



*Honourable Commendation for
Financial Planning Awareness Programs
Wen Hui Award for Educational Innovation 2014*



Guide on Certificate of Proficiency in Financial Planning (CPFP) July 2015

Certificate of Proficiency in Financial Planning

1. Introduction - Objective of CPFP

This certificate programme is aimed to provide practical knowledge and analytical skills in Financial Planning for the financial practitioners from various background and industries such as insurance, unit trust, banking, estate, tax, accounting and etc. This programme will equip participants with the practical skills to construct a comprehensive financial plan

2. CPFP outline/topics

- i. Revision of TVM calculation
- ii. Completion of cash flow statement
- iii. Completion of net worth statement
- iv. Issues related to ethics & professionalism
- v. Fact finding sheet
- vi. Real issues related to investment planning
- vii. Issues related to education planning
- viii. Life Insurance need analysis
- ix. Issues related to retirement planning
- x. Issues related to tax planning
- xi. Real issues related to estate planning
- xii. Issues related to statutory trust vs other trusts
- xiii. Issues & preparation of financial Plan for Clients

3. Programme duration

The duration of CPFP programme is 6 days (9am-5pm).

4. Class Attendance

Students must at least attend 75% of class attendance to be awarded the certification. Students fulfilled the attendance requirement are entitled for 15 CPD hours recognised also by LIAM and MTA.

5. CPFP programme structure

CPFP is a taught course. 2 lecturers shall be appointed to conduct the CPFP programme. Each lecturers will cover 3 days programme syllabuses.

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6. Entry Requirement for CPF

Shall completed RFP/ Shariah RFP Module 1 and any one other module (RFP/Shariah RFP) or equivalent.

Shall be active member of MFPC.

7. Mode of assessment

Part A (Day 3) – Class Assessment with 30 multiple choice questions (MCQ). Allocated time is 1 hour.

Part B (Day 6) – Case-study on construction of financial plan. Allocated time is 2 hours.

Result is valid for 1 year from the date of result notification. Students are required to re-sit class assessment / resubmit case-study within 1 year duration should they be graded non-pass.

Resit Fee for class assessment is RM50. Resubmission Fee for case study is RM100.

8. Passing Requirement for CPF

The passing mark for class assessment is 50%.

The passing mark for case-study is 50%.

Students must fulfill both requirements in order to be awarded the Certificate of Proficiency in Financial Planning.

9. Question setting and Marking of Class Examination and Case Study

Appointed lecturer shall set MCQ Assessment Paper and MFPC Examination Officer shall be responsible to mark MCQ class assessment.

Appointed lecturer shall be responsible to set case-study question and to mark the case-study paper.

MFPC Examination Officer shall tabulate both results for Examination Board's deliberation and approval.

10. Examination Moderation

A moderator will be appointed to review and moderate marginally failed case-study paper (range: 40% to 49%). Case-study paper with mark lower than 40% will not be moderated.

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11. Course Fee

Course fee for Certificate of Proficiency in Financial Planning is RM 1,800; inclusive of MCQ assessment fee and Case Study Fee.

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Appendix 1 – Diagram of Certificate Proficiency of Financial Planning / Module 7

