



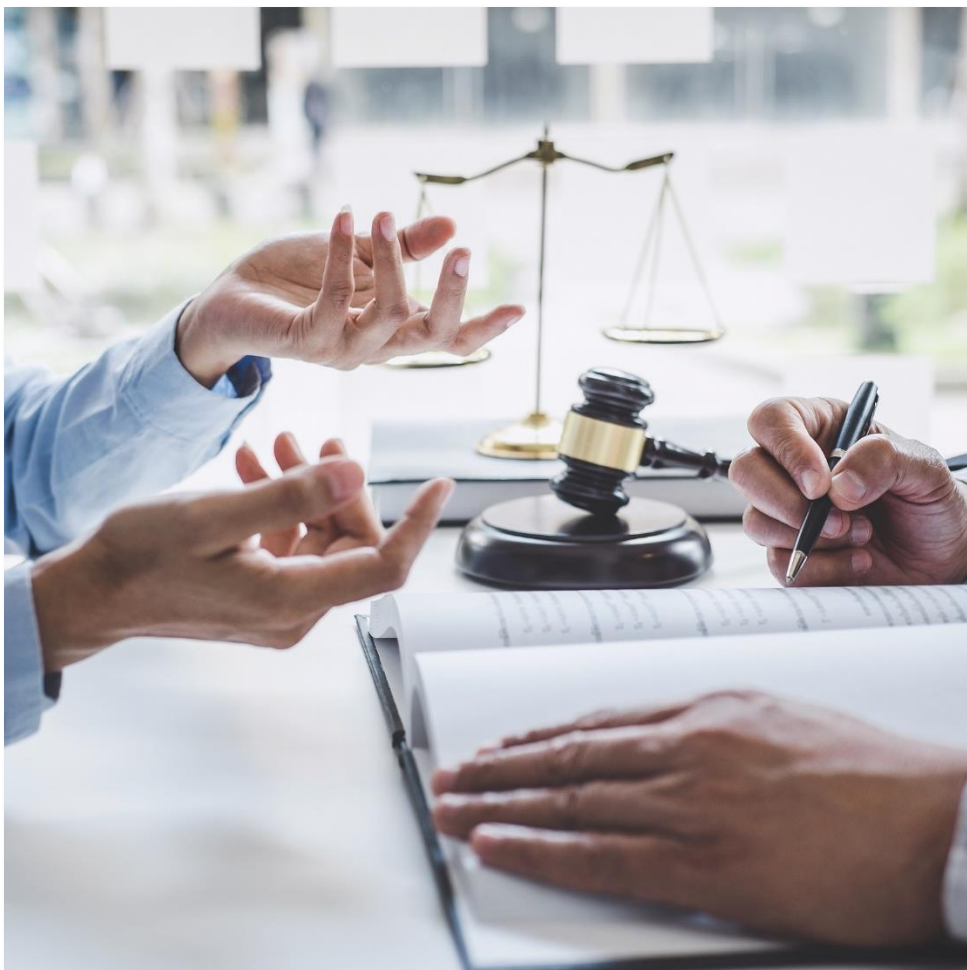
The Professional Paraplanner

PARAPLANNING FUNDAMENTALS

Course Curriculum

www.theprofessionalparaplanner.com.au





Course Purpose

This course is designed to give the learner knowledge in key fundamentals required for the role of the professional paraplanner. It addresses knowledge gaps of paraplanners as researched across the Australian paraplanning profession.

We all know there are just some things you need to know as a paraplanner that are not taught in any advice-related education! Previously, you could only access this learning through on-the-job training. Now it's here, online and accessible to all.

Total estimated time commitment: 7.5 hours



Course Curriculum -by module

Module	Learning Outcomes	Video*	Activity*
The Role & Importance of Paraplanning	<ul style="list-style-type: none">• Understand the role paraplanners play in overcoming challenges faced by the advice industry• Identify the career paths available to paraplanners• Know the different skillsets and attributes of contract versus employee paraplanning• Have considered co-working for contract paraplanning• Have a checklist to assist in getting set up as a contract paraplanner	30 minutes	10 minutes
Scaled Advice	<ul style="list-style-type: none">• Know how to interpret Reg Guide 244 for scaled advice• Understand the ways to record scaled advice in the SoA• Address the additional notation requirements for scaled advice• Identify some common exceptions to the standard scaling rules	10 minutes	15 minutes
The Advice Process	<ul style="list-style-type: none">• Understand how the advice process helps us articulate the benefits of the advice to the client• Learn about SMART objectives and how they are used as the foundation of the advice• Use storytelling techniques to improve the written form of advice• See how flow charts can help clients understand the advice.	17 minutes	25 minutes

**Estimated time for completion*



Course Curriculum -by module

Module	Learning Outcomes	Video*	Activity*
Risk Profiling	<ul style="list-style-type: none">• Understand the fundamentals of risk profiling and asset allocation• Know your AFSL acceptable tolerance and how to discuss variation from this in the SoA• Understand investment (asset allocation) commentary as distinct from Fund Profiles• Know different market approaches to disclosure and commentary• Be aware of the impact of tech development in this space	14 minutes	10 minutes
Strategy Writing	<ul style="list-style-type: none">• Know how to formulate strategy writing in SoAs• Consider how to reflect the flow of funds in strategy writing• Understand the expectations for alternative strategy writing• Know how and when to use the flow of funds diagram	12 minutes	10 minutes
Product Replacement	<ul style="list-style-type: none">• Understand the importance of goal setting• Identify key requirements in product replacement disclosure• Understand how like-for-like comparison assist client understanding• Know how to assess viable and non-viable reasons for replacing products• Be able to identify fee considerations in product replacement	30 minutes	15 minutes



Course Curriculum *-by module*

Module	Learning Outcomes	Video*	Activity*
Best Interests Duty	<ul style="list-style-type: none">• Know the four major components to meeting Best Interests Duty (BID) and how to apply them• Comprehend what Safe Harbour is and how to use it• Master the BID and advice process link• Apply tools to BID documentation• Take one enhanced BID process away to use in your workplace	27 minutes	20 minutes
Compliance Hot Spots	<ul style="list-style-type: none">• Identify key issues with compliance in the Australia advice industry• Understand the reasons for, and solutions to, these themes• Know how to devise strategies to overcome challenges• Recognise alternative solutions to these challenges	37 minutes	1 hour and 30 minutes
Disclosures & Disclaimers	<ul style="list-style-type: none">• Identify key disclaimers and disclosures that need to be in SoAs• Be able to check and not rely on templates• Understand the reason for each disclaimer• Know where in the SoA they should appear	18 minutes	15 minutes
Product Trends & Technology	<ul style="list-style-type: none">• Understand how product trends are shaping advice• Identify the drivers underpinning advice trends• Know the role technology plays in paraplanning• Have an increased awareness of the future of technology and its impact on paraplanning	14 minutes	10 minutes