

Financial Planning Education Council Charter

Purpose

The Board of the Financial Planning Association of Australia (“the FPA”) has established a committee known as the FINANCIAL PLANNING EDUCATION COUNCIL (the “FPEC”). The overall purpose of the FPEC is to raise the standard of financial planning education and promote financial planning as a distinct learning area and a career of choice for new students and career changers. In particular, the FPEC will support and advise the Board on matters associated with development of an Australian Financial Planning University Curriculum and Standards, accrediting university courses against those standards and assisting the development of linkages between academia and the profession.

The Financial Planning Education Council has the authority to approve individual programs that satisfy requirements for admittance to the FPA membership category Financial Planner AFP® and for entry into the CFP® certification program. Programs recognised in this way are eligible for recognition with the Registered Trademark of the Financial Planning Education Council.

This Board approved charter governs the operations of the FPEC including roles and responsibilities, composition, membership, meetings and access to information.

Roles and Responsibilities

The roles and responsibilities of the FPEC are to:

1. Drive the development of university-level financial planning programs through:

- Development of accreditation requirements and curriculum requirements for the FPA’s range of ‘Approved Programs’, i.e. Development of an Australian Financial Planning University Curriculum based on the FPSB global curriculum
- Supervision of audit program and acceptance or modification of the audit panels’ reports
- Development of appropriate bridging course curriculum guidelines
- Encouragement of course development to support higher specialist study
- Ongoing monitoring of the curriculum and accreditation guidelines

2. Support the structures needed within the university environment to build financial planning as a discipline by:

- Establishing expectations of academic participation and providing support to academics in the profession
- Establishing mechanisms to channel funding for research in Financial Planning
- Develop/support initiatives to assist academics.

3. Encourage Industry Engagement with Academia by:

- Promoting the value of University and Industry partnership and links in Financial Planning
- Promoting the career of Financial Planning to University students
- Speaking on behalf of both academics and practitioners to Regulators such as ASIC and TPB
- Promoting conferences/activities that bring academia and professional practice together.

4. Consider any other matter referred to the FPEC by the Board.

The FPEC is not authorised to make decisions on behalf of the Board but will consider and make recommendations to the Board on matters within its own charter.

In all other respects, however, the FPEC is an independent body, with authority to make determinations as to accreditation of university courses in particular and to speak in its own right regarding education standards and accreditation and support of academics and universities, including research.

Resourcing the FPEC's activities is provided by the FPA and managed, within an approved budget, by an appointed FPA Staff Member (Head of Professional Designations at September 2013).

Reporting

The Committee shall report to the Board on an annual basis, summarising the work performed by the FPEC in the discharge of its duties and responsibilities and making any recommendations it considers necessary.

Composition

FPEC will seek to ensure broad representation of membership and may include representatives from:

- Higher Education Academic representation
- Professional financial planner representation
- Industry employer and business representation
- FPSB representation
- Regulatory representation
- Related professional body participation
- Community/consumer/media representation

FPEC will have no more than 12 members (including the Chair) and will seek a balance of academics and practitioners.

Appointments

The Chief Executive Officer of the Financial Planning Association attends FPEC meetings in an ex officio capacity.

The FPA Board will determine FPEC appointments in the manner it may determine from time to time.

In respect of determining representatives of the following groups, the initial approach will be:

- Higher Education academic representation:
The FPA will seek nominations through the Financial Planning Academics Forum as well as through direct invitations to universities with approved degrees.
- Professional financial planner and industry representation:
The FPA will call for nominations of practitioners with an interest in being involved in FPEC. Practitioners in this sense would include financial planning practitioners and compliance or learning and development staff from within FPA Professional Partners or Practices. The FPA ensure that there is representation from the relevant FPA Committee on the FPEC.

The individuals appointed to the FPEC by the FPA Board are appointed in their own right and not as representative of any employer institution.

An independent FPEC Chair will be a senior appointment from the university sector.

Nothing herein prohibits the FPA appointing one or more FPA Board members.

Term of membership

It is important that the Council membership continue to be broadly representative, regularly refreshed, and able to build on the accumulated corporate memory. Accordingly, it is envisaged that

- the maximum period of FPEC membership will be three (3) consecutive terms of 2 years each
- half of the FPEC membership will be appointed/re-appointed in July of each calendar year

The FPA Board retains a general power to terminate a person's membership of the FPEC.

Meetings

The FPEC will hold at least two regular meetings per year and such additional meetings at the Chairman may direct in order to fulfill its duties. These meetings will normally be held by teleconference.

A forward meeting schedule for the FPEC is to be submitted by management at least annually.

Draft agenda for all regular meetings of the Committee will be provided to the Chairman for review prior to being finalised. Every effort will be made to distribute papers for regular FPEC meetings at least five days prior to the meeting.

The chairman of the FPEC is required to call a meeting of the FPEC if requested to do so by any FPEC member or by the Board.

The FPA's Head of Professional Designations will be responsible for ensuring support for the FPEC and, in particular, will be responsible for arranging minutes of the meetings of the FPEC, and circulating the minutes to FPEC members.

A copy of all minutes will be made available to the Board within its regular meeting papers.

Access

The FPA shall provide appropriate information to the FPEC members as a matter of course taking into account privacy provisions. The FPA Board will allow for reasonable resources to assist the FPEC in carrying out its duties.

Conflict of interest

At each meeting, FPEC members and other attending the meeting will be invited to declare if they have a conflict of interest in relation to any matters listed for discussion. Any conflict of interest declared shall be recorded in the minutes and the FPEC will determine whether that conflict of interest should preclude the person making the declaration from involvement in discussion or decision of the relevant matter.

Confidentiality

All members of the FPEC shall sign a confidentiality agreement.

Assessment of FPEC's performance

An annual review will be undertaken of the effectiveness of the FPEC.

Review of the Charter

The FPEC should review the charter at least annually and refer any recommended changes to the Board for its consideration and approval or otherwise.

September 2013