

# POSTGRADUATE DIPLOMA IN FINANCIAL PLANNING

## QUALIFICATION: POSTGRADUATE DIPLOMA IN FINANCIAL PLANNING

SAQA ID 76943, NQF Level 8

**MODE OF DELIVERY:**  
Distance Learning Online

## DESCRIPTION AND PROGRAMME PURPOSE

The purpose of this qualification is to equip students with the expert knowledge and professional skills required by practitioners in the financial planning industry. Students will be competent to provide financial planning services to a wide range of individual and corporate clients. Milpark Education's Postgraduate Diploma in Financial Planning addresses the educational requirements for the designation of Certified Financial Planner®, awarded by The Financial Planning Institute of Southern Africa (FPI). This designation, which is internationally recognised, is the highest designation for financial planners in South Africa. On completion of the Milpark Postgraduate Diploma in Financial Planning, students will gain access to the FPI Capstone Course for the CFP® Certification.

The Postgraduate Diploma in Financial Planning appears on the Financial Sector Conduct Authority's (FSCA) list of recognised qualifications for FAIS Fit and Proper purposes.

## WHO SHOULD ENROL

The programme would be suitable for:

- Persons who want to become expert financial planning practitioners in order to provide professional financial planning services to a wide range of individual and corporate clients.
- Persons who wish to obtain the required qualification to qualify for entry to the FPI's Professional Competency Examination for CFP® Certification.

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EDUCATION  
Financial  
Services



## PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

- Apply financial planning expertise and knowledge in financial planning for the benefit of clients and society.
- Establish a planner/client relationship by explaining concepts and services and client responsibilities – all within the parameters of professional conduct.
- Assess a client profile, obtain documented personal information and determine the current financial status of a client.
- Determine the financial goals (capital, risk and investment needs) of a client.
- Present a plan to a client for approval and agreement.
- Implement, manage and monitor such plan within the ethical constraints of the profession, testing effectiveness and recommending change where necessary.

## PROGRAMME STRUCTURE

| Module name                              |                                   | C/E        | Credits    |
|------------------------------------------|-----------------------------------|------------|------------|
| Induction to Financial Planning INDFP1-8 |                                   | Compulsory | None       |
| Financial Planning Environment PGFPEN-8  |                                   | Compulsory | 20         |
| Personal Financial Planning              | Risk and Estate Planning PFPRES-8 | Compulsory | 20         |
|                                          | Retirement Planning PFPREP-8      | Compulsory | 20         |
|                                          | Investment Planning PFPINP-8      | Compulsory | 20         |
| Corporate Financial Planning PGCFPL-8    |                                   | Compulsory | 20         |
| Case Study PGCSTU-8                      |                                   | Compulsory | 20         |
| <b>Total</b>                             |                                   |            | <b>120</b> |

### MODULE DESCRIPTIONS\*

\* Modules are shown in alphabetical order. Please see RULES OF PROGRESSION for the recommended order of study.

#### CASE STUDY PGCSTU-8

The Case Study module is used to integrate the knowledge of all the other modules in order to enable students to prepare a comprehensive financial plan for a client. Students are also expected to apply knowledge of current affairs such as the current economic climate to advise clients of its impact on financial planning.

#### CORPORATE FINANCIAL PLANNING PGCFPL-8

This module focuses on Employee Benefits and Business Assurance. Students will be expected to draft a comprehensive financial plan for a corporate client.

#### FINANCIAL PLANNING ENVIRONMENT PGFPEN-8

This module provides a broad, yet detailed introduction to the field of financial planning. It covers income tax in detail. The legislation impacting on the regulatory environment is also covered extensively.

#### INDUCTION TO FINANCIAL PLANNING INDFP1-8

This module provides students with an introduction to the qualification and the online method of delivery. The main focus of the content will be on the financial calculations required on this level and a review of personal income tax principles. Students will also be introduced to the available financial planning products. This module is non-credit bearing.

#### INVESTMENT PLANNING PFPINP-8

This module incorporates an in-depth knowledge of the structure, nature, tax consequences, features and benefits of various products that are designed to address the client's investment needs with an analysis of the client's current investment portfolio and future investment needs in order to enable students to advise clients.

#### RETIREMENT PLANNING PFPREP-8

This module is aimed at providing students with the required

knowledge to conduct a capital needs analysis for a client before or at retirement stage and to provide comprehensive advice to address the capital shortfall, or alternatively, to be able to consider the structure and tax implications of different retirement funds on the client's situation at retirement stage.

#### RISK AND ESTATE PLANNING PFPRES-8

In this module, the student will be provided with an in-depth knowledge of the structure, nature, tax consequences, features and benefits of various products available to address risk needs. Students will be enabled to conduct a capital needs analysis to provide comprehensive advice to clients to address their risk needs. In addition, this module focuses on the impact of the different marital regimes on the capacity and estate of a person, testate and intestate succession, limited rights that can be created, trusts and formalities for a valid Will to enable students to provide advice to individuals on financial needs based on an analysis of their scenario.

### ADMISSION REQUIREMENTS

The minimum admission requirement for the Postgraduate Diploma in Financial Planning is an appropriate Bachelor's degree at NQF level 6 (old) or 7 (new) or equivalent.

A pass in Matric mathematics on higher grade or a C symbol on standard grade or equivalent is also required. Relevant post-matric studies which demonstrate familiarity with the mathematical abilities required will be considered.

Applicants are requested to submit a detailed curriculum vitae displaying details of employment for the previous ten years, which will be used as part of the curriculum planning process. Applicants without extensive experience in financial planning will be required to complete the qualification over a minimum period of two years.

In line with our admission policy, applicants with insufficient/no/outdated tax knowledge may be admitted on condition that they successfully complete the *Induction to Financial Planning INDFP1-8* and the *Financial Planning Environment PGFPEN-8* modules, in this order, before being allowed to register for further modules.

### Recognition of Prior Learning (RPL) applications

Milpark admits a small number of students onto its programme via Recognition of Prior Learning (RPL). Entry via RPL is possible upon application to the Head of the School, but numbers are limited by legislation. Applicants with relevant work experience and an NQF level 5 qualification in financial planning or wealth management as well as an NQF level 6 qualification in financial planning are encouraged to apply via this route. Academic performance on these qualifications will be a consideration and full academic transcripts are to be provided. A minimum average of 60% on the NQF level 6 qualification is strongly advised.

In addition, full details of employment and a detailed curriculum vitae are required, and relevant experience as a financial adviser/planner will be a decisive consideration.

In line with our admission policy, applicants who receive conditional admission via the RPL admission process, will be expected to successfully complete the Induction to *Financial Planning INDFP1-8* and the *Financial Planning Environment PGFPEN-8* modules, in this order, before they receive full admission to the qualification.

### Other certificates

An applicant who has a certificate other than a South African National Senior Certificate and any international bachelor's degree and wishes to enrol for a Postgraduate qualification, must obtain a SAQA certificate of equivalence ([www.saqa.org.za](http://www.saqa.org.za)).

## MODE OF DELIVERY

The following mode is available for this specific programme: Distance learning online (DLO).

## DURATION

Students have a maximum of three years to complete the qualification. Please note that the Head of the School will prescribe a study programme for the completion of the qualification. Students who are not able to study during a particular year are encouraged to inform Milpark of their circumstances.

## ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative and summative 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 contain links 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. The student will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive assignments.

Summative assessments (exams) and selected formative assessments will be invigilated remotely with well-proven online proctoring services. Students will need to use their own device and ensure that they have a stable internet connection and the minimum system requirements in place.

### Minimum system requirements

1. Reliable broadband (high-speed) internet access
2. Firefox/Chrome/Edge web browser
3. Microsoft Word
4. PDF Viewer
5. Ability to scan and upload documents
6. Email/cellphone for notification and communication
7. Access to Microsoft 365 using Milpark student credentials.
8. Students will need a non-programmable financial calculator for some of the modules in this qualification. The calculator is not provided by Milpark, and students will have to purchase it themselves. We recommend the HP 10bII financial calculator, due to extensive online support available for this calculator.

Students on this qualification will be expected to have daily access to the internet as regular online interaction is expected. Study material will be made available online to supplement the prescribed textbook.

For remotely proctored exams, students need their own device (laptop, Mac or desktop) with the following minimum system requirements in place:

|                  | Windows                                                            | Mac               | Linux                   | Chrome OS         |
|------------------|--------------------------------------------------------------------|-------------------|-------------------------|-------------------|
| Operating System | Windows 7+                                                         | macOS 10.11+      | Ubuntu 18.04+           | Chrome 58+        |
| Processor        | Intel Pentium or better                                            | Intel             | Intel Pentium or better | Intel or ARM      |
| Free Disk Space  | 250 MB                                                             | 250 MB            | 250 MB                  | 250 MB            |
| Free RAM         | 2 GB <sup>1</sup>                                                  | 2 GB <sup>1</sup> | 2 GB <sup>1</sup>       | 1 GB <sup>1</sup> |
| Upload Speed     | 0.092 Mbps – 0.244 Mbps <sup>2</sup>                               |                   |                         |                   |
| Microphone       | Any Microphone, either internal or external <sup>3</sup>           |                   |                         |                   |
| Webcam           | 320x240 VGA resolution (minimum) internal or external <sup>3</sup> |                   |                         |                   |

1. Free RAM is the minimum amount of memory that is not in use by other applications.

2. Depends on the exam settings, secure browser has no upload speed requirement.

3. Only required for proctoring, secure browser functionality does not require audio/visual recording.

## 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)*.

## RULES OF PROGRESSION

All modules are compulsory and students will be advised of their proposed study plan on admission, as individual curriculum planning is conducted.

Students need to complete the Induction to *Financial Planning* module before being allowed to register for any further modules. Students who have not completed Taxation on at least an NQF level 6 will be expected to successfully complete the *Financial Planning Environment* module before registering for any further modules.

Students are advised to complete *Investment Planning* as one of their last modules before attempting the *Case Study* module. *Retirement Planning PFPREP-8* is a prerequisite for the *Investment Planning PFPINP-8* module. The *Case Study* module may not be attempted unless all the other modules have been passed.

Students can only register for one module per exam sitting. For the 2024 academic year, an exam sitting will be available every nine or ten weeks depending on the module. The exam sitting for the *Case Study* module will be available within 12 weeks of the start of the module.

## ASSESSMENT

Formative assessment contributes 40% towards the student's final mark. All modules have weekly compulsory assignments and compulsory online tests as formative assessment. The Financial Planning Environment and Case Study modules have an online assessment which students are expected to complete on a predetermined date and within a set time limit. This test is scheduled during business hours.

Students will complete a final, summative assessment at the end of each cycle, which contributes 60% 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. Supplementary examinations are available to qualifying students.

## CERTIFICATION

On successful completion of the qualification, the student will receive a Postgraduate Diploma in Financial Planning, NQF Level 8 (credits: 120). The Postgraduate Diploma in Financial Planning is accredited by the Higher Education Quality Committee of the Council on Higher Education (CHE).

## FURTHER STUDIES

Milpark Education is committed to the process of lifelong learning and opening access to higher education. The programme is at NQF level 8 and it will provide for articulation options into NQF level 9 programmes.

A student who has completed certain modules on this qualification at Milpark Education and who wishes to transfer to another tertiary-level institution should be able to apply for exemption from relevant modules on the basis of the modules that have been passed at Milpark Education. Articulation to Milpark's Master of Business Administration (MBA) is possible.

## PRICING

All module fees include one round of formative and summative assessments (excluding supplementary examinations). Module fees do not include the cost of prescribed textbooks, which will be for your own account. The prescribed book list will be available on myMilpark on registration. Study guides will be provided in electronic and print format at no extra cost.

## 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, as well as for market requirements and other reasons. Notice of such changes will be published on our website.

**ENQUIRIES: 086 999 0001**

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**(Students wanting to register)**

**support@milpark.ac.za**

**(Admin/support related queries)**

**WWW.MILPARK.AC.ZA**