

## **MODULE 1**

# **FOUNDATION IN FINANCIAL PLANNING WITH BEHAVIOURAL PSYCHOLOGY OF FINANCIAL PLANNING**

**(2025)**

## Topic 1 – Introduction to Financial Planning

- 1.1 The development of the financial planning profession in Malaysia and throughout the world
- 1.2 The nature of financial planning
- 1.3 The range of financial planning services
- 1.4 Providers of financial planning services
- 1.5 Users of financial planning services
- 1.6 The profile of a competent financial planning professional
- 1.7 Marketing a financial planning business

## Topic 2 - The financial planning process

- 2.1 The six-step financial planning process
- 2.2 Establish and define relationship with the client
- 2.3 Collect the client's information
- 2.4 Analyse and assess the client's financial status
- 2.5 Develop and present financial planning recommendations to the client
- 2.6 Implement the financial planning recommendations
- 2.7 Review the client's situation

## Topic 3 - Analytical Tools for Financial Planning Professionals

- 3.1 Economic concepts relevant to financial planning
- 3.2 Time value of money
- 3.3 Psychology of Financial Planning
  - 3.3.1 Attitudes, values, biases of clients
  - 3.3.2 Behavioural finance
  - 3.3.3 Sources of money conflict
  - 3.3.4 Principles of counselling
  - 3.3.5 General principles of effective communication
  - 3.3.6 Crisis events with severe consequences
- 3.4 Artificial intelligence and its impact on financial planning

**Topic 4 – Personal finance and liability management**

- 4.1 Personal financial statements and ratio analysis
- 4.2 Savings and emergency funds
- 4.3 Cash flow management and budgeting
- 4.4 Financing
- 4.5 Credit and debt management

**Topic 5 – Risk Management and Insurance Planning**

- 5.1 Principles of risks
- 5.2 Management of risks
- 5.3 Insurance needs analysis
- 5.4 Types of insurance
- 5.5 Main principles of insurance
- 5.6 Insurance policy and selection

**Topic 6 – Investment Planning**

- 6.1 Why do people invest?
- 6.2 Concept of risks and returns
- 6.3 Impact of market cycles on investments
- 6.4 Types and characteristics of investment vehicles
- 6.5 Portfolio management and investment strategies

## Topic 7 - Retirement and Children Education Planning

- 7.1 Retirement planning needs analysis
- 7.2 Establish retirement funding requirement
- 7.3 Sources of income during retirement
- 7.4 Strategies to be adopted to address shortfalls in retirement resources
- 7.5 Non-financial retirement issues
- 7.6 Education needs analysis
- 7.7 Education funding
- 7.8 Education savings vehicles

## Topic 8 – Estate Planning

- 8.1 The need for estate planning
- 8.2 Fundamental estate planning tools
- 8.3 Planning for divorce, unmarried couples and other special circumstances
- 8.4 Planning for special needs and circumstances
- 8.5 Islamic estate planning

## Topic 9 – Taxation Planning

- 9.1 Features of the Malaysian Income Tax System
- 9.2 Who is taxable – resident and non-resident?
- 9.3 Categories of taxable incomes
- 9.4 Determine chargeable income of a taxable person
- 9.5 Income tax computation and determine tax payable
- 9.6 Tax on properties and other assets
- 9.7 Tax administration and compliance

**Topic 10 – Regulatory Environment and Regulations relating to Financial Planning**

- 10.1 The financial system of Malaysia and regulatory authorities
- 10.2 Self-regulatory organisations
- 10.3 Professional associations for financial planning professionals in Malaysia
- 10.4 Roles and functions of the financial system
- 10.5 Types of rules and regulations
- 10.6 Rules and regulations affecting financial planning in Malaysia

**Topic 11 – Code of Ethics and Professional Responsibilities**

- 11.1 Professional ethics
- 11.2 FPAM's Code of Ethics and Professional Responsibility
- 11.3 The principles of FPAM Code of Ethics
- 11.4 Fiduciary standard and their applications
- 11.5 Guidelines on Conduct for Capital Market Intermediaries