

## **COURSE STRUCTURE**

### **MODULE 1: FOUNDATION IN FINANCIAL PLANNING**

Candidates are provided with an outline of each of the major concerns of a financial planner to instill a clear appreciation of financial planning and to prepare for the extensive study to be covered in the other modules.

- Topic 1: Introduction to Financial Planning
- Topic 2: Regulatory Controls and Practices Affecting Financial Planning
- Topic 3: Nature and Scope of Financial Planning
- Topic 4: The Economic Environment and Its Effects on Financial Planning
- Topic 5: Analytical Tools for Financial Planning Professionals
- Topic 6: Risk Management and Insurance Planning
- Topic 7: Investment Planning
- Topic 8: Taxation Planning
- Topic 9: Retirement Planning and Estate Planning
- Topic 10: The Basis of a Financial Plan
- Topic 11: Code of Ethics

### **MODULE 2: INSURANCE PLANNING & ESTATE PLANNING**

#### **Part 1: Insurance Planning**

Candidates will understand the fundamental concepts of risk management and insurance, and gain the knowledge about various personal insurance products, both life and general, which are related to financial planning.

- Topic 1: Fundamental Concepts in Risk Management
- Topic 2: Insurance Fundamentals
- Topic 3: Legal Principles in Insurance
- Topic 4: The Role of Insurance in Financial Planning
- Topic 5: Factors Affecting Life Insurance Needs
- Topic 6: Understanding Life Insurance Policy Contracts and Takaful
- Topic 7: General Insurance Policy Contracts
- Topic 8: Health Insurance
- Topic 9: Annuity Policy Contracts
- Topic 10: Legislation and Rules in the Insurance Industry
- Topic 11: Consumer Protection and Insurance Industry Codes of Practice

#### **Part 2: Estate Planning**

The area of estate planning includes preparing provision for administration of the affairs of a client by someone other than the client.

- Topic 12: Estate Planning Fundamentals
- Topic 13: Wills and Will Planning
- Topic 14: Trusts
- Topic 15: Power of Attorney
- Topic 16: Duties and Powers of the Personal Representative
- Topic 17: Rights of Beneficiaries
- Topic 18: Special Estate Planning Issues for Business Owners

## **MODULE 3: INVESTMENT PLANNING & RETIREMENT PLANNING**

### **Part 1: Investment Planning**

Candidates will understand the concepts of risk and return, the financial markets and instruments, and the basic concepts and tools of asset valuation and portfolio management. The aim is to be able to evaluate alternative investments, the advantages and disadvantages, and to make suitable investment recommendations to clients.

Topic 1: Investment Concepts

Topic 2: Concepts of Portfolio Theory and Performance Measures

Topic 3: Equity Investments

Topic 4: Debt Securities Investment

Topic 5: Derivatives and Structured Products Investments

Topic 6: Collective Investment Scheme and Unit Trusts

Topic 7: Real Estates Investments

### **Part 2: Retirement Planning**

This part covers how to analyze a clients' retirement needs.

Topic 8: The Underlying Principles of Retirement Planning

Topic 9: Investment for Retirement

Topic 10: Retirement Schemes

Topic 11: Employee Provident Fund (EPF) and Private Retirement Scheme (PRS)

Topic 12: Retirement Income Streams

Topic 13: Role of Financial Planner in Pre-Retirement Counselling

## **MODULE 4: FINANCIAL PLAN CONSTRUCTION AND PROFESSIONAL RESPONSIBILITIES**

This module is for candidates who have completed Module 1 to 3, or who are preparing for the CFP Challenge Status. The financial plan construction process will be meticulously considered.

Topic 1: Financial Planning and the Regulatory Framework

Topic 2: Establishing and Defining the Relationship with the Client

Topic 3: Gathering Client Data

Topic 4: Analysing and Evaluating the Client's Financial Status

Topic 5: Developing Financial Planning Recommendation

Topic 6: Presenting Financial Planning Recommendation

Topic 7: Implementing Financial Planning Recommendation

Topic 8: Monitoring Financial Planning Recommendation

**OPTIONAL MODULE: TAX PLANNING**  
**(COMPULSORY FOR EXEMPTION AND CHALLENGE STATUS CANDIDATE)**

Candidates will further their existing knowledge and skills in the area of taxation planning. The unit deals with consideration of income tax and other forms of taxation. Case studies of different tax scenarios are also analysed in the module.

Topic 1: Introduction to Malaysian Taxation

Topic 2: Computation of Statutory Income from Employment

Topic 3: Computation of Statutory Income from Business

Topic 4: Computation of Statutory Income from Investments

Topic 5: Real Property Gains Tax