

A cluster of overlapping, semi-transparent green circles of various sizes on the left side of the page, with a single smaller green circle floating to the right.

Take a
fresh look at
ASFA Learning

CORPORATE TRAINING RG 146 COMPLIANCE CONTINUING PROFESSIONAL DEVELOPMENT
INDUCTION FINANCIAL PLANNING ADVICE QUALIFICATION
WORKSHOPS FLEXIBLE ONLINE STUDY SUPERANNUATION
EDUCATION CPD TAILORED SOLUTIONS TRUSTEE TRAINING ACCREDITATION
PROGRAM SUPER FOUNDATIONS SKILLS REVIEW AND ASSESSMENT LEGAL UPDATE

Welcome to ASFA Learning

Australia's finance sector is one of the country's highest performing industries. The sector employs over 408,000 people, which represents 3.7 per cent of Australia's total workforce population.

It is an exciting and challenging time to be a participant in the financial services industry, with the projected growth of superannuation assets to grow to \$3 trillion over the next decade, the first wave of baby boomers moving into retirement, the increased regulatory focus on superannuation via the *Stronger Super* recommendations, and the growing need for trained staff to effectively engage with members and assist them with their retirement goals.



Education and training is a key plank to enable the industry to meet the new regulatory obligations, standards and environment.

ASFA Learning is responding to the changing financial services environment by updating its qualifications to ensure that they reflect the latest changes and allow students and organisations to complete their studies in a flexible environment. Students can now choose to study at any time during the year and are no longer fixed to a traditional semester timetable.

Another initiative we are proud of is our launch of e-learning products. They provide the tools and flexibility to study online at a time that suits the student. These products include the new quarterly online SuperCPD product, RG 146 Superannuation Essentials and ASFA's new series of Super Induction online modules.

ASFA has also launched its new Diploma of Financial Planning, developed in consultation with some of Australia's leading financial advice providers. This diploma caters for advisers who provide scaled advice through to those who provide full retirement and financial planning.

With access to government funding for eligible employees and a track record of customising training across organisations, ASFA Learning has the skills, capacity and flexibility to meet whatever training needs you have.

Please take a look through this brochure and visit our website to find out more about how ASFA Learning can partner with you for your ongoing training needs.

Pauline Vamos
ASFA CEO

Your career with ASFA Learning

As the peak body for the superannuation industry, ASFA is committed to the highest levels of professionalism and integrity. For over 20 years, our training and development arm, ASFA Learning has been fostering the superannuation professionals of tomorrow; many of whom are leaders in the industry today.

ASFA Learning offers a range of products and services to suit you, no matter what stage of your career. Whether you're new to super and looking for superannuation basics, or you're a director or trustee looking for specialised training, ASFA Learning offers education and training solutions for the diverse needs of people working within the superannuation and finance industry.

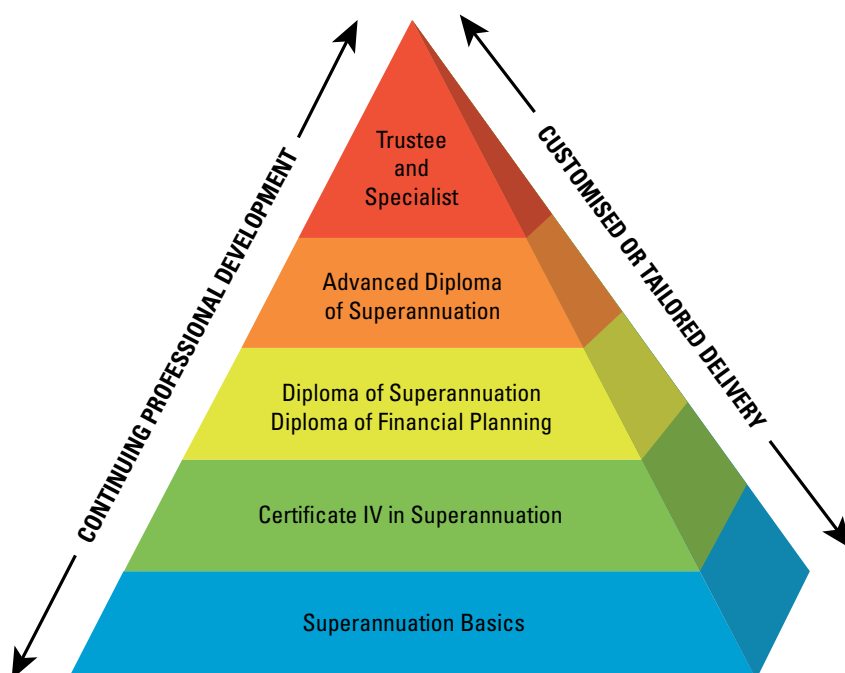
As a registered training organisation (RTO), ASFA Learning offers nationally recognised qualifications, including Certificate IV in Superannuation, Diploma of Superannuation, Diploma of Financial Planning and an Advanced Diploma of Superannuation.

To ensure that you remain up-to-date with industry developments, ASFA Learning also offers a range of Continuing Professional Development (CPD) solutions. At ASFA we believe that CPD is a career-long approach to planning, maintaining and developing knowledge and skills. It is an all-encompassing practice that incorporates structured learning, assessments, participation in discussion groups and committees and professional reading. Not only is the continuing development of your knowledge and skills essential to your growth as a professional, it is important you remain compliant with ASIC's Regulatory Guide 146 and APRA's 'Fit and Proper' policy. ASFA Learning has set benchmarks in education and CPD to meet these ongoing compliance requirements.

ASFA Learning is also able to work with you to develop a fully customised offering to meet the specific training needs of your organisation. We have the opportunity to access government funding which may, in some instances, enable organisations to deliver training on a cost-neutral basis.

ASFA will continue to provide valuable education and training solutions for the industry that are always timely, relevant and of the highest quality. We look forward to working with industry professionals to develop their skills and advance their careers.

ASFA's Career Development Pathway



Customisation and Government Funding

ASFA Learning knows that every organisation's training needs are different. That's why we partner with you to find a training solution that fulfils your specific requirements.

Course content, duration and delivery format can all be tailored to suit the specific needs of your staff and to ensure you get return for your training spend.

ASFA Learning has tailored hundreds of solutions including:

- Fully customised Certificate III in Financial Services
- Fully customised Certificate IV in Financial Services
- Fully customised Certificate IV in Superannuation
- Advice workshops
- Trustee briefings
- Delivery of RG 146 and ASFA Certificate IV in Superannuation

If you can't find a training solution or want to check out what we can do please contact ASFA Learning and one of our sales consultants will discuss the options available.

"In late 2007 we joined forces with ASFA to develop a customised Certificate IV in Financial Services. The course was specifically targeted towards our operations staff, and since our first enrolments in early 2008, it has proved to be very popular with over 130 staff having now completed the program.

Following the initial design phase, ASFA have continued to be a very active partner in the delivery of the program. They have consistently provided well-qualified and engaging presenters to facilitate selected modules, and their friendly and helpful support staff have made the administration side of the program easy. While it was important to get the initial design right, it has been the ongoing involvement of ASFA where we have seen the real benefits of our association."

Neale Gunning, Training Manager, Asset Servicing
National Australia Bank

Government Funding

As a nationally registered training organisation, ASFA is able to offer certified training under the Federal Government Apprenticeship program as well as under various state government skills programs.

For eligible staff, the Apprenticeship program can provide an organisation with \$4,000 to put their trainee through ASFA's Certificate IV Traineeship program.

Funding opportunities at State level varies between the states. ASFA can partner with you to determine your organisation's eligibility and apply for funding to upskill your workforce.

Conditions apply so please contact ASFA Learning to see how we can drive your training spend further.

New to super!

Newcomers to the superannuation industry often find themselves swamped by the jargon, legislation and general complexity of the industry. ASFA Learning has a variety of introductory courses, specially designed for new superannuation professionals to help understand how the industry operates, the participants at work and the regulatory landscape.

Super Induction **NEW!**

Super Induction is a series of online modules that will assist brand new starters understand the basic concepts of the superannuation industry, as part of their induction.

Super Induction is ideal as a technical add-on to an organisation's internal induction program, allowing you to teach your new staff about your business while ASFA Learning provides the technical background to the industry. The modules cover the following topics:

- Super and you
- Types of funds
- Superannuation regulation
- Contributing to super
- Insurance and investments
- Superannuation benefits

The six modules offer an interactive approach to learning through the use of games, animation and videos. Each module takes approximately one hour to complete and learning outcomes are achieved as you progress through each unit.

Need to know	
Delivery	Flexible online e-learning
Assessment	Online interactive
Certification	ASFA Certificate of Superannuation Induction

Super Foundations

Super Foundations is a one-day face-to-face workshop ideal for new entrants to the superannuation industry, or anyone wanting a general understanding of how the industry operates.

The workshop is facilitated by ASFA Learning's industry leading trainers, who will provide you with a thorough understanding of the fundamentals of the superannuation industry. Super Foundations covers the following topic areas:

- What is superannuation – the history, government policy, the main players
- Industry regulation and trusteeship – the rules, the regulators, the role of the trustee
- Fund and benefit design – accumulation vs defined benefit, lump sums vs pensions
- Tax and benefits – what the special tax rules are, how benefits are taxed

Super Foundations is also ideal for those who work in a supporting role such as marketing and communications and human resources.

Need to know	
Delivery	One-day workshop
Assessment	Not applicable
Certification	ASFA Certificate of Superannuation Foundations

ASFA Learning Qualifications

ASFA is a registered training organisation (RTO), which allows us to deliver training, conduct assessments and issue nationally-recognised qualifications from the Financial Services Training package.



We've recently revamped our qualifications so students can enrol at anytime and complete in a flexible timeframe that suits them. Following extensive industry consultation, we've also developed a brand new Diploma of Financial Planning which will equip you with the knowledge and skills to be work ready from day one.

Certificate IV in Superannuation (ASFA 100 Superannuation Principles)

UPDATED!

Since 1990, ASFA has offered its ASFA100 course which has been completed by over 12,000 industry professionals. Now mapped to a national Certificate IV qualification, this course remains the benchmark for superannuation participants requiring a comprehensive overview of the industry.

The course covers 10 topics ranging from the big picture, contributions and insurance through to regulation and benefit payments. At the end of the course students should be able to display a sound knowledge and understanding of the Australian superannuation system.

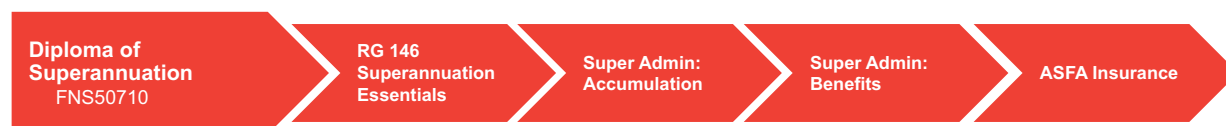
Need to know	
Delivery options	<ul style="list-style-type: none"> • Three-day workshop – public and corporate • Flexible online • ASFA Government Funded Traineeship program (eligibility requirements apply)
Assessment	Online assessments and assignments
Certification	Certificate IV in Superannuation

Diploma of Superannuation

UPDATED!

ASFA's Diploma of Superannuation is a must for anyone serious about a career in super. It is a nationally recognised qualification that is highly regarded and well respected by the industry's employers as it provides job readiness for those new to the industry and those seeking career advancement.

The Diploma consists of four subjects, which combined focuses on all aspects of superannuation:



Need to know	
Delivery	RG 146 Superannuation – Three-day workshop (public and corporate) or flexible online Super Admin: Accumulation – Flexible online Super Admin: Benefits – Flexible online ASFA Insurance – Flexible online
Assessment	Each subject has online assessments and assignments
Certification	Diploma of Superannuation

Diploma of Financial Planning

NEW!

ASFA's Diploma of Financial Planning has been designed to give trainee financial planners and advisers the most relevant tools and materials available to prepare for work in the financial advice industry.

The Diploma which comprises of four subjects, will equip participants with the technical skills, people skills and compliance knowledge to provide clients with optimal advice outcomes and to build long-lasting adviser-client relationships.



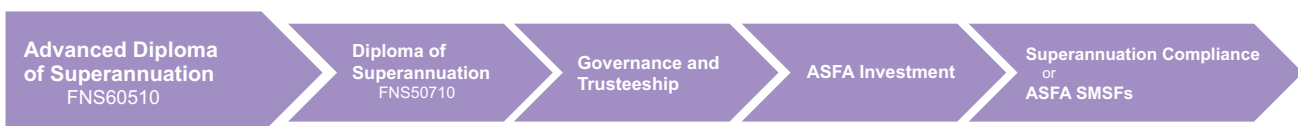
Need to know	
Delivery options	<ul style="list-style-type: none"> • Flexible online (all subjects) • Subjects can also be delivered through a three-day corporate workshop • ASFA traineeship program (Victoria only)
Assessment	Each subject has online assessments and assignments Personal Advice Skills Assessment can also be completed
Certification	Diploma of Financial Planning

Advanced Diploma of Superannuation

NEW!

The Advanced Diploma of Superannuation builds on the knowledge gained in the Diploma of Superannuation and is a prestigious qualification for senior managers, trustees and compliance professionals.

The Advanced Diploma comprises of two core subjects that cover Governance/Trusteeship and Investment, and then a choice of one further elective: either Self-managed Super Funds or Compliance.



Need to know	
Delivery	Flexible online (all subjects)
Assessment	Each subject has online assessments and assignments
Certification	Advanced Diploma of Superannuation

RG 146 Compliance and Continuing Professional Development (CPD)

From meeting your initial RG 146 requirements to demonstrating continuing professional development, ASFA Learning has got you covered.

RG 146 Superannuation Essentials **NEW AND IMPROVED!**

This course arms you with both the generic knowledge and specialist superannuation knowledge to provide general advice in superannuation. It covers ASIC's superannuation competencies as well as social security, the economic environment and retirement planning.

Ideal for compliance teams, marketing specialists, contact centre and admin staff as well as individuals wishing to complete Diploma studies.

The course is now delivered in a fully integrated e-learning format which combines access to ASFA's course notes as well as online links to key sites, videos of ASFA trainers explaining benefit payments and social security and interactive activities.

So whatever your learning style, RG 146 Superannuation Essentials is your flexible learning tool to meet your initial RG 146 training needs.

Need to know	
Delivery options	<ul style="list-style-type: none">• Flexible online• Three-day workshop (public and corporate)
Assessment	Online assessments and assignments
Certification	RG 146 Superannuation Essentials

RG 146 Revisited **NEW!**

This course gives individuals a vehicle to update their knowledge and re-gain their ASFA RG 146 qualification.

This is for individuals who have gained their initial RG 146 over three years ago and have no evidence of maintaining their competency.

Students will have access to the latest version of the RG 146 Superannuation Essentials notes and are required to complete a final open book assessment to confirm their understanding of the key information required under ASIC guidelines.

Need to know	
Delivery	Flexible online
Assessment	Online assessment
Certification	RG 146 Superannuation Essentials
CPD Points	Six CPD points

RG 146 Maintenance **NEW!**

The financial services industry and superannuation in particular is a rapidly changing environment and the need for industry participants to stay up-to-date is essential.

ASFA has delivered half-day RG 146 Maintenance workshops to organisations for many years and by demand we are now scheduling half-day workshops in the major capital cities on a quarterly basis.

The workshops provide a good forum for discussing the major issues and changes affecting the industry and participants can earn extra CPD points by completing the optional online assessment.

Need to know	
Delivery	Half-day workshop, public and corporate
Assessment	Optional online assessment
Certification	Statement of attendance
CPD Points	Workshop three CPD points Assessment one CPD point

SuperCPD **NEW!**

Not only is the continuing professional development of your knowledge and skills essential to your growth as a professional, it is important you remain compliant with ASIC's Regulatory Guide 146 and APRA's Fit and Proper operating standards.

ASFA SuperCPD is a new and innovative solution to your CPD needs.

Updated quarterly, SuperCPD provides high quality and reliable content that will enable you to maintain, update and develop your knowledge and skills.

Each quarterly edition is comprised of at least eight topics, each of which offers subscribers the opportunity to achieve one CPD point upon completing the online assessment quiz relating to each topic.

Subscribers can choose the number of topics they wish to complete an assessment on each quarter giving them the opportunity to gain 28 CPD points per annum.

Topics will be presented in a variety of text and video content and is suitable for all.

Need to know	
Delivery	Flexible online multi-media
Assessment	Online assessment
CPD Points	Up to 28 CPD points per annum

Trustees and Compliance

ASFA has a range of courses that focus on trustees' needs for staying up-to-date. We also have training services to assist Compliance Managers with the tools to ensure staff are complying with key licensing and operation standards.

TrusteeKnowHow

This one-day workshop is ideal for new trustees as it provides an understanding of the practices, current trends and policies in the management of superannuation funds.

The workshop is also ideal for individuals in roles that assist the trustee function.

Need to know	
Delivery	One-day workshop – public or corporate
Assessment	Not applicable
Certification	ASFA Certificate of Attendance

Legal Update

Designed in conjunction with and facilitated by practising superannuation lawyers, this one-day workshop combines in-depth coverage of topics such as Trust Law, *SIS Act*, *Corporations Act* and regulatory guides with a practical application of how such regulations are administered by the courts and the regulators.

Legal Update is ideal for trustee boards as a forum to discuss fund trustee issues with expert ASFA facilitation.

Need to know	
Delivery	One-day workshop – public or corporate
Assessment	Not applicable
Certification	ASFA Certificate of Attendance

Investment Fiduciary Training

An investment fiduciary is someone who manages the assets of another person and stands in a special relationship of trust, confidence and legal responsibility.

This course seeks to promote a culture of fiduciary excellence and with the release of the MySuper proposals provides definition and clarity for a principles-based approach rather than a compliance based approach.

The course assumes that participants have a thorough working knowledge of the *SIS Act*, *Corporations Act* and Trust Law. As such the course is ideal for trustees, senior operations staff, investment managers, accountants and financial advisers.

Need to know	
Delivery	Online material followed by a one-day workshop
Assessment	Online multiple choice assessment
Certification	Accredited Investment Fiduciary

Advice under FSR

This half-day workshop looks at the FSR legislation, the requirements of holding an AFSL and the practical application of determining what is and what isn't personal advice when talking to fund members.

The workshop incorporates role plays and work-based member scenarios so participants can apply learning outcomes in a scenario relevant to their workplace. ASFA is able to develop and customise scenarios to ensure learning outcomes are relevant to your organisation.

Need to know	
Delivery	Half-day workshop – corporate
Assessment	Not applicable
Certification	ASFA Certificate of Attendance

Skills Reviews

ASFA offers Skills Reviews as individual assessments of authorised representatives and responsible managers to give Compliance Managers another layer of evidence that individuals are maintaining and applying technical knowledge and advice skills to the required standards.

Typically, the reviews are conducted through a one hour discussion between the ASFA assessor and the individual. The review covers a range of technical questions and advice scenarios as designed in conjunction with your organisation.

An overall management report will be provided as well as individual reports for each participant.

Need to know	
Delivery	Discussion based format
Assessment	Against criteria determined by organisation
Certification	Not applicable



The Association of Superannuation Funds of Australia Ltd

Level 6, 66 Clarence Street
Sydney NSW 2000

T: 02 9264 9300 or 1800 812 798 outside Sydney

F: 1300 926 484

E: learning@superannuation.asn.au

W: www.superannuation.asn.au

ASFA is a registered training organisation (RTO) offering formal learning and Continuing Professional Development (CPD) for the superannuation and financial services industries.

From induction programs and superannuation basics, through to Advanced Diplomas and accreditation of trustees and fiduciaries, ASFA Learning offers education for the diverse needs of people working within the superannuation and finance industry.



NATIONALLY RECOGNISED
TRAINING