

**QUALIFICATION: RETIREMENT PLANNING RETP01-OS**  
**MODE OF DELIVERY: ONLINE**

### **PROGRAMME PURPOSE**

The aim of this short course is to refresh the knowledge and application skills in the arena of retirement planning of both students and professionals or practitioners. The course is ideal for students and for employees working in the retirement funds industry who need to gain an understanding of the retirement planning process, or for professionals and practitioners needing an update of current practices regarding retirement planning and the latest information on regulatory reforms in the retirement industry. The objective of the short course is to provide students with the information and knowledge required to prepare a holistic retirement plan for a client, as well as to provide an update on the current retirement reform process currently underway in South Africa. The short course is offered and assessed on par with a level 6 of the South African national qualifications framework (NQF6).

Once you have successfully completed this course, you will be able to devise and maintain a holistic retirement plan for clients at different life stages.

The course will be submitted for consideration of CPD points with the relevant industry bodies. More information will be provided as soon as it has been confirmed.

The short course is aimed at both students and professionals in the financial planning and related industries who require a refresher course in retirement planning.

The following people will benefit from this short course:

1. Students studying towards a Postgraduate Diploma in Financial Planning at any institution who require a refresher course on retirement planning
2. Students attempting the Financial Planning Institute's Board Examination towards acquisition of the CFP® designation
3. Professionals attempting the Financial Planning Institute's Challenge Examination towards acquisition of the CFP® designation

4. Financial planners, financial advisers and trainers who require a refresher of their knowledge of retirement planning
5. Financial planners, financial advisers and trainers who wish to specialise in the field of retirement planning
6. Financial planning professionals who wish to acquire CPD points.

## **PROGRAMME OUTCOMES**

On completion of this course, the qualifying candidate will be able to:

1. Apply knowledge of legislation and devise and maintain a retirement plan for a client, including recommending and utilising efficient product options.
2. Determine and explain the practical and monetary implications of an existing retirement plan and suggest improvements thereto.
3. Explain the retirement reform process and implications thereof on tax, liquidity and estate planning to clients.

## **PROGRAMME STRUCTURE**

The following key topics are covered in the course:

- The retirement reform process and legislation applicable to the retirement planning environment
- Retirement planning: starting out, which includes a focus on client priorities, how much to save, product solutions and investment strategy as well as typical challenges of this life-cycle stage
- Retirement planning: settling down, which includes a focus on client priorities, how much to save, product solutions and investment strategy as well as typical challenges of these life-cycle stages
- Retirement planning: at retirement, which includes a focus on client priorities, structuring funds to optimise capital and income at retirement and for retirement years, product solutions and investment strategy as well as typical challenges of this life-cycle stage
- Retirement planning: post retirement, which includes a focus on maintenance/management of retirement capital after retirement and client priorities as well as typical challenges relating to retirement planning for this life stage.

## **MODULE DESCRIPTION**

Online Short Course: Retirement Planning RETP01-OS

## ADMISSION REQUIREMENTS

Open enrolment and proficiency in English is required.

### English proficiency

Applicants are required to be proficient in English prior to admission to the course. Applicants whose first language is not English may be required to provide proof of proficiency.

## ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials direct students to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the above online facilities is essential for efficient communication, learning and success. You will need continuous (daily) access to study, using the resources mentioned below, and to submit and receive your assignments.

### Minimum system requirements

1. Reliable internet connection with continuous access
2. Firefox/Internet Explorer/Chrome web browser
3. Microsoft Word
4. The means to open and read PDF documents
5. The means to scan and upload documents
6. Email/cellphone for notification and communication.

## STUDENT SUPPORT

### Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to make reservations and requests, and no limit to the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Ebsco (global) and Sabinet (South African publications), to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

## Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark (myCourses)*.

## ASSESSMENT

An integrated approach to assessment is applied. The practical nature of the course is emphasised in all assessments.

The following are examples of assessments/activities that you could be exposed to during your course:

- Online quiz or online test
- Individual and/or group assignments with open-ended questions
- Online discussion forums with other students and your course lecturer
- Watching videos and summarising the main points
- Reading and engaging with study material, articles or information on websites
- Researching a specific topic and summarising your findings.

The exact structure of your assessments will be communicated to you in a detailed assessment plan when the course commences. A minimum final mark of 50% will be required in order to complete the course successfully.

## DURATION

This course will run over a period of four weeks, from Tuesday to Monday every week.

## CERTIFICATION

A short course certificate of completion will be issued, provided that you meet the minimum requirements for certification for this specific course.

## FURTHER STUDIES

Students who have successfully completed this short course certificate may articulate onto other short courses. Students may at any time apply for admission to any of Milpark's further or higher education qualifications, where they may be admitted, subject to the admission requirements of each qualification.

## PRICING

The course fees include access to the online environment (including library services) for the full duration of the course, all study material, access to the lecturer online and one cycle of assessments.

## DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the course content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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