INTERNATIONAL INSTITUTE OF TECHNOLOGY · RTO 21421

FNS60920

Advanced Diploma of Paraplanning

Realistically preparing for the role of a Paraplanner

Learn the full paraplanning workflow, from a client's fact-find to a compliant Statement of Advice ready for adviser sign-off. Build every plan hands-on in XPLAN, the platform used across Australian advice businesses.

9 core units
The complete advice process

Specialist electives
Super, investments, shares, insurance

Hands-on XPLAN
Real industry software

Career-ready outcomes
Skills you use from day one

WHAT YOU WILL LEARN

The paraplanning process, start to finish

A paraplanner turns a client's information into compliant advice for an adviser to present. The nine core units take you through every stage of that work, so you finish the course knowing what happens at each step and why.

1 Analyse the client

FNSFPL622

Work from a fact-find through cash flow, net worth, debt, tax, super, insurance, goals and risk profile. Spot the gaps: under-insurance, high fees, poor diversification.

2 Research products

FNSINC511

Compare platforms, super funds, managed funds, ETFs and insurance on fees, features, performance and risk. Justify why a product suits the client better than what they hold now.

3 Develop the plan

FNSFPL614

Build strategies for super contributions, debt reduction, retirement, asset allocation and insurance. Model current versus recommended outcomes and write the Statement of Advice.

4 Present and negotiate

FNSFPL615

Explain advice in plain language, answer questions and objections, record any changes the client wants, and confirm informed consent to proceed.

5 Record instructions

FNSCUS516

Document exactly what the client instructed and agreed to. Work within the scope of the advice and your authority, with clear file notes and Records of Advice.

6 Implement the plan

FNSFPL616

Complete application and rollover forms, manage insurance underwriting, follow up with product providers, and confirm everything is in place.



Every stage in XPLAN. Enter client data, run modelling and build Statements of Advice from templates, the same workflow used in paraplanning roles.

COMPLIANCE AND PROFESSIONAL PRACTICE

Advice that meets the law and the Code of Ethics

Checking compliance is a large part of a paraplanner's day. These core units give you the rules behind every file you prepare.

FNSFPL621

Ethics and legislation

Best interests duty and safe harbour steps, the Code of Ethics, conflicted remuneration, FSG, SOA and PDS disclosure, privacy and AML/CTF.

FNSPRM611

Compliance systems

Check that a business's systems meet legal requirements, audit files, identify and report breaches, and fix the gaps.

FNSINC411

Professional practice

How the industry fits together: licensees, advisers, product issuers, ASIC and APRA, professional conduct and keeping your knowledge current.

SPECIALIST PRODUCT KNOWLEDGE

Your specialist electives

Go deeper on the products you will research and recommend every day.

Managed investments — FNSFPL609

Managed funds, platforms, wraps and ETFs; fees; asset classes, diversification and risk versus return.

Superannuation — FNSFPL610

Contribution caps, preservation and release, pensions and transition to retirement, rollovers, nominations and tax.

Securities — FNSFPL618

Shares and listed investments, the ASX, dividends and franking credits, capital gains tax and portfolio construction.

Life insurance — FNSFPL619

Life, TPD, trauma and income protection; needs analysis; cover inside or outside super; premiums, underwriting and claims.

OPTIONAL SMSF ELECTIVES

Investing SMSF assets (FNSSMS511). Investment strategy rules, the sole purpose test, in-house asset and related-party rules.

Outsourced services (FNSSMS515). Help trustees choose and monitor administrators, auditors and investment managers.

Course structure. The core and elective units of competency outlined in this brochure are mapped to the whole course and are not interchangeable. The optional SMSF electives can be added on.

YOUR CAREER OUTCOMES

What you carry forward into your paraplanning career

When you finish the course, you will be able to:

- **Take a client from fact-find to a compliant Statement of Advice**, ready for an adviser to sign off.
- **Analyse a client's finances**, including cash flow, net worth, debt, super and insurance, and identify the gaps.
- **Research and compare financial products** and justify each recommendation, including product replacement.
- **Model strategies** and show current versus recommended outcomes.
- **Apply the best interests duty, Code of Ethics and disclosure rules** to every file you prepare.
- **Implement advice**: applications, rollovers, insurance underwriting and provider follow-up.
- **Keep accurate file notes** and records of client instructions.
- **Work confidently in XPLAN**, from client data and modelling to Statements of Advice.

ROLES THIS PREPARES YOU FOR

Paraplanner · **Client services officer** · **Implementation officer** · **Adviser support**

A realistic pathway. This qualification prepares you for paraplanning and adviser-support roles. It does not qualify you to give personal financial advice. Becoming a financial adviser requires an approved degree, the financial adviser exam and a professional year.

Start your paraplanning career

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