

# Super Essentials Course Outline

Essential knowledge of the Australian  
superannuation system, anywhere, anytime



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Enquiries are to be made to The Association of Superannuation Funds of Australia Limited.

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# SUPER ESSENTIALS

## Course overview

The technical jargon, constantly changing legislation and the general complexity of the superannuation industry can be overwhelming. ASFA's Super Essentials course demystifies superannuation in a clear and interactive e-learning format and is ideal for anyone working in the super industry, or in any related field.

Broken into bite-sized modules, this on-demand self-paced course can be conveniently accessed on any device, at any time, to fit around study, family, life, and work commitments.

## What's covered in the course?

Super Essentials gives you a broad understanding of how super and the industry works. Upon completion it is expected learners will be able to display a knowledge and understanding of the following areas:

- The history of superannuation
- The importance of superannuation in retirement planning
- How the superannuation system works
- The different types of super funds and fund designs
- Governing rules and the role of trustees
- The different types of superannuation contributions and benefits
- The need for insurance
- Tax treatment of superannuation
- Asset classes, risk and the role of diversification

## Course outline

Super Essentials, comprising of 23 e-learning modules and a final quiz, covers the following topic areas:

Topic area	Modules
Overview of super	Introduction to superannuation History of superannuation Importance of superannuation Superannuation adequacy Superannuation entities Superannuation fund design Trusteeship and trust structure Trustees in a super fund
Legislation & regulations	Legislation in Australia Key legislation impacting superannuation Overview of superannuation regulators Choice of Fund
Contributions	Superannuation contributions Tax on superannuation contributions Superannuation co-contributions Low income superannuation tax offset

Topic area	Modules
Insurance and investment	Understanding insurance Understanding insurance in superannuation Introduction to investments Investments in superannuation
Benefits	Superannuation benefits Rollover of superannuation benefits Tax in superannuation
Quiz	25 questions on the content covered throughout all 23 modules. The pass mark for the quiz is 80 per cent (20/25) and learners will have two attempts to pass the quiz.

## Course entry requirements

There are no pre-requisites or entry requirements for Super Essentials.

## Super flexible learning

Super Essentials is delivered completely online in an interactive e-learning format that can be accessed on any device that has internet access – for study in the office, at home, or while travelling to and from work. Learners are also provided with factsheets and reference material within each course module.

## Course length

Super Essentials is self-paced, so while the modules give a suggested timing, every learner is different and should work at their own pace. To allow for study around work and personal commitments, learners have access to Super Essentials for three months to complete all 23 modules and the final quiz.

### **Time commitment**

The estimated time commitment is 13 hours (including self-paced study time).

Learners will need to set aside approximately 60 minutes a week to complete the entire course.

## Assessment

Quizzes at the end of each module allow learners to check their understanding and provide an indication of knowledge gained against the intended learning outcome.

A final quiz with 25 questions requires a pass mark of 80 per cent in order to successfully complete the course.

## Completion

Upon successful completion of Super Essentials, learners will receive an ASFA Certificate of Completion.

## Continuing Professional Development (CPD)

Learners receive 6 Continuing Professional Development (CPD) points upon successful completion of Super Essentials.

Continuing Professional Development (CPD) is a career-long approach to planning, maintaining and developing knowledge and skills needed to succeed in the competitive business world.

ASFA offers CPD solutions, including **courses, events, discussion groups** and **SuperCPD** – our online solution that keeps you up to date with the latest industry trends and developments.

## The Super Essentials advantage

Benefit from the knowledge and industry expertise of ASFA's onsite policy & research team who has ensured ASFA's Super Essentials course has up to date content incorporating all the 2017 legislative changes.

## Fees and charges\*

Member	Non-member
\$495	\$570

\* The above prices are inclusive of GST.

## Policies and procedures

Learners who enrol in an ASFA course are bound by our published policies and procedures, code of conduct and student handbook which can be accessed on our website at <https://www.superannuation.asn.au/learning/students>.