



SMS001 SMSF Best Practice



Subject outline

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Section 1 — General information

1.1 Administrative details

Duration	Credit points	Level
One study period (12 weeks)	6	AQF8

1.2 Core or elective subject

This is a core subject for the Graduate Certificate in Self Managed Superannuation Funds.

1.3 Delivery mode

This subject is delivered online.

1.4 Prerequisites

There are no prerequisites for this subject. However please review the 'Assumed knowledge' section below to understand the prior knowledge Kaplan advises you should hold before enrolling in this subject.

1.5 Assumed knowledge

Not applicable.

1.6 Course transition subject equivalence

Students may not be required to complete this subject if they have transitioned from a SIA/Finsia/Kaplan course and have completed the following subjects:

- there are no equivalences for this subject.



1.7 Work integrated learning

There are no placements, internships or work experience requirements associated with undertaking this subject.

1.8 Other resource requirements

Students do not require access to specialist facilities and/or equipment to undertake this subject.



Section 2 — Academic details

2.1 Subject overview

This subject focuses on the concepts and theories of Self Managed Super Fund (SMSF) operations. Students study and evaluate complex financial retirement scenarios to identify best practice methods for guiding SMSF Trustees through the various stages of an SMSF.

Students are given the opportunity to write a critical review and evaluation of an Australian Securities and Investments Commission report. The quizzes and final exam provide students an opportunity to apply their learnings via multiple choice questions, and case-study based short answer questions.

2.2 Subject learning outcomes

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

1. Explain how the different SMSF-related occupations can contribute to the optimal operation of an SMSF.
2. Integrate regulatory and legislative requirements into SMSF advice functions.
3. Research, assess and apply best practice methodologies to the operation of an SMSF.

2.3 Topic learning outcomes

Topic 1 — Self managed superannuation fund history

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

- explain the history of an SMSF and how it fits into the broader superannuation landscape
- understand the structure of an SMSF.

Topic 2 — Barriers to entry, suitability and setting up a fund

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

- identify those persons who are unable to be an SMSF trustee
- evaluate the suitability of an eligible person to be an SMSF trustee
- evaluate whether an SMSF is an appropriate structure for a client or client group
- identify the steps required to effectively establish an SMSF
- identify the professionals who may be involved in the establishment process
- understand how professional standards and regulations impact the role of professionals.



Topic 3 — Managing investments

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

- understand the trust law and legislative framework that applies to investing superannuation
- explain the investment process steps needed to demonstrate compliance with trustee duties
- understand the investment standards of the Superannuation Industry (Supervision) Act 1993 (Cth) (SIS Act)
- identify the investment restrictions applying to SMSFs
- understand how investment decisions impact the tax compliance status of an SMSF
- identify the professionals who may be involved in the investment process.

Topic 4 — Contributions

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

- understand the trust law and legislative framework that applies to contributions
- identify particular definitional and timing issues relating to contributions and their impact
- understand the purpose of government/regulatory systems in place in respect of contributions
- identify the professionals who can provide assistance regarding contributions.

Topic 5 — SMSF reporting

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

- understand the role of reporting for SMSFs
- explain how the regulator receives SMSF reporting information
- identify major reporting requirements for SMSFs
- identify the professionals who can assist in the SMSF reporting process.

Topic 6 — Benefit payments

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

- understand the trust law and legislative framework that applies to benefit payments
- explain the reliance on financial calculations and the impact if these are not correct
- identify particular timing issues relating to SMSF benefit payments
- identify the professionals who can provide assistance in relation to benefit payments.

Topic 7 — Taxation

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

- explain the history of superannuation fund taxation
- understand the importance of the interaction of tax and superannuation legislation
- identify superannuation specific tax concepts
- identify the professionals who can assist in respect of SMSF taxation.

Topic 8 — Winding up a fund

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

- evaluate whether it is appropriate to wind up an SMSF
- identify particular issues that can arise in respect of a wind-up
- identify the steps required to effectively wind up an SMSF
- identify the professionals who may be involved in the wind-up process.

Topic 9 — SMSF trustee guidance

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

- identify the professionals that can assist an SMSF trustee
- understand an SMSF trustee’s responsibilities
- explain when professional assistance is most important
- explain the penalties that can be imposed on SMSF trustees
- identify the resources available to help an SMSF trustee meet their responsibilities.

2.4 Assessment schedule

Assessment	Description	Week	Topics	Weighting	Subject learning outcomes assessed
Online Quizzes	5 multiple choice quizzes	Week 4, 5, 7, 8, 9	1–8	10%	LO1–LO3
Assignment	Essay question	Week 8	1–4	35%	LO1–LO3
Exam	Online multiple choice and short answer exam	Week 12	1–9	55%	LO1–LO3

Please refer to our website <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

Negline, T 2019, *The Essential SMSF Guide 2019–2020*, Thomson Reuters, Australia.

2.6 Study plan

Week(s)	Topic name	Study load in hours
1	Topic 1: Self managed superannuation fund history	8 hours
2	Topic 2: Barriers to entry, suitability and setting up a fund	8 hours
3	Topic 3: Managing investments	8 hours
4	Topic 4: Contributions Online Quiz 1 (Weighting: 2%)	12 hours
5	Topic 5: SMSF reporting Online Quiz 2 (Weighting: 2%)	12 hours
6	Assignment (Weighting: 35%)	12 hours
7	Topic 6: Benefit payments Online Quiz 3 (Weighting: 2%)	8 hours
8	Topic 7: Taxation Online Quiz 4 (Weighting: 2%)	8 hours
9	Topic 8: Winding up a fund Online Quiz 5 (Weighting: 2%)	8 hours
10	Topic 9: SMSF trustee guidance	12 hours
11	Study for exam	12 hours
12	Examination (Weighting: 55%)	12 hours
Total minimum study load		120 hours

Additional study hours (if required), dependent on knowledge and personal commitments	20 hours
Total study load, including additional study hours	140 hours