance with the FAAA's Six-Step Financial Planning Process.

Generally, if the activity does not include direct contact with a client and the primary relationship is with a financial planner, the experience is classified as indirect experience. This could also be described as the activities that support a financial planner in the provision of comprehensive financial planning advice to a client.

Examples are:

- Preparation of an SoA (paraplanning)
- Technical advice to a financial planner
- Research on investment products
- Updating portfolio value in preparation for a client review meeting.

If any of the examples listed above are undertaken by you as part of the complete financial planning process, the experience is then classified as direct experience.

Defining 'direct and indirect support' for Pathway Two

DIRECT SUPPORT

Direct support relates to responsibilities and activities that directly support the activities of one or more financial planners/professionals.

INDIRECT SUPPORT

Indirect Support relates to responsibilities and activities that demonstrate financial planning knowledge and competencies, and indirectly support the financial planning process which will ultimately benefit an individual client. Since indirect support experience are unique to the candidate, the FAAA will review ALL indirect support experiences and make an immediate determination if experience can be approved.

DOCUMENTATION

The following documentation can be downloaded from FAAA Learn from the start of semester:

- Your nominated internal assessor form
- An example and guidelines for assessment
- Your record of experience template
- Letter of good standing template

Students are required to pass all elements of the Certification Assessments in order to satisfy the examination requirement for CFP Certification.

These documents need to be submitted via FAAA Learn by the advertised due date for the results to be processed for the relevant semester.

Results

STANDARD REQUIRED FOR CERTIFICATION

After completing all components, students will receive an overall result. Students who have not been successful will be advised whether they are required to take one, two or all assessment components again. You will be able to carry forward any component to your next attempt. Results are given as either 'Standard Satisfied' or 'Standard Not Satisfied'.

Progressive results for the components of the CFP® Certification assessment are not available during the semester.

The result of the Certification Assessment is 'Standard satisfied' or 'Standard not satisfied'. The primary goal of the Certification Assessment is to separate those who have met the certification standard (satisfied) from those who have not (not satisfied).

The following result categories are used to record the performance in the assessment.

Code	Result descriptor
P	Standard satisfied
F	Standard not satisfied
RI	Result incomplete
RW	Result withheld

Individual scores, percentages or grades are not provided for any section of the Certification Assessment.

FEEDBACK TO STUDENTS

If you have not met the standard for the unit, you will be advised of the result for each assessment component (Standard satisfied/Standard not satisfied).

Students who fail to reach the required standard for the exam will receive feedback via a Diagnostic Letter for the topics on which their exam performance was below the required standard. Score percentages or grades are not provided on the exam. Students who fail to reach the required standard for the financial plan will receive feedback on the areas of the plan that require improvement. The feedback for the financial plan and the exam are not returned to students who achieved the standard.

Applying for your CFP® Designation

Once you have successfully completed the CFP® Certification Program and meet the experience criteria, you will be eligible to apply for the CFP designation. To meet the experience criteria, you will need to comply with either of the pathways below.

	PATHWAY ONE	PATHWAY TWO
Pathway description	<p>Two years of full-time (or part-time equivalent) client-facing, AR experience <u>within the last five years</u>.</p> <p><i>Note: This does not include the professional year</i></p>	<p>Four years of full-time (or part-time equivalent), relevant experience that demonstrate financial planning knowledge and competencies, and directly or indirectly support the financial planning process.</p> <p><i>Note: Individuals who achieve the CFP designation via a non-client facing route will receive a non-practicing designation.</i></p>
How to comply	<p>Full-time (or equivalent part-time) qualifying AR activities and responsibilities <u>must satisfy a two-part requirement</u>:</p> <p>PART 1</p> <p>Experience MUST address all of the six primary elements of the personal financial planning process:</p> <ol style="list-style-type: none"> 1. Establishing and defining the client relationship 2. Gathering data from the client 3. Analysing and evaluating the client's financial status 4. Developing and presenting the financial planning recommendations 5. Implementing the financial planning recommendations 6. Monitoring the financial planning recommendations <p>PART 2</p> <p>Your record of experience must be verified by an approved internal assessor. All six steps of the financial planning process must be covered. Ideally, the internal assessor should hold the CFP Certification, but we understand that this may not be practical. The following positions are acceptable - your supervisor or financial planning manager, director / compliance manager of your practice or your regional / state manager. Note: Your internal assessor must have knowledge and experience of the financial planning process.</p>	<p>Full-time (or equivalent part-time) qualifying activities and responsibilities that are counted towards relevant experience <u>must satisfy a two-part requirement</u>:</p> <p>PART 1</p> <p>Experience MUST fall within one or more of the six primary elements of the personal financial planning process:</p> <ol style="list-style-type: none"> 1. Establishing and defining the client relationship 2. Gathering data from the client 3. Analysing and evaluating the client's financial status 4. Developing and presenting the financial planning recommendations 5. Implementing the financial planning recommendations 6. Monitoring the financial planning recommendations <p>PART 2</p> <p>Experience CAN be satisfied through ONE or more of the following five ways:</p> <ol style="list-style-type: none"> 1. Personal delivery to individual client 2. Supervision of personal delivery to individual client 3. Support of personal delivery to individual client (direct, indirect) 4. Teaching a financial planning curriculum unit 5. Paraplanning, practice management, compliance, technical support and other related roles.

NOTE: For students who enter the program through the Integrated Masters + CFP pathway, you are only able to upgrade your membership and receive your CFP designation if you are able to provide evidence of full completion of your Master of Financial Planning and that you have met the experience requirement of your applicable pathway. Once you become a CFP professional, you will be required to continue abiding by the FAAA Professional Code, maintain the CPD requirements of your CFP membership and remain a financial member of the FAAA.

Completing the CFP Certification Unit for Pathway One

If you are entering the designation through Pathway One, the following evidence will be required to complete the CFP Certification Unit:

FOR CLIENT-FACING INDIVIDUALS / AUTHORISED REPRESENTATIVES – PRACTICING CFP

Observations One and Two and Record of Experience

Completing the CFP Certification Unit for Pathway Two

If you are entering the designation through Pathway Two, the following evidence will be required to complete the CFP Certification Unit:

FOR NON-CLIENT FACING PROFESSIONALS – NON-PRACTICING CFP

Record of Experience

This outlines your professional experience and how it maps to one, some or all of the FAAA's six steps of financial planning.

Letter of Good Standing

This letter outlines your role, key duties and certifies that you have no record of disciplinary action. This letter provides the evidence to support your years of experience. A suggested template for this letter can be found in FAAA Learn.

FOR ACADEMICS – NON-PRACTICING CFP

Evidence of Teaching

This outlines your teaching experience and identifies how the units/subjects that you teach align to the key study areas of financial planning set by the Financial Planning Education Council.

PLUS Letter of Good Standing

TRANSITIONING FROM A NON-PRACTICING CFP TO A PRACTICING CFP

If you would like to transition to become a practicing CFP, you must:

- Be on the ASIC Financial Adviser Register with Status = current
- Complete Observations One and Two

Academics as CFP® professionals

The FAAA defines an academic professional as serving in the capacity as a full-time or adjunct faculty member responsible for the planning and delivery of financial planning related topics at an approved provider. The academic must be the primary instructor of the unit/subject/course and must be responsible for creating course syllabus, content and assessments for the course. With this in mind, the FAAA believes that an academic's role fall into the definition of indirect support to the financial planning process.

As such, academics must comply with Pathway 2 for the experience requirement to be eligible to receive the CFP designation (non-practicing), and must complete an Academic Record of Experience.

Using the CFP® Designation

Once you become certified as a CFP® professional, the FAAA encourages you to proudly promote your designation and let your clients, prospects and business associates know you hold the global gold standard in financial planning.

The FAAA Regulation 02/04 sets out your obligations and rights when using the CFP Marks. The Quick Guide to Using the CFP Marks provides an overview of the guidelines. The use of the term 'financial planner' and other expressions of like import is restricted under the Corporations Act 2001 (Cth). A Member, despite having attained CERTIFIED FINANCIAL PLANNER® designation, must also meet the relevant requirements under the Corporations Act in order to use the marks 'CFP' or 'CERTIFIED FINANCIAL PLANNER' when carrying on a financial services business or providing financial advice. It is the Member's responsibility to ensure that it meets all the relevant legislative requirements when using the CERTIFIED FINANCIAL PLANNER® and CFP® trademarks.

The FAAA cannot and will not guarantee any Member completing the CERTIFIED FINANCIAL PLANNER® designation is eligible to use the expression 'financial planner' under the Corporations Act.

Gwen Fletcher Memorial Award



In May 2014, the Gwen Fletcher Memorial Award was announced in honour of the late 'First Lady of Financial Planning'. The award supports a key legacy of Gwen Fletcher's lifelong endeavours to champion the vital role of education and its central importance in nurturing the financial planning profession. She was responsible for bringing the CERTIFIED FINANCIAL PLANNER® designation to Australia back in 1990, and it is appropriate that we acknowledge our top students in her name.

Gwen Fletcher played a pivotal role in campaigning for, and organising, the merger between the International Association of Financial Planners (IAFP) and the Australian Society of Investment and Financial Advisers (ASIFA) to become the Financial Planning Association of Australia in 1992. She also coined the title 'Financial Planning Association', which was subsequently adopted by the organisation in the US among other countries.

Each semester we will award a prize (\$1000 and a complimentary pass to the FAAA Professionals Congress) to the highest achieving student in the CFP® Certification unit (CFP C) in all assessments. For more information about the award, please email education@faaa.au.

A grayscale photograph of a person's hand touching a tablet screen. A blue speech bubble is overlaid on the upper left, containing the word 'Appendices' in white. The background is blurred, showing the person's arm and a pair of glasses on a desk.

Appendices

Appendix A: Financial planning knowledge topic categories

1. Taxation

Assessment rules

Income taxation law fundamentals; tax compliance, including filing requirements and audit

Personal taxation

Income tax fundamentals and calculations

Income according to ordinary concepts, assessable income (ordinary, statutory, exempt income); salary packaging and fringe benefits tax (FBT); unearned income; capital gains tax (CGT); negative gearing; tax deductions; Pay As You Go (PAYG); eligible termination payments (ETP); income splitting, maximisation of exclusions and credits, franking credits

Tax implications of changing circumstances

Marriage, divorce, death

Business taxation

Tax characteristics of business entities

Income and expenditures; CGT; PAYG; alienation of personal services income (PSI); goods and services tax (GST); business succession planning (key person insurance, taxation implications, buy-sell agreements); small business CGT concessions

Taxation of insurance

Taxation of investment vehicles

Share investment; dividend imputation; dividend reinvestment; bonus issues; rights issues; interest-bearing securities; real estate (deduction of expenses); managed investments (unit trusts); insurance bonds, friendly society bonds and insurance policies

Wealth transfer

Characteristics and consequences of types of entities

Sole proprietorship, partnership, company, association, trust, selection of business form, acquisition and disposition

Characteristics and consequences of property titling

Common law versus community property, sole ownership, joint tenancy, tenancy in common, trust ownership

Methods of property transfer at death

- Taxation issues (estate and non-estate issues, testate succession, intestate succession, advantages and disadvantages of CGT, assets subject to CGT, techniques for avoiding CGT)
- Transfers through trusts
- Transfers through contract

Gifting strategies

Suitability of gifting as a planning strategy; techniques for gift-giving; appropriate gift property; strategies for closely held business owners, gifts of present and future interests, tax implications (income, gift, estate)

International tax issues

Tax issues for Australians overseas and migrants to Australia

Tax issues, superannuation, non-resident concepts

2. Insurance

Principles of insurance

- Definitions and application; response to risk (retain, transfer, control, reduce, avoid); mortality versus morbidity
- Analysis and evaluation of risk exposures—personal, property, liability
- Insurance policy selection—purpose of coverage, length of time required, risk tolerance, cashflow constraints

Business insurance

- Insurance needs analysis and rationale
- General business liability—professional indemnity, errors and omissions, directors and officers, product liability
- Buy-sell agreements, key person insurance, business-related risks

Life insurance

- Fundamentals, types, contractual provisions
- Insurance needs analysis and rationale
- Policy replacement, tax issues and strategies, policy ownership issues and strategies

Use of life insurance in estate planning

Advantages and disadvantages; ownership, beneficiary designation and settlement options; life insurance trusts; estate taxation; income taxation; insurable interest.

Disability insurance and income replacement

- Insurance needs analysis
- Occupational definitions ('any' versus 'own' occupation in total and permanent disability insurance) and application, benefit period, benefit amount, taxation of benefits, waiting period, 'agreed' versus 'indemnity'

Health insurance

Medicare, private health insurance (rebate, Medicare levy surcharge, Lifetime Health Cover)

Critical illness insurance

Trauma insurance

Property insurance

Property, motor vehicle, business and business activity, personal property

3. Investment

Investment types

Cash and fixed interest; share investments; hybrid securities, income securities; property, derivatives, options, futures, warrants, rights

Investment structures

Managed funds, master trusts, wrap accounts, property trusts

Types of investment risk

Inflation; currency, market; market timing; portfolio; liquidity; strategy; political (legislative); exchange rate; diversification; mismatch; gearing; opportunity; fund manager; value; credit;

fraud and scam

Measurement of investment risk

Coefficient of determination; variability of returns, standard deviation, alpha, beta, covariance

Portfolio management techniques

Passive investment (indexing); fundamental analysis; buy and hold; technical analysis; efficient market anomalies

Leverage of investment assets—margin requirement, margin calls, home equity, instalment warrants

Selling and buying techniques

Formula investing (dollar cost averaging, dividend reinvestment); market timing

Performance measurement

Measures of investment returns

Annualised return; real (inflation adjusted); risk-adjusted return; total return; after-tax return; yield-to-maturity; after-tax yield; realised compound yield

Performance methods

Sharpe measure, Treynor measure, Jensen measure, benchmarks

Modern portfolio theory

Measurement of risk and return; efficient market theory; asset allocation and portfolio diversification—strategic asset allocation, tactical asset allocation, passive versus active portfolio management; capital asset pricing model (CAPM)

4. Retirement, savings and income programs

Personal retirement

Retirement needs analysis

- Assumptions for retirement planning (inflation, retirement period and life expectancy, lifestyle, total return)
- Financial needs (living costs, charitable and beneficiary gifting objectives, medical costs including long-term care needs analysis, trust funding, education funding, etc.)

- Income sources (total return assumptions, probability analysis assumptions)
- Alternatives to compensate for projected cashflow shortfalls

Superannuation

- Superannuation fund providers—public sector and industry funds; employer-sponsored funds; self-managed superannuation funds, small APRA funds, retail or public offer funds
- Superannuation product features
- Retirement income streams (annuities or pensions, taxation, Centrelink assessment)
- Salary sacrifice—concessional and non-concessional contribution caps and excess penalties
- SMSFs, membership, investment rules, taxation, borrowing, residency requirements
- Taxation of superannuation funds
- Superannuation guarantee support payments

Investment considerations for retirement plans

Suitability, time horizon, fiduciary considerations, prohibited transactions, insurance, death and disablement, income protection or salary continuance, binding death nomination, employment termination payments

Distribution rules, alternatives and taxation

- Superannuation fund styles (defined benefit, accumulation, hybrid)
- Benefit payment options
- Taxation

5. Law

Legal aspects of insurance

Indemnity, insurable interest, contract requirements, contract characteristics

Private law

Consumer protection laws and credit reporting

Estate planning documents

- Wills—legal requirements, types of wills, avoiding will contests, testator family maintenance claims
- Powers of attorney (POA)—general POA, enduring POA, medical treatment POA, enduring power of guardianship, advanced medical directives (e.g. living wills), risks of POAs
- Trusts, including testamentary trusts
- Marital agreements

Disposition of estate

Tax and non-tax consequences of various estate plans (outright distributions, transfers in trusts etc.); estate planning for non-traditional relationships (children of another relationship, cohabitation, adoptions, same-sex relationships, communal relationships)

Business law

Contracts, torts, agency, negotiable instruments, professional indemnity, fiduciary liability, arbitration and mediation

Family breakdown

Superannuation

6. Financial analysis

Analysis of financial information

Time value of money concepts and calculations

Present value; future value; annuities; net present value (NPV); internal rate of return (IRR); irregular cash flows; inflation adjusted earning rates; return on equity

Bond and share investment valuation methods

Capitalised earnings; dividend growth models; ratio analysis, price/earnings; price/cash flow; price/sales; price/earnings growth

Personal financial ratios

Cash management and budgeting

Budgeting—discretionary versus non-discretionary; financial strategies; saving strategies

Emergency fund planning—adequacy of reserves; liquidity versus marketability

Educational funding and financial aid—needs analysis; sources of funding

Personal financial statements

Balance sheet (statement of financial position); cashflow statements

7. Debt

Consumer credit and credit management

Consumer debt, secured versus unsecured debt

Mortgages

Home equity loan and home equity line of credit, reverse mortgages

Leases

Buying versus leasing (e.g. housing, auto); calculation; variable and fixed rate loans; effect on financial statements

Insolvency and bankruptcy

Bankruptcy, impact on superannuation

8. Economic and regulatory environment

Economic environment

Economic concepts

Supply and demand, monetary policy, fiscal policy, economic indicators, business cycles, balance of payments, inflation

Regulatory environment

Function, purpose and regulation of financial institutions

Financial services industry regulation requirements

Licensing, reporting and compliance, Australian Transaction Reports and Analysis Centre (AuSTRAC), Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cwlth)

Insurance industry regulation

Regulatory considerations—Superannuation

Complying superannuation funds; the Superannuation Industry (Supervision) (SIS) legislation; Superannuation Complaints Tribunal; unclaimed money and lost members; Australian Prudential Regulation Authority (APRA)

9. Government benefit plans

(Referred to in Australia as 'social security')

Centrelink

Eligibility, benefit, calculation of benefits, working after retirement, taxation, deeming, accommodation bonds, commonwealth seniors health cards, gifting, waiting periods

10. Behavioural finance

Client attitudes and behavioural characteristics

Cultural; family; life cycle and age; level of knowledge, experience and expertise; risk tolerance; attitudes towards money; spending styles

11. Ethics and standards

Ethical and professional considerations in financial planning, including the *FAAA Professional Code, Rules of Professional Conduct and Practice Standards*.

Appendix B: Mapping of the FPSB Financial Planner Competency Profile to CFP Certification Assessment

	Financial plan Case study	Observation	Record of Experience	Examination
Abilities				
Collection of information				
1. Collects the quantitative information required to develop a financial plan				
2. Collects the qualitative information required to develop a financial plan				
Analysis of information				
1. Considers potential opportunities and constraints to develop strategies				
2. Assesses information to develop strategies				
Synthesis of information				
1. Develops and evaluates strategies to create a financial plan				
Professional skills				
Professional responsibility				
1. Establishes trust in all professional relationships				
2. Acts in the best interest of the client in providing professional services				
3. Demonstrates ethical judgment				
4. Demonstrates intellectual honesty and impartiality				
5. Recognises limits of competence and voluntarily seeks the counsel of and defers to other professionals when appropriate				
6. Recognises the public interest role of the profession and acts accordingly				

	Financial plan Case study	Observation	Record of Experience	Examination
Practice				
1. Complies with relevant services laws and regulations				
2. Adheres to professional code of ethics and standards practice				
3. Makes appropriate judgments in areas not addressed by existing practice standards				
4. Maintains an awareness of changes in economic, political and regulatory environments				
5. Engages in continuous learning to ensure currency of knowledge and skills				
6. Conducts appropriate research when performing analysis and developing strategies				
7. Exercises autonomy and initiative in the performance of professional activities				
8. Exercises responsibility for own or firm's ability to deliver services to the client for the duration of the engagement.				
Communication				
1. Gives attention to what the client and others are saying and takes time to understand the points being made				
2. Establishes a good rapport with the client and others				
3. Communicates information and ideas orally in a manner understandable to the client and others				
4. Communicates information and ideas in writing in a manner understandable to the client and others				







	Financial plan Case study	Observation	Record of Experience	Examination
5. Presents logical and persuasive rationales				
6. Deals effectively with objectives and complaints				
7. Gains agreement with the client and clients.				

Cognitive

1. Applies mathematical methods or formulas as appropriate				
2. Analyses and integrates information from a variety of sources to arrive at solutions				
3. Uses logic and reasoning to consider the strengths and weaknesses of potential courses of action				
4. Arrives at informed decisions when faced with incomplete or inconsistent information				
5. Demonstrates capacity to adapt thinking and behaviours				

Knowledge

1. Financial planning principles, process and skills				
2. Financial management				
3. Asset management				
4. Risk management				
5. Tax planning				
6. Retirement planning				
7. Estate planning				
8. Integrated financial planning				

	Financial Plan Case study	Observation	Record of Experience	Examination
Knowledge topic categories				
1. Taxation				
2. Insurance				
3. Investment				
4. Retirement, savings and income programs				
5. Law				
6. Financial analysis				
7. Debt				
8. Economic and regulatory environment				
9. Government benefit plans				
10. Behavioural finance				
11. Ethics and standards				

Appendix C: Topic areas for CFP 2 to CFP 4

CFP 2 Applied Strategies 1

INTRODUCTION TO STRATEGY DEVELOPMENT

- What is strategy?
- The strategy development process
- Developing client-centred strategies
- Generating, selecting and presenting strategies
- Conducting a review of strategies

SALARY PACKAGING & APPLIED STRUCTURES

- Salary packaging basics
- Fringe benefits tax (FBT)
- Reductions in FBT
- Exempt fringe benefits
- Structures in the context of client strategy
- Taxation of structures
- Individual ownership / sole trader
- Is the individual a resident of Australia?
- Partnerships
- Joint Ventures
- Trusts
- Superannuation structures
- Interrelationship of structures
- Comparison of structures
- Strategies using structures
- Asset protection consideration

RISK MANAGEMENT STRATEGIES

- Analysing client exposure to risk
- Applying risk management processes to client's situation
- Educating the client
- Identifying suitable strategies

- Estate planning
- Protecting personal property for small businesses

DEBT MANAGEMENT STRATEGIES

- Entering debt arrangements
- Legislative reforms
- Cost of borrowing
- Consumer debt
- Building wealth with debt
- Reducing the risk of debt
- Effect of debt on estate planning
- Debt management checklist

RISK MANAGEMENT STRATEGIES FOR BUSINESS

- Personal and business risk
- Protecting personal property for small business clients
- Case Studies

CFP 3 Applied Strategies 2

LEAVING THE WORKFORCE: ISSUES AND STRATEGIES

- Shifting demographics
- Baby boomers and saving
- Financial advice and retirement
- How much do you need to live in retirement?
- The 'working' retiree
- Life issues for retirees
- Retrenchment and redundancy
- Illness or accident
- Employment termination payments

SUPERANNUATION STRATEGIES

- Changing shape of the superannuation industry

- Contribution strategies
- Superannuation benefits

PENSION AND BENEFIT STRATEGIES

- Income and support payments
- Income and assets testing
- Gifting
- Overseas entitlements and dual arrangements
- Pensions and benefits strategy integration
- Living arrangements
- Using home equity to supplement retirement funding
- Concession cards
- Rural issues
- Social security tips and traps
- The appeals process

ESTATE PLANNING STRATEGIES

- Role of the financial planner in estate planning
- Superannuation death benefits
- Insurance in superannuation
- Jointly made agreements
- Process of probate
- Challenges to deceased estates
- Business succession planning
- Taxation issues
- Capital gains tax and deceased estates

STRATEGIES FOR EXPATRIATES

- Costs of relocating
- Is your client a resident of Australia?
- Double tax agreements
- Ten key tax-planning concepts for non-residents
- Why expatriate clients should consider investing back into Australia

- Tax consequences of returning to Australia
- Superannuation

CFP 4 Investment Strategies

ADVICE PROCESS OF PORTFOLIO CONSTRUCTION

- Advice process of portfolio construction
- Enhancement to the traditional process
- Applying the enhanced process to specific clients

ASSET ALLOCATION AND RISK

- Asset allocation
- The process for developing the asset allocation
- Tactical asset allocation
- Dynamic asset allocation
- Investment risk
- Strategies to reduce investment risk
- Measures of portfolio risk and return
- Revisiting client objectives and current circumstances
- Rebalancing portfolios and maintaining the path to a client's objectives
- Investment disasters

INVESTMENT STRATEGIES AND STRUCTURES

- Investment strategies
- Investment structures

INVESTMENT MANAGERS AND PRODUCTS

- Investment managers
- Sustainability
- Investment approaches
- Industry gatekeepers
- Asset class characteristics
- Bonds
- Property
- Equities

ALTERNATIVE INVESTMENTS

- Alternative investments
- Hedge funds
- Derivatives
- Infrastructure
- Private equity
- Commodities

EXCHANGE-TRADED PRODUCTS

- Exchange-traded products
- Exchange-traded funds
- Exchange-traded managed funds
- Comparison of investment structures
- Investing in ETFs
- ETFs and portfolio construction

APPLIED DECISION MAKING

- Applying theory to client scenarios
- Insurance risk
- Estate planning risk
- Returns and inflation
- Portfolio monitoring and review



ABN 62 054 174 453

GPO Box 4285

Sydney NSW 2001

p. 1300 337 301

e. education@faaa.au

www.faaa.au

© 2023 Financial Advice Association of Australia Limited

CFP®, CERTIFIED FINANCIAL PLANNER® and the CFP flame logo are certification marks owned outside the US by the Financial Planning Standards Board Ltd (FPSB). Financial Advice Association of Australia Limited (FAAA) is the marks licensing authority for the CFP marks in Australia, through agreement with the FPSB.