Chartered Insurance Institute
Standards. Professionalism. Trust.

Paraplanning

Learning resources
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Contents

About Paraplanning

Working in the area of paraplanning requires specialist technical knowledge and skills defined in the Professional Map. The scope of the work covered in your role will be determined by the organisation in which you work and the area of personal finance in which you operate.

Learning by bands

This section outlines the Paraplanning competency standards for each of the four professional bands, together with links to relevant CPD learning, qualification units and other learning to help you prioritise and access your skills development.

The bands

The Professional Map is structured into 4 bands of experience, each describing the different level of impact professionals have in the work they do.

	Band 1	Band 2	Band 3	Band 4
Typical job roles	Front line staff, administrative and entry level roles	First line managers, team leaders, regulated and specialist roles	Middle managers, and senior technical roles	Senior leaders and business owners
Nature of work	Tactical, focusing on the day to day	Operational, with some complexity	Complex, with challenging requirements	Strategic, with a significant level of complexity and challenge
Sphere of influence	Line manager, immediate colleagues and customers/clients	Managers, colleagues, customers/ clients and external professionals	Wider range of stakeholders, both internal and external	Senior stakeholders from across the profession, customers, suppliers and regulators
Focus of activity	Deliver immediate and short-term outcomes	Directly create short-term value, contribute to longer-term value	Create medium to long-term value	Create long-term value
Focus of thinking	Gather and use information	Contribute to the thinking and analysis of information	Critically question information and evaluate it to make informed judgements and decisions	Develop evidence-based thinking, using qualitative and quantitive data to shape the future activity
Focus of knowledge	Knowledge of the principles of personal finance	Broad understanding of personal finance practice	Deeper understanding of the concepts of personal finance, with specialism in a functional area	Deep technical knowledge in an area, or an excellent understanding of the broader environment
Where time is spent	Customer/client services, providing information, handling data, following procedures	Issue identification, analysis and evaluation, proposal and delivery of solutions to agreed standards, and within agreed limits	Understanding the wider business context and risk, bringing strands of activity together, innovating	Developing strategies and plans, making complex judgements, considering the organisation and sector position
Breadth of focus	Team	Department	Area or responsibility/Organisation	Organisation/Profession/Wider society

Band 1

Competency standards

- I understand the role, duties and responsibilities of a paraplanner, how these differ from that of a planner or adviser, and the services they provide in meeting clients' needs and suitability
- I obtain straightforward client information and provide support to the financial adviser/planner to enable them to give accurate advice to clients
- I perform straightforward calculations to inform the financial plan
- I use template forms and reports to prepare straightforward information for analysis by a financial adviser/planner

Band 1 learning resources

Member CPD	Assess corporate e-learning*	Training and courses	Qualification units
	Planning	For more details on CII Training, please visit our website: www.cii.co.uk/learning/training/	Paraplanning (J09)

*Content held on the Assess platform is available to those with a corporate licence. Click on the links to find out more about the features and benefits of a corporate Assess licence or request a free trial.

Band 2

Competency standards

- I can explain the difference between different types of financial service, including regulated financial advice versus guidance
- I can explain the difference between the different types of regulated financial advice: independent, restricted, and execution-only
- I onboard new clients ensuring regulatory and compliance requirements
- I undertake straightforward research and perform relevant calculations to identify solutions to meet the client's needs and suitability
- I use client information to create basic straightforward financial plans and solutions
- I take into account all the relevant issues and suggest the most suitable solution for straightforward cases
- I ensure that solutions and recommendations are researched and appropriately signed off
- I liaise with providers and other relevant third parties in line with my organisation's policy
- I evaluate information provided by clients to identify my organisation's services and relevant products that best meet both the real and perceived needs of the client

Band 2 learning resources

Member CPD	Assess corporate e-learning*	Training and courses	Qualification units
Abridged Advice – Striking the balance between triage and full advice Investment planning; Boom in holiday lets and more	Regulation and ethics Planning	**CII Training** For more details on CII Training, please visit our website: www.cii.co.uk/learning/training/ **CII Accredited third party training** AIC Investment Company Accreditation	Award in financial planning (non-UK) (AWF) UK Financial services, regulation and ethics (CF1) Customer service in insurance (IF9) Paraplanning (J09) Financial services, regulation and ethics (R01) Financial planning practice (R06)

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Band 3

Competency standards

- I use my knowledge of product ranges, product providers and client demands and needs to identify optimal solutions to meet complex client requirements
- I understand complex arrangements and complex financial products and apply these to meet the needs of clients
- I take into account all of the required issues when selecting product providers for complex cases
- I assess and analyse client information, and consider different scenarios, to create financial plans and solutions
- I produce accurate and complex reports having evaluated the data
- I provide information to clients regarding proposed solutions, identifying the potential advantages and disadvantages for the client
- I evaluate and review the performance of my client's financial affairs and make appropriate suggestions for improvements
- I issue documentation in an accurate and timely manner for complex, high-net-worth clients

Band 3 learning resources

Member CPD	Assess corporate e-learning*	Training and courses	Qualification units
Cryptocurrencies. They're mint, aren't they? Helping clients understand the real shape of their retirement Five Themes That Will Be Critical In 2022 Financial Planning Trends You Simply Can't Ignore in 2022 Lifetime Mortgages – Strategies for Managing Wealth Retirement – New Era, New thinking Business Relief: The SIX Golden Rules The UK Savings Market	Planning	**CII Training** For more details on CII Training, please visit our website: www.cii.co.uk/learning/training/ **CII Accredited third party training** AIC Investment Company Accreditation	Paraplanning (J09) Financial planning practice (R06)

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Band 4

Competency standards

- I review and analyse product provider results and ratings in order to make recommendations to meet clients’ needs
- I analyse complex financial products and schemes to evaluate if they meet the client's needs
- I support the design of financial plans for clients with complex wealth management portfolios covering multiple 'what if' scenarios
- I assess clients’ future needs, suitability and service requirements within my area of the business and proactively respond to these
- I develop and provide comprehensive administration guidance to clients who have complex requirements
- I develop and make recommendations for the annual client service cycle, including what it should contain and what is considered best practice
- I identify and anticipate changes to product ranges and market requirements, and recommend appropriate action to meet clients' needs and suitability

Band 4 learning resources

Member CPD	Assess corporate e-learning*	Training and courses	Qualification units
Putting Guidance in to Practice – A PTS Interpretation of the FCA Guidance Consultation Pension Death Benefit Nominations - The Importance in Financial Planning The DBAAT Debate Transfers in Drawdown Later Life Lending - Raising the Standard Protect, Repair and Recover – de-risking Defined Benefit transfer advice Pension transfers – Look before you leap DB or not DB - that is the question… Holistic Care Advice - a helping hand Unregulated Care Advice – the critical start of the journey Opening the door to business protection Exploring transfer to a WPS – Opening the can of worms Regulation and Reality - Turning principles into practise Putting Guidance in to Practice – A PTS Interpretation of the FCA Guidance Consultation		**CII Training** For more details on CII Training, please visit our website: www.cii.co.uk/learning/training/ **CII Accredited third party training** AIC Investment Company Accreditation	

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Member CPD

Here you will find links to Member CPD available related to this competency.

Webinar: Abridged Advice – Striking the balance between triage and full advice

Article: Investment planning; Boom in holiday lets and more

Webinar: Cryptocurrencies. They're mint, aren't they?

Webinar: Five Themes That Will Be Critical In 2022

Webinar: Financial Planning Trends You Simply Can't Ignore in 2022

Webinar: Helping clients understand the real shape of their retirement

Webinar: Lifetime Mortgages – Strategies for Managing Wealth

Webinar: Retirement – New Era, New thinking

Webinar: Business Relief: The SIX Golden Rules

Webinar: The UK Savings Market

Webinar: Putting Guidance in to Practice – A PTS Interpretation of the FCA Guidance Consultation

Webinar: Pension Death Benefit Nominations - The Importance in Financial Planning

Webinar: Transfers in Drawdown

Webinar: Later Life Lending - Raising the Standard

Webinar: Protect, Repair and Recover – de-risking Defined Benefit transfer advice

Webinar: Pension transfers – Look before you leap

Webinar: DB or not DB - that is the question…

Webinar: Holistic Care Advice - a helping hand

Webinar: Unregulated Care Advice – the critical start of the journey

Webinar: The DBAAT Debate

Webinar: Exploring transfer to a WPS – Opening the can of worms

Webinar: Opening the door to business protection

Webinar: Regulation and Reality - Turning principles into practise

Webinar: Putting Guidance in to Practice – A PTS Interpretation of the FCA Guidance Consultation

Assess corporate e-learning

Assess is the Corporate Learning Management System from CII, including hundreds of digital learning units on technical insurance, regulatory and compliance content, together with a wide range of wider business skills.

If you already have an Assess licence through your employer, you should be able to access the following modules relevant to this competency.

If your organisation does not have an Assess licence and would be interested in acquiring one, you can sign up for a free trial here: ciigroup.wufoo.com/forms/k17wqe99089pcpi/

Here you will find Assess corporate e-learning listed under the Learning by bands section in one place.

Planning

Planning

Regulation and Ethics

Regulation and ethics

Training and courses

The diversity of our course programme and breadth of corporate services makes us a one stop-shop training provider. We work in partnership with employers to develop relevant and cost-effective training solutions that are driven by business needs and deliver lasting results.

CII Training

For more details on CII Training, please visit our website:
www.cii.co.uk/learning/training/

CII Accredited third party training

AIC Investment Company Accreditation

Qualification units

Here you will find all Qualification units listed under the Learning by bands section in one place.

If you are a current member you can also view non-printable PDFs of each study text here:

www.cii.co.uk/learning/support/cii-study-texts (PIN required to login).

Diploma in Financial Planning

Paraplanning (J09): https://shop.ciigroup.org/paraplanning-j09--j09.html

Financial services, regulation and ethics (R01): https://shop.ciigroup.org/financial-services-regulation-and-ethics-r01--r01.html

Financial planning practice (R06): https://shop.ciigroup.org/financial-planning-practice-r06--r06.html

Certificate in Financial Planning

Award in financial planning (non-UK) (AWF): https://shop.ciigroup.org/award-in-financial-planning-non-uk-awf-awf.html

UK Financial services, regulation and ethics (CF1): https://shop.ciigroup.org/uk-financial-services-regulation-and-ethics-cf1-cf1.html