

Advice Process III: Presenting the Recommendation

Purpose: This course is a compulsory element of the Certificate in Financial Services and aims to enable advisers to effectively provide financial advice and assist clients to implement solutions to their identified financial needs in order to maintain, protect and grow their wealth.

Course content:

- » Developing and preparing advice, solutions and recommendations
- » The six-step advice process
- » Client welcome and introduction including reason for meeting and agenda
- » Presentation of recommendation and financial plan
- » Paperwork and applications
- » Reviews and follow-ups
- » Closing the meeting

Learning outcomes:

On successful completion of this course, learners will be able to:

- » research and analyse the information gathered about the client's needs, objectives and financial situation in the fact find
- » develop a set of client recommendations and an appropriate financial plan
- » present the recommendations and financial plan to a client and obtain agreement and acceptance
- » utilise verbal communication skills to respond to client concerns and queries
- » substantiate the recommendations and advice provided
- » recommend suitable solutions to meet the clients needs
- » conduct a successful 'presenting the recommendation' meeting

This course is approved by the New Zealand Qualifications Authority under the provisions of the Education Act 1989, and Adviserlink Learning Ltd is accredited to teach it.

Delivery methods:

This course is designed to be delivered through a combination of individual study and in a classroom/workshop format led by an experienced facilitator. This course is not available through the Adviserlink distance learning programme.

Assessment:

Assessment for Classroom option:

Assessment	% of Overall Assessment
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Observed skills checklists and feedback sheets – peer review	100%
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Pre requisite/s:

Open entry, however, learners must have successfully achieved competence in the learning outcomes and competency elements contained in or equivalent to Advice Process I and II.

Dates of course/s:

Please refer to the course calendar on our website www.adviserlink.co.nz for the date/s and location of our classroom options.

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