

Super Essentials Course Outline

Be super savvy, super-fast



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www.superannuation.asn.au/learning/students

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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 is your shortcut to understanding how super and the industry works.

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:

- What superannuation is and why it is important
- The different types of super funds and fund designs, and the role of the trustee
- The main government agencies who regulate the superannuation industry and the key legislation governing it
- The different types of contributions that can be made to superannuation funds
- The basics of investment as well as the important responsibilities of trustees when it comes to investments
- The role of insurance within the superannuation industry as well as the different types of insurance cover available to members
- The different types of superannuation benefits and how and when they are paid out.

Now everyone can be super savvy, super-fast

ASFA's Super Essentials course has been updated, streamlined, simplified and restructured to get you super savvy, super-fast. Now even more relevant, succinct and easier to follow, this is the most convenient way to understand super in a hurry.

Five reasons to love the new Super Essentials online course:

1. Clear, self-paced interactive e-learning format
2. Demystifies super in seven bite-sized modules (reduced from 23)
3. Accessible on any device, at any time
4. Clearly explained up to date legislative and technical information
5. Fast tracked eLearning in only 3.5 hours (previously 13 hours).

Anyone working in a superannuation role will benefit from the new and improved course, including client services/contact centres, administration, marketing and communications, HR and payroll, IT/operations and trustees. This user-friendly course also provides essential knowledge for anyone working in related areas including payroll providers, insurance companies, law firms, marketing firms and advertising agencies.

Course entry requirements

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

Super flexible learning

Super Essentials is offered as a choice of e-learning or virtual workshop formats to fit around busy schedules.

Flexible online learning

This fully online, self-paced e-learning course is accessible on any device at any time.

All modules can be accessed on any device that has internet access, so learners can study in the office, at home, or while travelling to and from work.

Virtual workshop

3-hour online virtual workshop + access to e-learning modules to reinforce learning and the online multiple choice quiz.

ASFA's virtual workshops are a live and interactive learning experience.

Participants can engage with industry-leading presenters who are experts in their field, together with their peers, just like they would at an ASFA face to face workshop. It is a unique opportunity to workshop ideas and concepts in a collaborative online environment facilitated by experts.

Virtual workshops are limited to 30 participants to allow for discussion, and to ensure that participants have ample opportunity to ask presenters questions.

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 7 modules and the final quiz.

Time commitment

The estimated time commitment is 3.5 hours.

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 multiple-choice 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 3.5 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 recent 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 www.superannuation.asn.au/learning/students.