



## Warnocks Continuing Professional Development Policy March, 2019

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### Approach to Continuing Professional Development

George Dingli and Karen Khor are the Directors of Warnocks Pty Ltd, ("Warnocks"), a Chartered Accountancy Company which is the holder of a limited Australian Financial Services Licence. George and Karen are also the Responsible Managers appointed by the company, and they are the sole Private Client Advisers.

George and Karen are also Members of Chartered Accountants Australia and New Zealand ("CAANZ") and Chartered Tax Advisers ("CTA"). As such, they are required to meet the separate, but mainly complementary CPD standards prescribed by each of these two bodies, and of course, the requirements of the Financial Adviser Standards and Ethics Authority ("FASEA").

As regards FASEA, with effect from 1 July 2019, Warnocks' policy requires George and Karen, as the Private Client Advisers, to complete a minimum of 40 hours of approved CPD in the 2019/20 financial year. For subsequent years, the minimum target is intended to increase.

The CPD to be undertaken in 2019/20 will include the minimum number of hours in each of the following categories prescribed by FASEA.

<u>FASEA CPD Category</u>	Minimum CPD hours per year
Technical Competence	5
Client Care and Practice	5
Regulatory Compliance and Consumer Protection	5
Professionalism and Ethics	9

The choice of CPD undertaken is intended to be sufficiently diverse to ensure that Private Client Advisers cover the breadth of knowledge required in their role. For information, the table at Annexure One of this document sets out the relationship between the FASEA CPD categories and the ASIC Knowledge Areas for reference.

Approved CPD can comprise:

1. Content provided by Kaplan Professional online
2. Taxation Institute of Australia Seminar attendance
3. CAANZ workshop and Seminar attendance
4. Other CPD specifically approved and accredited by Warnocks
5. Up to 15 hours per financial year of CPD not accredited with reference to sources 1-4 above

### Process for approving FASEA CPD activities and allocation of CPD hours

- a. CPD hours provided by Kaplan Professional, the Taxation Institute of Australia, and CAANZ, will be counted as approved CPD, provided that the activity relates to a FASEA CPD area.
- b. the activity must relate to one of the FASEA CPD areas

- c. The activity has sufficient intellectual or practical content
- d. The activity deals primarily with matters related to the provision of financial product advice, financial advice services and financial advice business
- e. The activity is led or conducted by one or more persons who are appropriate, and have sufficient standing, expertise, academic qualifications and practical experience
- f. The activity is designed to enhance skills in areas that are relevant to the provision of financial product advice and financial advice services

#### Approach to plans:

Private Client Advisers are required to have an annual plan setting out their CPD requirements to be achieved in a financial year. The CPD plan is to be designed specifically for the Private Client Adviser and their professional education needs.

The plan will aim to

- g. Identify areas for improvement,
- h. Identify areas for development and extension of the Adviser's competence, knowledge and skills, and
- i. Describe the qualifying CPD activities the Adviser will complete during the CPD year to achieve those improvements

#### Private Client Advisers and the Chartered Accountants Program

For Advisers who have recently completed their CA Program, a CPD Plan will be developed to ensure they continue to improve and develop their knowledge and skills commensurate with the advice they provide. Advisers completing their CA Program part way through a CPD year, will meet CPD requirements on a pro-rata basis.

#### Record Keeping

Warnocks uses the Kaplan Professional Education Online tool, supplemented by a separate record for CPD from non-Kaplan sources, to record CPD suitable for FASEA, CAANZ and TIA.

When claiming hours for professional reading / podcasts / video / non-accredited webinars etc. (capped by FASEA at four hours per year) the following information is to be recorded in a Professional Reading Journal – refer to attached Annexure Two:

- j. List in chronological order the author's / presenters name, title, journal or newspaper if relevant, name of publication, place of publication, year of publication and page numbers / web link;
- k. Describe how the CPD has enhanced the Adviser's knowledge and skills;
- l. Document the date the Adviser completed the professional reading relating to one or more of the FASEA CPD areas;
- m. Record the approximate number of hours spent on professional reading / listening / viewing; and,
- n. Document the number of CPD hours claimed per year for engaging in Professional reading or listening to podcasts on financial planning issues.

Annexure One: FASEA CPD Areas

FASEA category	ASIC RG146 Knowledge Area	
Technical competence	<ul style="list-style-type: none"> <li>• Personal taxation issues</li> <li>• Superannuation</li> <li>• Self-managed Super Funds</li> <li>• Retirement Income Streams</li> <li>• Securities</li> <li>• Derivatives</li> <li>• Managed Investments</li> <li>• Estate Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security</li> <li>• Life Insurance</li> <li>• Margin Lending</li> <li>• Fixed Interest</li> <li>• Foreign Exchange</li> <li>• General Insurance</li> <li>• Deposit products &amp; non-cash facilities</li> </ul>
Client care and practice	<ul style="list-style-type: none"> <li>• Financial Planning</li> <li>• Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Practice management</li> </ul>
Regulatory compliance and consumer protection	Structured compliance in: <ul style="list-style-type: none"> <li>• Generic knowledge</li> <li>• Personal taxation issues</li> <li>• Superannuation</li> <li>• Self-managed super funds</li> <li>• Retirement income streams</li> <li>• Securities</li> <li>• Derivatives</li> <li>• Managed investments</li> <li>• Estate planning</li> </ul>	<ul style="list-style-type: none"> <li>• Social security</li> <li>• Life insurance</li> <li>• Margin lending</li> <li>• Fixed interest</li> <li>• Foreign exchange</li> <li>• General insurance</li> <li>• Deposit products &amp; non-cash facilities</li> <li>• Financial planning</li> </ul>
Professionalism and Ethics	<ul style="list-style-type: none"> <li>• Ethics</li> </ul>	
General	<ul style="list-style-type: none"> <li>• Generic knowledge</li> </ul>	

Annexure Two: Professional reading journal; July 2019 – June 2020

Date of publication	Article Name Author Name Journal / Book reference	How the CPD has enhanced your skills and knowledge	FASEA CPD Category	Number of hours spent on CPD activity	Number of CPD hours being claimed	Date CPD completed