RATIONAL

Personal financial planning (PFP) is becoming increasingly important, both to individuals and to professionals in their offering of services to the public. Governments have made it 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 choose where to invest their superannuation savings. Individuals will have more comfortable lives if they plan and manage their finances skilfully. The development of a financial plan becomes a necessity for just about everybody, covering details regarding wealth accumulation, retirement planning and insurance and estate planning issues.

SYNOPSIS

In this course students will consider in depth the financial planning process, the adoption of investment strategies, documentation, disclosure and the presentation of plans. Wealth creation will be dealt with in some detail by means of investments and superannuation savings. Taxation issues are covered. Planning for retirement, risk management and insurance, social security and estate planning issues are also covered briefly, in particular with respect to their relevance to the overall financial plan. Taxation, personal risk management and superannuation are offered in specific courses if students wish to pursue those issues in further detail.

OBJECTIVES

Upon completion of this course students should be able to:

1. appreciate the range of available investments;
2. appreciate the selection of appropriate investment strategies;
3. understand fully the effect and implications of relevant taxation structures;
4. appreciate the use of debt as an investment tool;
5. understand the various issues relating to home ownership;
6. appreciate the importance of superannuation together with some of the broader concepts relating to superannuation such as benefits and contributions;
7. discuss the importance of managing risk and using insurance as an integral part of any financial plan;
8. understand social security provisions and the effects on income streams;
9. understand the PFP process thoroughly;
10. understand the role of advisers and disclosure requirements for remuneration;
11. understand estate planning and related topics.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Asset Classes and Investment Theory</td>
<td>15.00</td>
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<tr>
<td>2. Debt as an Investment Tool and Home Ownership</td>
<td>15.00</td>
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<tr>
<td>3. Superannuation</td>
<td>10.00</td>
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<td>4. Risk Management and Insurance</td>
<td>10.00</td>
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<td>5. Social Security</td>
<td>10.00</td>
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<tr>
<td>6. The PFP Process - Documentation</td>
<td>15.00</td>
</tr>
<tr>
<td>7. The PFP Process - Interviews</td>
<td>10.00</td>
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<tr>
<td>8. Estate Planning</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).


REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

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>
<td>Directed Study</td>
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<td>Private Study</td>
<td>93.00</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tr>
<td>ASSIGNMENT</td>
<td>100.00</td>
<td>30.00</td>
<td>24 May 2006</td>
</tr>
<tr>
<td>EXAM PT A (MULTIPLE-CHOICE)</td>
<td>100.00</td>
<td>21.00</td>
<td>END S1 (see note 1)</td>
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<tr>
<td>EXAM PT B (ESSAY&amp;SHORT ANSWER)</td>
<td>100.00</td>
<td>49.00</td>
<td>END S1</td>
</tr>
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</table>

NOTES
1. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date for Exam (Parts A and B) after the timetable has been finalised. The total working time for Exam (Parts A and B) is 3 hours.

IMPORTANT ASSESSMENT INFORMATION

1. Attendance requirements:
   If you are an international student in Australia, you are advised to 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 the assignment satisfactorily, students must attempt all questions. To complete the examination satisfactorily, students must obtain a passing grade.

3. Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval by the Examiner, a penalty of 20% of the total marks gained by the student 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 receiving a passing grade a student must submit all of the summative assessment items, achieve at least 50% in the examination and at least 50% of the available weighted marks for the 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 and drawing instruments; 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/corporateservices/calendar/part5.htm. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL http://www.usq.edu.au/handbook/current/buspolproc.html.

**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 24 hours if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. All applications for extensions must be accompanied by supporting documentation. In all circumstances no assignments will be accepted two calendar weeks after the due date. The Examiner shall consider the statement accompanying a late assignment and decide on the outcome. (iv) The Examiner will not accept submission of assignments by facsimile. (v) Assignments are to be submitted in the appropriate assignment folders.

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, that is, 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 Examinations: (i) Deferred examinations will be granted based on non-attendance for medical reasons, family/personal reasons, or employment-related reasons. Deferred examinations must be recommended by the Faculty Assessment Coordinator and approved by the Examiner or Moderator or Dean's Nominee. If a deferred examination is granted, students shall sit the deferred examination in the next semester examination period. If, for whatever reason, this deferred examination is not taken then the student will be graded 'F'. (ii) To be eligible for consideration for a deferred examination, students must have submitted a genuine attempt at all mandatory assessment items. (iii) Deferral of an examination CANNOT be granted on an existing deferral in that course. (iv) Requests must be in writing to the Faculty Assessment Coordinator clearly stating student name, student number, current address, course alpha-numeric identifier and name for the examination not attended. (v) Requests MUST BE supported by original or suitably authenticated documentation. (vi) Requests and documentation must be submitted to the Faculty Assessment Coordinator within ten (10) calendar days of the missed examination date. (vii) Requests based on medical
reasons must be supported by medical evidence on the appropriate University of Southern Queensland medical certificate or doctor's certificate. A medical certificate must be dated with the same date as the period of illness for which the absence from examination is being sought and clearly indicate the student's name and, if possible, student number (retrospective medical certificates will not be accepted for either assignment work or examinations). Only original or authenticated medical certificates will be accepted. A student's medical condition must be stated clearly (IN ENGLISH). (Certificates stating a student has a 'medical condition' may not be sufficient grounds for deferment of examination). Medical evidence must cover the student for the day(s) of the missed examination(s). (viii) Requests based on family/personal reasons must be supported by a clear statement (IN ENGLISH) from a medical practitioner, counsellor or independent member of the community. (ix) Requests based on employment-related reasons must be supported by a clear statement (IN ENGLISH) from the student's employer. (x) Students who have a medical condition or genuine compassionate or employment-related problems on the day of the examination are advised to obtain the relevant documentary evidence and NOT attempt the examination. If a student makes an attempt at the examination, the assessment item will be marked and a grade awarded. In these cases, a student cannot, after receiving a 'fail' grade, request a deferred examination or special consideration. (xi) Students who have been granted deferred examinations will not be granted a waiver of prerequisites, without the permission of the Head of Department, in subsequent semesters (if they do not have a passing grade).

OTHER REQUIREMENTS

1 Learning Resources: Prescribed texts and materials (see above); recommended reference materials (see above); printed Introductory Book and Study Book/s; and course Website accessible via USQConnect.