



# Subject Outline

**DFSE209 Introduction to Financial Advice**



## Section 1 — General information

### 1.1 Administrative details

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Duration	Credit points	Level
One study period (12 weeks)	3	AQF5

### 1.2 Core or elective subject

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This is an elective subject for the Diploma of Financial Services.

### 1.3 Delivery mode

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This subject is delivered online.

### 1.4 Assumed knowledge

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Whilst there are no prerequisites for this subject, Kaplan assumes students have previously acquired knowledge of relevance in accordance with the entry requirements, specifically via a prior qualification and/or equivalent work experience.

### 1.5 Course transition subject equivalence

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There are no equivalences for this subject.

### 1.6 Assumed knowledge

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Whilst there are no prerequisites for this subject, Kaplan assumes students have previously acquired knowledge of relevance in accordance with the entry requirements, specifically via a prior qualification and/or equivalent work experience.



## Section 2 — Academic details

### 2.1 Subject overview

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This subject provides an overview of the profession of financial planning, exploring its intricacies and relevance in today's financial landscape.

Students delve into the legislation and regulations governing financial planning, gaining insights into compliance requirements and ethical considerations.

The subject navigates through the six steps in financial planning, equipping learners with practical tools for effective client engagement. Fundamental concepts of taxation, estate planning and social security are explored, emphasising their pivotal role in holistic financial planning strategies.

Through case studies and real world scenarios, students develop a deep understanding of financial planning in practice and will be able to explain the different types of client advice, their purpose, and associated costs.

### 2.2 Subject learning outcomes

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

1. Describe the obligations of financial advice licensees and advisers
2. Explain the six steps involved in the financial planning process
3. Discuss the fundamental principles of taxation and their implications for financial planning decisions
4. Identify key concepts and strategies in estate planning and social security

### 2.3 Topic learning outcomes

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#### Topic 1: Providing financial advice – licensee and advice obligations

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

- Describe the regulatory framework governing financial advice in Australia
- Describe the licensing and authorisation requirements for financial services licensees and financial advisers
- Explain the general obligations of Australian Financial Services (AFS) licensees
- Distinguish between personal advice and general advice

#### Topic 2: Six steps of the financial planning process

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

- Explain the three main legal requirements for data gathering
- Identify how to disclose fees to be charged and services that will be provided as part of those fees
- Describe the ethical requirements for formulating advice
- Identify the ethical requirements for conducting a review with a retail client.

### Topic 3: Introduction to taxation

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

- Describe assessable income and the application of income taxes
- Outline the taxation of income for different entities
- Differentiate between tax avoidance, tax evasion and taxation planning.

### Topic 4: Overview of estate planning

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

- Explain the purpose of estate planning and its role within the financial planning process
- Identify the key estate planning tools, including wills, powers of attorney, superannuation nominations and life insurance arrangements
- Distinguish between estate and non-estate assets and recognise how ownership structures affect the distribution of assets on death
- Identify common estate planning and social security issues that require referral to legal or specialist advisers

### Topic 5: Overview of social security

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

- Explain the purpose of the Australian social security system and the role of the Age Pension in retirement income support
- Identify eligibility requirements for the Age Pension
- Distinguish between the assets test and income test for the Age Pension
- Recognise common social security planning issues

### Topic 6: Research, data analysis and recommendations

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

- Describe the role of research in the financial advice process
- Identify the key sources of research and data used by financial advisers
- Explain how advisers interpret research outputs and client data to assess the suitability of strategies
- Apply research findings and client data to formulate compliant financial recommendations.

### Topic 7: Financial planning in practice

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

- Apply the financial planning process in practical client scenarios
- Analyse client circumstances in practice by interpreting client data
- Develop and adapt written financial recommendations
- Explain how financial advice is implemented, reviewed and maintained over time

## 2.4 Assessment schedule

Assessment	Description	Week	Topics	Weighting	Subject learning outcomes assessed
Task	Students are required to develop a clear outline and include a comprehensive list of all disclosure documents matched to the 6-step financial planning process. <b>Maximum 500 words.</b>	4	1 - 2	20%	LO1, LO2
Oral assignment	Students are required to prepare a script and five-minute video presentation explaining their infographic prepared in their task, as though they would be explaining it to a client.	7	1 - 2	20%	LO1, LO2
Quiz	20 Multiple choice questions	10	1 - 5	20%	LO1, LO2, LO3, LO4
Assignment	Students are required to analyse client information provided in three separate case studies to provide recommendations for each of the clients, taking into consideration the three main components provided in the content: tax implications, social security and estate planning	12	1 - 7	40%	LO1, LO2, LO3, LO4

Please refer to our website <[www.kaplanprofessional.edu.au](http://www.kaplanprofessional.edu.au)> to review student policies relating to your assessment, including the *Kaplan Assessment Policy* and *Academic Integrity and Conduct Policy*.

## 2.5 Prescribed text

There is no prescribed text for this subject. Refer to the required readings and recommended resources in the 'Learning' tab of this subject room.

## 2.6 Study plan

Week	Topic	Hours
1	Topic 1: Providing financial advice – licensee and advice obligations	10
2	Topic 2: Six steps of the financial planning process	10
3	Topic 3: Introduction to taxation	10
4	<b>Task (20% weighting)</b>	10
5	Topic 4: Overview of estate planning	15
6	Topic 5: Overview of social security	10
7	<b>Oral assignment (20% weighting)</b>	8
8	Topic 6: Research, data analysis and recommendations	8
9	Topic 7: Financial planning in practice	10
10	<b>Quiz (20% weighting)</b>	7
11	Work on Assignment	7
12	<b>Assignment (40% weighting)</b>	15
<b>Total hours</b>		<b>120</b>

Additional study hours (if required), dependent on knowledge and personal commitments	30 hours
<b>Total study load, including additional study hours</b>	<b>150 hours</b>