

UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



UFS·UV

LAW  
REGSGELEERDHEID

**Postgraduate Diploma in Financial Planning**

# **Curriculum**

**2017**

**Note: The School for Financial Planning Law reserves the right to make changes to the curriculum and the assessment methods provided that students are informed of these changes in due time and that the changes do not affect the exit level outcomes of the Diploma as a registered qualification.**

**PLEASE NOTE THAT THESE ARE ONLY A SUMMARY OF THE LEARNING OUTCOMES AND THAT THE COMPLETE OUTCOMES WILL BE SUPPLIED TO THE STUDENT UPON REGISTRATION.**

## LFPE5800: Financial Planning Environment

Curriculum	General	Assignment	Examination
<ul style="list-style-type: none"> <li>• Principle and practices of Financial Planning.</li> <li>• Legal Framework of the Financial Services Industry.</li> <li>• Regulatory Environment for Financial Planners.</li> <li>• Personal Financial Management.</li> <li>• Time Value of Money and Financial Calculations.</li> <li>• Behavioural Finance for Financial Planners.</li> <li>• Introduction to Economics.</li> <li>• Taxation in South Africa.</li> </ul>	<p>This module teaches a learner the basic foundation of what is needed from a compliance (legal) and mathematical perspective in order to be operating in the Financial Services Industry. The learner will be familiar with the most important legislation at the end of this module to ensure that he will not act illegally, unethically or negligently. The learner will be able to calculate the future value of a client's needs and be able to determine what the client's needs are. Income tax, Capital Gains Tax, Donations Tax, Estate Duty and Retirement Lumps sum Taxation will be dealt with from a theoretical point of view.</p>	<p>There are on-line assignments totalling 50 marks for the module.</p> <p>The assignments carry 30% of the final mark.</p> <p>Student must receive an average of 40% for the combined assignments in order to be granted access to the examination.</p>	<p>CLOSED book: the exam is 100 marks and 4h15 minutes long on topics relevant to this module.</p> <p>100% Multiple choice exam.</p> <p>The exam carries 70% of the final mark.</p>

# LFPP5800:Personal Financial Planning

Curriculum	General	Assignment	Examination
<b>Estate Planning:</b> <ul style="list-style-type: none"> <li>• Understand the definition of a spouse.</li> <li>• Understand the various matrimonial property regimes.</li> <li>• Be able to calculate estate duty.</li> <li>• Calculation of the accrual of spouses married as such.</li> <li>• Understand and calculate limited rights.</li> <li>• Calculate executor's fees.</li> <li>• Calculate and apply the residue of the estate.</li> <li>• Understand and calculate successive death rebate.</li> <li>• Understand and calculate capital gains at death.</li> <li>• Make recommendations to reduce taxes paid upon death.</li> <li>• Understand the provisions of a Will.</li> <li>• Make use of a trust in estate planning.</li> </ul>	<p>The learner will be able to gather the client's information and calculate the current tax liability of the client upon death. The learner will then be able to make recommendations to limit this liability and implement those recommendations in the estate of the client to ensure that the client's needs are met and that the minimum amount of tax is paid with the least amount of hassle for the family that stays behind.</p>	<p>There are on-line assignments totalling 50 marks for the module.</p> <p>The assignment carries 30% of the final mark.</p> <p>Student must receive an average of 40% for the combined assignments in order to be granted access to the examination.</p>	<p>OPEN book: the exam is 100 marks and 4h15 minutes long on topics relevant to this module.</p> <p>More or less 50% multiple choice and 50% longer type questions.</p> <p>The exam carries 70% of the final mark.</p>

<p><b>Retirement Planning:</b></p> <ul style="list-style-type: none"> <li>• Learner must be able to determine the client's needs at retirement and for the period that the client wishes to retire.</li> <li>• Understanding of the taxation of lump sums at death, resignation, retirement and withdrawal.</li> <li>• Understand the impact of transferrals between funds.</li> <li>• Understand the difference between the various funds.</li> <li>• Advise clients on the most suitable fund that is applicable to their needs.</li> </ul>	<p>The learner will be able to gather the client's information and calculate the current tax liability of the client upon retirement. The learner will then be able to make recommendations to limit this liability and implement those recommendations at retirement of the client to ensure that the client's needs are met and that the minimum amount of tax is paid with the least amount of hassle for the retirement period.</p>		
<p><b>Investment Planning:</b></p> <ul style="list-style-type: none"> <li>• Assets classes.</li> <li>• Underlying investment instruments that are applicable to the assets classes.</li> <li>• Yields of discount instruments.</li> <li>• Bonds, JSE, Derivatives, FOREX.</li> <li>• Risk profiling.</li> <li>• Basic portfolio management.</li> </ul>	<p>Learners will have a better understanding of asset classes and what investment types fall into which assets classes. Learners will be able to identify the advantages and disadvantages of investment and the effect of the economy on the investment. Calculations regarding the performance, safety and yield of investments will be taught. Finally, learners will be able to give advice on the effectiveness and construction of a portfolio.</p>		

<p><b>Risk Management:</b></p> <ul style="list-style-type: none"> <li>• Long-Term Insurance: <ul style="list-style-type: none"> <li>• Understanding of the Long-Term Insurance Act and the Policy Holder Protection Rules.</li> <li>• Taxation of life insurers.</li> <li>• Disability insurance.</li> <li>• Ombudsman</li> </ul> </li> <li>• Short-Term Insurance <ul style="list-style-type: none"> <li>• Understanding of the Short-Term Insurance Act and the Policy Holder Protection Rules.</li> <li>• Ombudsman</li> </ul> </li> </ul>	<p>The learner will be able to make use of Short-term and Long-term Insurance to manage the risks of his/her client. Furthermore the learner will be able to protect his/her client by understanding the right of the client in terms of the Policy Holder Protection Rules.</p>		
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## LFPC5800: Corporate Financial Planning

Curriculum	General	Assignment	Examination
<b>Business Entities:</b> <ul style="list-style-type: none"> <li>Types of business entities.</li> <li>Advantages and disadvantages of the various business entities.</li> <li>Understanding of the legislation that governs the business entities: King Code 3, Companies Act.</li> <li>Taxation of the various entities in the entity itself and for the individual.</li> </ul>	<p>The learner will be able to advise a client on the types of business entities that are available and which will be best suited for his needs.</p>	<p>There are on-line assignments totalling 50 marks for the module.</p> <p>The assignment carries 30% of the final mark.</p> <p>Student must receive an average of 40% for the combined assignments in order to be granted access to the examination.</p>	<p>OPEN book: the exam is 100 marks and 4h15 minutes long on topics relevant to this module.</p> <p>More or less 50% multiple choice and 50% longer type questions.</p> <p>The exam carries 70% of the final mark.</p>
<b>Reading and interpreting Financial Statements:</b> <ul style="list-style-type: none"> <li>Read balance sheet, income statement and cash flows.</li> <li>Be able to calculate and interpret the relevant financial ratios.</li> </ul>	<p>Learners will be able to analyse the state of a client's business and be able to advise them on how to remedy poor situations.</p>		
<b>Business Insurance:</b> <ul style="list-style-type: none"> <li>Understand the different types of business insurance: key-man insurance, buy and sell insurance, deferred and preferred compensation.</li> <li>Structure the various types of policies to fund the business insurance.</li> <li>Understand and calculate the tax implications of the various business insurance structures.</li> <li>Understand restraint of trade payments.</li> </ul>	<p>Learners will be able to advise clients on the most suitable business insurance that is applicable to them as individual and within the business entity from which they operate.</p>		
<b>Employee Benefits:</b> <ul style="list-style-type: none"> <li>Understand the basic registration and operation of a benefit fund.</li> <li>Identify and understand the difference between the various types of funds</li> </ul>	<p>The learner will be able to advise and assist clients from a personal point of view in that they will understand the rights and duties of the member and the fund.</p>		

<p>(pension, provident and retirement annuity).</p> <ul style="list-style-type: none"> <li>• Understand the operation and use of preservation funds.</li> <li>• Understand the requirements, eligibility, obligations and rights of the members.</li> <li>• Understand the role of the trustees and the board of management.</li> <li>• Know what the duties and role of the principal officer is.</li> </ul>	<p>From the corporation point of view, the learner will be able to assist the client in registering and setting up of the fund and ensuring that the fund is managed and administered correctly.</p>		
<p><b>Health Benefits:</b></p> <ul style="list-style-type: none"> <li>• The learner will have an understanding of the basic workings of medical schemes.</li> <li>• Knowledge of the Medical Schemes Act and the regulations thereto is vital.</li> <li>• Students will understand and apply waiting periods and late joiner periods.</li> <li>• Learners must understand when contributions must be paid and what the consequences are in the event that contributions are not paid.</li> <li>• Comprehend the different schemes, health insurance policy, medical schemes (open and restrictive), and hospital cover.</li> </ul>	<p>Learners will be able to advise client on the basic workings of a Medical Scheme with regards to joining the scheme, the payment of contributions and the receiving of benefits. They should also have a knowledge of the various types of health insurances that are available and be able to advise clients on which is the best suited for their needs.</p>		

## LFPS5800: Case Study

Curriculum	General	Assignment	Examination
<p>This modules covers all the topics of the above three modules in a practical way. Students are expected to analyse, apply and synthesize the information knowledge gained in the previous three modules.</p>	<p>This module gives the learner the overall picture of doing financial planning for a client from the first step of the procedure right through to the implementation and monitoring of the recommendations made for the client.</p>	<p>There are no assignments for this module and thus not subminimum is required for the examination.</p>	<p>OPEN book: the exam is 100 marks and 4h30 minutes on topics relevant to ALL OF THE ABOVE modules.</p> <p>The entire exam is made up of long application and synthesis questions.</p> <p>The exam currently carries 100% of the final mark.</p>