“I was extremely impressed with the quality of the training that you delivered”

Tony Read - Mentor Education Diploma Graduate

Exemplary Student Support

Mentor Education has gained an enviable reputation as the only financial training organisation that can deliver outstanding RG146 compliance and financial training coupled with personalised student support and customer service.

Our commitment to you

Our commitment is exemplified by the high level of student support received - our industry experts and assessors are available to personally respond to your questions and offer constructive feedback and guidance.

Established in 2003, we are Australia’s largest privately owned training organisation focused purely on Financial Services & Business training market. Many of our graduates currently work for Australia’s leading financial services institutions (including Big 4 Banks) and small businesses all around Australia.

Building on the strong relationships we develop with learners completing our courses, our industry experts are available by arrangement to provide ongoing mentoring on an individual or organisation-wide basis. Learners can also benefit from access to current industry information through our state-of-the-art Continuing Professional Development (CPD) program and Best Practice Review Audits.
Student Support

To help you thrive and achieve your study goals, expert teacher support is available to you.

Phone Support
1300 306 146  +61 3 8317 2953
Available
Monday to Friday 9am to 5.00pm (AEST)

Email Support
Response within two business days

You can get one-on-one help from expert tutors via email and you are encouraged to share your work to receive feedback.

Payment Options

Mentor Education has assisted many students from a variety of backgrounds and needs. Simply speak to your course adviser for a Payment Option that will work for you.
$77,437
The average minimum salary for Financial Services jobs on SEEK in January 2015

$97,656
The average maximum salary for Financial Services jobs on SEEK in January 2015

Course name: Advanced Diploma of Financial Planning
Course code: FNS60415
Prerequisites: Diploma of Financial Planning
Delivery options: Online Learning or Workshop
Course duration: Up to 2 years
Assessments: Multiple Choice Questions, Written Assignments and Statement of Advice (SoA)
Nationally recognised: Yes

Potential Jobs:
- Client Service Officer
- Senior Paraplanner
- Financial Planner
- Paraplanner
- Junior Financial Planner
- Senior Financial Planner
Course Overview

Mentor Education’s Advanced Diploma of Financial Planning course is widely regarded as the industry’s best practice qualification for professionals seeking to deliver quality advice outcomes to discerning clients with complex needs in the areas of taxation planning, estate planning and advanced investment planning.

Entry requirements

Individuals must have completed the Diploma of Financial Planning (FNS60415) or equivalent to enrol into the Advanced Diploma.

Learners seeking to complete the Advanced Diploma may complete the first three courses in any order, provided that ADFP 4 – Financial Planning is the final subject completed.

Who Should Enrol?

You should enrol if you are:

• Seeking advanced technical and specialist knowledge, tailored to the needs of the financial planning profession in line with industry best practice.

• Interested in upgrading your qualifications to build on your valuable experience in the financial services profession.
Course Outcomes

The Advanced Diploma of Financial Planning will equip you with:

• Practical knowledge and technical expertise to meet the objectives of retail clients in the areas of taxation, estate and advanced investment planning.

• Confidence to determine client requirements and expectations for clients with complex needs.

• Framework to conduct advanced financial planning research.

• Skills to develop, present and negotiate holistic financial planning strategies.

• Planning tools required to implement complex and innovative financial plans.

• Best practice processes for providing comprehensive monitoring and ongoing service.

Assessment

Assessment tasks may be a combination of:

• Short answer questions
• Case study and scenario responses
• Projects, Portfolio
• Role Plays
• Practical Demonstration
• Journal and Self-reflection exercises
## ADFP Module 1 - Taxation Planning

The first course (ADFP 1) will qualify you to provide personal advice to clients on taxation planning, including Australian Taxation System Income Tax, FBT, PAYG, HEC, Income, CGT, Retirement Planning, Deductions and Personal Tax Planning.

<table>
<thead>
<tr>
<th>Part</th>
<th>Unit Title</th>
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</thead>
<tbody>
<tr>
<td>Part 1</td>
<td>Introduction to Australian Taxation</td>
</tr>
<tr>
<td>Part 2</td>
<td>Individual Taxation</td>
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<tr>
<td>Part 3</td>
<td>Assessable Income</td>
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<tr>
<td>Part 4</td>
<td>Allowable Deductions</td>
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<td>Part 5</td>
<td>Tax Offsets</td>
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<tr>
<td>Part 6</td>
<td>The Treatment of Capital Gains</td>
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<tr>
<td>Part 7</td>
<td>Taxation and Superannuation</td>
</tr>
<tr>
<td>Part 8</td>
<td>Superannuation Withdrawals and ETP's</td>
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<tr>
<td>Part 9</td>
<td>Investment Vehicles</td>
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<tr>
<td>Part 10</td>
<td>The Income Tax Collection System</td>
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<tr>
<td>Part 11</td>
<td>GST and FBT</td>
</tr>
<tr>
<td>Part 12</td>
<td>Tax Planning</td>
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</tbody>
</table>

## ADFP Module 2 - Estate Planning

The second course (ADFP 2) will qualify you to provide personal advice to clients on estate planning, succession planning and key man insurance.

<table>
<thead>
<tr>
<th>Part</th>
<th>Unit Title</th>
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<tbody>
<tr>
<td>Part 1</td>
<td>Introduction to Estate Planning</td>
</tr>
<tr>
<td>Part 2</td>
<td>Wills and Probate</td>
</tr>
<tr>
<td>Part 3</td>
<td>Intestacy</td>
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<tr>
<td>Part 4</td>
<td>Revoking and Challenging Wills</td>
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<tr>
<td>Part 5</td>
<td>Power of Attorney</td>
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<tr>
<td>Part 6</td>
<td>Capital Gains Tax</td>
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<tr>
<td>Part 7</td>
<td>Personally Held Assets</td>
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<td>Part 8</td>
<td>Assets Held by Trusts</td>
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<tr>
<td>Part 9</td>
<td>Superannuation and Estate Planning</td>
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<tr>
<td>Part 10</td>
<td>Business Succession Planning</td>
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<td>Part 11</td>
<td>Tax Responsibilities of Executors</td>
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<td>Part 12</td>
<td>Social Security and Estate Planning</td>
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</tbody>
</table>
### ADFP Module 3 - Advanced Investment Planning

The third course (ADFP 3) enables you to provide personal advice in relation to portfolio construction, risk and return, diversification, investment styles, research and disclosure.

<table>
<thead>
<tr>
<th>Part 1</th>
<th>Introduction to Financial Mathematics</th>
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<tbody>
<tr>
<td>Part 2</td>
<td>Finance Calculator</td>
</tr>
<tr>
<td>Part 3</td>
<td>Risk and Return</td>
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<tr>
<td>Part 4</td>
<td>Portfolio Diversification</td>
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<td>Part 5</td>
<td>Market Timing</td>
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<tr>
<td>Part 6</td>
<td>Market Risk and Return</td>
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<tr>
<td>Part 7</td>
<td>Investments Fund Performance</td>
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<td>Part 8</td>
<td>Efficient Market Theory</td>
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<td>Part 9</td>
<td>Introduction to Behavioural Finance</td>
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<td>Part 10</td>
<td>Use of Leverage</td>
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<td>Part 11</td>
<td>Research Issues</td>
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<tr>
<td>Part 12</td>
<td>Handling Foreign Exchange Exposure</td>
</tr>
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</table>

### ADFP Module 4 - Financial Planning – Developing Strategies and Providing Advice

Successful completion of the final course (ADFP 4) will qualify you to conduct comprehensive financial planning research, determine solutions to complex client needs, implement and monitor innovative financial plans.

<table>
<thead>
<tr>
<th>Part 1</th>
<th>Role of the Representative</th>
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<tbody>
<tr>
<td>Part 2</td>
<td>Torts and Negligence</td>
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<tr>
<td>Part 3</td>
<td>Ethical and Legal Principles and Framework</td>
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<tr>
<td>Part 4</td>
<td>Business Structures</td>
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<td>Part 5</td>
<td>Agency Law</td>
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<tr>
<td>Part 6</td>
<td>Consumer Protection</td>
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<td>Part 7</td>
<td>The Age Pension</td>
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<tr>
<td>Part 8</td>
<td>Writing the Statement of Advice</td>
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<td>Part 9</td>
<td>The Fact-Finding Interview</td>
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<td>Part 10</td>
<td>Formatting the Plan</td>
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<tr>
<td>Part 11</td>
<td>Making Product Recommendations</td>
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<tr>
<td>Part 12</td>
<td>Professional practice</td>
</tr>
</tbody>
</table>
Units of Competency Summary

Core Units

FNSFPL508  Conduct complex financial planning research
FNSFPL601  Provide technical and professional guidance
FNSFPL602  Determine client requirements and expectations for clients with complex needs
FNSFPL603  Provide comprehensive monitoring and ongoing service
FNSFPL604  Develop complex and innovative financial planning strategies
FNSFPL605  Present and negotiate complex and innovative financial plans
FNSFPL606  Implement complex and innovative financial plans
FNSPRM601  Establish, supervise and monitor practice systems to conform with legislation and regulations

Elective Units

FNSASICT503  Provide advice in Managed Investments*
FNSASICW503  Provide advice in Securities*
FNSASICU503  Provide advice in Superannuation*

* Mutual Recognition awarded where completed as part of Diploma of Financial Planning FNS50615 (or equivalent).
Units of Competency

Core Units

FNSFPL508 - Conduct complex financial planning research
This unit describes the skills and knowledge required to undertake research for use in the financial planning process.
It applies to individuals who use specialised knowledge to source, evaluate and synthesise complex information to solve problems and support the planning process.

FNSFPL601 - Provide technical and professional guidance
This unit describes the skills and knowledge required to provide technical and professional guidance in financial planning.
It applies to individuals with specialised knowledge of the sector and well-developed communication skills who provide guidance to others.

FNSFPL602 - Determine client requirements and expectations for clients with complex needs
This unit describes the skills and knowledge required to determine a complex client's financial planning requirements and expectations.
It applies to experienced individuals who apply systematic approaches and use specialised knowledge to problem solve and develop customised solutions.

FNSFPL603 - Provide comprehensive monitoring and ongoing service
This unit describes the skills and knowledge required to comprehensively monitor the implementation of financial plans and ongoing client service.
It applies to experienced individuals who use strong organisational and communication skills and systematic approaches to manage relationships and monitor organisational services.

FNSFPL604 - Develop complex and innovative financial planning strategies
This unit describes the skills and knowledge required to prepare a complex or innovative financial plan.
It applies to experienced individuals who use specialised knowledge, systematic approaches and strong analytical skills to develop recommendations and solutions to meet complex requirements.
FNSFPL605 - Present and negotiate complex and innovative financial plans
This unit describes the skills and knowledge required to negotiate a complex or innovative financial plan to a client.
It applies to experienced individuals who use specialised knowledge and strong communication and interpersonal skills to manage relationships and convey complex information and requirements.

FNSFPL606 - Implement complex and innovative financial plans
This unit describes the skills and knowledge required to implement a complex or innovative financial plan and successfully present it to clients.
It applies to experienced individuals who work in a team using specialised knowledge and systematic processes to complete complex work and manage relationships.

FNSPRM601 - Establish, supervise and monitor practice systems to conform with legislation and regulations
This unit describes the skills and knowledge required to establish, supervise and monitor systems to ensure that a business conforms to legislative and regulatory requirements.
It applies to individuals who use specialised knowledge, systematic approaches and analytical skills to provide leadership in ensuring compliance and quality standards are met.

Elective Units

FNSASICT503 - Provide advice in Managed Investments
This unit describes the skills and knowledge required to analyse client needs and provide advice on managed investments in compliance with industry regulations.

FNSASICW503 - Provide advice in Securities
This unit describes the skills and knowledge required to analyse client needs and provide advice in securities, in compliance with industry regulations.

FNSASICU503 - Provide advice in Superannuation
This unit describes the skills and knowledge required to analyse client needs and provide advice on superannuation in compliance with industry regulations.
Study options

Online learning
Study online at your own pace, giving you the flexibility to achieve a nationally recognised qualification whilst also fulfilling your other life commitments.

Unlimited e-mail and phone support
Unlimited e-mail and phone support is provided by our experienced student support team between Monday to Friday, 9am – 5pm, so you’re never left to feel ‘lost’ or stuck during your studies.

Face-to-face Instructor-led Classroom
Face-to-face class-room workshop is the fastest way to achieve your RG146 or similar qualification. Conducted either face to face or via video conference and facilitated by industry professionals skilled at making the workshop experience interactive, incorporating real life examples of today’s market place.

How to Enrol
To enrol, you can complete one of the following options:

- 1300 306 146 (option 1 ‘new enquiries’)
- learn@mentor.edu.au
- www.mentor.edu.au
<table>
<thead>
<tr>
<th><strong>Mail</strong></th>
<th><strong>Phone</strong></th>
<th><strong>Email</strong></th>
<th><strong>Web</strong></th>
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</thead>
</table>
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Melbourne, VIC 3141  
Australia | Aust: 1300 306 146  
Int: +61 3 8317 2900 | service@mentor.edu.au | www.mentor.edu.au |
|             | Fax: 1300 366 170   |                               |                   |