CERTIFIED FINANCIAL PLANNER PROGRAMME (CFP®)

6 modules of CFP® programme supported by IBF STS (Institute of Banking and Finance, Standards Training Scheme)

Class Schedules:
May 2022 – June 2022
Day / Night*

*Class schedules are subject for further changes. Please refer to the Financial Planning Association of Singapore website for updates on examination dates; exam registration opening and closing dates.

Programme Fee - $1,177

80% course and assessment fee subsidy available for *Singaporean/Permanent Residents* for training programmes commencing between 1 January 2022 and 30 June 2022

90% co-funding of direct training costs will be eligible for *Singapore Citizens aged 40 years old and above* for training programmes commencing between 1 January 2022 and 30 June 2022

Register Early!
(First Come First Served)

Overview

This programme is the first module of the Certified Financial Planner (CFP®) Education Programme covering a broad range of professional financial topics that form the foundation of a Financial Services Professional. It provides a complete overview of the financial /wealth planning process, the review of all the financial products and instruments, as well as a review of the legal, ethical, and regulatory issues affecting financial planning in Singapore.
The objectives of this programme are to enable participants to perform a role focusing on provision of cash management, investment, insurance, and retirement advice and sustaining relationships with clients with financial planning needs.
Upon successful completion of the course, participants are eligible to apply for the Associate Financial Planner ("AFP") certification and designation with the Financial Planning of Singapore (FPAS) and the IBF level 1 certification.

Who Should Attend?

Fresh graduates and aspiring individuals who are keen to pursue a career in the financial planning and wealth management industry.

Existing practitioners in the financial services industry (insurance agents; financial consultants; banks relationship managers; wealth managers; tied agents; exempt advisers etc) who would like to obtain professional qualification/ certification.

Topics Covered

- Time Value for Money
- Financial Statement Analysis
- Financial Planning Maths
- Basic Economic Concepts
- An Intro to Financial Planning
- Statistics and Probabilities
- Intro to Risk Management and Insurance Planning
- Intro to Tax and Estate Planning
- Types of Business Structures
- Intro to Investments
- CFP Schemes
- Regulations and Ethics of Financial Planning

Additional Readings

- **Required Readings - Financial Planning Regulations**
- Financial Industry Disputes Resolution Centre (FIDReC): How consumers can resolve financial disputes with banks
- Financial Planning Standards Board (FPSB): Financial Planner Code of Ethics and Professional Responsibilities
- Certified Financial Planner Board (CFPB): Code of Ethics and Standards of Conduct

Learning Outcomes

- Understand the fundamentals of the financial planning process
- Understand the risk management concepts
- Appy tax planning strategies to meet the goals of the client
- Develop estate and Insurance planning strategies for the benefits of clients
- Develop investment planning strategies to assist clients in meeting financial goals
- Demonstrate standards of ethical conduct which adhere to the Code of Ethics and
- Professional Responsibilities developed by the Certified Financial Planner Board of Standards

Delivery Methodology

The course will be conducted through:

-Online Webinar Sessions (Zoom) / Face-Face

-Online - Self Study / Non-Face-Face

Course Duration

Training Hours:

-Online Webinar/Face-To-Face (14 hours)

-Offline self-study and additional reading /Non-Face to Face (14 hours)

-Assessment Hours: (E-Assessment 3 hours)

-Total Hours: 31 Hours

Entry Requirements

- GCE 'A' Level Certificate; or
- Diploma; or
- Minimum of 3 years of relevant working experiences

Enhanced Funding support for IBF-STS and IBF Credits (Eligible Individuals)

- Company-sponsored or self-sponsored individuals; and
- Singapore Citizens or Singapore Permanent Residents, physically based in Singapore; and
- Successfully completed IBF-STS recognized programme

(Including passing all relevant assessments and examinations).

Companies eligible to submit claims for company-sponsored participants

- Singapore-based financial Institutions regulated by MAS (licensed or exempt from licensing by MAS)
- FinTech firms certified by Singapore FinTech Association

M1 Topics

Chapter 1
TIME VALUE OF MONEY
• Explain why the value of money varies across time
• Identify the 4 variables in Simple Time Value of Money
• Calculate Simple TVM problems using formula and the financial calculator.

Chapter 2
FINANCIAL STATEMENTS ANALYSIS
• Provide financial and economic information about a business entity
• Users of financial information
• Make Economic Decisions

Chapter 3
FINANCIAL PLANNING MATHS
• Calculation of Financial Plannings and Investment

Chapter 4
BASIC ECONOMIC CONCEPTS
• Business cycle
• Supply & Demand
• Economic Indicators
• Gross Domestic Product

Chapter 5
AN INTRO TO FINANCIAL PLANNING
• Definition of Financial Planning
• Personal Financial Statements
• CPF Contribution
• 8 Financial Ratios

Chapter 6
STATISTICS AND PROBABILITIES
• Making sense of Data
• Distribution Charts/Diagrams
• Measures of Return

Chapter 7
INTRO TO RISK MANAGEMENT AND INSURANCE PLANNING
• Risk management in Financial Planning
• What is Risk?
• Personal Risk, Hazards
• Types of Insurance

Chapter 8
INTRO TO TAX AND ESTATE PLANNING
• What is estate Planning?
• Rules of Distribution

Chapter 9
TYPES OF BUSINESS STRUCTURES
• Main types of business structures
  1. Sole Proprietorship
  2. Partnership
  3. Company

Chapter 10
INTRO TO INVESTMENTS
• Efficient Market Hypothesis
• Ordinary Shares
• Fixed Income/Bonds

Chapter 11
CPF SCHEMES
• CPF
• Who contributes CPF?
• Concurrent Employment
• Schemes

Chapter 12
REGULATIONS AND ETHICS OF FINANCIAL PLANNING
• Committee on Efficient Distribution of Life Insurance
• Financial Advisers/Advisory Act
• FPAS Code of Ethics

Additional Self-Study Materials

Required Reading: Financial Planning Regulations

• FAA_Financial Advisers Act:
• Notice FAA-N02 _Notice on Appointment and Use of Introducers by Financial Advisers
• FAA-N03: Notice on Information to Clients and Product Information Disclosure
• Notice No: FAA-N03_Notice-on-Information-to-Clients-and-Product-Information-Disclosure
• MAS Notice FAA-N06_Prevention of Money Laundering and Countering the Financing of Terrorism - Financial Advisers
• Guidelines to Notice FAA-N06 on Prevention of Money Laundering and Countering the Financing of Terrorism
• Notice FAA-N13 Minimum Entry and Examination Requirements for Representatives of Licensed Financial Advisers and Exempt Financial Advisers including continuing education requirements
• Guideline-No-FSGG01_Guidelines-on-Fit-and-Proper-Criteria

FIDReC: How consumers can resolve financial disputes with banksLinks to an external site.

FPSB FINANCIAL PLANNER CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY

CFPB_CODE OF ETHICS AND STANDARDS OF CONDUCT

(CLASS A) MAY 2022 / JUNE 2022 [DAY SCHEDULE]

Delivery Modes: 1. Webinar (F2F) = Webinar - Face to Face, 2. Self-Study (N-F2F) = Self-Study - Non Face to Face

MODULE 1 – THU, FRI	ASSOCIATE FINANCIAL PLANNER PROGRAMME - IBF LEVEL 1 (Every Thursday, Friday)						
Lesson	Date	Time	Mode	Lesson	Date	Time	Mode
1	Thu 05 May 2022	2 PM – 6.00 PM	Webinar (F2F)	5	Thu 19 May 2022	2 PM – 6.00 PM	Webinar (F2F)
2	Fri 06 May 2022	3.5 hours	Self- Study (NF2F)	6	Fri 20 May 2022	3.5 hours	Self-Study (NF2F)
3	Thu 12 May 2022	2 PM – 6.00 PM	Webinar (F2F)	7	Thu 26 May 2022	2 PM – 6.00 PM	Webinar (F2F)
4	Fri 13 May 2022	3.5 hours	Self- Study (NF2F)	8	Fri 27 May 2022	3.5 hours	Self-Study (NF2F)
EXAM: Wednesday, 13 July 2022, 2 PM to 5 PM (E-Assessment)							

(CLASS B) May 2022 / JUNE 2022 [DAY SCHEDULE]

Delivery Modes: 1. Webinar (F2F) = Webinar - Face to Face, 2. Self-Study (N-F2F) = Self-Study - Non Face to Face

MODULE 1 - SUN	ASSOCIATE FINANCIAL PLANNER PROGRAMME - IBF LEVEL 1 (Every Sunday)						
Lesson	Date	Time	Mode	Lesson	Date	Time	Mode
1	Sun 08 May 2022	9.30 AM – 1.00 PM	Webinar (F2F)	5	Sun 29 May 2022	9.30 AM – 1.00 PM	Webinar (F2F)
2	Sun 08 May 2022	3.5 hours	Self-Study (NF2F)	6	Sun 29 May 2022	3.5 hours	Self-Study (NF2F)
3	Sun 22 May 2022	9.30 AM – 1.00 PM	Webinar (F2F)	7	Sun 05 June 2022	9.30 AM – 1.00 PM	Webinar (F2F)
4	Sun 22 May 2022	3.5 hours	Self-Study (NF2F)	8	Sun 05 June 2022	3.5 hours	Self-Study (NF2F)
EXAM: Wednesday, 13 July 2022, 2 PM to 5 PM (E-Assessment)							

(CLASS C) May 2022 / JUNE 2022 [DAY SCHEDULE]

Delivery Modes: 1. Webinar (F2F) = Webinar - Face to Face, 2. Self-Study (N-F2F) = Self-Study - Non Face to Face

MODULE 1 – TUE, WED	ASSOCIATE FINANCIAL PLANNER PROGRAMME - IBF LEVEL 1 (Every Tuesday)						
Lesson	Date	Time	Mode	Lesson	Date	Time	Mode
1	Tue 10 May 2022	2 PM – 6.00 PM	Webinar (F2F)	5	Tue 24 May 2022	2 PM – 6:00 PM	Webinar (F2F)
2	Wed 11 May 2022	3.5 hours	Self-Study (NF2F)	6	Wed 25 May 2022	3.5 hours	Self-Study (NF2F)
3	Tue 17 May 2022	2 PM – 6.00 PM	Webinar (F2F)	7	Tue 31 May 2022	2 PM – 6.00 PM	Webinar (F2F)
4	Wed 18 May 2022	3.5 hours	Self-Study (NF2F)	8	Wed 01 June 2022	3.5 hours	Self-Study (NF2F)
EXAM: Wednesday, 13 July 2022, 2 PM to 5 PM (E-Assessment)							

(CLASS D) May 2022 / JUNE 2022 [DAY SCHEDULE]

Delivery Modes: 1. Webinar (F2F) = Webinar - Face to Face, 2. Self-Study (N-F2F) = Self-Study - Non Face to Face

MODULE 1 – SUN, MON	ASSOCIATE FINANCIAL PLANNER PROGRAMME - IBF LEVEL 1 (Every Thursday, Saturday)						
Lesson	Date	Time	Mode	Lesson	Date	Time	Mode
1	Sun 22 May 2022	2 PM – 6.00 PM	Webinar (F2F)	5	Sun 05 June 2022	2 PM – 6.00 PM	Webinar (F2F)
2	Mon, 23 May 2022	3.5 hours	Self-Study (NF2F)	6	Mon 06 June 2022	3.5 hours	Self-Study (NF2F)
3	Sun 29 May 2022	2 PM – 6.00 PM	Webinar (F2F)	7	Sun 12 June 2022	2 PM – 6.00 PM	Webinar (F2F)
4	Mon 30 May 2022	3.5 hours	Self-Study (N2F)	8	Mon 13 June 2022	3.5 hours	Self-Study (NF2F)
EXAM: Wednesday, 13 July 2022, 2 PM to 5 PM (E-Assessment)							

(CLASS A) MAY 2022 /JUNE 2022 [NIGHT SCHEDULE]

Delivery Modes: 1. Webinar (F2F) = Webinar - Face to Face, 2. Self-Study (N-F2F) = Self-Study - Non Face to Face

MODULE 1 – THU, FRI	ASSOCIATE FINANCIAL PLANNER PROGRAMME - IBF LEVEL 1 (Every Thursday, Friday)						
Lesson	Date	Time	Mode	Lesson	Date	Time	Mode
1	Thu 05 May 2022	6.30 PM – 10 PM	Webinar (F2F)	5	Thu 19 May 2022	6.30 PM – 10 PM	Webinar (F2F)
2	Fri 06 May 2022	3.5 hours	Self- Study (NF2F)	6	Fri 20 May 2022	3.5 hours	Self-Study (NF2F)
3	Thu 12 May 2022	6.30 PM – 10 PM	Webinar (F2F)	7	Thu 26 May 2022	6.30 PM – 10 PM	Webinar (F2F)
4	Fri 13 May 2022	3.5 hours	Self- Study (NF2F)	8	Fri 27 May 2022	3.5 hours	Self-Study (NF2F)
EXAM: Wednesday, 13 July 2022, 2 PM to 5 PM (E-Assessment)							

(CLASS B) May 2022 / JUNE 2022 [NIGHT SCHEDULE]

Delivery Modes: 1. Webinar (F2F) = Webinar - Face to Face, 2. Self-Study (N-F2F) = Self-Study - Non Face to Face

MODULE 1 – SUN, MON	ASSOCIATE FINANCIAL PLANNER PROGRAMME - IBF LEVEL 1 (Every Sunday)						
Lesson	Date	Time	Mode	Lesson	Date	Time	Mode
1	Sun 08 May 2022	6.30 PM – 10 PM	Webinar (F2F)	5	Sun 29 May 2022	6.30 PM – 10 PM	Webinar (F2F)
2	Mon 09 May 2022	3.5 hours	Self- Study (NF2F)	6	Mon 30 May 2022	3.5 hours	Self-Study (NF2F)
3	Sun 22 May 2022	6.30 PM – 10 PM	Webinar (F2F)	7	Sun 05 June 2022	6.30 PM – 10 PM	Webinar (F2F)
4	Mon 23 May 2022	3.5 hours	Self- Study (NF2F)	8	Mon 06 June 2022	3.5 hours	Self-Study (NF2F)
EXAM: Wednesday, 13 July 2022, 2 PM to 5 PM (E-Assessment)							

(CLASS C) May 2022 / JUNE 2022 [NIGHT SCHEDULE]

Delivery Modes: 1. Webinar (F2F) = Webinar - Face to Face, 2. Self-Study (N-F2F) = Self-Study - Non Face to Face

MODULE 1 – WED, MON	ASSOCIATE FINANCIAL PLANNER PROGRAMME - IBF LEVEL 1 (Every Wednesday, Monday)						
Lesson	Date	Time	Mode	Lesson	Date	Time	Mode
1	Wed 11 May 2022	6.30 PM – 10 PM	Webinar (F2F)	5	Wed 25 May 2022	6.30 PM – 10 PM	Webinar (F2F)
2	Mon 16 May 2022	3.5 hours	Self- Study (NF2F)	6	Mon 30 May 2022	3.5 hours	Self-Study (NF2F)
3	Wed 18 May 2022	6.30 PM – 10 PM	Webinar (F2F)	7	Wed 01 June 2022	6.30 PM – 10 PM	Webinar (F2F)
4	Mon 23 May 2022	3.5 hours	Self- Study (NF2F)	8	Mon 06 June 2022	3.5 hours	Self-Study (NF2F)
EXAM: Wednesday, 13 July 2022, 2 PM to 5 PM (E-Assessment)							

(CLASS D) May 2022 / JUNE 2022 [NIGHT SCHEDULE]

Delivery Modes: 1. Webinar (F2F) = Webinar - Face to Face, 2. Self-Study (N-F2F) = Self-Study - Non Face to Face

MODULE 1 – TUE, THU	ASSOCIATE FINANCIAL PLANNER PROGRAMME - IBF LEVEL 1 (Every Wednesday, Monday)						
Lesson	Date	Time	Mode	Lesson	Date	Time	Mode
1	Tue 17 May 2022	6.30 PM – 10 PM	Webinar (F2F)	5	Tue 31 May 2022	6.30 PM – 10 PM	Webinar (F2F)
2	Thu 19 May 2022	3.5 hours	Self- Study (NF2F)	6	Thu 02 June 2022	3.5 hours	Self-Study (NF2F)
3	Tue 24 May 2022	6.30 PM – 10 PM	Webinar (F2F)	7	Tue 07 June 2022	6.30 PM – 10 PM	Webinar (F2F)
4	Thu 26 May 2022	3.5 hours	Self- Study (NF2F)	8	Thu 09 June 2022	3.5 hours	Self-Study (NF2F)
EXAM: Wednesday, 13 July 2022, 2 PM to 5 PM (E-Assessment)							

(CLASS E) May 2022 / JUNE 2022 [NIGHT SCHEDULE]

Delivery Modes: 1. Webinar (F2F) = Webinar - Face to Face, 2. Self-Study (N-F2F) = Self-Study - Non Face to Face

MODULE 1 – MON, TUE	ASSOCIATE FINANCIAL PLANNER PROGRAMME - IBF LEVEL 1 (Every Monday)						
Lesson	Date	Time	Mode	Lesson	Date	Time	Mode
1	Mon 23 May 2022	6.30 PM – 10 PM	Webinar (F2F)	5	Mon 06 June 2022	6.30 PM – 10 PM	Webinar (F2F)
2	Tue 24 May 2022	3.5 hours	Self- Study (NF2F)	6	Tue 07 June 2022	3.5 hours	Self-Study (NF2F)
3	Mon 30 May 2022	6.30 PM – 10 PM	Webinar (F2F)	7	Mon 13 June 2022	6.30 PM – 10 PM	Webinar (F2F)
4	Tue 31 May 2022	3.5 hours	Self- Study (NF2F)	8	Tue 14 June 2022	3.5 hours	Self-Study (NF2F)
EXAM: Wednesday, 13 July 2022, 2 PM to 5 PM (E-Assessment)							