



Singapore College  
of Insurance

# *Introduction to* **Practical Techniques for Wills and Insurance Planning**



## ABOUT THE PROGRAMME

This one-day course is designed to provide participants with the foundational knowledge and practical skills in two important areas namely Will Writing and Insurance Planning.

## TARGET AUDIENCE

Financial advisers or practitioners with an interest in Will Writing and Insurance Planning as well as those keen to learn how Will Writing and Insurance Planning complement each other to ensure clients' needs are met and their loved ones are protected. A basic understanding of legal principles and financial concepts would be beneficial.



## DURATION AND ASSESSMENT

Only Training and Assessment route is available. There is no self-study route.

Programme Duration	Assessment
6 hours	<b>Format: 10 Multiple-choice Questions</b> <ul style="list-style-type: none"><li>• Duration: 15 minutes</li><li>• Pass Requirement: 70% or 7 correct answers</li><li>• Mode: On-site at the training venue</li></ul>

## PROGRAMME OUTLINE

- Insurance Planning
- Will Planning
- Fact Finding
- Techniques on Will Writing
- Test your Knowledge

## CPD HOURS AWARDED

6 hours upon successful completion of the course.  
An additional 15 minutes upon successful completion of the assessment.

## PROGRAMME FEE

### Net Fee payable to SCI (After Funding)

**S\$304.00**

(for Singapore Citizens aged 40 and above)

**S\$464.00**

(for Singapore Citizens aged below 40 and Singapore PRs)

### Funding/Clawback amount

S\$560.00  
(70% of course fee)

S\$400.00  
(50% of course fee)

Full Fee (with 8% GST) (Before Funding) S\$864.00

### FUNDING under IBF Standards Training Scheme (IBF-STS)

Only Singapore Citizens or Singapore Permanent Residents who are physically based in Singapore are eligible for funding.

#### For 70% course fee subsidies for Singapore Citizens aged 40 and above:

- Course to commence with effect from 1 January 2023 and candidates to fulfil all the course requirements as well as pass all the examinations/assessments no later than 120 calendar days from the respective course end date(s) as stipulated by the IBF funding policy.

#### For 50% course fee subsidies for Singapore Citizens aged below 40 and all Singapore Permanent Residents:

- Course to commence with effect from 1 January 2023 and candidates to fulfil all the course requirements as well as pass all the examinations/assessments no later than 120 calendar days from the respective course end date(s) as stipulated by the IBF funding policy.

### Important Note :

- For self-sponsored trainees, GST funding support has been removed with effect from 3 October 2022. In other words, self-sponsored trainees will have to pay the GST component in addition to the course fee for Course that commence from 3 October 2022.
- For candidate who opts for net fee funding, SCI reserves the right to claw back the full amount from the candidate if he/she does not successfully complete the programme within the stipulated deadline.

### IBF-STS Funding Quantum

Training Courses	Commencing 1 Jan 2023	
Eligible Individuals <sup>(1)</sup>	Singapore Citizens and PRs	Singapore Citizens aged <b>40 years and above</b>
Funding Amount for Direct Training Costs <sup>(2)</sup>	<b>50%</b> capped at S\$3,000 per participant per course	<b>70%</b> capped at S\$3,000 per participant per course

- <sup>(1)</sup> Individuals who (i) attend the course in the capacity of an instructor or facilitator, e.g. presenter / speaker / panelist, or (ii) civil servants are not eligible for IBF-STS funding.

- <sup>(2)</sup> Direct training cost would be based on the gross course fee charged by the external training provider or apportioned basic salaries of internal staff involved in developing and/ or delivering in-house courses. Qualifying expenses include training costs incurred for both executive and non-executive staff, as well as staff employed on a short-term basis (less than one year, inclusive of contract staff and interns). Apportioned basic salaries of full time in-house trainers involved in developing and/or delivering in-house courses will also be eligible for support.

Please refer to the [IBF website](#) for more details.

## PROGRAMME SCHEDULE

### Course Dates

10 January 2024, 9.00 a.m. to 5.00 p.m.

**Venue:** To be advised

**Training Mode:** In-person instructor- led programme

## PROGRAMME REGISTRATION

### Scan QR code to register



1. For company-sponsored participant, the Financial Institution will need to sign a Letter of Undertaking with the SCI before the registration can be confirmed.
2. For self-sponsored participant, he/she is required to sign a Clawback Contract with the SCI before the registration can be confirmed.

## RELEASE OF RESULTS AND SMART CERTIFICATE

Participants will receive their results immediately upon completion of the assessment. Upon fulfilling the attendance requirements for the module, a Certificate of Attendance will be issued within 5 working days after the lecture.

### About IBF Certification

This course addresses the following Technical Skills and Competencies (TSCs) and proficiency level:

Technical Skills and Competencies (TSCs)	Proficiency Level
Legal drafting and Writing#	Level 3

# Please note that Legal Drafting and Writing (Proficiency Level 3) is not a required skill for Financial Planners in the Skills Framework.

Participants are encouraged to access the [IBF MySkills Portfolio](#) to track their training progress and skills acquisition against the Skills Framework for Financial Services.

You can apply for IBF Certification after fulfilling the required number of Technical Skills and Competencies (TSCs) for the selected job role.

Find out more about IBF certification and the application process [here](#).



## PROGRAMME LECTURER

### Mr. Stephen Chew

Stephen is currently the Principal Consultant of Summit Planners Group of Companies, providing one stop integrated financial services to individuals and business owners. He obtained his ACCA in 1987 at the age of 21 and started lecturing in the Institute of Certified Public Accountants of Singapore in the same year. He has trained more than 30,000 Financial Practitioners on finance-related topics.

Stephen is the author of five books: "Taxation Relevant to Insurance Practitioner", "Estate Planning Relevant to Financial Advisors", "Planning for Business Owners and Professional" and two other books which were written to prepare students for professional accountancy examinations.

Stephen specializes in Corporate Risk Management and Estate Planning. On the area of Corporate Risk Management, Stephen has been involved in designing solutions for business owners to minimize risk, with a particular emphasis on risk avoidance, risk prevention and risk transfer.

In the area of Estate Planning, Stephen assists many individuals (both Muslim and non Muslim) to plan for their estates, particularly the provision of immediate expenses upon death, the preservation of estate, the enhancement of estate and most importantly the distribution of estate.

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Lecturer-Participant ratio is 1:20 maximum. All lecturers are lecturing on a part-time basis.





### **Singapore College of Insurance**

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



(+65) 6221 2336



talk2us@scidomain.org.sg



www.scicollge.org.sg



@sgcollegeofinsurance



/company/singapore-college-of-insurance



/SGCollegeofInsurance

Singapore College of Insurance

CPE Registration No.: 199408491M

Period of CPE Registration: 26-09-2023 to 25-09-2027

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 participants of such changes on a timely basis.