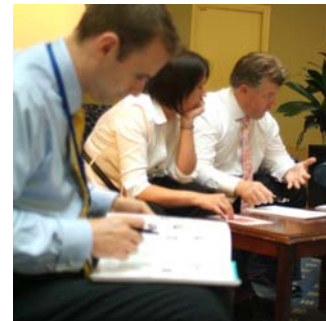


Introduction to CFP^{CM} Certification



Institute of Financial Planning

CFP Certification – *Global Excellence in Financial Planning*TM

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Welcome

Helping you achieve the most from your career in Financial Planning



The Institute of Financial Planning (IFP) is the UK professional body of those committed to the development of the multi-disciplinary profession of Financial Planning. We are proud to be the UK affiliate of Financial Planning Standards Board (FPSB), the international body responsible for licensing CERTIFIED FINANCIAL PLANNER^{CM} certification around the globe, outside of the USA. In the UK, the IFP will provide all the support you need in order to become a CFP professional – the only globally recognized Financial Planning qualification. These are detailed in this guide.

There has never been a more important time to improve your qualifications as well as your skills. Via the RDR, the Financial Services Authority (FSA) is raising the bar on qualifications and on professionalism. Consumers also demand the highest standards from those practitioners they choose to work with, and the CFP certification is a clear differentiator. Many practitioners have also come to realise the significant business benefits of providing a true Financial Planning service that the CFP certification process tests, as greater client retention and satisfaction as well as a recurring income stream subsequently underpin their businesses. Since 1986 IFP has been the main provider of the help and direction needed for those who wish to transition to this effective business model.

Becoming a CFP professional provides a genuine career path. It not only demonstrates your commitment to the highest professional standards and a code of ethics, it's far more than just a qualification; it's a better way of doing business. By providing the foundation for delivering comprehensive financial plans based on your clients' needs and life goals, it helps you to build long term relationships which your clients will value and will be happy to pay for.

This guide looks at the training and development options provided by the IFP for those wishing to become a CFP professional. Of course IFP training, events and workshops provide stimulating, relevant material to boost Continuing Professional Development (CPD) opportunities and your career development plans too. Why not also take a look at our programme for regional and national conferences and events as well as regional branch meetings? I am sure that you will find them of interest and I know you'll get a great welcome at any of them.

I wish you well as you develop your career as a professional Financial Planner and to becoming a CFP professional.


A handwritten signature in black ink, appearing to read 'Nick Cann', with a long horizontal line extending to the right.

Nick Cann CFP^{CM}
Chief Executive, IFP



CERTIFIED FINANCIAL PLANNER^{CM} Certification

The Global standard of excellence for professional Financial Planners

CERTIFIED FINANCIAL PLANNER^{CM}, CFP^{CM} and  marks are international marks representing the highest professional certification globally that can be awarded to a Financial Planner. Over 900 CFP professionals in the UK are part of this global community of 126,000 from 23 territories. CFP certification is an advanced qualification which tests a candidate's ability to apply their detailed knowledge and skills in order to produce an effective financial plan.

Becoming a CFP professional is not easy. It's a real challenge and that is why CFP certification is highly respected as an international standard. It is achieved by the completion of a comprehensive financial plan, based on a case study supplied by the IFP. It can be viewed in the same way as preparation of an undergraduate dissertation. This follows a learning path that has already tested the individual on their technical knowledge. Entry requirements for the CFP certification are detailed in Appendix I.

There are significant benefits to becoming a CFP professional. Not only does it recognise personal and practice development but symbolises strong technical knowledge along with the ability and skill to apply this knowledge to clients' situations and produce effective results. Fundamentally this is what the FSA's Retail Distribution Review is driving towards.

CFP professionals adhere to a strict code of ethics and practice standards coupled with complying with rigorous CPD requirements to ensure that relevant competence is maintained. It sends the strongest message to clients that CFP professionals are fully committed to their own professional development and have reached the peak of the Financial Planning profession.

CERTIFIED FINANCIAL PLANNER certification represents the highest global standard in Financial Planning. It also has the added benefit that it is transferable between countries, providing CFP professionals with a truly globally accepted and recognised qualification.

In 2009, 145 candidates attempted the CFP Certification; 4% of candidates passed on their first assessment submission, a further 30% passed on the second assessment submission and a further 59% passed on the third assessment submission. 7% of candidates ran out of time or failed to complete the assessment process. As of 1 January 2010, there have been 1,110 candidates that have passed the CFP^{CM} Certification through the IFP and over 900 that are currently practicing.

The E-Learning Programme

Preparing to begin the CFP certification process can be challenging. Not only do you need the requisite technical knowledge but also the essential planning skills to be able to apply this effectively for the benefits of the underlying client scenario. To help you prepare effectively for the assessment, IFP provides an online E-Learning programme which is the ideal way to approach the task. Cost effective and user friendly, its modular approach is proving very popular with candidates who find it helps them to understand what is required to successfully prepare a financial plan and submit it for assessment.



What are the standards required to pass?

The standards which are required are demanding and the work is both complex and pressured in terms of time. From experience, the IFP estimates that a well prepared candidate will need two full working days, having already undertaken the detailed preparatory work required, to actually complete their plan to the required standards.

Rather like a driving test, there are mandatory standards within each section of the financial plan that must be met irrespective of the overall mark achieved. The pass mark is purposely set at a challenging level with candidates needing to achieve 75% or above overall, 51% or above on each individual section and meet all mandatory standards.

The Assessment Process

Once a candidate's financial plan is submitted, two assessors mark it against the CFP^{CM} certification standards. The marking process takes approximately six to eight weeks, slightly quicker for those on the Focused Assessment Programme at four weeks.

If the plan meets the required standards to pass, the candidate will be advised in writing, and will be required to complete a declaration form to become an accredited CFP professional.

If however the plan fails to meet the standards, feedback will be issued outlining the areas which require improvement. Candidates will then have 12 weeks to resubmit their revised financial plan. Candidates are allowed to make three submissions, after which they must order a new case study and attempt a new financial plan from scratch if they have still not been successful.

Certification Renewal

Once gained, your CERTIFIED FINANCIAL PLANNER^{CM} certification is annually renewable. A renewal fee must be paid each year to the IFP. CFP professionals are also required to keep details of relevant Financial Planning CPD to ensure that they maintain their competence in line with the standards, and are also required to complete and sign a new declaration to this effect. CFP professionals are required by the IFP to obtain 75 CPD points per annum to maintain competence.

Complaints Procedure

If you have a complaint about the certification assessment procedure or any other aspect of CFP certification, you should email the IFP Education Director or call 0117 9452470.



Routes to CFP^{CM} Certification

1. Focused Assessment Programme

The IFP's Focused Assessment Programme combines structured workshops along with private study. It provides support in the form of direct help and guidance from experienced tutors along with the time and space required for candidates to produce a comprehensive financial plan to the high standards required.

What are the benefits?

- A cost effective way of completing the assessment
- It gives candidates more time to absorb principles and practice and to fine tune their skills ahead of submitting their plan
- Candidates have more time to spend in reviewing the assessment standards themselves and so know what is required in a successful submission well before they start working on their plan
- Candidates have more time to work on the actual preparation work for their plan
- It provides two full days of structured guidance provided by qualified CFP professionals

By comparison to the more traditional home study route, this programme provides

- Improved structure for candidates to follow when preparing for the assessment with the inclusion of workshops and a dedicated assessment session
- Two full days of guidance and learning to help candidates make a successful submission to the assessors

The Focused Assessment Programme has been broken down into three key areas to allow maximum flexibility and choice for candidates to attempt the assessment in the manner most appropriate to their learning needs. To gain maximum benefit from the programme, IFP recommends that candidates take all three parts of the process, however these are not compulsory and each element can be booked separately.

Please refer to the workshop dates and fees within Appendix II.



Part 1: Principles and Practice of Financial Planning Workshop

This one day workshop covers the core skills required for a professional Financial Planner to attempt to become a CFP^{CM} professional and to create an effective financial plan for clients. It can be used as a stand-alone workshop or as a part of the overall programme. In the latter case, this workshop should be seen as an essential requirement for less experienced planners, although it is also a useful way of revisiting the key elements of the Financial Planning process for all candidates attempting the CFP certification regardless of experience. The workshop will cover the following areas

- Six stage Financial Planning process
- Use of financial calculators and Microsoft Excel spread sheets
- Time value of money
- Production of net worth statements
- Preparation of income and expenditure statements
- Shortfall calculations
- Soft Skills – eg communication skills

Candidates will work through practical examples using case studies and also have the opportunity to practice some of their skills using role play. The workshop will ensure that candidates are well equipped to prepare for the subsequent days 2, 3 and 4 and of course the assessment itself.

IFP recommends that candidates who attend day 1, especially those who are less experienced, should leave a period of at least three months before attempting day 2. This will allow them to put into practice the skills and techniques learned as part of their ongoing work, and to fine tune those skills before starting their case study.

Workshop Programme

The day begins with a comprehensive overview and explanation of the six step Financial Planning process that it is necessary to follow in every planning situation. The key skills that are needed during this process, such as listening and client communication skills, are also practiced.

IFP recommends that the use of financial calculators and excel spreadsheets is a fundamental requirement for Financial Planners and these are a key focus areas during this workshop. The use of Financial Planning calculators and the completion of a variety of time value of money calculations use client scenarios. Candidates will also learn how they can perform these tasks using Microsoft Excel.

Building on the six step Financial Planning process candidates will work through a case study and will review net worth statements and produce a detailed income and expenditure statement. They will also be able to practice shortfall calculations based on client's given objectives.



Summary

On completion of this workshop delegates will be able to:

- ✓ Understand the six step Financial Planning process
- ✓ Produce detailed, client specific, net worth statement and income and expenditure statements
- ✓ Recognise the interplay between a client's stated objectives
- ✓ Identify the assumptions that will be required to produce a client-specific plan
- ✓ Produce time value of money calculations using a financial calculator
- ✓ Practice Financial Planning analysis using Microsoft Excel

Please note: this workshop does not cover specific product recommendations. If you have previously attended the two day Paraplanner, core skills or foundation workshops you should not need to attend the Principles and Practice workshop unless you would like a "refresher".

Entry Requirements for Workshop

(where not taken as part of the Focused Assessment Programme)

- There are no formal qualifications required to enrol on this workshop, however, it is recommended that delegates have achieved a minimum of FPC, Certificate in Financial Planning or CeFA. Ideally, delegates would be studying towards more advanced qualifications such as the CII's Diploma in Financial Planning or the CISI's Wealth Management Diploma, or an equivalent
- There is no set amount of experience required before attending this workshop. Three years experience of working as an adviser or in the financial services sector is preferable to ensure understanding of issues addressed during the workshop
- An open mind, a willingness to learn, and numeracy skills are a must



9 Points of structured CPD available

Part 2: Assessment Preparation Day

The preparation day is a crucial part of the process of preparing a financial plan that meets the standards required to pass. It provides a structure which helps candidates to evaluate their abilities to construct answers within the required Financial Planning case study which meet the stringent CFP^{CM} certification standards. It has historically been run as a stand-alone workshop by the IFP with outstanding results. Those who have attended this workshop have had greater success at achieving the CERTIFIED FINANCIAL PLANNER^{CM} certification as they have a better understanding of what the requirements are to pass. During the day candidates will work through the various elements of the financial plan and focus on the standards that normally cause candidates most problems. The day will be broken down into the following areas:

- Overview of the actual assessment itself
- Building the financial plan
- Making recommendations

The workshop will be delivered by qualified CFP professionals.

Programme

Candidates examine a typical client case study, working in small groups addressing a number of key questions and issues regarding the client's situation. Delegates will be encouraged to construct answers that will meet the standards required for successful completion. Registration to the IFP's E-Learning platform is provided for all candidates, as a guide to the process. This not only explains the CFP certification process but also highlights the standards required for a successful financial plan. There are also two example case studies and model answers shown.

Summary

The objectives of the Preparation Day are:

- ✓ To help delegates to understand and be able to meet the assessment standards
- ✓ To enable delegates to practice the preparation of a financial plan

Following the preparation day candidates will be sent full details of their case study by the IFP, which is to be worked on and submitted as a comprehensive financial plan. IFP recommends candidates allow at least one month to work on the background research, obtain quotations etc. which might be necessary and carry out other essential preparation for the plan before they proceed to the assessment session of days 3 and 4 when they will actually create the financial plan under supervision.

Entry Requirements

Please refer to Appendix I for full details.



9 Points of structured CPD available



Part 3: Assessment Session (two days)

During the two consecutive days of this session candidates will compile their financial plan and submit it for assessment. The case study will have already been supplied some weeks previously and the detailed preparatory work already undertaken.

The assessment session takes place at IFP Headquarters at Whitefriars in the centre of Bristol. Here candidates come along and work on their financial plans without any distractions and then hand it in for assessment at the end of the two days. There will be a maximum of six people per session and a laptop, printing facilities and internet access will be available.

Subject to demand and interest, these two day sessions can be regionalised allowing candidates to use centres closer to them. Where the event takes place away from Whitefriars, IFP reserves the right to amend the costs to reflect any additional costs incurred. The candidate would also need to provide their own computer, printer and any internet access. Interested candidates and firms are advised to contact the IFP education department to discuss this further.

Please note that a trainer will not be available during these two days nor can the IFP provide any technical support.

Once the plan has been handed in for assessment, the result will be issued to candidates within four weeks.

Overall, IFP would recommend that for candidates undertaking the full Focused Assessment Programme, they should expect the process to take approximately four months from the start of the Principles and Practice of Financial Planning Workshop on day 1 to the submission of the plan at the end of day 4.

Entry Requirements

Candidates need to be fully prepared and technically competent to produce their financial plan to the high standards required by the assessors. See Appendix I for full details.



22 Points of structured CPD available

2. Home Study

This is the traditional route that candidates have historically taken to attempt initial CFP^{CM} certification. The 12-week home study option allows candidates to produce their financial plan based on the case study, over a 12 week period, ready for assessment against the standards. Candidates will typically need to integrate c. 70 hours of preparation into their daily lives in order to successfully complete the assessment. Candidates will have access to the E-Learning platform which provides outline guidance on what is required in a successful submission.

Entry Requirements

Please refer to Appendix I for full details

Home Study Costs

See Appendix II for details



Appendix 1

CFP^{CM} certification - Entry Requirements

To be eligible to embark on the process of becoming a CFP professional there are three compulsory criteria which must be met:

1. Have a minimum of three years' experience within financial services
2. Hold a pass in an FSSC / FSA designated "appropriate examination" for advising on packaged products
3. Hold an examination pass in each of the following areas:
 - Financial Planning
 - Taxation
 - Advanced Technical Area

1. Experience

A minimum of three years of relevant experience within financial services is required.

Examples of the sorts of experience that are acceptable are:

- Working with financial data in jobs such as financial accounts and banking
- Working as a Paraplanner, financial adviser or accountant

Examples of the sorts of experience that are not acceptable are:

- Occupations or experience outside the financial world or roles that do not involve numeracy work or application of financial knowledge either directly to the public or in training those who come into contact with the public
- Pure supervisory management in banking or motivational training where no financial information is analysed or applied for the benefit of advice to the public

2. Appropriate Examinations

An appropriate examination for advising on packaged products must be held as detailed on the Financial Services Skills Council (FSSC) website where a complete list can be accessed: www.fssc.org.uk

Typical qualifications which are currently recognised are:

- Certificate for Financial Advisers (CeFA) – ifs School of Finance
- Financial Planning Certificate (FPC) – Chartered Insurance Institute
- Certificate in Financial Planning (Cert FP) – Chartered Insurance Institute
- Certificate in Investment Planning – Chartered Institute of Bankers in Scotland

Any of the qualifications listed as *Key 1* in of FSA's CP10/14 (Appendix 2 Table 4) as meeting the full qualification requirement for *Advising on Packaged Products* http://www.fsa.gov.uk/pubs/cp/cp10_14_erratum.pdf



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3. Examination Passes

Candidates must hold an examination pass in Financial Planning, Taxation and an Advanced Technical Area. Candidates cannot use the same examination in more than one area.

Financial Planning - one of the following must be held:

Any of the qualifications listed as *Key 1* in of FSA's CP10/14 (Appendix 2 Table 4) as meeting the full qualification requirement for *Advising on Packaged Products*
http://www.fsa.gov.uk/pubs/cp/cp10_14_erratum.pdf

Chartered Insurance Institute:

- FP3 – Identifying and Satisfying Client Needs – Financial Planning Certificate *
- CF5 – Integrated Financial Planning – Certificate in Financial Planning
- H25 – Holistic Financial Planning – Advanced Financial Planning Certificate *
- G20 – Personal Financial Planning – Advanced Financial Planning Certificate *
- G30 – Business Financial Planning – Advanced Financial Planning Certificate *
- AF2 – Business Financial Planning – Advanced Diploma in Financial Planning
- AF3 – Pension Planning – Advanced Diploma in Financial Planning
- AF4 – Investment Planning – Advanced Diploma in Financial Planning
- AF5 – Financial Planning Process – Advanced Diploma in Financial Planning
- J08 / R06 – Financial Planning Practice _ Diploma in Regulated Financial Planning

ifs School of Finance:

- CeFA 3 – Paper 3 of the Certificate for Financial Advisers (taken before Oct 2004) *
- DipFA - Diploma for Financial Advisers

Chartered Institute for Securities and Investment:

- Paper 3 – Investment Advice Certificate *

Standards International/Chartered Insurance Institute:

- ISO 22222 – Personal Financial Planning

Edexcel / SQA:

- N/SVQ in Providing Financial Advice

Calibrand / Scottish Qualifications Authority

- Diploma in Professional Financial Advice

Taxation – one of the following must be held:

Any of the qualifications listed as *Key 1* in of FSA's CP10/14 (Appendix 2 Table 4) as meeting the full qualification requirement for *Advising on Packaged Products*
http://www.fsa.gov.uk/pubs/cp/cp10_14_erratum.pdf

Chartered Insurance Institute:

- J01 – Personal Tax AND J02 – Trusts – Diploma in Financial Planning
- G10 – Taxation and Trusts – Advanced Financial Planning Certificate *
- AF1 – Personal Tax and Trust Planning – Advanced Diploma in Financial Planning



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- R01 – Financial Services, Regulation and Ethics
- R03 – Personal Taxation

ifs School of Finance:

- DipFA - Diploma for Financial Advisers

Association of Taxation Technicians:

- ATT or ATII

* denotes a qualification that is no longer available to new entrants.

Advanced Technical Area – one of the following must be held:

Chartered Insurance Institute:

- G20 – Personal Financial Planning – Advanced Financial Planning Certificate *
- G30 – Business Financial Planning – Advanced Financial Planning Certificate *
- G60 – Pensions Planning – Advanced Financial Planning Certificate *
- G70 – Investment Portfolio Management – Advanced Financial Planning Certificate *
- AF2 – Business Financial Planning – Advanced Diploma in Financial Planning
- AF3 – Pension Planning – Advanced Diploma in Financial Planning
- AF4 – Investment Planning – Advanced Diploma in Financial Planning

CFA UK:

- IMC – Investment Management Certificate

Chartered Institute for Securities and Investment:

- Certificate in Investment Management
- MSI(dip) - Diploma of the Securities and Investment Institute

CFA Institute:

- CFA – Chartered Financial Analyst

Membership of the following is also accepted as being sufficient in this area:

- Associate or Fellow of the Faculty/Institute of Actuaries
- Solicitor or Barrister – Law Degree (LLB)
- Associate of the Institute of Chartered Accountants of England and Wales (ACA)
- Associate or Fellow of the Chartered Certified Accountants (ACCA)
- Associate or Fellow of the Institute of Chartered Accountants of Scotland (CA)
- Associate or Fellow of the Pensions Management Institute (APMI/FPMI)

* denotes a qualification that is no longer available to new entrants.

Policy on changes to certification requirements

1. Changes to Requirements

All changes to certification requirements will be published in the Introduction to CFP^{CM} Certification, and will be issued as news items in both the next available E News and copy of Financial Planner



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magazine. In the Introduction to CFP^{CM} Certification any changes in certification requirements within the previous 2 years of publication will also be referenced.

2. Impact on Certificants

The IFP will assess all candidates for CFP certification against the most current certification requirements with immediate effect from the publication of such changes.

Candidates who are part-qualified

Candidates may start the CFP^{CM} certification process whilst studying to obtain one set of the qualifications required as stated within the 'examination passes' section. Candidates will be expected to hold the entry requirements within the other two remaining criteria. Experience shows those embarking on the examination process without the full entry requirements dramatically reduce their chances of passing the CFP certification. The use of the CFP marks is prohibited until all the entry requirements have been met. It is important to note that you will have a maximum period of 2 years in which to achieve all of the entry requirements, after which time you will be required to embark on the CFP certification process again.

Candidates who do not hold the relevant work experience requirements

If you are unsure whether you have the relevant experience or wish to challenge the experience requirements please contact us at the address given in 'Entry Requirement Enquiries' below.

Candidates who hold qualifications/examinations that are not listed

If you hold an examination or qualification that is not included within any of the above lists and you believe it to be relevant, you may apply for a review by the IFP Education Committee. You will need to fully complete a 'Qualification Review Application' and submit this to the IFP together with the syllabus relevant to your qualification and an administration fee of £20. Please note, if any application is received either incomplete or without these items it will be returned. Candidates should allow between 8 – 12 weeks for a review. A Qualification Review Application can be downloaded from the IFP website and is located within the 'CFPCertification' section under "Entry Requirements": www.financialplanning.org.uk/planners

Entry Requirement Enquiries:

If you have a specific query about entry requirements for the CFP certification please contact us:

Education Department
Institute of Financial Planning
Whitefriars Centre
Lewins Mead
Bristol
BS1 2NT
Tel: 0117 945 2470
Fax: 0117 929 2214
Email: cfp@financialplanning.org.uk



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Appendix 2

The Focused Assessment Programme Fees and Dates

IFP offers a range of options for candidates to maximise flexibility and to ensure that each candidate can access the combination which is most appropriate their own individual needs. Candidates taking all three parts of the Focused Assessment Programme will be entitled to a discount compared to the full cost of the individual component parts as shown below.

Comprehensive Focused Assessment Programme Package

This includes the full four day package, all of which is booked in advance (i.e. Principles and Practice, Assessment Preparation Day and two day assessment session). In addition to the four days, provision of facilities during the assessment session, and the cost of the first assessment (usually £200) is also included and one years registration for the E-learning package. Refreshments and lunch are provided at all sessions although candidates will have to provide their own overnight accommodation for the two day assessment session. IFP can help by providing details of nearby hotels to a range of budgets.

Comprehensive Focused Assessment Programme Package 2010 Fees		
	IFP Member Rate	Non-Member Rate
Per Delegate	£865.00	£1275.00

Summary of dates for all 3 parts of the Focused Assessment Programme Package:

Principles and Practice of Financial Planning Workshop*	Assessment Preparation Day*	Assessment Session
19 January - Bristol	27 January - Bristol	20 & 21 January - Bristol
16 February - London	24 February - Bristol	9 & 10 February - Bristol
16 March - Bristol	24 March - London	9 & 10 March - Bristol
13 April - Bristol	21 April - Bristol	14 & 15 April - Bristol
11 May - London	19 May - Bristol	12 & 13 May - Bristol
08 June - Bristol	16 June - London	22 & 23 June - Bristol
06 July - Bristol	14 July - Bristol	20 & 21 July - Bristol
03 August - Bristol	11 August - Bristol	17 & 18 August - Bristol
07 September - London	15 September - Bristol	28 & 29 September - Bristol
19 October - Bristol	27 October - London	20 & 21 October - Bristol
16 November - Bristol	24 November - Bristol	9 & 10 November - Bristol
07 December - Bristol	15 December - Bristol	8 & 9 December - Bristol

*Other venues may be available. Candidates or firms should contact the IFP office by emailing enquiries@financialplanning.org.uk detailing where you are based and how many people would be interested in embarking on the CFP^{CM} certification process.



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Appendix II

Two Stage Focused Assessment Programme Package

It is possible that some candidates who are more experienced within Financial Planning may wish to restrict themselves to the Assessment Preparation Day and 2 day assessment session. In addition to the 3 days and provision of facilities during the 2 day assessment session the fee includes the cost of the first assessment. Refreshments and lunch are provided although candidates will have to organise their own overnight accommodation for the 2 day assessment session.

Two Stage Focused Assessment Programme Package 2010 Fees		
	IFP Member Rate	Non-Member Rate
Per Delegate	£610.00	£915.00

Summary of dates for 2 parts of the Focused Assessment Programme Package:

Assessment Preparation Day*	Assessment Session
27 January - Bristol	20 & 21 January - Bristol
24 February - Bristol	9 & 10 February - Bristol
24 March - London	9 & 10 March - Bristol
21 April - Bristol	14 & 15 April - Bristol
19 May - Bristol	12 & 13 May - Bristol
16 June - London	22 & 23 June - Bristol
14 July - Bristol	20 & 21 July - Bristol
11 August - Bristol	17 & 18 August - Bristol
15 September - Bristol	28 & 29 September - Bristol
27 October - London	20 & 21 October - Bristol
24 November - Bristol	9 & 10 November - Bristol
15 December - Bristol	8 & 9 December - Bristol

*Other venues may be available. Candidates or firms should contact the IFP office by emailing enquiries@financialplanning.org.uk detailing where you are based and how many people would be interested in embarking on the CFP^{CM} certification process.



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Appendix II

Individual Components

Part 1: Principles and Practice of Financial Planning Workshop

Principles and Practice of Financial Planning 2010 Dates*	
19 January - Bristol	05 July - London
02 March - London	01 September - Bristol
04 May - Bristol	01 November - London

*Other venues may be available. Candidates or firms should contact the IFP office by emailing enquiries@financialplanning.org.uk detailing where you are based and how many people would be interested in embarking on the CFP^{CM} certification process.

Principles and Practice of Financial Planning Workshop 2010 Fees		
	IFP Member Rate	Non-Member Rate
Per Delegate	£285.00	£410.00

Included within the price of this workshop is the cost of a financial calculator
Confirmation of the venue will be sent to delegates a minimum of one week prior to the workshop.

Part 2: Assessment Preparation Day

Assessment Preparation Day 2010 Dates*	
	26 July - London
02 February - Bristol	
23 March - London	14 September - Bristol
25 May – Bristol	26 November - London

*Other venues may be available. Candidates or firms should contact the IFP office by emailing enquiries@financialplanning.org.uk detailing where you are based and how many people would be interested in embarking on the CFP^{CM} certification process.

Assessment Preparation Day Fees		
	IFP Member Rate	Non-Member Rate
Per Delegate (E-Learning included)	£285.00	£410.00
Case Study *	£75.00	£75.00
Assessment Fee	£150.00	£150.00
Resubmission Fees (maximum of 2)	£150.00	£150.00

* The case study is provided free of charge if ordered within 4 weeks of attending this workshop.



Part 3: Assessment Session

Assessment Session 2010 Dates	
26 & 27 January - Bristol	
	10 & 11 May - Bristol
15 & 16 March - Bristol	28 & 29 June - Bristol
	– 06&07 September - Bristol
	12&13 November - Bristol

Assessment Session 2010 Fees		
	IFP Member Rate	Non-Member Rate
Per Delegate	£350.00	£600.00

Home Study - Costs

Home Study 2010 Fees		
	IFP Member Rate	Non-Member Rate
Case Study	£75.00	£75.00
E-Learning Registration Fee	£100.00	£150.00
Assessment Fee	£150.00	£150.00
Re-submission Fee (maximum of 2)	£150.00	£150.00

Please note that VAT is not applicable to workshop fees.



Appendix 3

Booking Terms & Conditions

These terms and conditions may also apply to other events as advised by the IFP. A copy of this document can be viewed via the IFP website within the 'professional development' section:

www.financialplanning.org.uk/planners

Member Rates

These are only applicable to fully paid-up members of the IFP. The relevant membership number should be clearly written on the registration form. All registrations will be checked by the IFP.

Payment

This is due upon registration by credit/debit card (Amex is not accepted) or by a cheque made payable to 'Institute of Financial Planning'. Bookings made within 10 working days of the workshop are at the discretion of the IFP and must be paid for by credit card. No places can be reserved without payment.

Group Size

Certain workshops (marked with an *) will take place with a minimum of four and maximum of ten delegates.

The IFP reserves the right to cancel any workshop which does not achieve the minimum number of participants.

Delegates will be informed no later than five working days prior to the date of the workshop. In this instance a full refund minus a charge to cover the costs of any materials or a transfer to another workshop will be offered. The IFP will not be liable for any additional expenses incurred by the attendee.

Sites for Assessment and Training

IFP will ensure that the sites used for training courses or assessment sessions are appropriate for the purpose and for the comfort of delegates

IFP Workshop Cancellation

In the unlikely event that the IFP needs to cancel a workshop we will endeavour to notify you as soon as possible before the workshop date.

The IFP reserves the right to cancel or postpone a workshop and in such an event the total liability of the IFP for such a cancellation or postponement shall be limited to a refund of any fee paid by the attendee (minus a charge for any training material as appropriate).



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Appendix III

Attendee Cancellation / Transfer/Substitution Policy

Any cancellation, transfer or substitution must be made in writing or by email to the IFP.

Cancellations

- For cancellations received in writing more than 10 working days before the workshop/event date will incur a charge of 25% of the total cost of the workshop (plus/including a charge for any training material as appropriate).
- Cancellations received within 5-10 working days of the workshop/event date will incur a charge of 50% of the total cost of the workshop.
- Cancellations received within 5 working days of the workshop/event date will incur a charge of 100% of the total costs of the workshop.

Important note: If an attendee fails to attend a confirmed workshop/event (without prior written cancellation) no refund will be offered. Substitution of one attendee for another will be accepted without charge but must be supported by a fully completed registration form.

Substitutions

Of one attendee for another will be accepted without charge at any time but must be supported by a fully completed registration form. Please notify the IFP as early as possible if this is the case.

Transfers

Are not generally applicable within workshops and events. Please check with the IFP if you are considering transferring to another workshop or course. Transferring a booking to a different workshop taking place within six months can be done without charge. Notifications of transfers must be made in writing and received at the IFP no later than 10 working days prior to the workshop. Notification received after this time will be treated as a cancellation and will be subject to the normal cancellation charges.

Important note: If you cancel a re-booked place at any time before the course start date, the total charge for the cancellation and re-booking will be 100% of the total cost of the workshop.

Workshop Material

Certain workshops will include a variety of training material. Upon cancellation (either by the attendee or the IFP) an appropriate charge for the workshop material may be made as detailed below:

E-Learning Registration Fee	£100.00
Case Study Template	£75.00
Principles and Practice in Financial Planning Manual	£40.00
Financial Calculator	£45.00



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Appendix III

Liability

The IFP does not accept any liability for any property damage or loss incurred at any time during the workshop. The IFP shall not be liable (whether such liability arises due to negligence, breach of contract, misrepresentation, or for any other reason excluding fraudulent misrepresentation) for any loss of use of any software, data, loss or use of any computer or indirect, consequential loss or damage (including loss or damage suffered by the attendee as a result of an action brought by a third party) even if such loss was reasonably foreseeable or the IFP had been advised of the possibility of the attendee incurring the same.

Copyright

Copyright relating to any workshop materials provided remains the sole property of the IFP. All training and reference materials and equipment provided by the IFP for use in connection with any workshop are provided for the exclusive use of the named attendee alone and must not be copied in whole or part. All rights in such materials are reserved.

Non-Discrimination Policy

The IFP complies with all UK and European laws applicable in relation to discrimination on any grounds. Accordingly, the IFP is committed to providing equality of opportunity and fair treatment for all. The IFP will not discriminate on the basis of gender, age, marital status, sexual orientation, ethnic origin, religion, culture or disability in dealing with candidates.

Data Protection

Any information that you provide to us will be added to our membership database and will be processed in accordance with the Data Protection Act 1998. For further information please email: enquiries@financialplanning.org.uk

Registration Process

To book a place at any of the above workshops please complete and return the relevant registration form to:

Workshop Registrations
Institute of Financial Planning
Whitefriars Centre
Lewins Mead
Bristol
BS1 2NT
Or alternatively by fax: 0117 929 2214

In the event that a workshop or event booking is made, this will be deemed to constitute acceptance by the attendee of these Terms and Conditions.



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Appendix III