Description: Personal Financial Planning

<table>
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<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<tr>
<td>FIN</td>
<td>1106</td>
<td>20137</td>
<td>1, 2003</td>
<td>EXT</td>
<td>1.00</td>
<td>TW MBA</td>
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Academic Group: FOBUS
Academic Org: FOB009
HECS Band: 2
ASCED Code: 081101

STAFFING
Examiner: Diana Beal
Moderator: David Troedson

PRE-REQUISITES
Pre-requisite: FIN1101

RATIONALE
Personal financial planning (PFP) is becoming more and more important, both to individuals and to accountants in their offering of services to the public. Governments have made it very clear that the public sector will support retirees and the unemployed to a 'safety-net' standard only. In addition, people increasingly will be asked to direct their superannuation savings. Accountants especially are responding to these social changes such that PFP is becoming an integral part of accountants' practices. Accountants need to be skilled in this area as part of their professional expertise. Individuals will have more comfortable lives if they plan and manage their finances skillfully.

SYNOPSIS
In this course students will be exposed to the financial planning process and the legal framework and responsibilities of planners. Wealth creation will be dealt with in some detail as will superannuation. Planning for retirement, protection of property and family and social security issues are included.

OBJECTIVES
Upon completion of this course students should be able to:

- identify and discuss the process of financial planning for clients;
- understand the Australian legal framework within which planners operate and their legal responsibilities;
• describe and assess the various asset sectors available to Australians and their past performance;
• understand the operation of superannuation in Australia;
• plan for, identify and manipulate retirement income streams;
• be aware of mechanisms for the protection of assets, income streams, for both single individuals and families; and
• be aware of the chief components of the social security structure in Australia.

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Introduction and the PFP process</td>
<td>10.00</td>
</tr>
<tr>
<td>2. The legal framework and responsibilities</td>
<td>10.00</td>
</tr>
<tr>
<td>3. Direct investments</td>
<td>10.00</td>
</tr>
<tr>
<td>4. Managed funds</td>
<td>5.00</td>
</tr>
<tr>
<td>5. Home ownership</td>
<td>5.00</td>
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<tr>
<td>6. Tax for investors</td>
<td>10.00</td>
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<tr>
<td>7. Negative gearing and consumer credit</td>
<td>5.00</td>
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<tr>
<td>8. Superannuation</td>
<td>15.00</td>
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<td>9. Retirement</td>
<td>10.00</td>
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<tr>
<td>10. Insurance</td>
<td>5.00</td>
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<td>11. Estate planning</td>
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<tr>
<td>12. Social Security</td>
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**TEXT and MATERIALS required to be PURCHASED or ACCESSED:**

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.


**STUDENT WORKLOAD REQUIREMENTS**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
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</tr>
<tr>
<td>Directed Study</td>
<td>52</td>
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<tr>
<td>Private Study</td>
<td>93</td>
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### ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>ASSIGNMENT 1</td>
<td>20.00</td>
<td>20.00</td>
<td>Y</td>
<td>01 Apr 2003</td>
</tr>
<tr>
<td>ASSIGNMENT 2</td>
<td>20.00</td>
<td>20.00</td>
<td>Y</td>
<td>20 May 2003</td>
</tr>
<tr>
<td>EXAMINATION (3 HOURS)</td>
<td>100.00</td>
<td>60.00</td>
<td>Y</td>
<td>END S1 (see note )</td>
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**NOTES:**

The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date after the timetable has been finalised.

### IMPORTANT ASSESSMENT INFORMATION

1. **Attendance requirements:**
   If you are an International student in Australia it is a requirement of your student visa that you attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2. **Requirements for students to complete each assessment item satisfactorily:**
   To complete each of the assignments satisfactorily, students must obtain at least 40% of the marks available for each assignment. To complete the examination satisfactorily, students must obtain at least 50% of the marks available for the examination.

3. **Penalties for late submission of required work:**
   If students submit assignments after the due date without prior approval then a penalty of 10% of the total marks available for the assignment will apply for each working day late.

4. **Requirements for student to be awarded a passing grade in the course:**
   To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by: (i) satisfactorily completing the examination and assignments; and (ii) obtaining at least 50% of the total weighted marks available for all summative assessment items.

5. **Method used to combine assessment results to attain final grade:**
   The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.

6. **Examination information:**
   This is a restricted examination. Candidates are allowed access to specific materials during the examination. The only materials that candidates may use in the restricted examination for this course are: writing materials (non-electronic and free from material which could give the student an unfair advantage in the examination);
calculators which cannot hold textual information (students must indicate on their examination paper the make and model of any calculator(s) they use during the examination); English translation dictionaries (but not technical dictionaries).

7 Examination period when Deferred/Supplementary examinations will be held: Any Deferred or Supplementary examinations for this course will be held during the next examination period.

8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL: http://www.usq.edu.au/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook. Students should also read The Guide to Policies and Procedures of the Faculty which can be found at the URL: http://www.usq.edu.au/handbook/2003/business/polproc/index.htm or in the printed version of the current USQ Handbook.

ASSESSMENT NOTES

1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (iii) In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the Examiner may grant an extension of the due date of an assignment in extenuating circumstances. If students submit assignments after the due date and wish to claim extenuating circumstances then they shall provide validated documentary evidence with the assignment, explaining the circumstances. The Examiner shall consider the statement accompanying a late assignment and decide on the outcome. (iv) Assignments are to be submitted in the appropriate assignment folders. (v) The Examiner will normally only accept assessments that have been written, typed or printed on paper-based media. (vi) The Examiner will not accept submission of assignments by facsimile. (vii) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the Examiner to negotiate such special arrangements. (viii) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.

2 Course Weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper. The examination may test material already tested in assignments.

3 Dishonest Actions: (i) Any student who is alleged to have performed a dishonest action relating to any assessment in the course will have a course of action taken against him/her as outlined in the Academic Regulations. (ii) Pieces of assessment should be the work of individual students. Joint pieces of assessment are not permitted unless written approval has been obtained from the Examiner. (iii) Dishonest action in relation to assessment includes: copying or attempting to copy
the work of others; use of or attempting to use information prohibited from use in
that form of assessment; submitting the work of another as your own; consciously
committing acts of plagiarism, ie taking and using another’s thoughts or writings
as one’s own with intent to deceive, which occurs when paragraphs, sentences, a
single sentence or significant parts of a sentence which are copied directly, are not
enclosed in quotation marks and appropriately footnoted or referenced in the text;
direct quotations are not used, but text is paraphrased or summarised, and the source
of the material is not acknowledged by footnoting or other reference in the text.

4 Deferred Work: Students who, for medical, family/personal, or employment-related
reasons, are unable to complete an assignment or to sit for an examination at the
scheduled time may apply to defer an assessment in a course. Such a request must
be accompanied by appropriate supporting documentation. One of the following
temporary grades may be awarded: IDS (Incomplete - Deferred Examination);
IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred
Examination and Deferred Make-up).