



# Subject Outline

## **Tier1FPGA Tier 1 Financial Planning — General Advice**



# Subject outline

## SUBJECT OVERVIEW

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Tier 1 Financial Planning introduces students to the products, markets and regulatory environment for the financial services industry in Australia. The subject also provides students with a step-by-step understanding of the processes in providing professional financial planning advice services.

This also introduces key areas of financial advice, including investment markets, taxation, social security, retirement planning and risk management.

## LEARNING OUTCOMES

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On successful completion of this subject, students should be able to:

- demonstrate their knowledge of the required ethics and professionalism for working within the financial services industry
- identify risks, and the appropriate action required to protect clients against those risks
- apply basic tax and social security concepts.

## TOPICS

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Topic 1: Australia's financial system and economic environment

Topic 2: Broad view of financial advice

Topic 3: Working in financial planning

Topic 4: Financial product advice

Topic 5: Introduction to taxation

Topic 6: Overview of financial products

Topic 7: Banking services and products

Topic 8: Government support for those in need

Topic 9: Estate planning

Topic 10: Financial planning in practice.

## UNITS OF COMPETENCY

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There are no units of competency awarded for this subject.



## SUBJECT ENTRY REQUIREMENTS

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The prerequisite for this subject is Tier 1 Generic Knowledge.

Individuals are required to be 18 years and over to enrol in this subject.

Individuals who are in Australia on a student visa are unable to enrol in this subject. If you are in Australia on a visa and wish to enrol, you need to check that you are enrolling in accordance with the study conditions of your visa.

## SUBJECT DURATION

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Students have a total of:

- 12 weeks to complete the learning and assessment requirements for the *Tier1FPGA* Tier 1 Financial Planning — General Advice, from their initial activation date.
- An additional four (4) weeks resubmission time, which will be granted if all assessment tasks have been attempted and the student has been deemed 'not yet competent' in one or more tasks. This time can be used to resubmit a written and oral assignment or resit an exam. There is no fee for this extension.

Therefore, if a student completes the learning and assessment, and the resubmission time is granted, the duration will be 16 weeks.

The **amount of training** for this course may be up to 8 hours per week. The amount of training is the hours a student can expect to spend engaged in structured learning or tutor-led activities.

The assessment hours for this course are 20 minutes per week. These are the hours a student can expect engaging in assessment activities.

In addition to the amount of training and assessment hours, students who are new to industry or vocational training could need up to 2 hours per week known as **unsupervised hours**. These additional hours are for study skills or further research. For example, a student not working in industry would need more time to review industry websites that are usually introduced in workplace compliance training.

Students working in the industry may be able to complete this subject requirements in a shorter timeframe or less hours per week.

If a student applies for extensions beyond the 16-week completion timeframe or is granted special consideration, and is enrolled in *Tier1FPGA* Tier 1 Financial Planning — General Advice, the maximum period of time to complete the qualification is two years from the qualification activation date. If enrolling in single subjects with the intention of completing a qualification, the two-year timeframe is calculated from the initial activation date of the first subject.

Additional study-related fees apply to formal extensions and re-enrolments. Please refer to the Vocational Education Fees schedule: <[www.kaplanprofessional.edu.au/faqs/financial-services-fees](http://www.kaplanprofessional.edu.au/faqs/financial-services-fees)>.

Please also refer to our Vocational Education and Training (VET) Enrolment Terms and Conditions: <[www.kaplanprofessional.edu.au/terms-and-conditions](http://www.kaplanprofessional.edu.au/terms-and-conditions)> or our Student Handbook: <[www.kaplanprofessional.edu.au/current-students/vocational-education-student-handbook](http://www.kaplanprofessional.edu.au/current-students/vocational-education-student-handbook)> for important information on:

- subject activation and completion timeframes
- extensions
- subject re-enrolment.



## DELIVERY MODE

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This subject is delivered online and does **not** include hard copy notes.

Kaplan's online learning portal, KapLearn, enables the provision of innovative, interactive learning resources and support. KapLearn can be accessed anywhere, at any time, using a computer or mobile device that has internet access. Students are also provided with hard copy subject notes for their reference.

KapLearn is the access point for subject notes, supplementary learning material, practice activities and assessments. KapLearn is also the access point for ongoing support. The 'Ask your tutor' forum provides continuous technical support from subject matter experts.

## ASSESSMENT TASKS

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The assessment tasks for this subject are listed below. Units of competency are co-assessed by topic within subjects, as follows. The units of competency are co-assessed, as listed earlier in 'Units of competency'.

Topic	Assessment	Assessment detail
Topics 1–9	1 Exam	Supervised, open-book multiple-choice examination, four (4) attempts

Students may attempt the exam and/or submit their written and oral assignment at any time if they believe they are adequately prepared. Students will receive personal reminder emails as they approach their assessment deadlines.

Students who complete the subject will receive a Certificate of Completion.

## RECOGNITION OF PRIOR LEARNING

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Individuals may be able to obtain Recognition of Prior Learning (RPL) for a Kaplan Professional award subject based on their previous study and/or work experience. To do this, individuals must submit evidence that demonstrates they have already met the requirements of the subject through these other means.

Evidence can take many forms, such as information about approved study, information about work experience, certificates, transcripts or other credentials. To find out if you are eligible for RPL, refer to our Credit Transfer and RPL page: <[www.kaplanprofessional.edu.au/faqs/kaplans-exemptions-service](http://www.kaplanprofessional.edu.au/faqs/kaplans-exemptions-service)>.

## FEES

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An updated schedule of fees is available at the Kaplan Professional website: <[www.kaplanprofessional.edu.au](http://www.kaplanprofessional.edu.au)>.

## STUDENT POLICIES

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Students who enrol in a Kaplan subject are bound by our published policies, including the policy that sets out our rules for assessment. Students can review these policies before they enrol by going to the Kaplan website: <[www.kaplanprofessional.edu.au](http://www.kaplanprofessional.edu.au)>. The policies also assist students when their study program does not go as planned and they need extra support.