



FINC13001 Estate Planning

Term 2 - 2020

Profile information current as at 14/12/2025 06:36 am

All details in this unit profile for FINC13001 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 covers the role of the financial advisor in estate and succession planning. You will examine the legal and taxation issues related to estate and succession planning. You will apply the skills required for managing the client relationship and construct an estate and succession plan for a client situation. In this unit you will have the opportunity to integrate the broad range of knowledge and skills required of a practicing Financial Planner into a practice focused project based on a practical client situation.

Details

Career Level: *Undergraduate*

Unit Level: *Level 3*

Credit Points: 6

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

Pre-requisites: FINC19016 Retirement and Superannuation and FINC19019 Insurance Planning

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 2 - 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: 50%

2. **Take Home Exam**

Weighting: 50%

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 were particularly impressed by the pre-recorded webinars and overall support stating they were extremely informative, concise and offered examples and insight of estate planning in practice.

Recommendation

This unit will continue to enlist the expertise of qualified practitioners to enhance the learning outcomes and prepare students to be work-ready graduates of financial planning.

Feedback from Have Your Say

Feedback

The supporting slides were helpful to studying. The weekly questions I believe were helpful to prepare for part 2 of the assignment and study notes for the exam".

Recommendation

This unit will continue to focus on providing students with useful and effective learning resources and opportunities for progressive learning.

Feedback from Have Your Say

Feedback

Students provided feedback about the textbook stating it was difficult to navigate.

Recommendation

The textbook is written by an expert in this field. However, student feedback has been provided to the author and he has committed to making revisions.

Unit Learning Outcomes

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

1. Demonstrate legal, ethical and commercial principles pertinent to estate and succession planning
2. Solve estate and succession planning problems using ethical financial planning principles
3. Prepare professional estate and succession plans for a variety of client circumstances
4. Apply communication techniques for effective client relationship building.

This unit will become part of the Financial Planning suite of units that is accredited by the Financial Planning Education Council using its own standards and the RG146 ASIC standard for Financial Planners. This proposed unit is designed to fit within the overall strategy for accreditation within this regime.

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 - 50%	•	•	•	•

Assessment Tasks	Learning Outcomes			
	1	2	3	4
2 - Take Home Exam - 50%	•	•		

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 - 50%	•	•	•	•	•	•	•	•		
2 - Take Home Exam - 50%	•	•	•	•		•	•	•		

Textbooks and Resources

Textbooks

FINC13001

Prescribed

Estate Planning: A practical Guide for Estate and Financial Service Practitioners

Edition: Fourth (2015)

Authors: Michael Perkins and Robert Monahan

Lexis Nexis

Chatswood , New South , Australia

ISBN: eText 9780409339499 [pbk 9780409339482]

Binding: eBook

Additional Textbook Information

If you prefer to study with a paper copy, they are available at the CQUni Bookshop here: <http://bookshop.cqu.edu.au> (search on the Unit code). eBooks are available at 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)

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.mcinnnes@cqu.edu.au

Schedule

Week 1 - 13 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Core Concepts and Contexts: <ul style="list-style-type: none">• Components of an estate plan [EP]• Relevant professionals engaged in EP• EP as a strategic financial advisory component• Role, obligations and best interest duties of the financial planner	Refer to the Study Guide in Week 1 for Prescribed and Supplementary Reading	Refer to Week 1 in Moodle for: <ul style="list-style-type: none">• Study Guide and Week 1 Questions and Applications• Webinar Agenda

Week 2 - 20 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
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The Situation Review and Adviser Accountability:

- Scoping the client's EP needs, responsibilities and capacity
- Who is the client and to whom are they accountable?
- Establishing the wealth of the client
- Understanding the constraints on a person's EP

Refer to the Study Guide in Week 2 for Prescribed and Supplementary Reading

Refer to Week 2 in Moodle for:

- Study Guide and Week 2 Questions and Applications
- Webinar Agenda

Online Quiz available from 10am Thursday until 10pm Saturday

Week 3 - 27 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Wills, Probate and Succession: <ul style="list-style-type: none"> • Preparation, structure and importance of a will • Formal requirements of wills - adults and minors • Effect of marriage and divorce • Intestacy 	<p>Refer to the Study Guide in Week 3 for Prescribed and Supplementary Reading</p>	<p>Refer to Week 3 in Moodle for:</p> <ul style="list-style-type: none"> • Study Guide and Week 3 Questions and Applications • Webinar Agenda <p>Online Quiz available from 10am Thursday until 10pm Saturday</p>

Week 4 - 03 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Executors, Powers of Attorney: <ul style="list-style-type: none"> • Role and responsibilities of the executor • Powers of Attorney, Guardianship and Advanced Health Directives • Guardianship - Trends, Issues and Appointment • Guardianship of Minors • Guardianship of Adults and Capacity Challenges 	<p>Refer to the Study Guide in Week 4 for Prescribed and Supplementary Reading</p>	<p>Refer to Week 4 in Moodle for:</p> <ul style="list-style-type: none"> • Study Guide and Week 4 Questions and Applications • Webinar Agenda <p>Online Quiz available from 10am Thursday until 10pm Saturday</p>

Week 5 - 10 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Taxation of Estates Part 1 - Basics, Capital Gains Tax [CGT] and 3 Year Rule: <ul style="list-style-type: none"> • Tax rates for deceased estate and 3 year rule • CGT - exemptions and deceased estates • Testamentary gifts and exempt assets • Inter vivos transactions 	<p>Refer to the Study Guide in Week 5 for Prescribed and Supplementary Reading</p>	<p>Refer to Week 5 in Moodle for:</p> <ul style="list-style-type: none"> • Study Guide and Week 5 Questions and Applications • Webinar Agenda <p>Online Quiz available from 10am Thursday until 10pm Saturday</p>

Vacation Week - 17 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
VACATION WEEK	VACATION WEEK	VACATION WEEK

Week 6 - 24 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Taxation of Estates Part 2 - Trusts: <ul style="list-style-type: none"> • Objectives and elements of a trust • Controls, types and uses of a trust in EP • Testamentary trusts - operation, benefits and tax treatment 	<p>Refer to the Study Guide in Week 6 for Prescribed and Supplementary Reading</p>	<p>Refer to Week 6 in Moodle for:</p> <ul style="list-style-type: none"> • Study Guide and Week 6 Questions and Applications • Webinar Agenda <p>Online Quiz available from 10am Thursday until 10pm Saturday</p>

Week 7 - 31 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
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Taxation of Estate Part 3 - Superannuation and Death Benefits:

- Superannuation - how it fits into EP
- Binding Death Nominations
- Beneficiaries on the death of a member
- Tax dependant vs superannuation dependant
- SMSF and passing on control

Refer to the Study Guide in Week 7 for Prescribed and Supplementary Reading

Refer to Week 7 in Moodle for:

- Study Guide and Week 7 Questions and Applications
- Webinar Agenda

Online Quiz available from 10am Thursday until 10pm Saturday

Week 8 - 07 Sep 2020

Module/Topic

Chapter

Events and Submissions/Topic

Responding to the Family Breakdown:

- Family breakdown after death
- Challenging the will
- Eligible persons
- Effect of consent orders, financial arrangements and 'pre-nup' on estates

Refer to the Study Guide in Week 8 for Prescribed List and Supplementary Reading

Refer to Week 8 in Moodle for:

- Study Guide and Week 8 Questions and Applications
- Webinar Agenda

Online Quiz available from 10am Thursday until 10pm Saturday

Week 9 - 14 Sep 2020

Module/Topic

Chapter

Events and Submissions/Topic

Responding to Changes in Capacity and Cognition:

- Planning for declining capacity ad deteriorating health
- Powers of attorney, guardianship and back-ups in context
- Testamentary capacity and undue influence

Refer to the Study Guide in Week 9 for Prescribed and Supplementary Reading

Refer to Week 9 in Moodle for:

- Study Guide and Week 9 Questions and Applications
- Webinar Agenda

Online Quiz available from 10am Thursday until 10pm Saturday

Week 10 - 21 Sep 2020

Module/Topic

Chapter

Events and Submissions/Topic

Estate Planning in Action Part 1 - The Estate Plan

- Objectives and intentions
- Evaluation
- Threats and risk affecting the client
- Moving from issues to action
- Engaging with client decisions
- Estate analysis at work

Refer to the Study Guide in Week 10 for Prescribed and Supplementary Reading

Refer to Week 10 in Moodle for:

- Study Guide and Week 10 Questions and Applications
- Webinar Agenda

No quiz this week.
Part 2 of Estate Planning Term Project due Wednesday 25th September at NOON

Week 11 - 28 Sep 2020

Module/Topic

Chapter

Events and Submissions/Topic

Estate Planning in Action Part 2 - Challenges and Choices for Advisers and Clients:

- Establishing private schemes of representation
- Reducing impact of third party risks on estates
- Superannuation - a capital protection strategy
- Myths 'my estate is simple!'
- Is the family fit to govern
- Appointing and removing trustees

Refer to the Study Guide in Week 11 for Prescribed and Supplementary Reading

Refer to Week 11 in Moodle for:

- Study Guide and Week 11 Questions and Applications
- Webinar Agenda

Online Quiz available from 10am Thursday until 10pm Saturday

Week 12 - 05 Oct 2020

Module/Topic

Chapter

Events and Submissions/Topic

Estate Planning in Action Part 3 - Documenting Recommendations

- Articulating assumptions and objectives
- Explaining your observations
- Set out your advice

Exam Review

Refer to the Study Guide in Week 12 for Prescribed and Supplementary Reading

Refer to Week 12 in Moodle for:

- Study Guide and Week 12 Questions and Applications
- Webinar Agenda

Online Quiz available from 10am Thursday until 10pm Saturday

Review/Exam Week - 12 Oct 2020

Module/Topic	Chapter	Events and Submissions/Topic
Exam Review: <ul style="list-style-type: none">• Structure• Preparation• Materials	Refer to Assessment Section on Moodle for Exam Advice	Refer to Week 12 in Moodle for: <ul style="list-style-type: none">• Exam Review Preparation• Webinar Agenda

Exam Week - 19 Oct 2020

Module/Topic	Chapter	Events and Submissions/Topic
Details to be advised	Details to be advised	Details to be advised

Assessment Tasks

1 Weekly Online Quizzes

Assessment Type

Practical Assessment

Task Description

Part 1 includes 10 x weekly online quizzes.

Specifically, a 10 question quiz will be released in weeks 2 to 9 and weeks 11 and 12.

The quiz can be accessed in those weeks from 10am Thursday until Saturday 10pm with 1 hour to complete.

The questions will draw from the prescribed reading referred to in the weekly study guides and webinar content.

The aim of each quiz is to encourage progressive learning.

Each quiz will be worth 1% [ie 10 quizzes x 1% = 10% total for Part 1].

Part 2 is an individual assignment based on a client case study.

Detailed submission instructions, the client case study, templates and the marking criteria are provided under the ASSESSMENTS block in Moodle.

Part 2 is worth 40%.

In summary, you are required to read and analyse the case study carefully. Then prepare comprehensive letters of advice to the client and relevant professionals including the clients, accountant and estate lawyer.

Together, the letters will demonstrate your ability to:

- Scope the client's estate planning needs, responsibilities and capacity
- Show who is the client and to whom they are accountable
- Establish the wealth of the client
- Understand the constraints on a person's estate management and the succession of their estate
- Show consideration for the compliance regime and adviser accountability [and limits]
- Document recommendations
- Articulate assumptions and objectives
- Explain your observations

Assessment Due Date

Part 1: Released in weeks 2 to 9 and weeks 11 and 12 and available from 10am Thursday to 10pm Saturday in those weeks. Part 2 is due Week 11 Friday, at NOON.

Return Date to Students

Feedback will be provided via Moodle in the Assessment block.

Weighting

50%

Assessment Criteria

A comprehensive marking rubric covering grading criteria and allocation of marks to meet the learning outcomes is available in the Moodle Assessment block.

Referencing Style

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

Submission

Online

Submission Instructions

Submission via Moodle in the Assessment block in Moodle

Learning Outcomes Assessed

- Demonstrate legal, ethical and commercial principles pertinent to estate and succession planning
- Solve estate and succession planning problems using ethical financial planning principles
- Prepare professional estate and succession plans for a variety of client circumstances
- Apply communication techniques for effective client relationship building.

Graduate Attributes

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

2 Online Open Book

Assessment Type

Take Home Exam

Task Description

This is an open book online timed exam of 3 hours, including downloading, uploading, and submission time.

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. So 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 2.5 hours to complete the exam in Microsoft-Word.

You have 15 minutes to upload and submit the completed examination paper at the end of 2.5 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 block on the scheduled date and time.

Return Date to Students

Feedback will be provided via Moodle in the Assessment block

Weighting

50%

Minimum mark or grade

50% to pass the unit

Assessment Criteria

Open book online exam grading as per the Take Home Exam Advice to meet the learning outcomes. Refer to the Take Home 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

- Demonstrate legal, ethical and commercial principles pertinent to estate and succession planning
- Solve estate and succession planning problems using ethical financial planning principles

Graduate Attributes

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