



Australian Government

Department of Education, Employment and Workplace Relations

SISSCOP205A Develop a personal financial plan

Release: 2

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Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to identify and access sources of independent professional advice and major investment alternatives in order to develop a personal financial plan.

Application of the Unit

This unit applies to current or aspiring elite athletes who are competing in individual or team sports at a state, national or international level.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

1. Collect information to prepare a personal financial plan.

- 1.1. Identify the *benefits* of *personal financial planning*.
- 1.2. Identify *providers* of financial advice.
- 1.3. Analyse and compare the *services* provided by key providers.
- 1.4. Identify and assess sources of information on *major investment options*.
- 1.5. Identify and access sources of information on the different *forms of insurance* available.
- 1.6. Identify and access sources of information on the different *forms of superannuation* available.
- 1.7. Check and clarify any conflicting information with relevant sources.

2. Prepare a personal financial plan.

- 2.1. Identify own personal financial planning needs and aims in consultation with *appropriate personnel*.
- 2.2. Select a financial adviser according to identified needs and *criteria*.
- 2.3. Select appropriate *investment options according to identified needs* and criteria.
- 2.4. Prepare the financial plan in consultation with a financial advisor.
- 2.5. Adjust the financial plan in response to changing financial circumstances in consultation with financial advisor.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- problem-solving skills to:
 - compare and evaluate financial information
 - identify and evaluate investment options available and match these to own needs
- literacy and numeracy skills to access, read and interpret literature from financial institutions
- communication skills to negotiate the best investment options with a financial adviser
- technology skills to access financial information online.

Required knowledge

- contractual obligations to assess projected future income for inclusion in personal financial plan
- criteria for selecting financial advisors and appropriate investment options
- relevant legislation such as taxation and superannuation to enable legally compliant personal financial planning
- benefits of financial planning to enable effective management of personal finances
- sources of information on personal financial planning
- key financial services and providers to access support for financial planning.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- develops knowledge of financial services available, confirms accuracy and currency of information and assesses own personal financial needs in order to develop a personal financial plan that meets financial objectives of financial security
- seeks professional financial advice to evaluate and select financial options.

Context of and specific resources for assessment

Assessment must ensure development of a personal financial plan which is of sufficient breadth to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- financial information on investment, superannuation and insurance
- financial advisors
- criteria for selecting investment options and financial advisors
- sample financial plans.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of dealing with contingencies such as addressing changes in financial situation
- oral or written questioning to assess knowledge of financial services available
- portfolio containing evidence of financial information collected, analysed and evaluated in relation to own needs and evidence of financial plan developed.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Benefits may include:

- risk management
- future planning
- retirement
- variation in income levels
- career changes in or out of sport
- savings plan
- retirement planning.

Personal financial planning may include:

- investment
- insurance
- superannuation.

Providers may include:

- bank
- financial planners
- accountants
- investment advisers
- security brokers
- stock brokers
- solicitors
- insurance companies.

Services may include:

- investment options
- insurance options
- financial management.

Major investment options may include:

- short term
- long term
- shares
- securities
- bonds
- property
- banks
- trusts.

Forms of insurance may include:

- life
- accident
- property
- public liability
- motor vehicle

- trauma
 - travel
 - income protection.
- Forms of superannuation* may include:
- roll over
 - lump sum payment
 - personal and employment contributions.
- Appropriate personnel* may include:
- coaches
 - managers.
- Criteria* may include:
- credibility
 - empathy for sport
 - experience
 - cost.

Unit Sector(s)

Sport

Competency Field

Career Oriented Participation