



# FINC11001 *Fundamentals of Personal Financial Planning*

## Term 1 - 2023

Profile information current as at 26/03/2023 09:22 pm

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.

## 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 - 2023

- 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. **Take Home Exam**

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 Student evaluation

##### **Feedback**

Some students found the work integrated learning partially completed Assessment 2 - Statement of Advice (financial plan) assessment template too daunting and one student wanted the template to only include the sections that are required to be filled out.

##### **Recommendation**

The request to simplify the assessment by only including sections that the student needs to fill is no longer simulating a simplistic version of the real world or preparing students for the real world of financial advice. However, to further support students cope with the assessment, the unit coordinator will make additional recordings focussing on each section of the Assessment template in more detail.

#### Feedback from Student evaluation

##### **Feedback**

Some guidelines on how to correctly cite and reference through this specific assignment would have been helpful.

##### **Recommendation**

Although the orientation video points out where students are to find resources for their assessments, like the correct citation and referencing style, the unit coordinator will try and improve the design of the Moodle site to make it clear where the resources are to be found.

#### Feedback from Student evaluation

##### **Feedback**

Content needs to be revised and updated where possible as the students find it leads to unnecessary workloads and confusion

##### **Recommendation**

Unit coordinator will revise the content by removing the textbook resource and replace with Study Guides and Overhead slides that can serve as learning resources.

#### Feedback from Student evaluation

##### **Feedback**

Students want a lecture video as well that goes for 30 to 40 minutes.

##### **Recommendation**

Unit coordinator will revise how the content is delivered via a video.

## 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
1 - Practical Assessment - 30%	•	•		
2 - Practical Assessment - 30%	•	•	•	•
3 - Take Home Exam - 40%	•	•	•	•

## 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 - Take Home Exam - 40%	•	•	•	•			•	•		

## Textbooks and Resources

### Textbooks

**There are no required textbooks.**

### IT Resources

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

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Microsoft Teams (both microphone and webcam capability)
- Financial Planning Software

## Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 7th Edition \(APA 7th edition\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Angelique Mcinnes** Unit Coordinator  
[a.mcinnes@cqu.edu.au](mailto:a.mcinnes@cqu.edu.au)

## Schedule

### Week 1 - 06 Mar 2023

Module/Topic	Chapter	Events and Submissions/Topic
<p><b>Personal Financial Planning and the Economic Environment</b></p> <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></ul> <p><b>Professional and Legal Responsibilities of Financial Planners [FPs] and FASEA Codes of Ethics and Standards</b></p> <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><li>• Modalities and financial planning theories</li></ul>	<p><b>Refer to Study Guide for:</b></p> <ul style="list-style-type: none"><li>• Week 1 Prescribed and Supplementary Reading</li></ul>	<p>Refer to <b>Orientation Section</b> in Moodle for:</p> <ul style="list-style-type: none"><li>• What's Happening this term</li><li>• Work through the 'Study Guide' for Week 1</li><li>• Complete the 'Workbook' for Week 1</li><li>• Start the first Portfolio of Activities Assessments</li></ul> <p><b>Note: Zoom Workshop link available in &lt;Classes and Recordings&gt; tile</b></p> <ul style="list-style-type: none"><li>• Attend/watch online Zoom workshop recording</li></ul>

## Week 2 - 13 Mar 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Financial Planning Skills</b> <ul style="list-style-type: none"><li>• Preparation of personal financial statements, cash flows and budgets</li><li>• Analyzing financial statements using ratio analysis</li><li>• Mathematics for financial advisers</li><li>• Time value of money concepts, net present value and compounding interest</li><li>• Taxation effects on returns</li><li>• Nominal, effective and real rates of returns</li></ul>	<b>Refer to Study Guide for:</b> <ul style="list-style-type: none"><li>• Week 2 Prescribed and Supplementary Reading</li></ul>	<ul style="list-style-type: none"><li>• Work through the weekly study guide</li><li>• Complete the weekly workbook</li><li>• Complete the weekly 'Portfolio of Activities' Assessments</li><li>• Start the work integrated learning (WIL) practical Statement of Advice (SOA) Assessment</li><li>• Engage on <b>Moodle Q&amp;A</b> to address any concerns or queries</li></ul> <b>Note: Zoom Workshop link available in &lt;Classes and Recordings&gt; tile</b> <ul style="list-style-type: none"><li>• Attend or watch the online Zoom workshop recording</li></ul>

## Week 3 - 20 Mar 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Structure, Layout and Purpose of a Statement of Advice</b> <ul style="list-style-type: none"><li>• Legislative framework governing quality financial advice in Australia</li><li>• Analysis and evaluation of goals, current financial situation and risk capacity</li><li>• Connecting needs, risk tolerance and risk capacity to investment choices</li><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><li>• Statement of Advice development process and write-up</li></ul>	<b>Refer to Study Guide for:</b> <ul style="list-style-type: none"><li>• Week 3 Prescribed and Supplementary Reading</li></ul>	<ul style="list-style-type: none"><li>• Work through the weekly study guide</li><li>• Complete the weekly workbook</li><li>• <b>Complete Portfolio of Activities 1 of 5 - Due by 10am Friday of Week 3</b></li><li>• For the WIL practical assessment this week read the <b>Fact Find, Risk Profile of the client, SOA template 'Scope of our advice'; 'Your goals and objectives' and 'Your risk tolerance' sections of the Statement of Advice</b></li><li>• Engage on <b>Moodle Q&amp;A</b> to address any concerns or queries</li></ul> <b>Note: Zoom Workshop link available in &lt;Classes and Recordings&gt; tile</b> <ul style="list-style-type: none"><li>• Attend/watch online Zoom workshop recording</li></ul>

## Week 4 - 27 Mar 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Taxation Fundamentals</b> <ul style="list-style-type: none"><li>• Income and capital gains tax basics</li><li>• Applying tax effective strategies to personal financial planning</li><li>• Taxation implications on investment returns, including capital gains</li><li>• Taxation implications of income splitting</li><li>• Identifying the various taxable entities with their benefits and shortcomings</li><li>• Explain the concept of negative gearing</li><li>• Discuss remuneration planning like salary packaging its tax implications</li><li>• Fringe Benefit Tax</li><li>• Goods and Services Tax</li></ul>	<b>Refer to Study Guide for:</b> <ul style="list-style-type: none"><li>• Week 4 Prescribed and Supplementary Reading</li></ul>	<ul style="list-style-type: none"><li>• Work through the weekly study guide</li><li>• Complete the weekly workbook</li><li>• Complete <b>Portfolio of Activities 2 of 5 - Due by 10am Friday of Week 4</b></li><li>• For the WIL practical assessment this week complete <b>'Our Recommended Cashflow/Budgeting Strategies'</b> and the <b>'Supporting information and Annexures'</b> of the SOA</li><li>• Engage on <b>Moodle Q&amp;A</b> to address any concerns or queries</li></ul> <b>Note: Zoom Workshop link available in &lt;Classes and Recordings&gt; tile</b> <ul style="list-style-type: none"><li>• Attend/watch online Zoom workshop recording</li></ul>

## Week 5 - 03 Apr 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Identifying Investment Choices</b> <ul style="list-style-type: none"><li>• Attributes of investors</li><li>• Investment asset classes</li><li>• Risk and return relationship</li><li>• Benefits of diversification</li><li>• Understanding general investment strategies</li></ul>	<b>Refer to Study Guide for:</b> <ul style="list-style-type: none"><li>• Week 5 Prescribed and Supplementary Reading</li></ul>	<ul style="list-style-type: none"><li>• Work through the weekly study guide</li><li>• Complete the weekly workbook</li><li>• <b>Complete Portfolio of Activities 3 of 5 - Due by 10am Friday of Week 5</b></li><li>• For the WIL practical assessment this week complete 'Our Debt Management Strategies' and the 'Supporting information and Annexures' of the SOA</li><li>• <b>Engage on Moodle Q&amp;A to address any concerns or queries</b></li><li><b>Note: Zoom Workshop link available in &lt;Classes and Recordings&gt; tile</b></li><li>• Attend/watch online Zoom workshop recording</li></ul>

## Vacation Week - 10 Apr 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Vacation and Catchup Week</b>	Refer to Study Guides Weeks 1 to 5	<ul style="list-style-type: none"><li>• Catch up incomplete Study Guides and Workbooks from Weeks 1 to 5</li><li>• Catch up on Zoom workshop recordings</li><li>• For the practical assessment continue to complete the 'Our Investment Product Recommendations' and the 'Supporting information and Annexures' of the SOA</li><li>• Engage on <b>Moodle Q&amp;A</b> to address any concerns or queries</li><li><b>Note: Zoom Workshop link available in &lt;Classes and Recordings&gt; tile</b></li><li>• Watch online Zoom workshop recording/s missed</li></ul>

## Week 6 - 17 Apr 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Wealth Creation 1: Direct Investment in Fixed Interest, Shares and Property</b> <ul style="list-style-type: none"><li>• Characteristics, benefits, risks and impact of interest rate changes on cash, fixed interest, shares and property investments</li><li>• Valuations and structuring a direct investment strategy in shares, property, collectibles and alternative investments</li></ul>	<b>Refer to Study Guide for:</b> <ul style="list-style-type: none"><li>• Week 6 Prescribed and Supplementary Reading</li></ul>	<ul style="list-style-type: none"><li>• Work through the weekly study guide</li><li>• Complete the weekly workbook</li><li>• <b>Complete Portfolio of Activities 4 of 5 - Due by 10am Friday of Week 6</b></li><li>• For the WIL practical assessment this week complete the practical assessment complete the 'Our Investment Product Recommendations' and the 'Supporting information and Annexures' of the SOA</li><li>• <b>Engage on Moodle Q&amp;A to address any concerns or queries</b></li><li><b>Note: Zoom Workshop link available in &lt;Classes and Recordings&gt; tile</b></li><li>• Attend/watch online Zoom workshop recording</li></ul>

## Week 7 - 24 Apr 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Wealth Creation 2: Managed Funds, Gearing and Margin Lending</b> <ul style="list-style-type: none"><li>• Asset Classes - cash, fixed interest, shares, ETFs and property investments</li><li>• Benefits, risks, fee structures and taxation implications of managed fund, leveraged investment and margin lending strategy</li><li>• Researching and Identifying management and investment styles of fund managers</li><li>• Constructing a managed fund and geared investment strategies</li></ul>	<b>Refer to Study Guide for:</b> <ul style="list-style-type: none"><li>• Week 7 Prescribed and Supplementary Reading</li></ul>	<ul style="list-style-type: none"><li>• Work through the weekly study guide</li><li>• Complete the weekly workbook</li><li>• <b>Complete Portfolio of Activities 5 of 5 - Due by 10am Friday of Week 7</b></li><li>• For the WIL practical assessment this week complete the practical assessment complete the <b>“Replacement and alternative product recommendations”</b> and the <b>‘Supporting information and Annexures’</b> of the SOA</li><li>• <b>Engage on Moodle Q&amp;A to address any concerns or queries</b></li></ul> <b>Note: Zoom Workshop link available in &lt;Classes and Recordings&gt; tile</b> <ul style="list-style-type: none"><li>• Attend/watch online Zoom workshop recording</li></ul>

## Week 8 - 01 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Wealth Protection: Insurance and Risk Management</b> <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>	<b>Refer to Study Guide for:</b> <ul style="list-style-type: none"><li>• Week 8 Prescribed and Supplementary Reading</li></ul>	<ul style="list-style-type: none"><li>• Work through the weekly study guide</li><li>• Complete the weekly workbook</li><li>• <b>For the WIL practical assessment this week complete the practical assessment complete ‘Financial outcomes of our recommended strategies’</b> sections of the SOA</li><li>• <b>Engage on Moodle Q&amp;A to address any concerns or queries</b></li></ul> <b>Note: Zoom Workshop link available in &lt;Classes and Recordings&gt; tile</b> <ul style="list-style-type: none"><li>• Attend/watch online Zoom workshop recording</li></ul>

## Week 9 - 08 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
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### Wealth Creation 3: Superannuation

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

#### Refer to Study Guide for:

- Week 9 Prescribed and Supplementary Reading

- Work through the weekly study guide
- Complete the weekly workbook
- For the WIL practical assessment this week complete the practical assessment complete '**Cost of our advice**' section of the SOA and finalise the '**Supporting information and Annexures**'

- Exam Advice available from this week

- **Engage on Moodle Q&A to address any concerns or queries**

**Note: Zoom Workshop link available in <Classes and Recordings> tile**

- Attend/watch online Zoom workshop recording

### Week 10 - 15 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Retirement Planning</b> <ul style="list-style-type: none"><li>• Conditions of release</li><li>• Preservation age</li><li>• Withdrawal of funds</li><li>• Death benefit basics</li></ul> <b>"HAVE YOUR SAY" Student Evaluation Survey</b>	<b>Refer to Study Guide for:</b> <ul style="list-style-type: none"><li>• Week 10 Prescribed and Supplementary Reading</li><li>• Final Exam Advice available by Week 10</li></ul>	<ul style="list-style-type: none"><li>• Work through the weekly study guide</li><li>• Complete the weekly workbook</li><li>• For the WIL practical assessment complete the '<b>Authority to Proceed with our Advice</b>', '<b>How to implement our Advice</b>', final parts of the '<b>Supporting information and Annexures</b>', and <b>References</b></li><li>• Exam Advice available from this week</li><li>• <b>Complete the "HAVE YOUR SAY" Student Evaluation Survey</b></li><li>• <b>Engage on Moodle Q&amp;A to address any concerns or queries</b></li></ul> <p><b>Note: Zoom Workshop link available in &lt;Classes and Recordings&gt; tile</b></p> <ul style="list-style-type: none"><li>• Attend/watch online Zoom workshop recording</li></ul>

### Week 11 - 22 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
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### Social Security

- Government benefits
- Age and DVA pension entitlements
- Income and asset test calculations

### "HAVE YOUR SAY" Student Evaluation Survey

### Refer to Study Guide for:

- Week 11 Prescribed and Supplementary Reading
- Final Exam Advice available by Week 10

- Work through the weekly study guide
- Complete the weekly workbook
- Engage on **Moodle Q&A** to address any concerns or queries
- Submit your WIL practical

### Statement of Advice

#### Assessment

- If you have not already done so, complete the "**HAVE YOUR SAY**" Student Evaluation Survey

### Note: Zoom Workshop link available in <Classes and Recordings> tile

- Attend/watch online Zoom workshop recording

### [SCALED] STATEMENT OF ADVICE

Due: Week 11 Thursday (25 May 2023) 11:45 pm AEST

## Week 12 - 29 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Fundamentals of Estate Planning</b> <b>Estate Planning</b> <ul style="list-style-type: none"><li>• Importance and critical components of estate planning in a financial plan</li><li>• Distribution of estate and non-estate assets</li><li>• Raising the question of estate planning with a client</li></ul> <b>Final Exam Review</b> <b>"HAVE YOUR SAY" Student Evaluation Survey</b>	<b>Refer to Study Guide for:</b> <ul style="list-style-type: none"><li>• Week 12 Prescribed and Supplementary Reading</li><li>• Final Exam Advice available by Week 10</li></ul>	<ul style="list-style-type: none"><li>• Work through the weekly study guide</li><li>• Complete the weekly workbook</li><li>• Prepare for the online open book exams</li><li>• Refer to Previous Exam Papers available on Moodle</li><li>• Engage on <b>Moodle Q&amp;A</b> to address any concerns or queries</li><li>• <b>If you have not already done so, complete "Have Your Say" Survey</b></li></ul> <b>Note: Zoom Workshop link available in &lt;Classes and Recordings&gt; tile</b> <ul style="list-style-type: none"><li>• Attend/watch online Zoom workshop recording</li></ul>

## Review/Exam Week - 05 Jun 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Exam preparation</b> <b>Completion of Student Evaluation Survey</b>	Refer to Study Guides for: <ul style="list-style-type: none"><li>• Weeks 1 to 12</li></ul>	<ul style="list-style-type: none"><li>• Prepare for the online open book exams</li><li>• Refer to Previous Exam Papers available on Moodle</li><li>• <b>If you have not already done so, complete "Have Your Say" Survey</b></li></ul>

## Exam Week - 12 Jun 2023

Module/Topic	Chapter	Events and Submissions/Topic
<b>Reports</b>	<b>Refer to &lt;Closure and Reports&gt; tile for:</b> <ul style="list-style-type: none"><li>• Reports finalized by the various relevant committees of CQU SBL</li></ul>	<ul style="list-style-type: none"><li>• End of term reports available on the Moodle and after Certification of Grades</li></ul>

## Term Specific Information

Midwinter is the financial planning software available to CQU students to assist in completing their work integrated learning Statement of Advice Assessments

## Assessment Tasks

### 1 PORTFOLIO OF ACTIVITIES

#### Assessment Type

Practical Assessment

#### Task Description

This is an individual assessment.

This assessment aims to achieve the Unit Learning Outcome:

- Explain and apply the process and Australian legal framework of financial planning.

Comprehensive guidelines, submission instructions and resources will be available in Moodle and in the **<ASSESSMENTS>** tile.

This is an ePortfolio Activity using Portfolium, our portfolio platform, as well as the strategic use of portfolios for developing your professional knowledge and skills.

The portfolio of activities is worth 30 percent and includes multiple choice activities related to professional advice concepts.

The purpose of the activities is to:

- build your financial planning skills progressively
- ensure you have a strong understanding of the theoretical, professional and practical requirements of financial planning
- establish specific competencies that will help you with Assessment Item 2, namely the work integrated learning [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

All activities must be completed and submitted via Moodle tile. Commencing in Week 3, the Activities are due each week 10 AM Friday starting Week 3 and ending Week 7.

#### Return Date to Students

This assessment is graded online and marks will be provided at the completion of the each multiple choice assessment activity.

#### Weighting

30%

#### Assessment Criteria

All activities will be available in the **<ASSESSMENT>** tile in Moodle.

Correct multiple choice answer is the criteria used to earn your grades.

Feedback and assessment results are automatically available after completion of the assessment activity.

#### Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

## Submission

Online

## Submission Instructions

Refer to submission instructions in Moodle tile.

## 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.

To achieve the following Unit Learning Outcomes:

- 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.

Comprehensive guidelines, submission instructions, resources and marking criteria will be available in Moodle in the **<ASSESSMENT>** tile.

In summary:

- You will be provided with a client case study and a partially completed Statement of Advice template.
- The purpose of this assignment is to have you research a personal budgeting and debt management problem, analyse a number of solutions and document your recommendations using a simulated real-world financial planning advice template.
- The Statement of Advice template completion is a simulation of the real-world 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 financial planning knowledge as well as provides employable skills.
- Weekly Zoom Workshops will demonstrate how to construct a Statement of Advice from different perspectives.

**Engaging with your peers via the Moodle Q&A forum helps lighten your study workload and address any matters around the Assessment tasks.**

### Assessment Due Date

Week 11 Thursday (25 May 2023) 11:45 pm AEST

Refer to submission instructions in Moodle tile

### Return Date to Students

Review/Exam Week Thursday (8 June 2023)

Feedback will be provided via Moodle in the tile

### Weighting

30%

### Assessment Criteria

Details of the marking criteria (rubrics) is provided in Moodle in the **<ASSESSMENT>** tile.

We award marks for completing a work integrated learning Statement of Advice (SOA) Microsoft-Word template provided covering the following sections of the SOA.

1. Introduction (Table of Contents)
2. Are you on Track

3. Summary of our Advice in a Strategy Map
4. Our Recommended Strategies
5. Our Product Recommendations
6. Replacement and alternative product recommendations included
7. Financial outcomes of our recommended strategies
8. Cost of our advice
9. Supporting information and Annexures
10. Organisation/Structure/Presentation/Mechanics
11. Sources/Evidence
12. Engagement on Moodle Q&A Forum

### Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

### Submission

Online

### Submission Instructions

Refer to submission Instructions in Moodle in the tile

### 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

## 3 EXAMINATION

### Assessment Type

Take Home Exam

### Task Description

This is an open book online timed exam of 2 hours, including downloading, uploading and submission time.

To achieve the following Unit Learning Outcomes:

- 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.
- Explain and apply the process and Australian legal framework of financial planning.
  
- There is a minimum exam grade of 50% to pass the unit.
- You will be typing your answers in the examination template document provided.
- This is an individual assessment. Collaboration with other students will result in an academic misconduct allegation for all students involved. This may result in a fail result for this assessment. Please note that your paper will be submitted through Turnitin.
- You have 15 minutes at the start of the exam to download the exam file via Moodle.
- You have 1.5 hours to complete the exam in Microsoft-Word.
- You have 15 minutes to upload and submit the completed examination paper at the end of 1.5 hours.
- Late submissions will not be marked.
- If you encounter problems submitting your paper to Moodle, email it to your unit coordinator by the due time.

### Assessment Due Date

Download the exam from Moodle Assessment tile on the scheduled date and time.

## **Return Date to Students**

Feedback will be provided via Moodle in the Assessment tile

### **Weighting**

40%

### **Minimum mark or grade**

50% to pass the unit

### **Assessment Criteria**

Open book online exam grading as per the Online Take Home Exam Advice to meet the unit learning outcomes:

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.

There are eight 5 mark short answer applied theory questions.

Refer to the Exam Advice and Online Open Book Exam Instructions

### **Referencing Style**

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

### **Submission**

Online

### **Submission Instructions**

Upload and submit the exam via Moodle Assessment block by the exam scheduled due date and time

### **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
- Cross Cultural Competence
- Ethical practice

## 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