



Promoting Research & Development



# Certified

## INTERNATIONAL FINANCIAL PLANNER™



*“A Comprehensive Financial Planners’ Programme”*

Endorsed by:

**Chartered Banker**



## ***An Introduction to the*** **CERTIFIED INTERNATIONAL PLANNER** **PROGRAMME**

Consumers want to know that the persons providing them with financial advice are competent and ethical in their behaviour.

The Certified Financial Planner (CFP) credential is an internationally recognized standard for Financial planning. It is designed to help financial planners achieve their career and professional goals. Financial planners learn the fundamentals of building a comprehensive financial plan and are recognized as dedicated professionals with the theoretical and practical knowledge to assist clients, while adhering to high ethical standards.

This Blended programme emphasizes core areas of wealth management, estate planning and financial planning practice management and will cover six modules of intensive training. Both local and international financial experts will deliver the materials in the programme course outlines. The learning modules include topics such as:

- **Financial Situation Analysis**
- **Client Relationship Skills**
- **Risk Management and Insurance Needs**
- **Investment Products and Markets**
- **Legal Issues in Financial Planning**
- **Asset Values and Estate Planning**

The programme that addresses the urgent training demands of the financial services sector to keep current with the global financial climate.

## **Programme Design**

The CFP programme has been designed by Keith Checkley & Associates of London (UK) working with The Jamaica Institute of Financial Services (JIFS) consultation with the financial services industry, to help financial institutions develop and certify competency levels for persons who provide financial advice to clients.

Keith Checkley has had a very good track record of running courses in the Caribbean since 1989. He has written several books on Business Finance. His latest book on “Shareholder Value Study” was published by the International Financial Services in early 2002.

He has worked as a business consultant advising on a number of strategic consultancy situations and also designing implementation training programmes for many financial institutions. He has extensive experience in the UK, North America, Africa, the Caribbean, Europe and the Far East.

The programme is **Accredited** by the Chartered Banker Institute, Scotland, UK (*the oldest Banking Institute in the world*). And is endorsed by Caribbean Association of Banks

### **Programme Objectives**

This programme also allows individuals / employees to earn a career-based diploma that recognizes their aptitude and professional competence in giving financial advice. Participants will be able to:

- Develop financial needs analysis, skills and relationship management in order to construct an accurate financial profile of the client that they can understand and accept.
- Develop an optimal financial plan that is consistent with the clients goals and personal risk profile.

### **Certified Learning**

This certified learning programme will be recognized for educational credit towards an accelerated route to the leading international status of **Chartered Banker** – the premier qualification for professionals in Financial Services. [ [www.charteredbanker.com](http://www.charteredbanker.com) ]

## Assessment

Candidates in this programme will be certified after passing all six modules and the successful completion of a comprehensive Final Qualifying Exam .

## Program Prerequisites

- Candidates must have basic knowledge in Computer Skills, Mathematics, Principles of Accounting and General Economics.
- Candidates must have a minimum of a college degree or equivalent or certification of the required job experience to warrant immediate entry to the program

## Delivery Methodology

- Both international and local Presenters will engage via blended learning in Face to Face interactive classroom Plus E-Learning and mentoring Sessions.
- Real life application through case studies
- Choose the medium which best suits their needs
- Keynote recorded lectures
- Electronic access to workshops
- Access on (Computer, Laptop, Tablets, etc...)
- Personal Assignments

## Final Qualifying Exam

At this stage, the evaluation will emphasize practical exercises based on a case study approach where deliverables include a soundly structured, and supported financial planning decision. The exam will be required to be presented in written form for evaluation.

*(All Exams are prepared and marked by The Chartered Banker Institute in Scotland.)*

Course Duration - 9 months | Course Cost - Full course cost - US \$4500+GCT (Includes Course material, Lectures, e-learning, refreshments and examination). Payment Plans are available. JBA/JIFS and CAB members receive special discounts.

# Syllabus

## Module I

### Financial Situation Analysis

- Know Your Customer (KYC)
- Evaluating the Client's Current Financial Situation
- Constructing the Personal Financial Profile of the Client
- Forecasting the Personal Financial Situation of the Client

## Module II

### Client Relationship Skills

- The Communication Process
- Personality Types and their impact on Communication Behaviour
- Cultural Issues in Communication
- Client Advisory and Relationship Models
- Building Trust and Business Ethics

## Module III

### Risk Management And Insurance Needs

- Risk Exposure and Mitigates/Protection
- Risk Management over Time
- Personal Risk Insurance-Business Risk/ Occupational Risks
- Property Risk and Mortgage Products

## Module IV

### Investment Products And Markets

- Time Value of Money
- Savings and Investment Products
- The Fundamentals of Portfolio Management
- Client Specific Investment Strategies – linking to products

# Syllabus

## Module V

### Legal Issues In Financial Planning

- Legal and Judicial System
- Taxation Policies
- Investment Business Regulations
- Products and Services
- Policies, Procedures and Business practices

## Module VI

### Asset Values And Estate Planning

- Writing a Will
- Pension Planning/Requirements
- Planning for Value-Review of Valuation Concepts and Techniques
- Valuation of Personal Assets – Developing the Estate Plan

### Blended Learning

Face-to-Face sessions  
 Personal Study Plan  
 Keynote Recorded lecture  
 Lunch Time Learning



REVISION  
 SESSION



MOCK EXAM



FINAL EXAM



CERTIFICATE

# About the Parties

The Jamaica Institute of Financial Services (JIFS) was established as The Jamaica Institute of Bankers (JIOB) in 1977 by the Bank of Jamaica and the Commercial Banks. In 1999 the Jamaica Bankers Association (JBA) assumed full responsibility for its operations. The name change took effect in May 2010 and reflect its mandate to support the financial services industry through training (*Financial Services Training Institute*), research (*Research Club*) and social exchange (*Finance Club*).

Its Executive Committee comprises senior heads of human resources of the financial services sector who provide guidance regarding its activities.



In its effort to prepare professionals for the global market place it has forged a number of strategic partnerships both locally and overseas. It now offers the Chartered Banker MBA programme from the internationally renowned Business School for Banking (Bangor University) in partnership with the world's oldest professional Institute of Bankers (The Chartered Banker Institute – Scotland). It also offers certi-

The Chartered Bankers Institute (CBI) primary aim is to develop and maintain the highest industry wide standards in the banking and financial services sector through the provision of top quality financial services qualifications and our worldwide relationships with the main powers and influencers in the banking industry.

## Chartered Banker

The Chartered Institute of Bankers in Scotland was established in 1875 "to improve the qualifications of those engaged in Banking and to raise their status and influence."

Today, CIOBS provides world class professional qualifications for, and is a key influencer in the development of, the financial services industry in the UK. We are proud to be the only organization in the world that can

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