

# CII Level 4 Certificate in Paraplanning

Qualification specification



Personal  
Finance  
Society  
Standards. Professionalism. Trust.

Thank you for considering study with the CII.

This specification summarises the purpose and the content of this qualification to help you decide whether it meets your learning needs. The qualifications section of the CII website, unit syllabus documents and CII policies provide further detail on the features summarised here.

## Qualification overview

The **CII Level 4 Certificate in Paraplanning** meets the specific needs of paraplanners by offering a dedicated qualification route that develops paraplanning skills and expertise and imparts advanced technical knowledge in a number of key advisory areas.

## Who is this qualification for?

- This qualification is particularly appropriate for:
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  - Paraplanners looking to further their knowledge and sharpen their skills.
  - New industry entrants, graduates or otherwise, aspiring to become paraplanners or looking for an entry route into financial planning.

## Benefits for individuals and employers

The Certificate supports existing and aspiring paraplanners to gain greater understanding of the importance of their role and the technical aspects of paraplanning.

## Summary of content

The Certificate involves completion of four compulsory units that cover the market and regulatory context, key principles of investment, personal taxation and the practice of paraplanning.

## Entry and professional completion requirements

### Entry requirements

There are no entry requirements for this qualification.

### Additional completion requirements

There are no additional completion requirements for this qualification.

## Qualification structure

### Regulatory units

You will need to complete one of the following units.

(R01) Financial services, regulation and ethics

*20 CII Credits*

(CF1) UK financial services, regulation and ethics

*15 CII Credits*

### Other compulsory units

You will need to complete the following three units.

(R02) Investment principles and risk

*20 CII Credits*

(R03) Personal taxation

*10 CII Credits*

(J09) Paraplanning

*30 CII Credits*

## Learning and assessment

### Learning materials provided

For units in this qualification, students typically have access to the following materials as part of their enrolment:

- Study text (printed and/or digital) with digital updates
- Exam guide containing a practice exam and guidance, or coursework guidelines
- RevisionMate online study support, including end of chapter tests

Additional or different resources may be available for some units.

### Study time

Specific study time guidelines are provided for each unit on its webpage and in the CII qualifications brochure. The notional Ofqual 'Total Qualification Time' for this qualification is 270 hours.<sup>1</sup> This represents the time a student might typically take to complete the qualification.

### Assessment format

Each unit, with the exception of J09 (Paraplanning), is assessed by a single multiple-choice on screen exam, tested year-round throughout the UK at a choice of over 40 centres and at selected international sittings.

J09 is assessed by three written coursework assignments.

The qualification award will be graded pass/fail.

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<sup>1</sup> 'Total Qualification Time' is a term that awarding organisations are required by Ofqual (the qualifications regulator in England) to use to describe the size of qualifications. <https://www.gov.uk/guidance/awarding-organisations-understanding-our-regulatory-requirements>

## Further information on learning and assessment for each unit

Please ensure that you refer to the individual unit syllabus for unit-specific details:

- learning outcomes and assessment criteria
- further reading and resources
- important notes, such as the tax and legislative position that will be assessed

This is available on each unit webpage, accessible from the qualification webpage: [www.cii.co.uk/cert-paraplanning](http://www.cii.co.uk/cert-paraplanning)

Please also select your unit from the webpage to find out about any unit updates.

## Important assessment policies

Details of terms and conditions which apply to candidates entering for assessments with the CII are set out on the CII website. By entering any assessment with the CII you agree to be bound by these terms and conditions and our assessment policies, which can be found in our exam and coursework policies pages:

[www.cii.co.uk/exampolicies](http://www.cii.co.uk/exampolicies)

<http://www.cii.co.uk/qualifications/assessment-information/coursework-policies/>

## Fair access to our qualifications

The CII acts at all times to ensure that no unfair barriers apply to those seeking to gain the qualifications it offers. If, due to disability or illness, you may require adjustments in order to access an assessment, please read the access arrangements and reasonable adjustments policy and contact the CII Customer Service team as soon as possible to discuss how we can meet your needs. Further details are provided here: [www.cii.co.uk/exampolicies/#Accessibility](http://www.cii.co.uk/exampolicies/#Accessibility)

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