AFA
ASSOCIATION OF FINANCIAL ADVISERS LTD

Fellow Chartered Financial Practitioner

Program Overview

Helping Australians secure their financial future

Obtain Peer Recognition by achieving the **AFA's highest educational designation**

FChFP
Fellow
Chartered Financial Practitioner

Education is core to business strategy and practice, creating both opportunities and sustainability.

By launching the Education Pathway that leads to the Fellow Chartered Financial Practitioner (FChFP), the Association of Financial Advisers is signalling the role of advice and adviser education is vital to the long term prosperity of Australia. Through this pathway, the AFA seeks to enhance client relationships with its members by focusing on the development of professional advisers who strive to improve and develop their specialist knowledge and expertise in line with best practice standards.

International FChFP designation

The FChFP is the AFA's highest educational designation. The term 'Chartered' being an indication of the high level of professional competency required.

Individuals who hold the FChFP designation have the ability to display the FChFP mark of excellence to affirm to clients and peers, your dedication to best practice standards. The FChFP also provides a gateway to an international career as it is recognised by all 11 members of the Asia Pacific Financial Services Association (APFinSA) including Australia, Hong Kong, India, Japan, Macau, Malaysia, New Zealand, the Philippines, Singapore, Taiwan & Thailand.

The AFA Education Pathway

The AFA's vision of lifelong learning and education is embodied in its Education Pathway developed to enable its members to deliver better advice outcomes to Australian consumers. The aim of the AFA's Education Pathway (outlined below) is to ensure that advisers are competent, compliant and confident in their careers, whilst promoting the professionalism of the insurance and finance community.

Education Partner

The AFA has partnered with RG146 Training Australia – specialist in compliance, qualifications and Professional Development – to deliver the Education Pathway. The adviser of the future needs a broad range of skills, expertise and experience and RG146 Training Australia's emphasis on practical skills in industry education and the FChFP Program will be of crucial assistance to advisers. The AFA is proud to serve the financial advice industry and we encourage all advisers to enrol in the AFA's Executive FChFP Program and join a strong international network of dedicated professionals helping to secure the financial futures of their communities.

Yours sincerely

Jim
Jim Taggart
President

Richard
Richard Klipin
CEO

Phone
Aust : 1300 306 146
Int : +61 3 8317 2900

Email
training@rg146courses.com.au

Web
www.rg146courses.com.au

Fax
Aust : 1300 366 170
Int : +61 3 9614 1877

Compliance > Qualifications > CPD...
RG 146 Training Australia
RTO # 21683

ASSOCIATION OF FINANCIAL ADVISERS LTD

Fellow Chartered Financial Practitioner

Introduction

Helping Australians secure their financial future

Obtain Peer Recognition by achieving the **AFA's highest educational designation**

FChFP
Fellow
Chartered Financial Practitioner

Welcome to the AFA's internationally recognised Fellow Chartered Financial Practitioner (FChFP) Executive Program.

Introduction

The AFA has developed the FChFP program which articulates the AFA's vision for lifelong learning and education. This is embodied in its Education Pathway developed to enable members to deliver better advice outcomes to Australian consumers.

The aim of the AFA's Education Pathway is to ensure that advisers are competent, compliant and confident in their careers, whilst promoting the professionalism of the insurance and finance community.

The FChFP Program

In 2008, the AFA launched an FChFP Open Entry Program for candidates who would receive the FChFP designation once the required practitioner experience is achieved.

Based on strong market feedback, we are now introducing the FChFP Executive Program which allows the AFA to recognise the current competency of experienced advisers.

The key features of the FChFP Program are detailed below to assist advisers make arguably the most important decision towards securing their career and professional standing within the financial advice industry.

Features	FChFP	
Pre-requisite Qualifications	Diploma of Financial Services (Financial Planning) Advanced Diploma of Financial Services (Financial Planning)	
Assessment	Assignment each course Closed book exam each course (70 to 90 minutes each)	
Mode of Delivery	Distance Education	
Semesters	Start at any time	
Telephone Support	Yes	
Course Price	$590 (GST exempt)	Per individual course
Other Fees	No withdrawal, deferral or late enrolment fees	
Experience Requirements	Candidates who fulfil the above education requirements can apply to the AFA for the FChFP designation once they can demonstrate 3 years or more continuous practitioner experience with an Australian Financial Services Licensee (AFSL).	

Who should do this course?

AFA Members or advisers in the market

1. Experienced Practitioners:
   - Extensive industry experience;
   - Solid educational qualifications in relevant topic areas;
   - May have post-nominal standing (e.g. CIP, CFP, FAFA, CA); and
   - Typically a practice principals or business owner.
2. GenXt:
   - Current formal qualifications (ADFS or equivalent); and
   - Broad industry experience.

Phone
Aust : 1300 306 146
Int : +61 3 8317 2900

Email
training@rg146courses.com.au

Web
www.rg146courses.com.au

Fax
Aust : 1300 366 170
Int : +61 3 9614 1877

Compliance > Qualifications > CPD...

RG 146 Training Australia
RTO # 21683

ASSOCIATION OF FINANCIAL ADVISERS LTD

Fellow Chartered Financial Practitioner

Assessment Overview

Helping Australians secure their financial future

Obtain Peer Recognition by achieving the **AFA's highest educational designation**

FChFP
Fellow
Chartered Financial Practitioner

What do I need to prepare for assessment?

The purpose of the day is to assess the knowledge, skills and competency of all students. There will be three components of the assessment process.

1. Knowledge test; and
2. Assignment / Portfolio of evidence assessment.

Knowledge Test

Knowledge for each of the four AFA courses will be tested by multiple choice closed book exam. Each topic (knowledge area) will be assessed, comprising 10-15 questions of which 80% must be answered correctly within the prescribed time limit for you to be deemed competent.

The objective of the Knowledge Test is to identify what knowledge gaps you may have. In the event that you are deemed not yet competent (recording less than 80% correct answers) in any knowledge area, you will be:

- Advised on the topic areas that you have a knowledge gap in (i.e. not yet competent in);
- Provided with specific references to study in relation to the required topics; and
- Asked to nominate a date and time to resit the topics where gaps were identified.

Assignment / Portfolio of Evidence

The assignments (or portfolio of evidence) for each of the four AFA courses have been structured to both demonstrates your understanding of the topic areas in each course and demonstrate your ability to apply this knowledge in your business or practise area.

The assignments you will need to complete (or similar type of documents already in use that you will need to provide) include:

- AFA 1 – Risk Assessment of your advice practise and mitigating strategies covering all aspects of compliance, ethics professionalism and legislation;
- AFA 2 – Marketing Plan covering all aspects of client engagement relevant to your business (or practise) goals for client engagement;
- AFA 3 – Financial Solutions in two topic areas, each consisting of 1,500 word papers on scenarios that display depth of knowledge on the selected topic areas: and
- AFA 4 – Business Plan for your practice relevant to demonstrate your ability to managing an advice business.

In the event that you are deemed not yet competent in your assignment of portfolio of evidence, you will be provided with feedback on which plans, evidence or examples are outstanding and you will be asked to nominate a date to resubmit.

Phone
Aust : 1300 306 146
Int : +61 3 8317 2900

Email
training@rg146courses.com.au

Web
www.rg146courses.com.au

Fax
Aust : 1300 366 170
Int : +61 3 9614 1877

ASSOCIATION OF FINANCIAL ADVISERS LTD

Fellow Chartered Financial Practitioner

Bridging Program

Helping Australians secure their financial future

Obtain Peer Recognition by achieving the **AFA's highest educational designation**

FChFP
Fellow
Chartered Financial Practitioner

What is Recognition of Prior Learning?

Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) is the process of providing credit for previously completed qualifications, post nominal awards, work experience and life experience. Prior learning and current competency is evaluated and compared with the minimum education and experience standards of the AFA's FChFP Program to determine what exemptions may be granted.

What are the minimum education standards?

Minimum education standards required for exemption from undertaking individual courses in the FChFP education program include:

1. satisfied the educational requirements of the CFP program; or
2. satisfied the requirements for an Australian qualification that would, by itself, provide advanced standing at Graduate Diploma level for admission to a Masters program at an Australian University; or
3. been awarded an offshore qualification deemed by reference to NOOSR to be equivalent or superior to (1.) or (2) above; or,
4. been awarded another qualification deemed by the FChFP Education Committee to be equivalent or superior to (1.) or (2) above.

As a guide, the following table nominates minimum education requirements for exemption from undertaking the education program:

Code	Description	Minimum equivalent level	Area
AFA 1	Compliance and Ethics in Practice	• AQTF 07 Graduate Certificate; or • CFP 1.	• Professional Ethics • Compliance • Financial Services Law and Regulation
AFA 2	Client Engagement and Advice	• AQTF 07 Graduate Certificate.	• Sales and Marketing
AFA 3	Apply Financial Solutions	• AQTF07 Graduate Certificate; or • CFP 2 & 3.	• Sector specific Financial Planning competencies
AFA 4	Managing an Advice Business	• AQTF07 Graduate Certificate.	• Business Administration • Accounting

What are the minimum experience standards?

Minimum education standards required for exemption from undertaking individual courses in the FChFP education program include a workforce role could not be successfully conducted without having successfully attained the skills and knowledge implied by the learning outcomes of the FChFP educational program. As a guide, the following table nominates minimum experience requirements for exemption from undertaking the education program:

Code	Description	Minimum vocational experience
AFA 1	Compliance and Ethics in Practice	• +3 years senior compliance management role with responsibility for more than 5 ARs
AFA 2	Client Engagement and Advice	• +3 years in face-to-face sales and sales management with responsibility for more than 5 ARs
AFA 3	Apply Financial Solutions	• +3 years dealing with complex financial planning strategy (determined by assessment of client files)
AFA 4	Managing an Advice Business	• +3 years as practice principle of a "successful" practice

Phone
Aust : 1300 306 146
Int : +61 3 8317 2900

Email
training@rg146courses.com.au

Web
www.rg146courses.com.au

Fax
Aust : 1300 366 170
Int : +61 3 9614 1877

Compliance > Qualifications > CPD...

RG 146 Training Australia
RTO # 21683

ASSOCIATION OF FINANCIAL ADVISERS LTD

Fellow Chartered Financial Practitioner

Knowledge Test

Helping Australians secure their financial future

Obtain Peer Recognition by achieving the **AFA's highest educational designation**

FChFP
Fellow
Chartered Financial Practitioner

What to study for the Knowledge Test?

Knowledge Test

Each topic will be assessed by multiple-choice Knowledge Test. You will be need to correctly answer 80% of all questions to be deemed competent in particular topic area.

You may sit the Knowledge Test at an RG146 Training Australia office, or use an invigilator who is prepared to attest that they supervised your knowledge test under exam conditions. Where you choose to use an invigilator, you will need to nominate a suitable person for this role, such as an accountant, lawyer or teacher.

Course	Topic Areas	Questions	Time
AFA 1	Compliance and Ethics in Practice		
	Reading Time		10
	Topic 1 – Ethics in Practice	15	15
	Topic 2 – Compliance in Practice	15	15
	Topic 3 – Professionalism in Practice	15	15
	Topic 4 - Legislation	15	15
		60	70 min
AFA 2	Client Engagement and Advice		
	Reading Time		10
	Topic 1 – Consumer Behaviour	10	10
	Topic 2 – Behavioural Finance	10	10
	Topic 3 – Business Relationships	10	10
	Topic 4 – Engagement Techniques	10	10
	Topic 5 - Marketing	20	20
		60	70 min
AFA 3	Apply Financial Solutions		
	Reading Time		10
	Topic 1 – What is Strategy?	10	10
	Topic 2 – Salary Packaging Strategies	10	10
	Topic 3 – Insurance Strategies	10	10
	Topic 4 – Superannuation Strategies	10	10
	Topic 5 – Pension & Benefit Strategies	10	10
	Topic 6 – Estate Planning Strategies	10	10
	Topic 7 – Strategies for Expatriates	10	10
	Topic 8 – Asset Management	10	10
		80	90 min
AFA 4	Managing an Advice Business		
	Reading Time		10
	Topic 1 – Vision, Mission and Values	10	10
	Topic 2 – Strategic Planning	10	10
	Topic 3 – Business Structures	10	10
	Topic 4 – Business Planning	10	10
	Topic 5 – Finance for Small Business	10	10
	Topic 6 – Marketing	10	10
	Topic 7 – Risk Management	10	10
	Topic 8 – Succession Planning	10	10
		80	90 min

Phone
Aust : 1300 306 146
Int : +61 3 8317 2900

Email
training@rg146courses.com.au

Web
www.rg146courses.com.au

Fax
Aust : 1300 366 170
Int : +61 3 9614 1877

Compliance > Qualifications > CPD...

RG 146 Training Australia
RTO # 21683

ASSOCIATION OF FINANCIAL ADVISERS LTD

Fellow Chartered Financial Practitioner

Assignment or Portfolio of Evidence

Helping Australians secure their financial future

Obtain Peer Recognition by achieving the **AFA's highest educational designation**

FChFP
Fellow
Chartered Financial Practitioner

What documentation to submit for the assignment?

Assignment / Portfolio of Evidence

All students are required to prepare an assignment (or submit existing documentation), that demonstrates their understanding of each of the four courses in the AFA's FChFP Program.

Course	Assignment /Portfolio of Evidence Checklist	
AFA 1	Risk Management Plan identifying specific risks to your business (or practise area), prioritised in terms of likelihood of occurring and impact. You should detail appropriate mitigating strategies and provide evidence that you have based business decisions on the Risk Management Plan (i.e. any risk that has a high likelihood of occurring and would severely impact the business must have a robust mitigation strategy and evidence of regular review). Documentation required includes: • Risk Management Plan • Evidence of implementation, monitoring and review	✓ ✓
AFA 2	Marketing Plan covering all aspects of the marketing and sales process relevant to your practise (or practise area's) goals for client engagement, which might include: • Strategic Marketing directions • Practice's value proposition • Market needs • Sales performance targets; • Sales plans • Business development plan • Marketing Action Plan.	✓ ✓ ✓ ✓ ✓ ✓ ✓
AFA 3	Financial Solutions in two topic areas, each consisting of 1,500 word papers on scenarios which display your depth of knowledge on the selected topic areas and showcase your ability to apply financial solutions. • Salary Packaging Strategies • Insurance Strategies • Superannuation Strategies • Pension & Benefit Strategies • Estate Planning Strategies • Strategies for Expatriates • Asset Portfolio Management	✓ ✓ ✓ ✓ ✓ ✓ ✓
AFA 4	Business Plan for your practise (or practise area's) and evidence of its implementation to demonstrate your ability to managing an advice business, which might include: • Vision, mission and values • Strategic Plan and objectives • People (HR) Strategy • Finance & Governance Strategy • Operations Strategy • Customer Satisfaction Strategy • Innovation Strategy • Business Action Plan	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Phone
Aust : 1300 306 146
Int : +61 3 8317 2900

Email
training@rg146courses.com.au

Web
www.rg146courses.com.au

Fax
Aust : 1300 366 170
Int : +61 3 9614 1877

ASSOCIATION OF FINANCIAL ADVISERS LTD

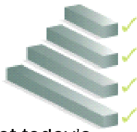
Fellow Chartered Financial Practitioner

Program Description

Helping Australians secure their financial future

Obtain Peer Recognition by achieving the **AFA's highest educational designation**

FChFP Fellow Chartered Financial Practitioner



The AFA's Executive FChFP Program is designed to meet growing demand for aspiring leaders seeking the advanced technical discipline to confidently move to the next level of their careers.

Through a process of broad industry consultation, the AFA has focused on the needs of today's increasingly competitive marketplace, providing existing and aspiring practitioners with the opportunity to develop specialist knowledge and expertise.

The program is designed to equip you with:

- An appreciation of compliance and ethical requirements in line with best practice standards
- The expertise to formulate and implement sophisticated financial solutions for retail clients
- High level client engagement skills to effectively communicate complex financial strategies
- High sought after qualifications that is recognised across multiple jurisdictions

The key features of the AFA's Executive FChFP Program is detailed below to assist advisers make arguably the most important decision towards securing their career and professional standing within the financial advice industry.

The AFA's Executive FChFP Program consists of four courses:

The fourth course (AFA 1) develops skills to improve professional practice management, including marketing, HR, IT, profitablity modelling and business planning.

The third course (AFA 3) enables advisers to effectively provide financial advice and assist clients to implement financial solutions to their identified needs.

The second course (AFA 2) further develops advice process skills including fact finding, risk profiling, developing advice relationships and building referral networks.

The first course (AFA 1) helps advisers recognise the role of ethics and compliance in the financial advice industry and the importance of their incorporation into business practice.

... to *accelerate* your career with the AFA's highest educational designation.

Upon successful completion of the above four specialist courses and fulfilment of the AFA membership and industry experience requirements, you will be awarded the industry-recognised and accredited FChFP designation, a mark of the Asia Pacific Financial Services Association (APFinSA).

The FChFP designation is recognised in 11 countries, allowing graduates the opportunity to develop their financial careers internationally.

Phone
Aust : 1300 306 146
Int : +61 3 8317 2900

Email
training@rg146courses.com.au

Web
www.rg146courses.com.au

Fax
Aust : 1300 366 170
Int : +61 3 9614 1877

Compliance > Qualifications > CPD...

RG 146 Training Australia
RTO # 21683

ASSOCIATION OF FINANCIAL ADVISERS LTD

Fellow Chartered Financial Practitioner

Enrolment Form

Helping Australians secure their financial future

Complete the Student Enrolment Form and **fax back to 1300 366 170**

FChFP
Fellow
Chartered Financial Practitioner

1. Contact details (all fields must be completed for delivery of learning material, receipts and certificates)

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Date of Birth: ____________________

Surname: ____________________ Given Names: ____________________

Address: ____

Phone (w): ____________________ Mobile: ______________ Postcode: ________

Email: ____

Company: ____________________ Position/Role: ____________________

2. Please indicate level of education

Industry Education: ☐ Diploma of Financial Services ☐ Advanced Diploma of Financial Services

Post Nominal Award: ☐ CIP ☐ CFP ☐ FAFA ☐ CA ☐ Other (Please specify) __________

Higher Education: ☐ Degree in Financial Planning ☐ Masters of Financial Planning

3. Please indicate years of continuous practitioner experience with an AFSL

Number of years as a practitioner: ☐ 1-3 years ☐ 3-5 years ☐ 5-10 years ☐ 10 plus years

4. Full AFA Program (GST exempt)

☐ AFA Executive FChFP Program (4 courses)	$2,360

5. Bridging Program (GST exempt)

Candidates can apply for exemptions in individual courses:

	Exemptions Recognition of Prior Learning	
☐ AFA 1 – Ethics & Compliance in Practice	☐	$590
☐ AFA 2 – Client Engagement & Advice	☐	$590
☐ AFA 3 – Applying Financial Solutions	☐	$590
☐ AFA 4 – Managing an Advice Business	☐	$590

Minimum education and experience standards apply.

6. Payment

Total $ __________

☐ Please debit my: ☐ Visa: ☐ MasterCard

No.: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Card Holder's Name: (please print) ______________________ Expiry _____/_____

Card Holder's Signature: ______________________

☐ A bank transfer has been made to "RG146 Training Australia" BSB: 033-000 Account: 63-5138; or

☐ My cheque payable to "RG146 Training Australia" is enclosed.

Learning material and a list of prescribed texts for you to purchase will be delivered upon full remittance.

7. Declaration

You declare that all the information provided by you in this Student Enrolment Form is true and correct and that you have read and agree to be bound by the terms and conditions contained in the Student Information Guide and the Agreement. You also grant RG 146 Training Australia consent to email You information in relation to its Approved Products and Services and to use your course feedback and any Content collected during your studies in marketing and Course Content.

Signature: ______________________ Date _____/_____/_____

8. When complete:

Please fax with credit card details to RG 146 Training Australia on 1300 366 170 or
Scan and email with credit card details to AdviserLink to training@rg146courses.com.au or
Mail with a cheque to RG 146 Training Australia, Level 2, 349 Collins Street, Melbourne 3000

Phone
Aust : 1300 306 146
Int : +61 3 8317 2900

Email
training@rg146courses.com.au

Web
www.rg146courses.com.au

Fax
Aust : 1300 366 170
Int : +61 3 9614 1877

Compliance > Qualifications > CPD...

RG 146 Training Australia
RTO # 21683