TAG had been extended up to end June 2021 for company-sponsored candidates.
For company-sponored candidates, please contact SCI.

Singapore College of Insurance

DIPLOMA IN PERSONAL FINANCIAL PLANNING (DPFP)

Eligible to apply for IBF Qualified (Level 1) upon obtaining ChFC01/ DPFP01, leading to the award of Certificate in Financial Planning.

Eligible to apply for IBF Advanced (Level 2) upon obtaining DPFP, subject to experience requirement.

Online Training and Assessment

NET FEE FUNDING & TAG APPLICABLE, TERMS & CONDITIONS APPLY.

Dec 2020 - Mar 2021

Subject	Opening Registration Date	Closing Registration Date
ChFC01/DPFP01- ChFC05/ DPFP05 & DPFP05E	1 Dec 2020	10 Dec 2020

Comprises 6 modules (CHFC01/DPFP01 to DPFP05E)

ChFC01/DPFP01	Financial Planning: Process and Environment
ChFC02/DPFP02	Risk Management, Insurance and Retirement Planning
ChFC03/DPFP03	Tax, Estate Planning and Legal Aspects of Financial Planning
ChFC04/DPFP04	Investment Planning
ChFC05/DPFP05	Personal Financial Plan Construction
DPFP05E	Skills and Ethics for Financial Advisers

Updated 26: 7 Dec 2020

The DPFP programme provides financial advisory professionals with the requisite knowledge and skills of the processes, tools and concepts of financial planning, tax and investment planning. It also serves as an interim qualification and creates a seamless education progression pathway for SCI's candidates to achieve the premier professional designation of Chartered Financial Consultant®/Singapore (ChFC®/S) through exemptions.

Progress to Chartered Financial Consultant®/Singapore (ChFC®/S) programme awarded by SCI under licence from The American College of Financial Services by completing the following additional modules:

- ChFC06 Planning for Business Owners and Professionals
- ChFC07 Wealth Management and Financial Planning
- ChFC08 Financial Planning Applications
- ChFC09 Ethics for the Financial Services Professional

See the ChFC®/S brochure for more information at https://www.scicollege.org.sg/docs/chfc_brochure.pdf

ENTRY REQUIREMENTS

- At least 18 years of age;
- A minimum of 10 years of formal education; and
- Must have passed CMFAS Module 5, Module 8 and Module 9.

OVERVIEW OF MODULES

Candidates are required to complete five modules + an additional module focusing on Skills and Ethics.

ChFC01/DPFP01
Financial Planning: Process and Environment

Provides an overview of the financial planning process, including communication techniques, ethics, risk tolerance, time-value-of-money concepts and financial planning applications. It also offers an understanding of the role and responsibilities of a financial planner, along with some analytical skills to aid in financial decision making.

ChFC02/DPFP02
Risk Management, Insurance and Retirement Planning

Focuses on the use of risk management techniques in treating the risks faced by individuals. It also provides an outline of the basic insurance principles, as well as the various classes of insurance, given the importance of insurance in the risk management process. In addition, it presents the steps in insurance planning to equip the candidates with the knowledge on how to perform insurance planning services.

ChFC03/DPFP03
Tax, Estate Planning and Legal Aspects of Financial Planning

This module highlights the application of income tax laws relating to the transactions of individuals, as well as planning for minimisation and deferral of taxation for the clients.

This module also provides an overview of the legal aspects of financial planning, including common law relating to financial planning, as well as the laws governing successful estate planning. Cases representative of estate planning, including a study of the techniques of estate planning will be presented and discussed.

ChFC04/DPFP04
Investment Planning

This module covers the different risks and returns from the various forms of investments, as well as the types of investment strategies that can be taken, given the increasingly challenging investment environment. It also provides a systematic approach to investment planning and how to deal optimally in a volatile market.

ChFC05/DPFP05
Personal Financial Plan Construction

This module complements the theoretical aspects of financial planning by addressing key practice and plan construction issues. It outlines the essential skills needed to formulate a sound financial plan and how it can be effectively presented, so that it fulfils the clients' financial objectives and conforms to practice and ethical standards.

DPFP05E
Skills And Ethics For Financial Advisers

Ethics and professionalism are two important pillars of the financial industry. The first includes providing professional services and taking into consideration client's best interest. Next is legal compliance. It is important for the financial consultant to be able to see the relationship between ethics and law and how to apply them seamlessly.

DPFP candidates should register only for DPFP modules.

For exemption of modules, please refer to the SCI Website at: https://www.scicollege.org.sg/Exemption/SelectExemption

LECTURER FOR CHFC01/DPFP01, CHFC02/DPFP02 AND CHFC03/DPFP03

ALLEN LIM CHEN JYE

Besides his advisory and sales work, Allen is also a trainer and lecturer for the ChFC program in Singapore for IFPAS (Insurance and Financial Practitioners Association of Singapore), and FChFP program for APFinSA (Asia Pacific Financial Services Association). He is currently a council member of Insurance and Financial Practitioners Association of Singapore (IFPAS) overseeing the Education & Training Development for the members of the association. During his term in the office, he initiated the technical workshop, project writing and HNW course development in IFPAS to help raise the standards of the members. In 2019, Allen is being invited to be Vice Chairman of the International Certification and Standards Board (ICSB) of APFinSA (Asia Pacific Financial Services Association).

LECTURER FOR CHFC04/DPFP04

ROGER CHUA YEONG KWANG, CFA®, CA (Singapore)

Roger Chua Yeong Kwang, Chartered Financial Analyst (CFA)® and Chartered Accountant of Singapore, commenced his career with the Monetary Authority of Singapore before becoming a risk management consultant with Reuters to conduct treasury (covering all markets) and risk management workshops to financial institutions. He was an adviser with KMPG, having done MBO, corporate restructuring and equity deals. Roger has served as CFOs of several companies.

LECTURER FOR CHFC05/DPFP05

SAM LIM SIAM SONG, CLU®/S, ChFC®/S

Sam is a Financial Services Director with a Life Insurance Company with more than 40 years of experience. He is a qualified Chartered Life Underwriter (CLU),Chartered Financial Consultant (ChFC) and was awarded the ISO 22222 in Financial Planning by SCI.

He trains and lectures in Brunei, East & West Malaysia, Thailand, Vietnam, Hong Kong, Macau, Indonesia and Taiwan.

Sam contributes to the insurance industry regularly by serving in the executive council of IFPAS as the Organising Chairman of the 7th APLIC Congress in 2003.

TEACHER-STUDENT RATIO

Teacher-Student ratio is 1:30 maximum for the Diploma in Personal Financial Planning.

SCHEDULE

TABLE 1: TUTORIAL DATES AND TIME

Module	Lesson 1 (2 hrs)	Lesson 2 (6 hrs)	Lesson 3 (6 hrs)	Lesson 4 (7 hrs)
ChFC01/ DPFP01	15 Dec 20, 9 am -11am	21 Dec 20, 11 am - 6 pm	28 Dec 20, 9 am - 4 pm	4 Jan 21, 9 am - 5 pm
ChFC02/ DPFP02	15 Dec 20, 11 am -1 pm	6 Jan 21, 11 am - 6 pm	11 Jan 21, 9 am - 4 pm	13 Jan 21, 9 am - 5 pm
ChFC03/ DPFP03	15 Dec 20, 2 pm - 4 pm	18 Jan 21, 11 am - 6 pm	20 Jan 21, 9 am - 4 pm	25 Jan 21, 9 am - 5 pm
ChFC04/ DPFP04	15 Dec 20, 4 pm - 6 pm	27 Jan 21, 11 am - 6 pm	1 Feb 21, 9 am - 4 pm	3 Feb 21, 9 am - 5 pm
ChFC05/DPFP05	17 Dec 20, 9 am -11am	8 Feb 21, 11 am - 6 pm	10 Feb 21, 9 am - 4 pm	17 Feb 21, 9 am - 5 pm

TABLE 2: EXAMINATION DATES

Module	Examination Dates for All Intakes	Examination Time
ChFC01/DPFP01	04/25 Feb, 04/11/18/25 Mar 21	4pm - 6pm
ChFC02/DPFP02	04/25 Feb, 04/11/18/25 Mar 21	11am - 1pm
ChFC03/DPFP03	04/25 Feb, 04/11/18/25 Mar 21	1.30pm - 3.30pm
ChFC04/DPFP04	04/25 Feb, 04/11/18/25 Mar 21	4pm - 6pm
ChFC05/DPFP05	04/25 Feb, 04/11/18/25 Mar 21	11am - 1pm

SEQUENCE OF EXAMINATION ATTEMPTS

ChFC01/DPFP01 - ChFC04/DPFP04 can be taken in any order. However, ChFC05/DPFP05 and DPFP05E can only be taken together upon passing ChFC01/DPFP01- ChFC04/DPFP04.

COURSE DURATION

The Diploma In Personal Financial Planning is registered with the Committee for Private Education (CPE) as a 5-month part-time programme.

TABLE 3: COURSE FEES

Note: A one-time non-refundable registration fee of S$32.10 (inclusive of 7% GST) is applicable at the time of first admission into the programme.

FEE FOR DPFP MODULES (SELF-SPONSORED PARTICIPANTS ONLY). COMPANY-SPONSORED CANDIDATES PLEASE CONTACT SCI.

Module (Virtual Classes)	Fee Per Module (with 7% GST)	First Attempt Fee (with 7% GST)	TAG (valid until 31 Dec 2021)	
	Full Fee (Before funding)	Net Fee (After funding)	TAG eligible hours	Claimable amount
ChFC01/DPFP01-ChFC05/DPFP05	S$1,070.00	S$53.50 (until 30 Jun 2021) S$107.00 (1 Jul - 31 Dec 2021)	23 hours per module	S$230.00 per module
DPFP05E	S$107.00	S$5.35 (until 30 Jun 2021) S$10.70 (1 Jul to 31 Dec 2021)	3.5 hours	S$35.00

Only Singapore Citizens or Singapore Permanent Residents are eligible for funding

Payment must be made at the time of registering for the examination(s) at the SCI website at: https://www.scicollege.org.sg via credit card.

The course fee for each module covers i) first attempt fee, ii) access to e-book and e-mock examination papers and iii) 21 hours of online tutorials. One-time non-refundable registration fee is not included.

RETAKER FEE FOR DPFP COURSE ON A MODULAR BASIS	
Module (Assessment Only)	**Retaker Fee Per Module (with 7% GST)**
	(no funding applicable)
ChFC01/DPFP01-ChFC05/DPFP05	S$192.60
DPFP05E	S$53.50

ABOUT TRAINING ALLOWANCE GRANT (TAG)

The Training Allowance Grant (TAG) is administered by The Institute of Banking & Finance (IBF). Those who start on the DPFP subject before 31 Dec 2020 and who pass their examinations and fulfil ALL OTHER COURSE COMPLETION REQUIREMENTS (SEE PAGE 5) BEFORE 31 Mar 2021 for each of the subjects will be eligible for the TAG. SCI will apply for the TAG on behalf of self -sponsored candidates after they have FULFILLED THE COMPLETION REQUIREMENTS. The IBF will take about 4-8 weeks to process the TAG claim and credit it into the candidate's PayNow Account directly. So please make sure you provide us with your NRIC number and correct mobile number at the time of registration. For more details, please refer to the ***IBF website***. TAG is applicable only for Singaporeans and Singapore Permanent Residents.

FUNDING

(only for first examination attempt)

- Funded Under IBF Standards Training Scheme (IBF-STS)

Only Singapore Citizens or Singapore Permanent Residents are eligible for funding.

For 95% subsidy:
Course to commence between 8 Apr 2020 and 30 June 2021 and candidates to fulfil all the course requirements and pass all the examinations/assessments no later than 30 Sep 2021.

For 90% subsidy:
Course to commence between 1 Jul 2021 and 31 Dec 2021 and candidates to fulfil all the course requirements and pass all the examinations/assessments no later than 31 Mar 2022.

SKILLSFUTURE CREDIT

Not applicable.

TABLE 4: EXAMINATION DETAILS

Module	Examination Duration	Examination Format	Marks/ Grade Allocated	Pass Requirement
ChFC01/DPFP01-ChFC04/DPFP04	2 hours	100 Multiple-Choice Questions	100 marks	70%
ChFC05/DPFP05	2 hours	50 Multiple-Choice Questions (case-based)	50 marks	70%
Module	**Examination Duration**	**Examination Format**	**Marks/ Grade Allocated**	**Pass Requirement**
DPFP05E Skills and Ethics for Financial Advisers	30 minutes	30 Multiple-Choice Questions	30 marks	80%

ACCESS TO E-BOOKS/E-MOCK EXAMINATIONS

Candidates will be granted access to the relevant e-books and e-mock examinations via the SCI Online Global Classroom. Access to the study texts will be opened only upon registration for the examinations with payment.

Please take note of the current editions of the study texts that are used for the examinations.

Examination Code	Examination Title	Current Edition
ChFC01/DPFP01	Financial Planning: Process and Environment	2nd Edition
ChFC02/DPFP02	Risk Management, Insurance and Retirement Planning	2nd Edition*
ChFC03/DPFP03	Tax, Estate Planning and Legal Aspects of Financial Planning	5th Edition
ChFC04/DPFP04	Investment Planning	1st Edition
ChFC05/DPFP05	Personal Financial Plan Construction	1st Edition
DPFP05E	Skills and Ethics for Financial Advisers	

*3rd edition will be released in April 2021.

CPD HOURS

- ChFC01/DPFP01 to ChFC05/DPFP05: 23 CPD hours per module are awarded - 21 CPD hours for attending tutorials and 2 CPD hours after passing the examination.
- DPFP05E: 3.5 CPD hours are awarded - 3 CPD hours for online learning and 0.5 CPD hour after passing the examination.

MODE OF EXAMINATION

For each module (ChFC01/DPFP01-ChFC05/DPFP05), candidates are required to take the 2-hour examination based on the examination schedule shown in Table 2. As for the DPFP05E, the examination duration is 30 minutes. In our Confirmation Letter, we will release more details regarding the examination mode.

QUALIFYING REQUIREMENTS FOR DPFP

To qualify for Diploma in Personal Financial Planning (DPFP), candidates must fulfil the requirements below: -

1. Pass all examinations for the required modules within the DPFP programme.
2. Achieve 75% of the attendance for each module and be awarded a Certificate of Attendance.

RELEASE OF RESULT SLIPS AND CERTIFICATE PARCHMENT

Result slips will be emailed to the candidate within a week of the examination date sat for by the candidate.

The candidate will receive a SMART Certificate Parchment within a month after he has passed all the required modules (ChFC01/DPFP01 is exempted for Cert FPC holders).

SCI does not re-issue any certificate or result slip. You may apply for a SMART Letter of Certification (LOC) that provides certification of your examination records by logging in to your User Account at the SCI website via https://www.scicollege.org.sg/Account/Login. Select "Apply for Letter of Certification" and indicate the examination(s) which you wish to apply and complete the personal and payment details accordingly. Prevailing charge of S$23.50 (inclusive of 7% GST) is applicable for each application. Your application will be processed within 5 working days upon receipt of the correct payment and relevant supporting documents (where applicable). Please note that no refunds will be granted once the SMART LOC application is submitted.

APPEAL FOR EXAMINATION RESULTS

Please visit the SCI website at http://www.scicollege.org.sg for details.

DESIGNATORY LETTERS UPON ACHIEVING THE QUALIFICATION

Upon successful completion of the Diploma in Personal Financial Planning, the candidate will be entitled to use the designatory letters Dip SCI (DPFP).

CLAWBACK PROVISION, ADVISORY NOTE, STUDENT CONTRACT & WITHDRAWAL POLICY DURING AND AFTER COOLING-OFF PERIOD

Signing of Advisory Note & Student Contract

All candidates whether self-sponsored or company-sponsored are required to sign an Advisory Note as well as an electronic Student Contract with SCI before registering for the DPFP, the SCI offers a Cooling-Off Period of 7 working days from the date of signing the Student Contract. Should a candidate decide to withdraw from the subject registered for, within the Cooling-Off Period, he must notify SCI by way of electronic mail (e-mail). A full refund of 5% net fee paid including one-time registration fee of S$32.10 (inclusive of 7% GST) will be made within 14 days from the day of withdrawal in such instance. The date of withdrawal must fall within the 7 working days. No withdrawal is allowed after the cooling-off period.

In order for candidates to have a better understanding of the terms and conditions as stipulated in the Student Contract, SCI has introduced a video explaining the nature of such terms and conditions. All candidates are requested to watch this video.

Should candidates still have any doubts after watching the video, they can call SCI at 6221 2336 from 9:00 am to 5:00 pm on weekdays to seek further clarification.

ClawBack Provision (All fees are inclusive of 7% GST)

Please be advised that there is a clawback provision within the Student Contract. The SCI will clawback 95% of the subject fee (ie S$1,016.50 per subject: DPFP01-DPFP05) and 95% of the module fee which amounts to S$101.65 for DPFP05E from the candidate IF the candidate does NOT :

1. Pass all examinations for the required modules within the DPFP programme.
2. Achieve 75% of the attendance for each module and be awarded a Certificate of Attendance.

TABLE 5: DEADLINES TO PASS EXAMINATIONS

Subject	Examination must be taken and passed by
ChFC01/DPFP01	31 July 2021 (no exceptions will be granted)
ChFC02/DPFP02	31 July 2021 (no exceptions will be granted)
ChFC03/DPFP03	2 August 2021 (no exceptions will be granted)
ChFC04/DPFP04	3 September 2021 (no exceptions will be granted)
ChFC05/DPFP05 + DPFP05E	3 September 2021 (no exceptions will be granted)

Candidates can retake their examinations any number of times subject to the prevailing retaker fees as applicable.

However, do note that the TAG does not apply if candidates DO NOT attend the tutorials according to the schedule AND DO NOT PASS THE EXAMINATIONS BY 31 March 2021.

REGISTRATION AND RESCHEDULING POLICY

Candidates can register for all the courses ChFC01/DPFP01-ChFC05/DPFP05 between 6 Jan 2021 and 6 Mar 2021, attend the tutorials according to the schedule in Table 1 and sit for their respective examinations based on the schedule in Table 2.

FOR EXAMINATIONS

Candidates will be given one free-rescheduling to the next available examination date given in Table 2, if a written notice is given to us at least two working days before the actual examination date. An administrative fee of S$32.10 (inclusive of 7% GST) is applicable for late rescheduling. If the candidate fails again, he/she will be converted to a Self-Study candidate. Rescheduling can be done by the candidates on their own on our website.

FOR TUTORIALS

Candidates can re-schedule their dates on their own on our website, across the various intakes, subject to availability, at least 1 working day before the start date of each lesson for the respective modules.

IMPORTANT NOTE:
You will need to provide your full name (as shown in your NRIC), NRIC number, personal mobile number, RNF reference number and organisation/executive director's/agency director's name at the time of registration. All registrations are subject to review and the SCI reserves the right to reject any application. Once registered, no transfer request to the Diploma in Personal Financial Planning (DPFP) - Self Study (Assessment only) option is allowed.

ABSENCE ON DAY OF EXAMINATION

SCI will grant a "free reschedule" for the examination session if the candidate is absent from the examination owing to one of the following reasons:

- Medical grounds (self);
- Bereavement (immediate family member);
- Disabling accident or injury (self);
- Court appearance (self); or
- National Service (self) in accordance with the Enlistment Act (Chapter 93);

The completed application form should be submitted online at https://www.scicollege.org.sg together with the relevant documentary evidence (uploaded) within three working days from the date of the examination. Candidates will be given one free rescheduling to the next available date based on the schedule in Table 2. Please note that SCI accepts only valid medical certificates issued by registered medical practitioners or hospitals in Singapore.

CHANGES

There may be situations where it is necessary or desirable for SCI to make changes in conducting the module before or after your registration. Due to unforeseen circumstances, SCI, therefore, reserves the right to make reasonable changes to the schedules, location or academic staff specified for the module. In such circumstances, SCI will take reasonable steps to inform the Candidates of such changes.

PRIVACY POLICY

Please click here: https://www.scicollege.org.sg/Home/Policy

As the Institute of Banking and Finance (IBF) will appoint an independent audit firm to audit the training grants, any candidate may be selected by random for the audit. The appointed auditor may require information such as the candidate's NRIC and contact number. By registering for any of the examinations conducted by SCI, the candidate agrees to release any information required by the audit firm to the appointed auditor, and will participate in the audit.

GRIEVANCE PROCEDURE / DISPUTE RESOLUTION

Please refer to the SCI website at https://www.scicollege.org.sg for details.

IBF CERTIFICATION

IBF Certification is an industry endorsed mark of quality for finance professionals in Singapore. Individuals who successfully complete an accredited programme under the IBF-Standards Training Scheme ("IBF-STS") and meet the relevant criteria may apply for IBF Certification. The IBF Certification is awarded to practitioners who have acquired the relevant core competencies required for jobs in their respective industry segments, and are expected to uphold values of professional excellence, integrity and commitment to the industry.

Candidates who have successfully completed ChFC01 / DPFP01 are eligible to apply for IBF Qualified (Level 1).

Candidates who have successfully completed ChFC02/DPFP02 to ChFC05/DPFP05 + DPFP05E and have at least 3 years of Financial Planning experience are eligible to apply for IBF Advanced (Level 2). Please note that candidates should also have completed ChFC01 / DPFP01.

Singapore College of Insurance

9 Temasek Boulevard #14-01/02/03
Suntec Tower Two, Singapore 038989

General Enquiry: (+65) 6221 2336 (8.30am to 5.00pm)
Fax: (+65) 6220 6684

E-mail: talk2us@scidomain.org.sg
Website: www.scicollege.org.sg

CPE Registration No.: 199408491M
Period of CPE Registration: From 26 September 2019 to 25 September 2023

Information presented on this marketing material is correct at the time of publishing. However, changes to the programme contents, dates, time, duration and venue can occur owing to unforeseen circumstances. Every effort will be made to inform all candidates of such changes on a timely basis.