



## QUALIFICATION

Advanced Certificate  
(SAQA ID: 96750; NQF Level 6)<sup>1</sup>

# Advanced Certificate in FINANCIAL PLANNING



**Mode Of Learning:**  
Distance Learning

**We've got you.  
You've got this.**

# Description and Programme Purpose

The **purpose of this qualification is to equip students** with the knowledge and skills required by expert practitioners in the financial planning sector and to prepare them for further studies. The **qualification aims to develop informed and skilled** qualifying students while accommodating students already employed in the **financial planning** sector. The skills, knowledge, **values and attitudes acquired through this qualification** are building blocks necessary for employment and advancement in the financial planning arena or for further studies.

## Learn More

Milpark is a **Financial Planning** Institute of Southern Africa (**FPI**)-**accredited** education provider and the Advanced Certificate in Financial Planning is an approved programme. The Milpark **Advanced Certificate in Financial Planning** addresses the academic qualification requirements for the designation of **FINANCIAL SERVICES ADVISOR® (FSA®)** professional awarded by the Financial Planning Institute of Southern Africa.



The **Advanced Certificate in Financial Planning** may enable an individual with extensive experience to progress to an **NQF Level 8** postgraduate qualification in **financial planning**, depending on the RPL policies of the institution involved. The postgraduate diploma is set as the educational requirement for The **Financial Planning** Institute of Southern Africa's (FPI) designation of CFP® Professional.

## Who Should Enrol

The programme is **suitable for**:

**01**

A person who wants **advanced knowledge of financial planning** and who has completed a relevant **NQF level 5** qualification.

**02**

People wanting to apply for the designation of **FSA® Professional** awarded by the **Financial Planning Institute of Southern Africa**.

<sup>1</sup> Previously the National Certificate in Financial Planning

Successful completion of this qualification should enable the student to:

1. Apply **knowledge** of legislation, compliance and ethics in a **financial planning** context in South Africa.
2. **Examine the changing nature** of the financial planning environment in South Africa in **terms of structure** and role players, regulation and consumer needs.
3. Apply **knowledge of legislation**, taxation, economics and **accepted financial planning principles** to solve the financial dilemmas of an individual.
4. Apply knowledge of legislation, taxation and **business principles to advise** a business on insurance and investment solutions.

**We're online.  
We've got space.**



Module name and code	Offered in	Compulsory/ Elective	Credits
Legal Aspects of Financial Planning LEGA01-6	Both semesters	Compulsory	20
Taxation for Financial Planners TAXP01-6	Both semesters	Compulsory	20
Corporate Financial Planning for Financial Planners CFIN01-6	Both semesters	Compulsory	20
Business Management for Financial Planners BMFP01-6*	Semester 2	Elective – select one	15
Trust Law TRUS01-6*	Semester 2		
Personal Financial Planning for Financial Planners PERF01-6	Both semesters	Compulsory	25
Practical Application (Case Study) for Financial Planners PRAC01-6	Both semesters	Compulsory	20
<b>TOTAL CREDITS</b>			<b>120</b>

\* This module is available only in Semester 2

### Kindly note

Please see **RULES OF PROGRESSION** for a suggested module registration order.

## Mode of Learning

The programme will be offered via **Distance Learning (DL)**. DL is our more traditional, flexible study mode designed for independent learners who prefer minimal online engagement.

**Students in this mode primarily rely on textbooks and study guides**, with access to supplementary online resources via our learning platform. **DL supports self-paced** learning and is ideal for students with limited internet connection, or those who prefer offline study. **While lecturer support is available**, interaction is less frequent as compared to other modes, allowing **students to manage** their time and progress independently.



## Compulsory

**Legal Aspects  
of Financial  
Planning**  
**LEGA01-6**

This **module introduces students to the legislation** and subordinate legislation applicable to the rendering of appropriate advice in the **South African financial planning context**. It covers the regulatory environment as well as legislation that affects financial planners, their practices, clients and products. **Factors that have an impact on a client's status** are also explored, including the **various matrimonial property systems**.

The **purpose of this module is to provide** students with a detailed knowledge of income tax and to enable them to apply this knowledge to a client scenario relevant to **financial planners**. Other aspects such as ethical behaviour in the **financial planning environment** regarding taxation, are **also considered**.

**Corporate  
Financial  
Planning for  
Financial  
Planners**  
**CFINO1-6**

**Students will learn how to explain** the structure and workings of the different types of employee benefits. **They will be able to demonstrate an understanding** of the South African healthcare system and its challenges, and become familiar with current affairs in this sector. The aim is to prepare **students to evaluate the financial** statements of a business in order to determine business assurance needs, with specific reference to the structure, implementation, tax consequences and legal requirements of a business.

**Taxation for  
Financial  
Planners**  
**TAXP01-6**

**We're online.  
We've got space.**



**This module focuses on Steps 2** (collect the client's information) and 3 (analyse and assess the client's financial status) of the six-step financial planning process regarding risk, estate, investment and retirement planning for an individual. **It also covers time value of money** (TVM) calculation principles to enable students to do a capital needs analysis for clients.

**Personal  
Financial  
Planning for  
Financial  
Planners  
PERF01-6**

**Practical  
Application  
(Case Study)  
for Financial  
Planners  
PRAC01-6**

This **module is aimed at providing students** with the necessary skills and knowledge to apply technical knowledge of financial planning to a client scenario to make recommendations and give advice. It covers **Step 4** (develop the **financial planning recommendations** and present them to a client), **Step 5** (implementing the financial planning recommendations) and **Step 6** (review the client's situation) of the **six-step financial planning** process with regard to risk, estate, **investment and retirement planning** for an individual. **Note:** You must have enrolled for or passed all other modules before registering for this module.

## **Electives**

This **module equips students to design a business** model to take advantage of feasible business opportunities, as either an existing financial planning business that **wishes to expand its operations, or from the perspective of a new** financial planning business. Students will learn how to identify business opportunities and then design a business model to take advantage of the opportunity. The module will equip them to create a framework of **systems to support the business model** and create a succession plan for the business. *This module is available only in Semester 2.*

**Business  
Management  
for Financial  
Planners  
BMFP01-6**

**Trust Law  
TRUS01-6**

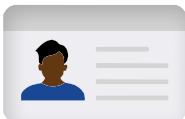
A trust can **play a vital role in a client's financial and estate planning**, for example, by protecting assets for the benefit of the beneficiaries. Trust law and the taxation thereof is, however, a very specialised field. The purpose of this module is to **provide the financial planner** with knowledge regarding the basic principles of trust law and the taxation thereof, thereby enabling the financial planner to advise a **client appropriately** in the circumstances. *This module is available only in Semester 2.*

# Admission Requirements

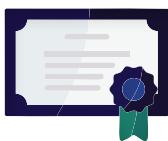
To be admitted to this qualification, applicants should have completed one of the following:

- **The Milpark Education Higher Certificate in Financial Planning (at NQF Level 5) or**
- **National Certificate in Wealth Management (NQF Level 5) or**
- **An appropriate, accredited NQF Level 5 qualification or**
- **An appropriate, accredited bachelor's degree**

Applicants must, at a minimum, submit the following **documents** with their application:



**Copy of South African 13-digit identity document** or valid passport.



**Copy of Matric/National Senior Certificate** OR international school leaving certificate with **SAQA Equivalence Certificate**



**NQF Level 5** Qualification Certificate or Milpark Letter of Completion.

## Kindly note

The **documents listed above** represent the minimum requirements. Applicants may be asked to provide **additional supporting documentation** if further evidence is needed. Applicants are encouraged to provide all **supporting documentation** at the time of applying to avoid unnecessary delays in the processing of their application.

### Other / International certificates

Further to the requirements for admission already stated above, foreign nationals or South African nationals **seeking to apply for admission onto the qualification based** on a non-South African/foreign tertiary qualification, must obtain, and submit to Milpark, a **Certificate of Equivalence from the South African Qualifications Authority** (SAQA) ([www.saqa.org.za](http://www.saqa.org.za)).

Applicants with foreign school leaving **certificates who have already completed** the equivalent of a South African Grade 12, are advised to submit their SAQA **Certificate of Equivalence** at the time of applying online for the Milpark Advanced Certificate.



Foreign nationals **residing in South Africa on a temporary visa must** provide proof from the **South African Home Affairs offices** that they are permitted to study and **enrol for studies at the tertiary level**.

### Recognition of Prior Learning (RPL) applications

Milpark admits a small number of students onto its programme via Recognition of Prior Learning (RPL).

#### Applicants must have:

- A **minimum of two years** of relevant work experience
- Experience in the **role of paraplanner or financial adviser/ planner** will be advantageous
- A matric certificate and/or **NQF level 4/5 (or higher)** qualification in a related field

#### Applicants will be required to provide evidence as outlined below when applying for admission via the RPL route::

- Comprehensive **curriculum vitae**
- A **letter motivating how the qualification** will assist the prospective student and how the qualification links with their line of work
- **Copy of** matric/national senior certificate OR international school leaving certificate with SAQA Equivalence Certificate
- **Certified academic transcript/statement** of results of previous qualifications

**Successful Recognition of Prior Learning (RPL)** applicants will receive conditional admission to the **Legal Aspects module (LEGA01-6)** in their first semester. Full admission will be granted upon successful completion of this module, **allowing students to continue with the remainder of the qualification.**

[Learn More About The RPL Requirements](#)

## 8 Mode of Delivery

The **Department of Higher Education and Training** has registered the programme, and the Council on Higher Education has accredited the programme for **delivery via distance learning**.

[Learn More](#)

The following mode is available for this specific programme:



Distance Learning



# Access to Technology

Through the **myMilpark** and **myCourses** **online tuition** and support environments, students have **access to all course materials** (including formative and summative assessments), discussion opportunities, administrative **services and a wealth of external resources**.

## Minimum requirements to study online and complete assessments and online proctored assessments

A **laptop or personal computer (PC)** with one of the **following operating systems**:



Windows 10+



macOS 10.11+



Ubuntu 18.04+



Chrome 58+



Continuous (daily) access to a **stable internet connection** with an upload and download speed of at least 5 Mbps.



A **camera/webcam** (720p resolution)



Speakers and a microphone **OR** headphones



2GB free **RAM** (memory)



250MB **free disk space**

**View Technical Requirements**

**How To Check Your RAM**

**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 on 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), Emerald, 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).**

The **qualification consists of six modules, one of which is an elective**. Please note that an elective may not be chosen with your first registration. The **Practical Application (Case Study) PRAC01-6** module may only be attempted once the student has enrolled for or passed all other modules.



It is recommended that students register for the modules in the following order:

- 1 Legal Aspects of Financial Planning LEGA01-6
- 2 Taxation for Financial Planners TAXP01-6
- 3 Corporate Financial Planning for Financial Planners CFIN01-6
- 4 Business Management for Financial Planners BMFP01-6  
OR Trust Law TRUS01-6
- 5 Personal Financial Planning for Financial Planners PERF01-6
- 6 Practical Application (Case Study) for Financial Planners PRAC01-6.



**Legal Aspects of Financial Planning LEGA01-6** affords a good overview of the legislation that is required to understand the technical content of the other modules. Students need a good understanding of the tax principles covered in **Taxation for Financial Planners TAXP01-6**, in order to successfully complete **Corporate Financial Planning for Financial Planners CFIN01-6**, **Trust Law TRUS01-6**, **Personal Financial Planning for Financial Planners PERF01-6** and **Practical Application** (Case Study) for **Financial Planners PRAC01-6**.

**Personal Financial Planning for Financial Planners PERF01-6** and **Practical Application** (Case Study) for **Financial Planners PRAC01-6** are closely related, and it is advisable to complete them at the same time or to complete **Practical Application** (Case Study) for **Financial Planners PRAC01-6** shortly after **Personal Financial Planning for Financial Planners PERF01-6**.

This order **should help students build their body of knowledge** in a logical and progressive manner and afford them the greatest chance of completing the qualification.



# 12 Assessment

Formative assessment contributes **30%** to the final mark and consists of a combination of assignments and tests. The exact formative structure per module will be communicated to you at the start of the semester.

Students will write a final summative assessment per module at the end of each semester which contributes **70% towards the final mark**. Students need to obtain a sub-minimum mark of **40% in the final summative assessment** and an overall mark of **50%** in order to pass the module.

The **summative assessments of some modules** may be in the form of a closed book examination, but others may be in the form of an open book exam or an online summative submission.

# 13 Duration

**Distance-learning** students have a **minimum of one year and a maximum of three years** to complete this qualification.

# 14 Certification

Upon **successful completion** of the qualification, the student will receive an **Advanced Certificate in Financial Planning, NQF Level 6 (credits: 120)**. The Advanced Certificate in Financial Planning is accredited by the **Higher Education Quality Committee** of the Council on Higher Education (CHE).

**Please note** that the name of the **previous qualification National Certificate in Financial Planning** has been amended to **Advanced Certificate in Financial Planning** in accordance with the requirements of the Higher Education Qualifications Sub-framework (HEQSF).



**We've got you.  
You've got this.**

Milpark Education is committed to the process of lifelong learning and opening access to higher education. The programme is at **NQF Level 6**, and it will provide for vertical articulation options onto **NQF Level 7** programmes. Students may also articulate to the **Milpark BCom (NQF level 7)** with major in financial planning.

A **student who transfers from one qualification** to another within Milpark Education may be given credit for some modules successfully completed. **Beyond Milpark Education**, this qualification should articulate with other qualifications in the relevant field of financial planning.

## 16 Pricing



**All module fees include one round** of formative and summative assessments, supplementary exams excluded. Milpark provides its own study material on this qualification, **which is included in the module fee**.

## 17 Disclaimer

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



## **Website:**

[www.milpark.ac.za](http://www.milpark.ac.za)

**Apply Now**

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**We've got you.  
You've got this.**

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