



# FINC11001 *Fundamentals of Personal Financial Planning*

## Term 1 - 2020

Profile information current as at 18/08/2022 02:37 am

All details in this unit profile for FINC11001 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

## Corrections

### Unit Profile Correction added on 30-03-20

The end of term assessment has now been changed to an alternate form of assessment. Please see your Moodle site for details of the assessment.

## General Information

### Overview

This unit is the foundation unit for students completing the Financial Planning stream and covers the professional financial planning process, including the Australian legal framework and the responsibilities of financial planners. You will learn how to investigate a client's financial situation and turn the core elements of financial planning into a strategic financial plan. You will also be introduced to financial planning software, tools and templates used in real-world financial planning practice as well as communication methods aimed at building long term client relationships.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: 6

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

There are no requisites for this unit.

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

### Offerings For Term 1 - 2020

- Online

### Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Practical Assessment**

Weighting: 30%

#### 2. **Practical Assessment**

Weighting: 30%

#### 3. **Examination**

Weighting: 40%

### Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Have Your Say

##### Feedback

Students stated they found lecturer particularly helpful relating content back to situations in real life. Tutorials were interesting, discussions were thought provoking and the mini lectures and transcripts helped to manage full time work and study.

##### Recommendation

Design and delivery of the learning material will continue to focus on resources that work for different learning styles and needs.

#### Feedback from Have Your Say

##### Feedback

Students were concerned that feedback from the first assessment was delayed and the scale of marks to effort was a concern.

##### Recommendation

Assessment regime has been modified to improve feedback turnaround and to have allocated marks better aligned to effort and expectations.

## Unit Learning Outcomes

### On successful completion of this unit, you will be able to:

1. Explain and apply the process and Australian legal framework of financial planning.
2. Present strategic advice which meets the financial planning needs and objectives of clients in a variety of circumstances.
3. Communicate effectively with clients to solve financial planning problems.
4. Construct financial planning scenarios using industry standard software.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
<b>1 - Practical Assessment - 30%</b>	•	•		
<b>2 - Practical Assessment - 30%</b>	•	•	•	•
<b>3 - Examination - 40%</b>	•	•	•	•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Communication	•	•	•	•
2 - Problem Solving	•	•	•	•
3 - Critical Thinking	•	•	•	•
4 - Information Literacy	•	•	•	•
5 - Team Work				
6 - Information Technology Competence	•	•	•	•
7 - Cross Cultural Competence	•	•	•	•
8 - Ethical practice	•	•	•	•
9 - Social Innovation				
10 - Aboriginal and Torres Strait Islander Cultures				

### Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Practical Assessment - 30%	•	•	•	•	•	•				
2 - Practical Assessment - 30%	•	•	•	•	•		•	•		
3 - Examination - 40%	•	•	•	•			•	•		

## Textbooks and Resources

### Textbooks

FINC11001

#### Prescribed

##### **Financial Planning 2nd Edition (Update Edition)**

2nd (Update Edition) (2018)

Authors: McKeown, Kerry and Olynyk

John Wiley & Sons Australia, Ltd.

Brisbane , Queensland , Australia

ISBN: 9780730350620

Binding: Paperback

FINC11001

#### Prescribed

##### **Financial Planning 2nd Edition (Update Edition)**

2nd Edition (Update) (2018)

Authors: McKeown, Kerry and Olynyk

John Wiley & Sons Australia, Ltd.

Brisbane , Queensland , Australia

ISBN: 9780730343554

Binding: eBook

#### Additional Textbook Information

There are two alternate hardcopy versions of this textbook and an etext. A black and white version of this text is available and approximately \$120 and the e-book is approximately \$65.

The paper text will be available for purchase at the CQUniversity Bookstore <http://bookshop.cqu.edu.au>.

The e-book version is available via the publisher's website.

[View textbooks at the CQUniversity Bookshop](#)

### IT Resources

#### You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- You will learn how to use XPLAN Financial Planning Software and Morningstar. Both systems are accessed via the internet and with the login provided.

## Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 6th Edition \(APA 6th edition\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Angelique Mcinnes** Unit Coordinator

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## Schedule

## Week 1 - 09 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
<b>Financial Planning and the Economic Environment</b> <ul style="list-style-type: none"><li>• Critical lessons from global, economic history</li><li>• Economic, financial and psychological risks underpinning the need for effective financial planning</li><li>• Status of national financial literacy levels</li><li>• Modalities and financial planning theories</li></ul>	<b>Refer to Study Guide for:</b> Week 1 Prescribed and Supplementary Reading	Refer to <b>Orientation Section</b> in Moodle for: 1. Weekly Webinar Schedule 2. Teaching Team Introduction 3. What's Happening in T1 2020 <b>Note: Webinar Zoom link available in Week 1</b>

## Week 2 - 16 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
<b>Professional and Legal Responsibilities of Financial Planners [FPs] and FASEA Codes of Ethics and Standards</b> <ul style="list-style-type: none"><li>• Introduction to compliance and legislative regimes including FASEA Codes of Ethics, Best Interest and Fiduciary Duties</li><li>• Professional Codes of Conduct of FPs</li><li>• Professional associations including FPSB &amp; FPA and the role of stakeholders</li><li>• Case studies and lessons from corporate scandal, national investigations and industry debate</li></ul>	<b>Refer to Study Guide for:</b> Week 2 Prescribed and Supplementary Reading	Webinar Zoom link available in Week 2

## Week 3 - 23 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
<b>Identifying Financial Needs, Goals and Risk Tolerances</b> <ul style="list-style-type: none"><li>• Gathering data and ascertaining the client's wealth and risk capacity</li><li>• Understanding the objectives, values, responsibilities, behaviours and tolerances for risk of the client</li><li>• Client communication, effective questioning, framing, listening techniques</li><li>• Conducting the initial client interview and creating a trusted relationship</li></ul>	<b>Refer to Study Guide for:</b> Week 3 Prescribed and Supplementary Reading	Webinar Zoom link available in Week 2 Activity 1 Due by 10am Friday of Week 3

## Week 4 - 30 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
<b>Financial Planning Skills and Taxation Fundamentals</b> <ul style="list-style-type: none"><li>• Cash flow and budgets</li><li>• Balance sheets and ratios</li><li>• Common financial planning formulas and applications</li><li>• Income and capital gains tax basics</li><li>• Applying tax effective strategies to personal financial planning</li></ul>	<b>Refer to Study Guide for:</b> Week 4 Prescribed and Supplementary Reading	Webinar Zoom link available in Week 4 Activity 2 Due by 10am Friday of Week 4

## Week 5 - 06 Apr 2020

Module/Topic	Chapter	Events and Submissions/Topic
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### Structure, Layout and Purpose of a Statement of Advice

- Legislative framework governing quality financial advice in Australia
- Analysis and evaluation of goals, current financial situation and risk capacity
- Connecting needs, risk tolerance and risk capacity to investment choices
- Statement of Advice development process and write-up

**Refer to Study Guide for:**  
Week 5 Prescribed and Supplementary Reading

Webinar Zoom link available in Week 5  
Activity 3 Due by 10am Friday of Week 5

### Vacation Week - 13 Apr 2020

#### Module/Topic

#### Vacation Week

Consultations available via appointment

#### Chapter

#### Vacation Week

Consultations available via appointment

#### Events and Submissions/Topic

#### Vacation Week

Consultations available via appointment

### Week 6 - 20 Apr 2020

#### Module/Topic

#### Wealth Creation 1: Direct investment in fixed interest, shares and property

- Characteristics, benefits, risks and impact of interest rate changes on cash, fixed interest, shares and property investments
  - Valuations and structuring a direct investment strategy in shares, property, collectibles and alternative investments
- CAMEO WORKSHOP: Introduction to XPLAN

#### Chapter

#### Refer to Study Guide for:

- Week 6 Prescribed and Supplementary Reading
- Refer to ORIENTATION in Moodle for your XPLAN Login

#### Events and Submissions/Topic

Webinar Zoom link available in Week 6  
Activity 4 Due by 10am Friday of Week 6

### Week 7 - 27 Apr 2020

#### Module/Topic

#### Wealth Creation 2: Managed Funds, Gearing and Margin Lending

- Asset Classes - cash, fixed interest, shares and property investments
  - Benefits, risks, fee structures and taxation implications of managed fund, leveraged investment and margin lending strategy
  - Researching and Identifying management and investment styles of fund managers,
  - Constructing a managed fund and geared investment strategies
- CAMEO WORKSHOP 1: Introduction to Morningstar Research

#### Chapter

#### Refer to Study Guide for:

- Week 7 Prescribed and Supplementary Reading
- Refer to ORIENTATION for your Morningstar Login

#### Events and Submissions/Topic

Webinar Zoom link available in Week 7  
Activity 5 Due by 5 am Friday of Week 7

### Week 8 - 04 May 2020

#### Module/Topic

#### Chapter

#### Events and Submissions/Topic

Wealth Creation 3: Superannuation and retirement planning

- Characteristics, types and structure of superannuation trusts, investment and product
- Employer, employee contributions, tax treatments and preservation rules
- Basic superannuation accumulation strategies

CAMEO WORKSHOP: Introduction to XPLAN Wealth Solver

**Refer to Study Guide for:**

- Week 8 Prescribed and Supplementary Reading
- Refer to ORIENTATION in Moodle for your XPLAN Login

Webinar Zoom link available in Week 8

**Week 9 - 11 May 2020**

Module/Topic	Chapter	Events and Submissions/Topic
<p><b>Wealth Creation 4: Retirement Phase and Social Security</b></p> <ul style="list-style-type: none"> <li>• Conditions of release, withdrawal of funds and death benefit basics</li> <li>• Government benefits, age and DVA pension entitlements and income and asset test calculations</li> </ul>	<p><b>Refer to Study Guide for:</b></p> <p>Week 9 Prescribed and Supplementary Reading</p>	<p>Webinar Zoom link available in Week 9</p>

**Week 10 - 18 May 2020**

Module/Topic	Chapter	Events and Submissions/Topic
<p><b>Wealth Protection: Insurance and risk management</b></p> <ul style="list-style-type: none"> <li>• Classifications of risk and risk management</li> <li>• Insurance concepts, policy types and conditions</li> <li>• Evaluating personal and property risk</li> <li>• Purchasing personal insurance inside versus outside superannuation,</li> <li>• Lifestyle changes and the need for ongoing review</li> </ul> <p>CAMEO WORKSHOP: Introduction to XPLAN Risk Researcher</p>	<p><b>Refer to Study Guide for:</b></p> <ul style="list-style-type: none"> <li>• Week 10 Prescribed and Supplementary Reading</li> <li>• Refer to ORIENTATION in Moodle for your XPLAN Login</li> </ul>	<p>Webinar Zoom link available in Week 10</p> <p><b>[Scaled] Statement of Advice Due:</b> Week 10 Wednesday (20 May 2020) 3:00 pm AEST</p>

**Week 11 - 25 May 2020**

Module/Topic	Chapter	Events and Submissions/Topic
<p><b>Fundamentals of Estate Planning</b></p> <p><b>Estate Planning</b></p> <ul style="list-style-type: none"> <li>• Importance and critical components of estate planning in a financial plan</li> <li>• Distribution of estate and nonestate assets</li> <li>• Raising the question of estate planning with a client</li> </ul>	<p><b>Refer to Study Guide for:</b></p> <p>Week 11 Prescribed and Supplementary Reading</p>	<p>Webinar Zoom link available in Week 11</p>

**Week 12 - 01 Jun 2020**

Module/Topic	Chapter	Events and Submissions/Topic
<p><b>Building and Maintaining a Trusted Adviser - Client Relationship</b></p> <ul style="list-style-type: none"> <li>• Constructing and delivering informative, effective written and verbal communication</li> <li>• Presenting financial planning advice and strategies</li> <li>• The importance of reviewing the advice and on-going professional client-adviser relationship</li> </ul> <p><b>Final Exam Review</b></p>	<p><b>Refer to Study Guide for:</b></p> <ul style="list-style-type: none"> <li>• Week 12 Prescribed and Supplementary Reading</li> <li>• Final Exam Advice will be available in Week 12</li> </ul>	<p>Webinar Zoom link available in Week 12</p>

**Review/Exam Week - 08 Jun 2020**



Module/Topic

Chapter

Events and Submissions/Topic

**Exam Week - 15 Jun 2020**

Module/Topic

Chapter

Events and Submissions/Topic

## Term Specific Information

This unit was rated highly by students in Term 1 2019. While there was general agreement the workload was challenging, a high percentage of students appreciated the real-world applications

Refer to ORIENTATION Section in Moodle for:

- What's Happening in Term 1 2020
- Teaching Team Introductions
- Time Management guidelines for the assessments and exam preparation
- Morningstar and XPLAN logins

## Assessment Tasks

### 1 Portfolio of Practical Activities.

#### Assessment Type

Practical Assessment

#### Task Description

This is an individual assessment.

Comprehensive guidelines, submission instructions, resources and marking criteria will be available in Moodle in the ASSESSMENT Section.

There are 5 Activities. Each Activity is worth 6 marks and includes comprehension questions, calculations and professional advice discussions. The purpose of the activities is to:

- build your financial planning skills progressively,
- ensure you have a strong understanding of the professional and practical requirements financial planning
- establish specific competencies that will help you with Assessment Item 2, namely the [Scaled] Statement of Advice.

Submission of activities begins in Week 3 and then each week until Week 7.

For instance,

Activity 1 covers Week 1 material and is due by 10am Friday of Week 3,

Activity 2 covers Week 2 material and is due by 10am Friday of Week 4

Activity 3 covers Week 3 material and is due by 10am Friday of Week 5.

Activity 4 covers Week 4 material and is due by 10am Friday of Week 6.

Activity 5 covers Week 5 material and is due by 10am Friday of Week 7.

**IMPORTANT: Due to the progressive nature of this assignment any requests for extensions are likely to be denied.**

Refer to Learning Schedule above for specific dates.

#### Assessment Due Date

Commencing in Week 3, the Activities are due each week

#### Return Date to Students

Feedback on assignments will be made within 10 business days of submission

#### Weighting

30%

#### Assessment Criteria

A marking guide will be provided with each activity.

All activities will be available in ASSESSMENT Section in Moodle.

## Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

## Submission

Online

## Submission Instructions

Refer to submission instructions in Moodle

## Learning Outcomes Assessed

- Explain and apply the process and Australian legal framework of financial planning.
- Present strategic advice which meets the financial planning needs and objectives of clients in a variety of circumstances.

## Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence

## 2 [Scaled] Statement of Advice

### Assessment Type

Practical Assessment

### Task Description

This is an individual assessment. Comprehensive guidelines, submission instructions, resources and marking criteria will be available in Moodle in the ASSESSMENT Section.

In summary, you will be provided with a client case study and a Best Interest Duty Statement template. The purpose of this assignment is to have you research a financial planning problem, analyse a number of solutions and document your recommendations using a real-world financial planning advice template [i.e. Best Interest Duty Statement].

The Best Interest Duty Statement must be thorough. It is used in the real-world as a preliminary worksheet and contains specific justifications related to your financial planning recommendations. Hence, this assignment has the reputation for being challenging, yet useful in terms of how it builds wealth creation knowledge as well as provides an employable skill.

Weekly webinars will demonstrate how to construct a Best Interest Duty Statement from different perspectives.

### Assessment Due Date

Week 10 Wednesday (20 May 2020) 3:00 pm AEST

Refer to Submission Instructions in ASSESSMENT in Moodle

### Return Date to Students

Week 12 Wednesday (3 June 2020)

Feedback will be provided via Moodle

### Weighting

30%

### Assessment Criteria

Details of the marking criteria will be provided in Moodle in the ASSESSMENT Section.

## Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

## Submission

Online

## Submission Instructions

Refer Submission Instructions in Moodle in ASSESSMENT Section.

## Learning Outcomes Assessed

- Explain and apply the process and Australian legal framework of financial planning.
- Present strategic advice which meets the financial planning needs and objectives of clients in a variety of circumstances.

- Communicate effectively with clients to solve financial planning problems.
- Construct financial planning scenarios using industry standard software.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Cross Cultural Competence
- Ethical practice

## Examination

**Outline**

Complete an invigilated examination.

**Date**

During the examination period at a CQUniversity examination centre.

**Weighting**

40%

**Length**

120 minutes

**Exam Conditions**

Restricted.

**Materials**

Dictionary - non-electronic, concise, direct translation only (dictionary must not contain any notes or comments).

Calculator - all non-communicable calculators, including scientific, programmable and graphics calculators are authorised

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem