



Fellow Chartered Financial Practitioner Certification

COURSE OUTLINE

Section 1 – General information

1.1 Core subjects

IFPAS's Fellow Chartered Financial Practitioner (FChFP) Certification consists of five (5) core subjects covering topics such as insurance, wealth management and the private banking sectors within the broader financial services industry:

- FChFP1: Principles of financial planning
- FChFP2: Wealth creation and retirement planning: investment strategies and advice
- FChFP3: Estate and succession planning: strategies and advice
- FChFP4: Personal and business insurance: strategies and advice
- FChFP5: Client engagement and financial planning in practice.

1.2 Delivery mode

This certification is delivered face-to-face, with workshops delivered by local practitioners.

KapLearn contains all the learning materials and support resources students need to successfully complete their study, anytime and anywhere. In addition to in-person lectures, students will gain further knowledge from online discussion forums, comprehensive digital notes, and real-world case studies through the easily accessible intuitive and user-friendly hub.

Assessments in this certification include:

- multiple-choice question examinations
- practical case study assignment.

1.3 Prerequisites

Students enrolling in this certification must meet the following experience requirements:

- Minimum two years relevant industry experience in job roles within the insurance, financial planning, wealth management and/or private banking industries and the broader financial services industry.

1.4 Assumed knowledge

It is expected that students who enrol in this certification will have a fundamental understanding of financial planning, insurance and wealth management concepts.

1.5 Recognised Professional Excellence

Institute of Banking and Finance (IBF) Certification

The FChFP Certification has been accredited under the Standards Training Scheme by the IBF Singapore. IBF Certification is an industry endorsed mark of quality for financial professionals in Singapore.

All modules are individually accredited by the IBF for financial planning, bancassurance and client-facing relationship management job roles within the Sales, After Sales, Distribution and Relationship Management career track of the Skills Framework for Financial Services.

Upon successful completion of the FChFP Certification, candidates can apply to the IBF for the professional post-nominal title of “IBF Advanced” Level 2 or Level 3.

IBF funding and core CPD hours are available for relevant candidates. For further information on IBF accreditation and funding, please refer to <https://www.ibf.org.sg/programmes/Pages/IBF-STs.aspx>.

The IBF’s technical skills and competencies and the required proficiency level are defined below:

Technical skills and competency	Proficiency level	Description
Account Management	4	Engage with customers, providing solutions, gathering feedback and managing customer satisfaction for a given account
Client Investment Suitability	4	Gather client data and develop investment profiles for acquisition and sales purposes
Customer Acquisition Management	4	Evaluate findings and draw inferences gathered from past performance to generate insights on target, customer characteristics to increase customer base
Customer Experience Management	4	Build a customer service knowledge base and identify enhancement opportunities to apply to customer engagement
Ethical Culture	4	Uphold ethical standards during performance of individual duties and responsibilities
Financial Analysis	4	Analyse financial report data using key financial health indicators
Personal Finance Advisory	4	Develop personal financial plans for customers based on their financial needs and risk profiles
Product Advisory	4	Cross-sell, upsell and recommend complementary products, handle complex product enquiries and offer solutions

Asia Pacific Financial Services Association

Headquartered in Singapore, the FChFP Certification is awarded and internationally recognised by the Asia Pacific Financial Services Association (APFinSA). The International Standards and Certifications Board is a standing committee of APFinSA and governs the certifications and education pathways of the association. IFPAS is a founding country member of APFinSA and issues a certificate of completion confirming that candidates meet the knowledge and professional standards requirements of APFinSA.

1.6 Technical resource requirements

Kaplan recommends the following software be installed to undertake online components (including assignment submission):

- Microsoft Windows Operating System (XP, Vista, Windows 7) or Mac OS X
- Microsoft Office 2003 or later
- a current antivirus and antispyware application that is updated regularly
- Internet Explorer 8.0 or later, Google Chrome 32.0.1700.107 m, Firefox 27, Opera 9, or Safari 5
- Adobe Reader 10.0 or later
- Adobe Flash Player 10.0 or later (free download)
- Sun Java 2 SDK (Java 1.3.1) or later for PC (free download)/Classic Java (MRJ 2.2.5) or later for Mac (free download).

Section 2 – Course details

2.1 Course overview

The Fellow Chartered Financial Practitioner (FChFP) Certification is awarded by the Asia Pacific Financial Services Association (APFinSA). Individuals who attain the FChFP Certification can display the FChFP mark of excellence to affirm to clients and peers their dedication to best practice standards. The FChFP also provides a gateway to an international career as it is recognised by all 9 members of the Asia Pacific Financial Services Association (APFinSA) including Australia, Hong Kong, India, Macau, Malaysia, the Philippines, Singapore, Taiwan & Thailand.

The FChFP program has been developed for sectors and roles within the financial services industry such as Insurance Specialists, Financial Adviser/Consultant/Planner, Bankers and Client Relationship Managers, Accountants and Estate Lawyers.

2.3 Course duration

Certification duration is six and a half (6.5) months and candidates must not exceed the certification progression timeframe of 3 years. Each subject has two full day workshops equaling 10 training hours per subject.

2.6 Subject learning outcomes

FChFP1: Principles of financial planning

On successful completion of this subject, students will be able to:

1. Apply financial planning fundamentals to client situations.
2. Drive client acquisition through research and analysis and an understanding of the preferences and needs of various client segments.
3. Establish plans to attract and retain new customers.
4. Demonstrate an understanding of the ethical framework for financial services.
5. Uphold standards and apply sound judgment to comply with relevant ethical obligations.

Assessment	Duration	Description
Exam	2.0hrs	50 multiple choice questions. Closed book, in-person examination.

FChFP2: Wealth creation and retirement planning: investment strategies and advice

On successful completion of this subject, students will be able to:

1. Analyse client data, identifying needs, goals and attitudes to risk.
2. Evaluate a client's risk profile and apply investment theory.
3. Apply knowledge of financial markets and asset classes to determine appropriate strategies.
4. Demonstrate how best to use financial products to support strategies meeting client needs.
5. Develop personal financial plans for clients based on their financial needs and risk profiles.

Assessment	Duration	Description
Exam	2.0hrs	50 multiple choice questions. Closed book, in-person examination.

FChFP3: Estate and succession planning: strategies and advice

On successful completion of this subject, students will be able to:

1. Demonstrate knowledge and understanding of how assets are treated upon death, incapacity, divorce or insolvency.
2. Explain the importance of business succession plans.
3. Understand how business ownership structures and succession and estate planning are related
4. Analyse clients' current personal and business succession and estate planning requirements.
5. Identify appropriate estate planning and business succession strategies.

Assessment	Duration	Description
Exam	2.0hrs	50 multiple choice questions. Closed book, in-person examination.

FChFP4: Personal and business insurance: strategies and advice

On successful completion of this subject, students will be able to:

1. Analyse client data, identifying risk protection needs and goals.
2. Apply knowledge of the insurance market to determine appropriate strategies.
3. Demonstrate how best to use insurance products to support strategies meeting personal and business needs.
4. Develop personal financial plans for clients based on their financial needs and risk profiles.

Assessment	Duration	Description
Exam	2.0hrs	50 multiple choice questions. Closed book, in-person examination.

FChFP5: Client engagement and financial planning in practice

On successful completion of this subject, students will be able to:

1. Apply behavioural finance theory and communication skills to effectively engage with clients.
2. Develop and apply client service knowledge.
3. Identify attributes of highly successful financial planners and businesses.
4. Gather feedback and manage client satisfaction.

Assessment	Duration	Description
Assignment	3 hours	Case-study based short-answer questions.

2.8 Resubmission

Students will be given one (1) additional opportunity to re-attempt their exam or resubmit their assignment if they did not receive the required pass mark in the previous submission. The resubmission must be completed within one (1) week of receiving feedback.

If the student did not meet the required pass mark in their second attempt, they are eligible for a paid third attempt and will need to arrange this by contacting IFPAS directly.



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