



BFA305
Financial Planning
Semester Two 2006

School of Accounting and Corporate Governance

Faculty of Business

Unit Outline

Barry Hicks

Contact Details

<u>Unit Coordinator:</u>	Barry Hicks (Weeks 1, 2, 10 & 12)
E-mail:	Barry.Hicks@utas.edu.au
Phone:	(03) 62 26 2802
Fax:	(03) 62 26 7845
Location:	Room 424
Consulting Hours:	Friday 9.00am-11.00am; 2.00pm-3.00pm (Weeks 1-13).
<u>Visiting Lecturer No.1 :</u>	Roger Colbeck (Weeks 3, 4, 6, 7 & 8)
E-mail:	Roger.Colbeck@connectfinancial.com.au
Phone:	(03) 62 6233 0679 [Work]
Fax:	(03) 62 26 7845 [University]
Location:	Room 427 (Visitors Room)
Consulting Hours:	Friday 10.30am-11.00am and 2.00pm-3.00pm (Weeks 3, 4, 6, 7 & 8. Will remain longer upon request).
<u>Visiting Lecturer No.2 :</u>	Stuart Graham (Weeks 9, 11 & 13)
E-mail:	Stuart.Graham@utas.edu.au
Phone:	(03) 6244 1423 [Home]
Fax:	(03) 62 26 7845 [University]
Location:	Room 427 (Visitors Room)
Consulting Hours:	Friday 10.40am-11.00am and 2.00pm-2.20pm (Weeks 9, 11 & 13. Will remain for longer upon request).
<u>Visiting Lecturer No.3 :</u>	Belinda Williams (Week 5 – Staff Member, Launceston)
E-mail:	Belinda.Williams@utas.edu.au
Phone:	(03) 63 24 3661
Fax:	(03) 63 24 3771 [University]
Location:	Room 427 (Visitors Room – when visiting Hobart)
Consulting Hours:	Friday 10.40am-11.00am and 2.00pm-2.20pm (Week 5. Will remain for longer upon request).
School Web site:	http://fcms.its.utas.edu.au/business/accg/

Contents

1. Unit Description	2
2. Introduction to the Team of Lecturers	2
3. Learning outcomes	3
4. Generic graduate attributes	4
5. Learning Resources Required	4
6. Details of Teaching Arrangements	6
7. Learning Expectations and Strategies	7
8. Assessment	8
9. How your final result is determined	10
10. Submission of assignments	10
11. Penalties	11
12. Requests for Extensions	11
13. SETL	11
14. Academic referencing	11
15. Plagiarism	12
16. Further Information and Assistance	12
17. Unit Schedule	14

1. Unit Description

A comprehensive financial plan can contribute towards the quality of a person's life by reducing the uncertainty about their future needs and the resources that will be available to meet them. This unit examines what is involved in organising and managing an individual's financial resources, and how to protect, maximise and enjoy the benefits obtained from these resources.

The aim of the Unit is to provide a sound understanding of the *process* of financial planning, together with some of the fundamental *skills* and *knowledge* that are required. In line with these objectives, each of the recognised *steps* in the financial planning process that have been developed by financial planners will be examined in detail namely: gathering qualitative and quantitative data; identifying goals; identifying financial problems including: setting priorities, deciding on trade offs and considering opportunity costs; preparing or interpreting written recommendations; implementing agreed-upon plans; and, reviewing, revising and maintaining personal financial plans. The '*key areas*' that are important for the financial planning process are examined namely: the regulatory framework; investments; managed funds; superannuation; home ownership; risk management and insurance; taxation; consumer credit; social security; estate planning.

The pre-requisite for the Unit is BFA1/281 Financial Management.

2. Introduction to the Team of Lecturers

The unit will be taught by four (4) lecturers: Barry Hicks from Hobart who is Unit Coordinator, Roger Colbeck, Stuart Graham and Belinda Williams.

Each of the lecturers will present a selection of topics covered by their specialist areas. Barry will be responsible for Weeks 1, 2, 10 and 12. Roger will take Weeks 3, 4, 6, 7 & 8. Stuart Graham will take Weeks 9, 11 & 13. Belinda Williams will conduct the class for Week 5. Team teaching will allow students to make contact and communicate with experts in different areas that are important for financial planning. In practice, this is what happens when people seek advice about personal financial planning. They commonly need to speak to a variety of professionals. Also, financial planners frequently find it necessary to confer with or refer their clients to other professionals such as stockbrokers, lawyers, taxation consultants and finance brokers in the course of preparing financial plans and providing advice for their clients.

Barry Hicks, Unit Coordinator

BA (Syd) LLB (Syd)

Barry is a lecturer in the School of Accounting & Corporate Governance. He was admitted to practice as a solicitor in NSW in 1976 and practised in Sydney as a commercial lawyer until he came to the University in 1990 to take up an appointment as lecturer in commercial law. During his time in practice he specialised in finance and lending. He currently teaches *Corporate Governance* and *Regulatory Compliance*. He has an interest in the fields of insurance, risk management, borrowing, lending, security and consumer credit and has taught and researched in these areas for many years.

Roger Colbeck, Visiting Lecturer No.1

MBA, Grad Dip Bus Admin (Tas), Dip Bus (Tas), Dip Insurance (All) Life, Dip Fin Planning (Deakin), Dip Bus Admin (Inst Tech Syd), Certified Financial Planner, Certif IV in Assessment & Workplace Training; FPA Member, Member of the FPA Principles Forum.

Roger is a financial planner with over 22 years experience in both practical and managerial positions. Since 2003 he has been the Manager, Investments and Financial Planning Company/Division of Connect Financial. He is responsible for directing 12 licensed representatives and is also responsible for the development and performance management of 20 trainee licensed representatives. He is the nominated responsible officer for the Financial Services License of Connect Credit Union.

Stuart Graham, Visiting Lecturer No.2

M.Sc Science & Technology Policy, Sussex University, B.Sc(Hons), City University, London, Post-Graduate Certificate in Financial Planning, SIA (2005), Teaching Certificate, Institute of Education, London University.

Stuart is currently a casual tutor in first year economics and e-marketing at UTAS. He is also a Pre-tertiary Accounting and Economics teacher at TAFE Tasmania. He has been teaching on the Foundation Program in Marketing Organisation and Management, Accounting, Business English and other short English courses for overseas students at the UTAS English Language Centre.

Belinda Williams, Visiting Lecturer No.3

BCom (Tas), CPA,

Belinda is a Lecturer in the School of Accounting & Corporate Governance in Launceston. She lectures in Taxation and Accounting.

3. Learning Outcomes

At the conclusion of this unit you should be able to:

1. Explain the work undertaken by financial planners and the legal and professional responsibilities imposed upon them in relation to their work (links to the knowledge and communication skills graduate attributes)
2. Explain the 'process' of financial planning (links to the knowledge and communication skills graduate attributes)
3. Describe and discuss the 'key areas' that are relevant for the financial planning process (links to the knowledge, communication and social responsibility skills graduate attributes)
4. Formulate financial goals for clients or for yourself (links to the knowledge, communication skills, problem-solving and social responsibility graduate attributes)
5. Identify and evaluate alternative courses of action in relation to personal financial planning (links to the knowledge, communication skills, problem-solving and social responsibility graduate attributes)

4. Generic graduate attributes

The University has defined a set of generic graduate attributes that can be expected of all graduates (see <http://www.utas.edu.au/tl/policies/index.htm>). By undertaking this unit you should make progress in attaining the following attributes:

- **Knowledge:** Explain the nature and benefits of personal financial planning together with the process involved and the key areas that are relevant.
- **Communication Skills:** Write coherently on financial planning.
- **Problem-solving Skills:** Interpret scenarios in personal financial planning terms, identify personal financial planning issues and use knowledge of financial planning to justify an answer.
- **Social Responsibility:** Acknowledge the importance of ethical conduct for members of the Financial Planning Association of Australia (FPA) in relation to the provision of financial planning services to clients.

5. Learning Resources Required

Required Text

Taylor,S; Juchau,R; McDonald,T; Houterman,B., 2005, *Financial Planning in Australia*, LexisNexis Butterworths, Sydney.

Recommended Readings:

2004/2005 and 2005/2006 Australian Master Financial Planning Guide, 2004/2005 – 2005-2006, CCH Australia, Sydney, [2004/2005 edition held in Reserve in the Morris Miller Library].

Australian Master Superannuation Guide, 2005/2006, CCH Australia, Sydney, [held in Reserve in the Morris Miller Library].

Calculator

You may be required to make use of a calculator in a number of the classes that will be conducted by Roger Colbeck and Stuart Graham. It is not necessary to have a particular type of calculator. A general purpose calculator will be sufficient. Please ensure that you have access to such a calculator that you can bring to class with you from and including Week 3.

Learning Resources

Individual lecturers may require students to make use of 'Course Materials' in addition to the required text. These will be handed out to students in lectures free of charge or they will be placed in Reserve in the Morris Miller Library. Alternatively, materials may be provided on *WebCT Vista* (see later).

You should look at the "Discussion" area of WebCT Vista on a *WEEKLY BASIS* to see any *Announcements* that may be made by the Lecturers advising that new materials have been made available (see later in relation to WebCT Vista).

Lecture PowerPoint slides will be provided on WebCT Vista for you to print or download. The slides will be placed on WebCT Vista at least a week before the relevant Lecture.

Some Internet websites may be of particular use to you in your studies and these will be advised by the Lecturers from time to time either in classes, via 'Announcements' on WebCT Vista or in Lecture Powerpoint Slides.

PDF files

PowerPoint Slides will be made available in Portable Document Format (PDF). These files can be viewed by you from within your web browser or separately by using a program called Adobe Acrobat Reader. This software is already installed on the machines in the University but can be downloaded

free of charge from the Adobe site should students want a copy for another machine. At time of writing the required URL was: <http://www.adobe.com/prodindex/acrobat/readstep.html>

Other Publications

Information in relation the School of Accounting & Corporate Governance, Faculty of Business, Faculty *Guide for Students* and Useful Links is available from the WebCT Vista site for the Unit.

Access to Information Technology

Information in relation to campus and off-campus IT facilities and how to contact the Service Desk are provided in the next section on WebCT Vista.

WebCT Vista

General

As mentioned above, WebCT Vista, an Internet service for teaching and learning provided by the University, will be used by the Unit Coordinator in connection with the delivery of this unit. The 'WebCT Vista' service may be accessed by you on computers at the University or on your computer at home or at work.

Access to WebCT Vista

The WebCT Vista service is available using a web browser. Access to the site for Vista is available at the University 'Learning Online' internet page: <http://www.utas.edu.au/coursesonline>. The initial WebCT Vista screen provides a "Log in to my WebCT Vista" form at which you should enter your email POP account "User Name" (for example, bsmith) and your "Password". The 'Learning Online' page provides 'Help and Support', 'Computer Requirements', etc. Take the time to look at the links on this page that may be of use to you.

You should note that WebCT Vista is available from any Internet connection and is restricted only by your User Name and password.

WebCT Vista Facilities used for this Unit

1. "Announcements" – WebCT Vista offers an "Announcements" facility, which the Unit Coordinator will use in connection with this Unit to make announcements to you from time to time. Announcements will be visible when you first open WebCT Vista for this unit (Pop up). Only the Unit Coordinator can use the 'Announcements facility'. However, you will see below that there is a 'Discussions' area with allocated 'Topics' that you can use for personal communication, either with the Unit Coordinator or, with other students, and you should make use of these. When an Announcement is made, an 'Announcement' will also be made in the 'Discussions' area (see below). The latter Announcement will commonly contain more detail.

2. "Discussions" – This area is provided for on-line Discussion between the Unit Coordinator and you and between you and other students. Discussion is arranged under a list of 'Topics', which are as follows.

i. "Discussion - Weeks 1-13" – Use these 13 Topics to post questions and comments to the Unit Coordinator and/or to fellow students that you may have in relation to the material covered/work done in any of these weeks.

ii. "General Discussion_" – Use this Topic to post questions and comments that relate to the Unit as a whole and which cannot be related to a particular Topic/Week of Semester. They may be questions or comments that the Unit Coordinator can respond to or other students may wish to respond.

iii "Assignments" (1 & 2) - Use these 2 Topics to post questions and comments to the Unit Coordinator and/or to fellow students that you may have in relation to the work to be done/material to be covered in relation to the two assignments in this unit. For Assignment 1 that relates to the material covered by

Roger Colbeck, the Unit Coordinator will pass on any questions and comments to Roger Colbeck and he will answer them using e-mail rather than WebCT Vista mail.

iv “Café” - The Unit Coordinator has opened this Topic so that you can communicate with other students with a view to getting to know everyone in the unit. Make postings to this Topic at the start. You should provide some information about yourself and what you are doing, what your interests are, what you think about the unit, current issues relevant to the unit that you may have seen on TV or read about in the press recently, etc. You should do your best to make it into a real café atmosphere (unfortunately the cappuccino’s will have to be virtual!). You should try to create an on-line community with other students. You will enjoy it!

v “Feedback” - The Unit Coordinator has opened this Topic so that you can make comments, suggestions and criticisms, which are anonymous. This is a VERY important facility so far as the Unit Coordinator is concerned for the following reasons. There may be issues that need to be addressed and a ‘Feedback’ Topic allows these matters to be identified so that the Unit Coordinator can respond appropriately and take action where necessary. Secondly, it allows you to make valuable contributions and to feel that your voice is being heard. Don’t hesitate to use the facility.

Other Topics may be opened by the Unit Coordinator as particular needs are identified throughout the Semester. If you think that a special Discussion Topic area is needed you should let the Unit Coordinator know.

3. Mail - If you wish to communicate with the Unit Coordinator privately, you should use the WebCT Vista Mail facility to do this OR you can send emails to the Unit Coordinator at: Barry.Hicks@utas.edu.au

4. Getting assistance with WebCT Vista

If you have difficulty in gaining access to or using WebCT Vista you can contact the Service Desk Tel: (03) 62 26 1818 (1300 304 903 Freecall – Tasmanian Land Lines only) or send an e-mail message detailing your problem to: servicedesk@utas.edu.au (you can use the on-line form to request help)

6. Details of Teaching Arrangements

There are three (3) contact hours per week in this unit which may be delivered by means of a two-hour Lecture and a one-hour Workshop. A class will be held on *Fridays* from *11.00am to 2.00pm* in Lecture Theatre 2 in the Commerce Building.

Rather than always having a Lecture of two hours’ duration, followed by a Workshop of one hour’s duration, a modified delivery method may be employed by the four (4) Lecturers from time to time for the three-hour class.

Depending on the requirements of the four (4) lecturers and the topic that is to be covered in a given week, the traditional lecture mode of delivery may be interspersed with a series of interactive sessions involving discussion, problem solving, examination of case studies and videos. The discussion questions, problems and case studies may be taken either from the prescribed textbook (at the end of each chapter there are ‘*Questions*’, ‘*Problems*’ and ‘*Case Studies*’) or, they will be provided by the lecturer (in the relevant class or in advance).

There may also be presentations arranged by guest lecturers who are experts/practitioners in particular fields such as financial planning, social security, loans and credit, and estate planning. You will be able to ask questions of these presenters and discuss relevant issues. These will form part of the weekly three-hour class.

In some classes, videos will be shown that relate directly to the material being covered in the lecture.

This method of teaching and learning is more in keeping with the actual process of financial planning and seeks to develop the essential skills that are needed by financial planners and those undertaking their own personal financial planning.

Occupational Health and Safety (OH&S)

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit you should refer to the University's policy at: http://www.admin.utas.wdu.au/hr/ohs/pol_proc/ohs/pdf

7. Learning Expectations and Strategies

School and University Expectations of Students

The School of Accounting & Corporate Governance is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities that students have as they pursue their studies. The University's 'Code of Conduct for Teaching and Learning' states:

*Students are expected to **participate actively** and positively in the teaching/learning environment. They must strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.*

To undertake this unit you **MUST** strive to meet the expectations of the School and the University as stated.

Lectures

These are a traditional way of coping with large classes. They are an efficient way of using the lecturer's time but are not a very effective way for you to learn. This is because they are necessarily periods of mostly uninterrupted talk by the lecturer with the emphasis on what the lecturer says or does. Your role is relatively passive and there is normally little two-way communication, so it is difficult for you to know how much you are learning. This does not mean that lectures are not useful. They are, but you should understand their limitations. Again, do not expect to learn all you need to know by just attending lectures. It is mostly what you do before and after the lectures and workshops that really consolidates your knowledge.

Workshops

Workshops are designed to develop your skills in applying the knowledge you have gained from lectures and private study. Come along to all workshops prepared to answer questions from the Lecturer and participate in discussion, question sessions, problem solving exercises, examination of case studies and videos. Take every opportunity to interact with the Lecturer and with other students when the opportunity arises. This will help you to gain confidence and understanding and develop important skills.

Preparation for Weekly Classes

The three-hour classes will build on assigned readings. The readings from the required text are listed in the Study Schedule. As mentioned above, these readings may be supplemented by additional materials that will be handed out by the lecturers, placed in Reserve in the Morris Miller Library or made available on WebCT Vista.

Because weekly classes build on the assigned readings it is essential that you pre-read before each class. It will be assumed that all students have undertaken the required reading and class time will be used to expand on the material covered in the readings and to introduce new material.

As such, reading the text and any additional materials provided by the lecturers should not be viewed as a substitute for attending weekly classes. The final examination will cover both the material from the text and the additional materials, as well as any other material introduced and examined in the three-hour classes.

In addition to pre-reading before classes, all students are expected to participate in the discussion, problem solving exercises and the examination of case studies and videos that form an important part of the weekly classes. It is by these means that students can begin to acquire and practise the skills they need for implementation of the 'six step financial planning process' used by financial planners.

Self-Study – Your Commitment

Most of your learning will be done independently and away from the lecture theatres. This is a feature of a reflective approach to learning and will be achieved through your reading and written work. An approximate allocation of the time for your work and study could be:

Reading before the class	2 - 3 hours
Consolidating materials after the class	3 - 4 hours
Preparing for workshop activities and	3 - 4 hours

Assignments

Your attempts at assignment questions are a particularly important part of your learning activities so you must allocate sufficient time to doing them. Answering the questions will help you to:

- develop your problem solving skills;
- discover where you have learning difficulties;
- keep up with the pace of lectures; and
- be prepared for the weekly workshops and the examination.

Complete the answers to the assignment questions conscientiously so that we can both find out where your difficulties lie. Because these are learning activities, we expect you to make some mistakes but help from the Lecturers should resolve many problems. Do not leave major areas of difficulty until the end of the semester. Seek assistance early.

Your private study can be more effective if you work with a friend or informal study group. Private study need not be a solitary experience.

You are expected to *take responsibility for your own learning*. Information about the Faculty's philosophy on teaching and learning is set out in Part 2 of the Faculty's Guide for Students (available at the WebCT Vista site for the unit).

8. Assessment

Your performance in this unit will be assessed by two (2) assignments and by a final examination. The weighting of these components is set out in the Assessment Schedule below.

Assessment Task	Percentage Weighting	Date Due
Assignment (1) – 2,500 words	20%	11 September, 2006
Assignment (2) - 2,500 words	20%	9 October, 2006
Final examination	60%	

Assessment Details

Assignment 1

<i>Task Description:</i>	Written in-depth analysis of the application of superannuation rules to a factual scenario.
<i>Task Length:</i>	2,500 Words
<i>Link to Unit's Learning Outcomes:</i>	2, 3, 4 and 5
<i>Assessment Criteria/Guidelines:</i>	Interpretation of the scenario, identification of relevant issues, application of superannuation rules, preparation of a written report. Logically argued and clearly presented.
<i>Due Date:</i>	12.00 noon on Monday 11 September, 2006.

Assignment 2

<i>Task Description:</i>	Written in-depth analysis and evaluation of home loan products and features for two prospective borrowers undertaken in the capacity of a member of the Financial Planning Association of Australia (FPA), acting on the requirements and instructions of the borrowers as outlined in a factual scenario. Identification and application of the FPA Code of Ethics and Rules of Professional Conduct to the factual scenario and the provision of financial planning advice to the prospective borrowers.
<i>Task Length:</i>	2,500 Words
<i>Link to Unit's Learning Outcomes:</i>	1, 2, 3, 4 and 5
<i>Assessment Criteria/Guidelines:</i>	Interpretation of the scenario and the requirements of the borrowers, identification of relevant issues, preparation of a written report outlining appropriate and useful advice in accordance with the requirements of the borrowers. Logically argued and clearly presented.
<i>Due Date:</i>	12.00 noon on Monday 9 October, 2006.

Final Examination

The examination for this unit will be of three (3) hours duration and will cover the entire syllabus. The examination will consist of:

- 60 multiple-choice questions [MCQ's] 20 Marks [50%]
- 6 short answer questions 20 Marks [50%]

The purpose of the examination is to enable students to demonstrate a breadth of understanding across all of the unit material at an independent level. It assesses the knowledge that you have obtained from undertaking the unit, your communications skills in presenting knowledge and your problem-solving skills in answering the questions posed.

Particulars in relation to the style of the MCQ's and the short answer questions will be provided on WebCT Vista towards the end of the semester.

The final examination is conducted by the University Registrar in the formal examination period. See the Current Students homepage at the University's website for details.

You are advised to make any necessary arrangements with employers now for time off during the examination period to sit this examination. Your participation at the scheduled time is not negotiable unless there are exceptional circumstances.

Assessment/Learning Outcomes/Generic Graduate Attributes Matrix

Learning Outcome		Assignment 1	Assignment 2	Exam
LO 1			✓	✓

	LO 2	✓	✓	✓
	LO 3	✓	✓	✓
	LO 4	✓	✓	✓
	LO5	✓	✓	✓
Generic Graduate Attributes	Knowledge	✓	✓	✓
	Communication	✓	✓	✓
	Problem-solving	✓	✓	✓
	Social responsibility		✓	✓

9. How your final result is determined

The marks for each of the two (2) assignments and the final examination are added together to determine your final result. You must submit the two assignments and undertake the examination and achieve an overall mark of at least 50% to pass the unit. As the two assignments are compulsory, you will not be permitted to sit the final examination without submitting both assignments.

Standardisation

In order to maintain the high reputation of the School of Accounting & Corporate Governance in the wider community – educationally, academically and by business - the School does not standardise student results. Rather, the School expects high standards of their students, and insists that students devote sufficient time and effort to their studies throughout the semester to achieve grades of pass or higher on merit.

10. Submission of assignments

The pre-printed assignment cover sheets supplied by the School Office **MUST** be signed, dated and attached to both assignments before they are submitted. The assignments must be placed in the Assignment Box for the School of Accounting & Corporate Governance on Level 5 of the Commerce Building, French Street, Sandy Bay.

You **MUST** keep a copy of each of your assignments as even in the most perfect of systems, items occasionally go astray.

Assignments are to be in typewritten form and should otherwise follow the guidelines for submission of assignments in the *'Guide for Students'* issued by the *Faculty of Business*. Copies of the Guide are available at the WebCT Vista site for the unit.

11. Penalties

Over-length assignments

Students should take care not to exceed the word limits for the two (2) Assignments as passages in excess of the maximum word limit will NOT be marked.

Late Submission of Assignments

Penalties for late submission (without prior permission) are the deduction of 10% of the graded mark for each day, or part thereof, that the assignment is late. Work commitments are not considered an acceptable reason for failing to submit an assignment on time.

12. Requests for Extensions

The *Guide for Students* issued by the Faculty of Business (referred to above under 'Submission of Assignments'), contains details not only about the presentation of assignments, but also about procedures to follow if you wish to request permission to submit assignments after the due date/s. Extensions of time will only be granted on medical or compassionate grounds and must be made in writing to the Unit Coordinator on the School's "Assignment Extension Form- Application for Late Submission" which is available at:

<http://www.utas.edu/accg/studentres.htm>

Medical certificates or other evidence, which supports the application, must be attached to the Form.

13. SETL

SETL is the University's Student Evaluation of Teaching and Learning program. SETL is a system for feedback from students to academic teaching staff to help in the formulation and development of unit organisation and teaching. This program serves as the main systematic way for students to tell the University what they think of units they study and the teaching they receive. For further information about SETL see the University Web site at:

<http://www.admin.utas.edu.au/HANDBOOKS/UTASHANDBOOKS/STUDINFO/studeval.html>

SETL questionnaires will be administered in the last class in Week 13.

14. Academic referencing

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence (see below).

The appropriate referencing style for the unit is explained in the *Guide for Students* issued by the Faculty of Business (see above).

For information on presentation of assignments, including referencing styles see:

<http://www.utas.edu.au/library/assist/gpoa/gpoa.html>

15. Plagiarism

The University has issued the following statement on plagiarism and academic integrity. Please read the following statement. Should you require clarification you should see the Unit Coordinator.

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own, for example:

- using an author's words without putting them in quotation marks and citing the source;
- using an author's ideas without proper acknowledgment and citation; or
- copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see <http://www.utas.edu.au/universitycouncil/legislation/ord9.pdf>

The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

For further information on this statement and general referencing guidelines, see: <http://www.utas.edu.au/plagiarism/>

Useful resources on academic integrity, including what it is how to maintain it, are also available at: <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>

16. Further information and assistance

School Ombudsperson

If you have any concerns about this unit then in the first instance you should discuss the matter with the Unit Coordinator. However, if you do not feel comfortable approaching the Unit Coordinator, or if you do have a discussion with the Unit Coordinator and are dissatisfied with the outcome, then you may contact one of the following people who also teach in the School of Accounting & Corporate Governance and are ombudspersons for the School:

Simone Bingham
Room: 421, Commerce Building, Hobart
Telephone: 62 26 2314
E-mail: Simone.Bingham@utas.edu.au

David Moore
Room: A, 259 Launceston
Telephone: 63 24 3558
E-mail: David.Moore@utas.edu.au

Student Complaints and Appeals

There are a number of avenues available to students who have not been able to resolve a concern to their satisfaction through informal means. You can obtain information about these processes from:

<http://www.utas.edu.au/studentconcerns/>

Difficulties with Studies, Personal Problems, Disability and Illness

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, disability or illness which may affect your course of study, you should raise this with the Unit Coordinator and/or one of the following *Student Services Staff* as soon as possible:-

Learning Skills Adviser, Student Counsellor, Careers Adviser and/or Disability Adviser

Student Services staff are located as follows:

Hobart - Top floor of the Student Union/Association Buildings - Ph: 6226 2697 Fax: 6226 2059

Launceston - Ground Floor Student Centre Kerslake - Ph: 6324 3787 Fax: 6324 3788

Information about services and support for students that is provided by the University may be obtained from the University Website: <http://student.admin.utas.edu.au/services/index.html>

If you have a disability you may apply to the Examinations Officer for 'alternate examination arrangements' due to the disability. A formal application form must be completed and is available from the Examinations Officer on each campus. The Examinations Officer in conjunction with the relevant Head of School is responsible for approving alternative examination arrangements.

Students with Disabilities – University and Faculty Equity Plans

Goal 1 of the University of Tasmania Equity Plan 2004-2006 provides for: "An inclusive teaching and learning environment that values diversity, supports the pursuit of academic excellence and produces high quality education and employment results for all students and staff". The Faculty of Business Equity Plan facilitates the University Plan at an operational level and has developed an 'Action Plan'. The Action Plan for Goal 1 lays down procedures to ensure that students have equal access to lecture and course materials. The School of Accounting & Corporate Governance complies with these procedures.

Financial Planning Association of Australia (FPA) – Student Membership

Student Membership is currently available to any student currently undertaking full-time studies in an appropriate financial planning, finance, business or commerce course. Application forms for student membership are subject to assessment and are available from:

<http://www.fpa.asn.au/files/AppGeneral.pdf>

Student members may access FPA services and facilities and they receive copies of the FPA Magazine. The requirements for membership are, that students should lodge an application form and fee with the FPA together with evidence of the "full time" course being undertaken [a letter from the University or a certified copy of your enrolment form] and a Certified copy of their Student ID. Student membership fees for the 2006/2007 year have been set at \$26. Further information about membership and the FPA is available from the FPA internet site at: <http://www.fpa.asn.au/>.

There is also an office of the FPA in Tasmania:

C/- Robyn Jerram (Tues, Wed, Thurs), PO Box 1245 Rosny Park TAS 7018. Ph: 62 44 7699.

Unit Prize

There is a prize of \$1,000 awarded to the student who receives the highest mark for the Unit. The prize is kindly donated by the Hobart Chapter of the Financial Planning Association of Australia (FPA). The prize is awarded at an end of year function conducted by the Hobart Chapter.

17. Unit schedule

Wk No.	Class Date	Lecturer	Topic	Reading
1	21/7	Barry Hicks	Financial planning environment. Compliance and Ethics	Chs 1,2 & 5
2	28/7	Barry Hicks	Financial planning environment. Compliance and Ethics (cont)	Chs 1,2 & 5
3	4/8	Roger Colbeck	Financial planning skills	Ch 2, 3, 4 & 18
4	11/8	Roger Colbeck	Financial planning skills (cont)	Ch 2, 3, 4 & 18
5	18/8	Belinda Williams	Taxation	Ch 6
6	25/8	Roger Colbeck	Superannuation	Ch 15
7	1/9	Roger Colbeck	Superannuation (cont)	Ch 15
		<i>4 September – 8 September</i>	<i>Mid-Semester Break</i>	
8	15/9	Roger Colbeck	Retirement Income Streams <i>*Assignment 1 due: Mon 11 Sept</i>	Ch 15
9	22/9	Stuart Graham	Non-Superannuation Investments	Chs 7, 8 & 9
10	29/9	Barry Hicks	Credit & Home Ownership	Chs 10 & 11
11	6/10	Stuart Graham	Social Security	Ch 16
12	13/10	Barry Hicks	Estate planning <i>Assignment 2 due: Mon 9 Oct</i>	Ch 17
13	20/10	Stuart Graham	Insurance	Chs 12, 13 & 14
			Examination Period: Saturday 28 October to Tuesday 14 November, 2006.	