

# Personal Finance qualifications

## Unit framework

This is the framework for our personal finance qualification units. They are grouped according to their difficulty, from level 2 through to level 6.

Depending on the qualification you want to achieve, you'll need to study a number of these units. Some of our qualifications require just one unit, while others require several.

### Non RQF



The following units are not registered as part of the UK's Regulated Qualifications Framework (RQF)

**(AWB) Award in bancassurance<sup>1</sup>**  
15 credits  
60 study hours

**(AWF) Award in financial planning<sup>1,2</sup>**  
15 credits  
60 study hours

**(AWP) Award in investment planning<sup>1</sup>**  
10 credits  
60 study hours

### RQF level: 2

CII credit level:  
Award



**(LF1) Life and pensions foundations**  
0 credits  
40 study hours

### RQF level: 3

CII credit level:  
Certificate



**(CF1) UK financial services, regulation and ethics**  
15 credits  
60 study hours

**(CF6) Mortgage advice**  
20 credits  
100 study hours

**(CF8) Long term care insurance**  
15 credits  
70 study hours

**(ER1) Equity release**  
15 credits  
70 study hours

**(FA1) Life office administration**  
10 credits  
60 study hours

**(FA2) Pensions administration**  
10 credits  
60 study hours

**(FA5) Individual savings account administration**  
10 credits  
70 study hours

**(GR1) Group risk**  
10 credits  
50 study hours

**(LP1) Life and pensions customer operations**  
15 credits  
60 study hours

**(LP2) Financial services products and solutions**  
20 credits  
100 study hours

**(LP3) Life and pensions principles and practices**  
10 credits  
50 study hours

**(R05) Financial protection**  
10 credits  
50 study hours

### RQF level: 4

CII credit level:  
Diploma



**(J02) Trusts**  
20 credits  
100 study hours

**(J03) The tax and legal aspects of business**  
20 credits  
100 study hours

**(J05) Pension income options**  
20 credits  
100 study hours

**(J07) Supervision in a regulated environment**  
20 credits  
100 study hours

**(J11) Wrap and platform services<sup>3</sup>**  
20 credits  
100 study hours

**(R06) Financial planning practice**  
30 credits  
100 study hours



**(J09) Paraplanning**  
30 credits  
100 study hours



**(J10) Discretionary investment management**  
20 credits  
80 study hours

**(J12) Securities advice and dealing**  
20 credits  
70 study hours

**(R01) Financial services, regulation and ethics**  
20 credits  
60 study hours

**(R02) Investment principles and risk**  
20 credits  
60 study hours

**(R03) Personal taxation**  
10 credits  
50 study hours

**(R04) Pensions and retirement planning**  
10 credits  
50 study hours

**(R07) Advanced mortgage advice**  
15 credits  
70 study hours

### RQF level: 6

CII credit level:  
Advanced Diploma



**(AF1) Personal tax and trust planning**  
30 credits  
150 study hours

**(AF2) Business financial planning**  
30 credits  
150 study hours

**(AF4) Investment planning**  
30 credits  
150 study hours

**(AF5) Financial planning process**  
30 credits  
150 study hours

**(AF7) Pension transfers**  
20 credits  
100 study hours



**(AF6) Senior management and supervision**  
30 credits  
150 study hours

**(AF8) Retirement income planning**  
30 credits  
150 study hours

### Study and assessment key

Assessment methods vary depending on the unit's level and subject matter. Each unit within the framework has been assigned an icon to identify the assessment method from the options below.



#### Multiple choice question (MCQ) exam

Study is based on a specified enrolment period, from 01 September–31 August. MCQ exams are available weekly at UK and selected international online exam centres, or twice-yearly in April and October at international paper-based exam centres. Head to your unit webpage to see if remote invigilation is available for your exam.



#### Written exam

Study is based on a 12 month enrolment period from the date of purchase. Written exams are held twice-yearly in April and October at UK and international exam centres.



#### Coursework assignments

Study is based on a 12 month enrolment period from the date of purchase. Candidates must pass three written assignments, each typically 2,000-3,000 words.

### Notes

1. Available to non-UK candidates only
2. Unit AWF is also available in Arabic, (AWA) and in Indian, (AWI)
3. Unit J11 will be withdrawn in April 2020.