Subject Outline

FIN251 Introduction to Financial Planning
Wollongong Campus

6 Credit Points
Autumn Session 2004

Name of Co-ordinator: Dr Janet Moore
Contact Details: Phone 4221 4005
e-mail: janet_moore@uow.edu.au

School of Accounting and Finance
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Subject details

Description

This subject is intended to introduce students to the role of the financial planner. The material covered includes an overview of the financial products available to clients, methods to assess client needs and risk profiles. Financial planning in Australia is subject to particular codes of conduct. These industry standards and the regulatory environment that governs the operation of such advisory services are also presented.

Objectives

Upon successful completion of this subject, you will be able to:

- Describe the role of a financial planner and the methods employed by them to assess client needs;
- Select from among the various financial instruments available those most appropriate for inclusion in a personal financial portfolio for clients at differing stages in their life cycle;
- Explain the differences between various asset classes from managed funds to real estate;
- Outline the regulatory framework under which financial planners operate and demonstrate an understanding of the codes of conduct that apply in the industry;
- Explain the rudiments of retirement and estate planning.

Method of delivery

Two 1 hour lectures per week and one 1-hour tutorial per week.
The University of Wollongong Course Rules states that “credit point’ is the value attached to a subject as a component of a degree and, for a subject other than a research subject, each credit point has an implied workload of 28 hours over the duration of that subject”. This subject has a value of 6 credit points; therefore, the workload over the session should equate to 168 hours or 13 hours per week inclusive of class time.

**Lecture times**

Lectures are held on Monday and Thursday at 10:30 – 11:30am in Room 40.131

**Major text**

Contacts

Subject Coordinator/lecturer/tutor

Dr Janet Moore  
School of Accounting and Finance  
Building No 40, Room No 314  
Telephone  61 2 4221 4005  
Facsimile  61 2 4221 4297  
Email  (first name_surname)@uow.edu.au

Consultation times

To be advised

Student administration

Telephone  61 2 4221 3938  
Facsimile  61 2 4221 4322  
Email  studenq@uow.edu.au  
Student OnLine Services  http://www.uow.edu.au/student/sols

Library

Telephone  61 2 4221 3548  
Web  http://www-library.uow.edu.au

Distance students studying within Australia should refer to the Off-Campus Library Services Student Guide contained in their subject package. Distance students studying outside Australia should contact their subject coordinator as arrangements for library services may be available within their own country.

Purchasing of books (Unishop)

Telephone  61 2 4221 8050  
Facsimile  61 2 4221 8055  
Email  unishop@uow.edu.au
Assessment Guidelines

General Criteria

Assessment during the teaching session will comprise of tutorial participation and two case studies. There will be a final exam that covers the work from the entire session, held at the end of session in the normal exam period.

To be considered for at least a passing grade in this subject, students attain a minimum of 40% in the final examination.

Performance grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>85–100%</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>75–84%</td>
</tr>
<tr>
<td>C</td>
<td>Credit</td>
<td>65–74%</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50–64%</td>
</tr>
<tr>
<td>PC/PR</td>
<td>Pass Conceded/Pass Restricted</td>
<td>45–49%</td>
</tr>
<tr>
<td>F</td>
<td>Fail (unsatisfactory completion)</td>
<td>0–44%</td>
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Summary

<table>
<thead>
<tr>
<th>Task</th>
<th>Weighting</th>
<th>Due Date</th>
<th>Return date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td>10%</td>
<td>5 April</td>
<td>19 April</td>
</tr>
<tr>
<td>Task 2</td>
<td>10%</td>
<td>3 May</td>
<td>17 May</td>
</tr>
<tr>
<td>Task 3</td>
<td>10%</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Task 4</td>
<td>70%</td>
<td>N/A</td>
<td>N/A</td>
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</table>

Special Consideration

University policy requires students who, through serious illness or other circumstances beyond their control, are unable to attend an examination or meet any of the other course requirements, to submit medical or other documented evidence as soon as
The evidence should be submitted to Student Inquiries Office. Students should make their request online using SOLS http://www.uow.edu.au/student/.

**Supplementary examinations**

Students should note that supplementary examinations are not an automatic entitlement on the submission of a request for special consideration. In cases where the decision is made to allow a supplementary examination, students will usually be required to take the examination at a date to be determined by the School within three weeks of the end of the formal examination period. Students will be notified of the exam at least seven days beforehand. It is every student's responsibility that the University has a correct record of your current address.

Full details of the University’s policy regarding special consideration are available on the web at http://www.uow.edu.au/handbook/courserules/specialconsideration.html students should familiarise themselves with these policies.

**Disability Policy**

If a student with a disability requires reasonable accommodation in this subject, they are strongly advised to discuss the issues early in the session with one of the following people: the Disability Liaison Officer, Faculty Disability Adviser and/or the Subject Co-ordinator. Students with a disability should also register with the University of Wollongong Disabilities Unit. More details can be found on the web at http://www.uow.edu.au/student/services/disabl.html

**Non Discriminatory Language**

As part of its Equal Opportunity/Affirmative Action initiatives, the University of Wollongong endorses a policy of non-discriminatory language practice and presentation in all academic and administrative activities of the University. The policy is available at http://staff.uow.edu.au/eeo/nondiscrimlanguage.html

**Receipt of Assessment Tasks**

It is your responsibility to ensure that you have a receipt signed by your lecturer/tutor, acknowledging submission of written work.
Assessment Tasks

Task 1: Case study Chapter 5

Due date: 5 April 2004
Return date: 19 April 2004
Weighting: 10%
Length: Approx 1,000 words

Assignment details

You are required to answer the case study at the end of Chapter 5 in your text.

Assessment Criteria/Marking Guidelines

Your assignment should be neatly typed and double spaced, and NOT encased in a plastic folder or plastic sleeve. It should be in report format and contain an executive summary. Marks will be awarded for the depth of research undertaken, with all research to be properly acknowledged.

Task 2: Case study Chapter 10

Due date: 3 May 2004
Return date: 17 May 2004
Weighting: 10%
Length: Approx 1,000 words

Assignment details

You are required to answer the case study at the end of Chapter 10 in your text.

Assessment Criteria/Marking Guidelines

Refer to Task 1 guidelines
Task 3: Tutorial Participation

Date: All Session
Weighting: 10%
Length: All Session

Every student is expected to prepare responses to assigned question prior to tutorials. All students are expected to attend tutorials and be prepared to discuss any questions they have regarding the assigned question in their tutorial. You should note that your mere attendance at tutorials does not constitute participation and it is possible to score zero for this component if you have attended all classes and not participated.

Task 4: Examination

Date: University examination period
Weighting: 70%
Length: (3) hours (15) minutes

Examination details

The final examination will cover the work for the entire session.
Submission Requirements

Submission

Place of Submission: Assignments are to be placed in the Assignment box placed outside Room 40.314 by 5pm on the due date.

Post: In the rare event that an assignment is posted, it must be postmarked by 5pm on the due date. You should keep proof of posting and produce it if requested by the lecturer.

Facsimile: No faxed assignments will be accepted.

Email: No e-mail assignments will be accepted.

Assignment cover: (You must complete and attach a School of Accounting and Finance Assessment Cover Sheet to the front of your assignment (available at the following web address: http://www.uow.edu.au/commerce/accy/resources/index.htm)

Collection: Assignments will be distributed in your tutorial class in the relevant week. If you missed your tutorial class, you should make arrangements with the lecturer to collect your assignment.

Acknowledgment/Plagiarism

Plagiarism is not acceptable and may result in the imposition of severe penalties. The University provides clear guidelines on its attitude towards plagiarism and how to avoid unintentional plagiarism in the Postgraduate University Calendar, located on the web at http://www.uow.edu.au/handbook/courserules/plagiarism.html

Students are advised to read these carefully. If any doubts remain as to what constitutes plagiarism, students should discuss the matter with the subject co-ordinator.
Extensions

Extensions may be granted if circumstances beyond the control of the student interfere with their ability to complete the task on time. These will only be granted by the subject co-ordinator and must be applied for before the due date.

Please Note: Extensions will not be granted after the due date.

Late submission

Late assignments will not be accepted unless accompanied by appropriate documentation.

Disclaimer

The School attempts to ensure that the information herein is up to date at the time of production, however we reserve the right to amend without notice in response to changing circumstances.
# Teaching Schedule

**Autumn Session 2004.**

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<thead>
<tr>
<th>Week No.</th>
<th>Lecture Date – week beginning</th>
<th>Topic</th>
<th>Lecture Chapter</th>
<th>Tutorial Exercises</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23 Feb</td>
<td>The Financial Planning Profession</td>
<td>1</td>
<td>No tutorial in Week 1</td>
</tr>
<tr>
<td>2</td>
<td>1 March</td>
<td>Personal Financial Planning</td>
<td>2</td>
<td>Prof Advice Page 30; Ex 1.3</td>
</tr>
<tr>
<td>3</td>
<td>8 March</td>
<td>Financial Planning Skills</td>
<td>3</td>
<td>Prof Advice page 59; Ex 2.1-2.6 inclusive</td>
</tr>
<tr>
<td>4</td>
<td>15 March</td>
<td>Taxation Planning</td>
<td>4</td>
<td>Q3.2; Ex 3.5</td>
</tr>
<tr>
<td>5</td>
<td>22 March</td>
<td>Direct Investments</td>
<td>5</td>
<td>Prof Advice p 127; Ex 4.1</td>
</tr>
<tr>
<td>6</td>
<td>29 March</td>
<td>Managed Funds &amp; Analysis of Investment in Shares</td>
<td>6 &amp; 7</td>
<td>Prof Advice p 150; Q5.1-5.5 inclusive</td>
</tr>
<tr>
<td>7</td>
<td>5 April</td>
<td>Home Ownership and Risk Management and Insurance</td>
<td>8 &amp; 9</td>
<td>Prof Advice p 165; Ex 6.5; Prof Advice p 212; Q 7.2</td>
</tr>
<tr>
<td>8</td>
<td>12 April</td>
<td>Recess – no classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>19 April</td>
<td>Consumer Credit</td>
<td>10</td>
<td>Prof Advice p 236; Q8.1-8.6 inclusive; Prof Advice p 247; Ex 9.1</td>
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<tr>
<td>10</td>
<td>26 April</td>
<td>Leveraged Investments</td>
<td>11</td>
<td>Prof Advice p 282-3.</td>
</tr>
<tr>
<td>11</td>
<td>3 May</td>
<td>Superannuation</td>
<td>12</td>
<td>Prof Advice p 319; Q11.9.</td>
</tr>
<tr>
<td>12</td>
<td>10 May</td>
<td>Social Security</td>
<td>13</td>
<td>Prof Advice p 360; Ex 12.4</td>
</tr>
<tr>
<td>13</td>
<td>17 May</td>
<td>Estate Planning &amp; Development of a Financial Plan</td>
<td>14 &amp; 15</td>
<td>Prof Advice p 397; Ex 13.8</td>
</tr>
<tr>
<td>14</td>
<td>24 May</td>
<td>Review</td>
<td></td>
<td>Prof Advice p 411; Prof Advice p 422; Ex</td>
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