

Tier 1 Compliance Solution Enrolment Kit



SECTION A: INFORMATION

Kaplan Professional offers a three-part compliance solution for financial advisers and planners to meet the requirements outlined in ASIC's Regulatory Guide 146.

To achieve competence the following components must be completed:

- Part A – Generic Knowledge (910) + an online exam
- Part B – at least one Specialist Knowledge area (921–927) + an online exam for each area undertaken
- Part C – Skills Assessment – Adviser Skills (940) + an assignment for **one** specialist knowledge area (921S–927S). Participants do not need to complete an assignment for each area.

Tier 1 at a glance

TIER 1 COMPONENTS	NUMBER	EXAM
PART A. GENERIC		
Generic Knowledge	910	✓
PART B. SPECIALIST KNOWLEDGE (Select one or more areas)		
Managed Investments	921	✓
Derivatives	922	✓
Securities	923	✓
Superannuation	924	✓
Life Insurance	925	✓
Financial Planning	926	✓
Foreign Exchange	927	✓
PART C. SKILLS		
Adviser Skills notes	940	
Plus select one of the following assignments		ASSIGNMENT
Managed Investments	921S	✓
Derivatives	922S	✓
Securities	923S	✓
Superannuation	924S	✓
Life Insurance	925S	✓
Financial Planning	926S	✓
Foreign Exchange	927S	✓

Learning resources

- A comprehensive set of notes for each component is provided to participants.
- Extra resources are available at the Kaplan Professional website in the 'Tier 1 Subject Room'. These resources should be checked regularly for updates, supplementary material, amendments or FAQs.

What do you receive upon successful completion of the Tier 1 Compliance Solution?

If you satisfactorily complete all three components and the related assessment tasks you will receive a Statement of Attainment listing the ASIC competencies achieved.

Assessment

Assessment consists of:

- one online exam for Generic Knowledge (910)
- one online exam for each Specialist Knowledge area undertaken (921–927)
- one assignment for Adviser Skills (921S–927S)*

***Note:** If you are undertaking more than one Specialist Knowledge area you only need to do an assignment for **one** of those areas. Completion of one assignment meets the skills requirements for all Specialist Knowledge areas.

EXAMINATION INFORMATION

- examinations are of 60 minutes duration and comprise 40 online, multiple choice questions. They are delivered via Kaplan Professional's Online Learning Centre
- a pass mark of 70% is required for each exam
- all exams are open book
- examination dates must be nominated at the time of enrolment and should be at least 2 weeks after enrolment. For a list of examination dates please see page 4 of this kit
- a supervisor must be nominated at the time of enrolment and be approved by Kaplan Professional (see page 2 of the enrolment form for more information and Supervisor's Declaration)
- supervisors will be emailed exam information including assessment date, URL and technical requirements for exam delivery

EXAMINATION ACCESS INFORMATION

- examinations can be completed between 8.00am and 8.00pm AEST (AEDST)
- technical support is only available between 8.30am and 5.30pm AEST (AEDST)
- Students should have access to:
 - a PC that has both Java Script and Java enabled in the browser
 - the Internet
- the web address for accessing the student's online exam is forwarded to their nominated supervisor via email
- when the supervisor has received the exam email they should ensure that the computer on which the exam is to be delivered meets the technical requirements as per the instructions in the email

Note: Participants who do not have access to the necessary technology will need to apply to Kaplan Professional to make alternative arrangements for sitting their examination. Please call 1300 662 203 to organise this.

EXAM RESULTS

Participants receive their exam results on screen at the end of the exam.

EXAM RE-SITS

Participants can re-sit an exam if they fail. The fee for a re-sit is AUD\$100 (only one re-sit per component is available). After two unsuccessful attempts at an exam (including one re-sit) participants must re-enrol in the component.

ASSIGNMENTS

The skills for all Specialist Knowledge areas are developed through the Adviser Skills notes (940) and assessed through completion of an assignment relating to **one** Specialist Knowledge area.

The Adviser Skills notes cover the development of a compliant Statement of Advice (SOA) for a client. In the Adviser Skills assignment (921S–927S) the participant must apply this information to the development of an SOA for **one** Specialist Knowledge area.

The assignment can be downloaded from the Tier 1 Subject Room and should be submitted online after completing the Generic Knowledge and Specialist Knowledge exams.

Exemptions for previous study

Exemptions are available to participants who are able to provide a Statement of Attainment showing competencies achieved from another Registered Training Organisation (RTO), or for a course listed on the ASIC Training Register. To apply for exemptions refer to the Mutual Recognition Kit and Application Form under the 'Recognition & Exemptions' section of the website.

ASIC's 5 in 8 rule for individual assessment

ASIC requires practitioners seeking individual assessment for a Tier 1 Compliance Solution to have at least five years relevant industry experience in the last 8, in a capacity that enables them to understand the responsibilities and requirements of their current role. Please refer to ASIC Regulatory Guide 146 for more information on this rule.

Participants seeking exemptions with Kaplan Professional for a Tier 1 Compliance Solution are required to sign and date a declaration on the enrolment form verifying their eligibility and undertake an individual assessment.

Articulation

The competencies specified on the Statement of Attainment issued on successful completion of each Tier 1 Compliance Solution will be recognised towards Kaplan Professional's Diploma of Financial Services (Financial Planning) FNS50804 or the Diploma of Financial Services — Financial Markets pathway FNS50107. Please refer to your Kaplan Professional office for additional information, or the 'Recognition & Exemptions' page on the Kaplan Professional website at www.kaplanprofessional.edu.au.

SECTION B: COMPONENT CONTENT

Generic (910)

- Providing financial advice
 - Obligations and liabilities of advisers
 - Operation of the financial services industry
 - The economic environment
 - Financial products
 - Investment concepts
 - Taxation concepts
-

Managed investments (921)

- Investment choices
 - The investment process and asset allocation
 - Equity asset class
 - Fixed interest asset class
 - Other asset classes
 - Performance and manager selection
-

Derivatives (922)

- Short-term interest rate derivatives
 - Long-term interest rate derivatives
 - Swaps
 - Options
 - Equity derivatives
 - Clearing and trade/legislation
 - Taxation – derivatives
-

Securities (923)

- Introduction to the securities market
 - Using equity and debt securities
 - Using geared securities
 - Basic investment strategies
 - Listing on the stock exchange
 - Regulation and compliance within the securities industry
-

Superannuation (924)

- Introduction to retirement planning and the superannuation industry
 - Contributions
 - Tax
 - Superannuation benefits
 - Income streams
 - Social security
 - Death benefits
 - Divorce, bankruptcy and complaints
 - Self-Managed superannuation funds
-

Life insurance (925)

- Introduction to risk management and insurance
 - Personal insurances
 - Business and general insurance
 - Taxation of insurance products
 - Advising practices: insurance products
 - Regulation and compliance
-

Financial planning (926)

- Equity securities and equity derivatives
 - Debt securities and interest rate derivatives
 - Managed investments
 - Key tax and legal issues
 - Insurance products
 - Superannuation and retirement
 - Estate planning
-

Foreign exchange (927)

- Foreign exchange market
 - Spot transactions
 - Foreign exchange forward market
 - Currency options
 - Foreign exchange risk management
 - Taxation and the foreign exchange market
-

Adviser skills (940)

- Identifying client needs and objectives
- Analysing the situation and developing solutions service
- Presenting the SOA and reaching agreement
- Implementing the solution and providing ongoing service

SECTION C: DATES

Parts A + B Generic and Specialist Knowledge areas — **Examination dates 2010 see page 9**

Parts C Adviser Skills — **Assignment hand-in dates 2010 see page 9**

Note: Participants selecting assignment submission dates for Adviser Skills must ensure that these dates fall after the Generic and Specialist Knowledge examination dates.

SECTION D: EXAMINATION SUPERVISOR

Participants must nominate a suitable exam supervisor when they enrol. Please refer to the Examination Supervision section on the enrolment form for the full requirements for exam supervisors and a supervisor’s declaration.

SECTION E: FEES

The fees listed below relate to distance education learning. Participants studying by distance education will be issued with study notes. Participants undertaking Exam/Assessment Only will not receive study notes.

COMPONENT	DISTANCE LEARNING FEES (include assessment)	EXAM/ASSESSMENT ONLY (no notes provided)	RESIT EXAM/ASSESSMENT		RESCHEDULE EXAM/ASSESSMENT	
	Standard	Standard				
Generic Knowledge (910)	\$410	\$290	Exam	\$100	Exam	\$150
Specialist Knowledge areas (921–927)	\$410	\$290 per component	Exam	\$100	Exam	\$150
Adviser Skills (940) + (921S–927S)	\$520	\$395	Assignment	\$100	Assignment	\$150

Note: In-house workshops can be arranged upon request. Please contact Kaplan Professional for fees.

INTERNATIONAL POSTAGE

For international postage fee details please refer to the “Course Fees” section of the Tier 1 Compliance Solution page on our website: www.kaplan.edu.au

SECTION F: TERMS AND CONDITIONS

Refund

A refund of the enrolment fee may be granted for component(s) less a \$100 per component administration fee. Applications must be made in writing, within one month of the enrolment date, stating the reasons for the refunds. Refunds will not be considered after that date. Refunds will be granted at the discretion of Kaplan Professional. Participants will be notified in writing of the outcome of their request.

Rescheduling assessment dates

Participants can reschedule an assessment up to one day prior to the scheduled assessment date. The rescheduled date must be no less than seven (7) days after the original assessment date.

Only one reschedule per exam is permitted. A fee of AUD\$150 per exam applies.

All reschedule requests are at the discretion of Kaplan Professional.

Payment terms

- Fees must be paid at the time of enrolment. Please choose carefully as refunds will only be given in accordance with Kaplan Professional's refund policy (see above).
- A variety of payment methods are available — credit card or cheque. If a cheque or credit card is dishonoured, participants will be required to pay any related bank charges.
- Payment may take up to five (5) working days to be debited from a nominated account or credit card.
- Receipts and tax invoices are available for download from the "Online Transaction Receipts" section in the Tier 1 Subject Room.

Student declaration

Participants MUST sign and date the student declaration on the enrolment form before the application is submitted to Kaplan Professional.

Privacy Policy

Kaplan Professional and its subsidiaries (collectively referred to as "Kaplan") appreciate that privacy is very important to you. Kaplan Professional has adopted a Privacy Policy that complies with the National Privacy Principles in the Privacy Act when dealing with personal information. Kaplan Professional recognises your right to expect that other people will treat your personal information as private. The Privacy Policy covers Kaplan's treatment of personally identifiable information that we collect or hold. The detailed Kaplan Privacy Policy is published on our website: www.kaplanprofessional.edu.au/About_Us/Privacy_Policy.

Approving Manager's signature

Please note that if your company policy requires your manager to approve your enrolment, the Approving Manager's details must be completed.

Tier 1 Compliance Solution Enrolment Form



USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

PERSONAL INFORMATION AND CONTACT DETAILS (*please complete essential fields)

Title: Mr / Ms / Mrs / Miss / Dr / Other:

Personal ID: _____ Preferred Name(s): _____

*First Name: _____ Middle Name(s): _____

*Last Name(s): _____ *Gender: Male Female

*Email: _____ *Date of Birth: _____

Company Name: _____

Title/Position: _____ Department: _____

I am a: New Student Continuing Student

My details have not changed since the last time I enrolled.

ADDRESS

Please provide a preferred address for both mailing and study notes delivery. If you are using a business address, please include floor/level details as applicable.

Mailing This is my Home Business Street address / PO Box _____

Suburb: _____ State: _____ Postcode: _____ Country: _____

NOTES DELIVERY

Study notes can be delivered to a PO Box (within Australia only) or street address. You can expect study notes to be delivered within 10 days of enrolment (during the dispatch period). Please ensure that someone will be available to sign for your notes at your specified address below.

Delivery This is my Home Business Street address / PO Box _____

Suburb: _____ State: _____ Postcode: _____ Country: _____

CONTACT NUMBERS please tick preferred contact number

Home: () Work: ()

Mobile: _____ Facsimile: ()

COMPONENT SELECTION

Using the table below, please select the components you wish to complete, the mode of study (if you choose to study by workshop, please also include workshop dates) and examination dates. Please note a selection must be made from parts A, B and C.

COMPONENT	EXAMINATION DATE	COMPONENT	SKILLS ASSESSMENT HAND-IN DATE
PART A. GENERIC		PART C. SKILLS	
<input type="checkbox"/> Generic Knowledge (910)	___/___/___	<input type="checkbox"/> Adviser Skills notes (940)	
PART B. SPECIALIST KNOWLEDGE – select one or more areas		*Plus one of the following assignments	
<input type="checkbox"/> Managed Investments (921)	___/___/___	<input type="checkbox"/> Managed Investments (921S)	___/___/___
<input type="checkbox"/> Derivatives (922)	___/___/___	<input type="checkbox"/> Derivatives (922S)	___/___/___
<input type="checkbox"/> Securities (923)	___/___/___	<input type="checkbox"/> Securities (923S)	___/___/___
<input type="checkbox"/> Superannuation (924)	___/___/___	<input type="checkbox"/> Superannuation (924S)	___/___/___
<input type="checkbox"/> Life Insurance (925)	___/___/___	<input type="checkbox"/> Life Insurance (925S)	___/___/___
<input type="checkbox"/> Financial Planning (926)	___/___/___	<input type="checkbox"/> Financial Planning (926S)	___/___/___
<input type="checkbox"/> Foreign Exchange (927)	___/___/___	<input type="checkbox"/> Foreign Exchange (927S)	___/___/___

Note: If you are undertaking more than one Specialist Knowledge area you only need to do an assignment for **one** of those areas. Completion of one assignment meets the skills requirements for all Specialist Knowledge areas.

APPOINTMENT OF EXAMINATION SUPERVISOR

- a supervisor must be nominated at the time of enrolment and be approved by Kaplan Professional
- the supervisor must meet the criteria detailed below
- the supervisor is only approved to supervise the exams for which they are nominated (on the enrolment form). **Note:** if the approved supervisor is unable to supervise the examination, a substitute supervisor must be approved by Kaplan Professional prior to the candidate sitting the exam
- the nominated supervisor will receive an email five (5) working days before the exam containing an Examination Supervisor Kit, exam access information and trouble shooting tips
- the supervisor must sign and date the ‘Supervisor’s Compulsory Declaration’ before the enrolment form is submitted to Kaplan Professional

Who can supervise an examination?

- a suitable person at a government recognised tertiary institution or school, (e.g. Teacher, Senior Administrator, Librarian)
- a suitable person at the Australian Consulate, (e.g. a Training or Education Officer) a Minister of Religion, Justice of the Peace, Doctor, Lawyer, Accountant, Police Officer, Human Resources Manager
- a Compliance Officer
- a current member of Finsia
- the HR Manager or Training Manager at the student’s place of work.

The supervisor must not be related to, reside with, or be a work colleague (except for HR Manager or Training Manager) of the examination candidate, or be a Kaplan Professional student. Please note that candidates are not permitted to sit an examination in their own home, unless the candidate has special needs, and is approved by Kaplan Professional. Please view Kaplan Professional’s privacy statement on p.8 of this form or view Kaplan Professional’s privacy policy online at www.kaplanprofessional.edu.au.

Supervisor’s Name: _____

Supervisor’s Title/Position: _____

Supervisor’s Company: _____

Supervisor’s Address: _____

Supervisor’s Email Address (unlimited by mailbox size): _____

Telephone: _____

Fax: _____

Supervisor’s compulsory declaration

I agree to act as supervisor for this candidate’s examination(s) during the examination dates nominated. I understand that Kaplan Professional will send me the confirmed arrangements once this nomination has been approved and that the examination candidate is responsible for all associated costs. I confirmed that the information provided by me in this form is in all respects correct and complete to the best of my knowledge and belief and that I am not related to, reside with, or work with the examination candidate (except for HR or Training manager).

Signature: _____

Date: _____

PAYMENT

Fees must be paid at the time of enrolment. Please choose carefully and ensure that you have read the refund policy outlined at www.kaplanprofessional.edu.au. Any applicable membership discount on subjects will be taken into account when your enrolment is processed. (Note: Fees are in Australian dollars. All fees are subject to change without notice. GST is included where applicable).

ENROLMENT FEES

FEES	see fees in course outline or visit www.kaplanprofessional.edu.au	Total fees \$
International students Postage	see fees on www.kaplanprofessional.edu.au	Total \$
		Grand AUD Total \$ _____.

PAYMENT TO KAPLAN (ABN 54 089 002 371)

EFTPOS — payments must be made in person in our offices.

Cheque Please find my cheque made payable to **KAPLAN** attached. Cheque No _____

Credit card Mastercard Visa

Card Number _____ / _____ / _____ / _____ Expiry Date ____ / ____

Cardholder Name _____ Cardholder Signature _____

COMPULSORY DECLARATION

Student Declaration

I hereby apply for enrolment with Kaplan Professional. I agree that if this application for enrolment or assessment is accepted by Kaplan Professional, I will be bound by the rules, regulations, by-laws and procedural policies of Kaplan Professional as laid down from time to time, including any disciplinary procedures. Please refer to Kaplan Professional policies outlined at www.kaplanprofessional.edu.au. I confirm that the information provided by me in this form is in all respects correct and complete to the best of my knowledge and belief, and I consent to it being used by Kaplan Professional. I acknowledge that Kaplan Professional reserves the right to refuse my application for enrolment or assessment. I acknowledge that if at any time my conduct in classes, assessment or otherwise is considered by Kaplan Professional to be inappropriate, Kaplan Professional reserves the right, at its discretion, to refuse permission for me to attend any Kaplan Professional events or sit for any Kaplan Professional assessment, or to impose any penalty set down in Kaplan Professional’s disciplinary procedures, whether or not I withdraw from the course or the component. I acknowledge that Kaplan Professional’s determination in respect of examination and assessment results is final and will not be subject to discussion or negotiation except in accordance with the Kaplan Professional’s rules and policies.

Signature: _____ Date: _____

ASIC 5 IN 8 RULE

Individuals with the equivalent of five years industry experience within the past eight years seeking individual assessment for a Tier 1 Compliance Solution are required to sign the declaration below.* Please refer to page 2 of the accompanying kit for further information on the ASIC 5 in 8 rule.

I hereby declare that I have the equivalent of five years industry experience within the past eight years.

Signature: _____ Date: _____

APPROVING MANAGER’S SIGNATURE

If your company policy requires your manager to approve your enrolment, this section must be completed

Approving Manager’s Name: _____

Title/Position: _____

Telephone: _____

Signature: _____ Date: _____

PRIVACY POLICY

Kaplan Professional and its subsidiaries (collectively referred to as “Kaplan”) appreciate that privacy is very important to you. Kaplan Professional has adopted a Privacy Policy that complies with the National Privacy Principles in the Privacy Act when dealing with personal information. Kaplan Professional recognises your right to expect that other people will treat your personal information as private. The Privacy Policy covers Kaplan’s treatment of personally identifiable information that we collect or hold. The detailed Kaplan Privacy Policy is published on our website: www.kaplanprofessional.edu.au/About_Us/Privacy_Policy.

Return this form to Kaplan Professional via:

- MAIL** GPO Box 9995, Sydney NSW 2001
- FAX** 1300 137 802
- PHONE** 1300 662 203



EXAM DATES 2010

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
12	9	9	6	4	1	1	10	7	5	2	1
13	10	10	7	5	2	13	11	8	6	3	2
14	11	11	8	6	3	14	12	9	7	4	14
27	23	23	20	18	15	15	24	21	19	16	15
28	24	24	21	19	16	27	25	22	20	17	16
	25	25	22	20	17	28	26	23	21	18	
					29	29				30	
					30						

Part C Adviser Skills – Assignment hand-in dates 2010

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
27	23	30	27	25	29	27	31	28	26	30