



社團法人臺灣理財顧問認證協會

# 理財規劃書架構說明

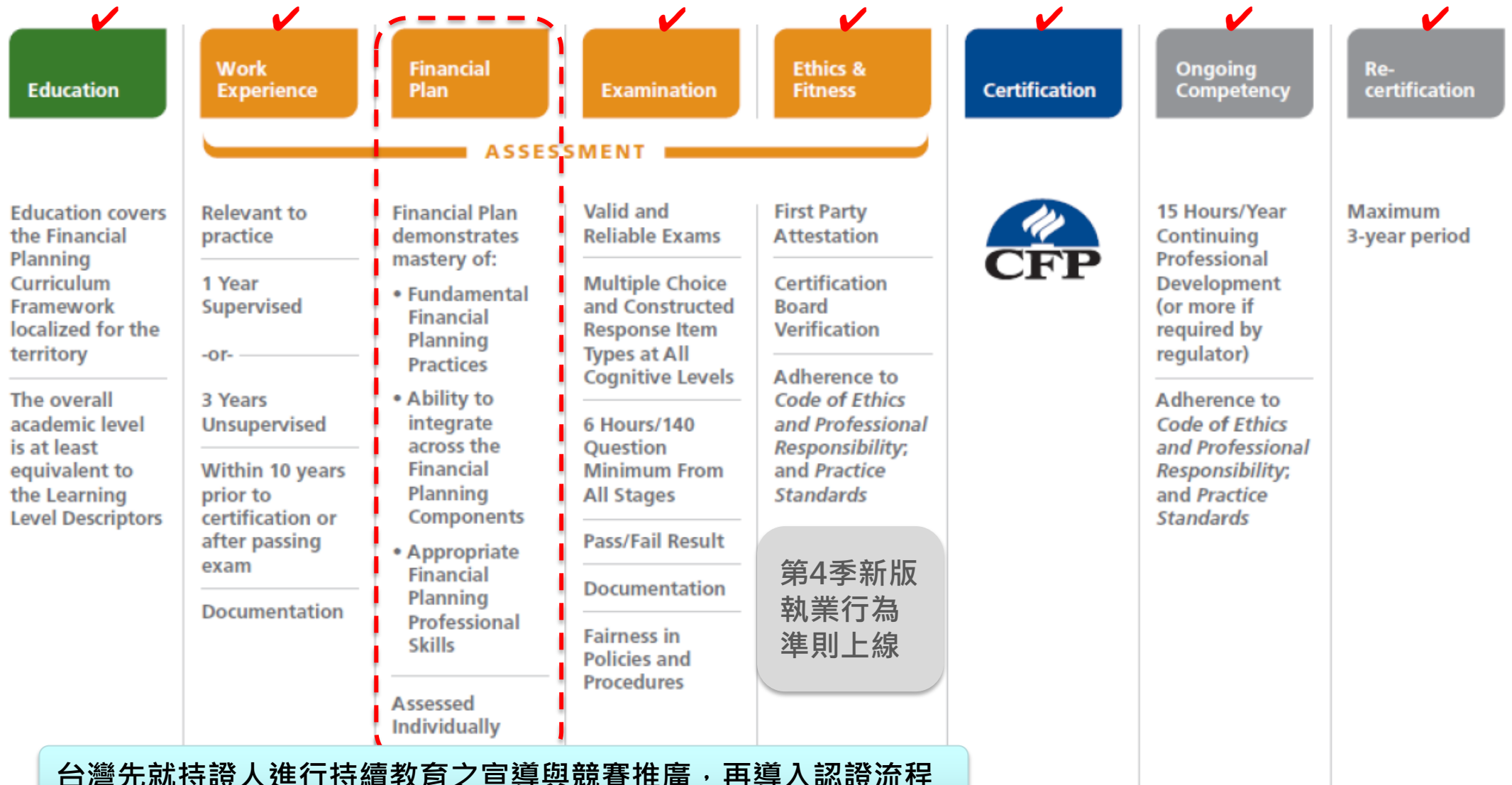
2023.6

# 大綱

- 1 CFP®認證架構與全球理財規劃標準
- 2 理財規劃實踐的標準（ DOING ）
- 3 理財規劃書的撰寫架構



# 2019年FPSB國際總會CFP®認證架構



# 2023年新版全球理財規劃標準(整合原4份標準為一體)

2023年4月公告  
2025年全面實施



備註：自第4-13頁摘自FPSB總會公告，中文翻譯僅供參考，原文可見附件，完整內容可見總會官網公告 <https://reurl.cc/Eo2mDK>。

# 2023年新版全球理財規劃標準之架構

## KNOWING

*Body of Knowledge*

理財規劃知識領域

理財規劃知識主題

理財規劃學習成果

CFP®顧問應瞭解並應用於有效實踐理財規劃的理論、方法和知識。

## DOING

*Standards of Practice*

理財規劃流程

理財規劃核心實踐、理財規劃實務標準

理財規劃顧問能力

理財規劃顧問專業技能

CFP®顧問應應用於勝任實踐理財規劃的流程、實踐、能力和技能。

## BEING

*Standards of Ethical Conduct*


理財規劃顧問的職業與道德行為準則

CFP®顧問應表現出的個人價值觀和行為，以勝任實踐理財規劃工作。

### 2018年全球理財規劃標準之架構



# 大綱

- 1 CFP®認證架構與全球理財規劃標準
- 2 理財規劃實踐的標準（ DOING ）
- 3 理財規劃書的撰寫架構

能夠勝任任何理財規劃專業人士的執業能力，客戶參與要求個人在以下方面應用適當的實踐標準：

- 理財規劃流程
- 理財規劃核心實踐
- 理財規劃實務標準
- 理財策劃師能力
- 理財策劃師專業技能

FPSB在以下每個領域都制定了標準，以便：

- 建立從事向客戶交付理財規劃的CFP®顧問所期望的實踐水準
- 建立專業實踐規範，並允許CFP®顧問一致地提供理財規劃
- 明確CFP®顧問及其客戶在理財規劃業務中各自的角色和責任

DOING：理財規劃實踐標準包含以下

#### Financial Planning Process

概述CFP®顧問將用於審視客戶情況並制定管理其財務事務的策略以滿足客戶個人目標的要素。



#### Financial Planning Core Practices

理財規劃流程的每個要素都要求應用至少一項理財規劃核心實踐，以告知實踐步驟與範圍。



#### Financial Planning Practice Standards

每個理財規劃核心實踐都由一個或多個理財規劃實踐標準支援。這些標準規定了CFP®顧問在理財規劃參與期間的合理期望與風控。

#### Financial Planner Abilities

一個稱職的CFP®顧問在理財規劃活動期間需要能夠執行的操作。

#### Financial Planner Professional Skills

CFP®顧問應具備的技能範圍，以專業身份勝任地為客戶提供建議並與其他專業人士互動。

# 理財規劃標準流程

- 理財規劃是制定策略以協助客戶管理其財務變化以實現個人目標的過程。
- 理財規劃的過程涉及在廣泛的理財規劃活動中，審視客戶財務方面的情況，包括經常相互衝突的目標之間的順序。

**FPSB 理財規劃流程中的六個重要步驟：**

1. 建立並定義與客戶的關係
2. 收集客戶的資訊
3. 分析和評估客戶的財務狀況
4. 制定理財規劃建議並將其提交給客戶
5. 實施客戶的理財規劃建議
6. 定期檢視客戶的執行方案情況

儘管六個要素各自獨立，但理財規劃過程是一個綜合過程。這意味著理財規劃過程中的元素，可以根據理財規劃專業人員與客戶之間的持續關係進行組合和(或)重新審視。





# 理財規劃的核心實踐範疇

## 建立並定義與客戶的關係

- 1：告知客戶理財規劃和CFP®顧問的服務、能力和經驗。
- 2：確定CFP®顧問能力和經驗是否能夠滿足客戶的理財規劃需求。
- 3：定義並與客戶就參與和溝通方法的範圍達成一致。

## 收集客戶的訊息

- 4：識別並闡明客戶所陳述的個人和財務目標、需求和優先事項。
- 5：收集與業務範圍相關的量化訊息和文件。
- 6：收集和了解客戶與價值觀、態度、期望和理財經驗/素養相關的定性資訊。

## 分析和評估客戶的財務狀況

- 7：分析客戶當前的財務狀況並評估客戶的財務訊息。
- 8：根據目標評估客戶陳述的個人和財務目標、需求和優先事項。
- 9：評估客戶的財務狀況和當前行動方案所帶來的機會、限制和風險。
- 10：識別和評估實現客戶陳述的個人和理財目標、需求和優先事項的策略。
- 11：與客戶澄清任何看似不切實際的陳述目標、需求或優先事項的可行性。

## 制定並提出理財規劃建議給客戶

- 12：提出建議，以實現客戶陳述的個人和財務目標、需求和優先事項。
- 13：提出建議，以便客戶了解每項策略如何解決客戶所陳述的個人和理財目標、需求和優先事項。
- 14：讓客戶參與討論影響實現既定個人和財務目標、需求和優先事項的推薦行動方案的能力的因素。
- 15：修改建議以納入來自客戶的反饋。
- 16：告知客戶建議可能會隨著個人條件或經濟、政治和監管環境的變化而變化。

## 實施客戶的理財規劃建議

- 17：與客戶就實施建議的優先級和責任達成一致。
- 18：識別並展示用於實施建議的產品和服務。

## 定期檢視客戶的執行方案情況

- 19：與客戶就審視客戶狀況和實現陳述的個人和理財目標、需求和優先事項的進展的方法和責任達成一致。
- 20：基於客戶情況的變化或陳述的個人和財務目標、需求和優先事項，或經濟、政治和監管環境的變化，與客戶更新建議。

# 理財規劃顧問之技能標準

## PS1 建立信任

在專業關係中建立信任

PS 101.通過行為，在與客戶和他人打交道時表現出誠實，公平和專業精神

PS 102.對客戶和他人負責的行為

## PS2 客戶參與

與客戶及相關方建立良好的關係

PS 201.對客戶表示支援、同理心和耐心

PS 202.在與客戶、相關方和其他方的接觸中達成共識

PS 203.有效處理客戶的異議和投訴

PS 204.通過提供指導和激勵，支援客戶實現理財規劃目標

## PS3 有效溝通

交流想法、意見、知識和數據，以便清晰而有目的地接收和理解資訊

PS 301.在與客戶互動時使用積極和反思性的傾聽和非語言技能，並花時間理解所提出的觀點

PS 302.以客戶、相關方和其他人可以理解和準確的方式口頭和書面傳達資訊和想法

PS 303.通過提出合乎邏輯和有說服力的理由，支持客戶實現理財規劃目標

## PS4 教練

就個人目標為客戶提供指導，並幫助客戶做出決定並採取行動

PS 401.激勵客戶做出決定並採取行動

## PS5 客戶宣導

將客戶需求放在首位，確保需求得到滿足

PS 501.了解客戶的需求，並提供滿足這些需求的財務規劃服務和產品

PS 502.代表客戶在執行專業活動中行使自主權和主動性

## PS6 批判性思維

積極和熟練地概念化，應用、分析、綜合和/或評估從客戶那裡收集的資訊

PS 601.分析事實以形成判斷

PS 602.分析和整合來自各種來源的資訊以得出建議

PS 603.隨著資訊或情況的變化調整思維和行為

## PS7 問題解決

識別和解決問題

PS 701.使用已建立的流程和/或方法來查找問題的解決方案

PS 702.根據需要應用數學方法或公式來確定解決方案

PS 703.在進行分析和制定策略時進行適當的研究

## PS8 決策

在兩個或多個備選方案之間進行選擇以達到最佳結果

PS 801.使用專業判斷、邏輯和推理來比較潛在行動方案的優勢和劣勢

PS 802.在可能的選項中選擇適當的行動方案

PS 803.在處理不完整或不一致的資訊時做出明智的決策

## PS9 精通技術

熟練使用現代技術，特別是理財規劃相關的軟體和工具

PS 901.有效地選擇和使用技術來吸引客戶並提供理財規劃

## PS10 情商

理解和管理自己和他人的情緒

PS 1001.了解自己並管理個人偏見

PS 1002.控制衝動，包括保持冷靜，不要對積極或消極的情況反應過度

PS 1003.了解並考慮客戶和相關方的感受

# 理財規劃顧問之能力標準

FPSB的CFP®顧問概述了一個稱職的理財規劃顧問在與客戶的理財規劃接觸中應該能夠執行的工作，無論實踐類型，環境，地點或方法的補償。

理財規劃專業人員利用一種或多種理財規劃能力，除了與工作相關的技能、態度、判斷和知識外，還可以使用理財規劃流程及其所包含之理財規劃核心實踐、理財規劃實踐標準和理財規劃顧問專業技能等。

以下是FPSB所列出的理財規劃顧問能力標準，在理財規劃知識領域內整合運用。

1. 理財規劃原則、流程和技能	2. 財務管理
<div>1. 應用理財規劃流程</div> <div>2. 在與客戶和第三方的交易和關係中表現出應有的職業道德</div> <div>3. 在符合法律、慣例和要求的狀況下，將職業道德原則、實踐標準和行為準則應用於理財規劃實踐中</div> <div>4. 在理財規劃實踐中展示對相關的法律和法規知識有適當了解</div> <div>5. 展示溝通技巧</div> <div>6. 展示分析能力</div> <div>7. 展示演講技巧</div> <div>8. 展示有關監管、經濟和政治環境的瞭解</div> <div>9. 應用貨幣時間價值原則</div>	<div>1. 收集有關客戶資產和負債的資訊</div> <div>2. 收集有關客戶現金流出、收入及/或義務的資訊</div> <div>3. 收集編製財報所需的資訊</div> <div>4. 確定客戶的財務目標及順序</div> <div>5. 編制客戶資產負債表、收入支出表，並計算和解釋適用的財務比率</div> <div>6. 確定客戶的儲蓄和消費傾向</div> <div>7. 確定客戶如何做出支出決策</div> <div>8. 確定客戶是否生活在經濟能力範圍內</div> <div>9. 確定影響客戶資產和負債的問題</div> <div>10. 確定客戶的應急資金準備金並評估其是否足夠</div> <div>11. 為客戶說明另一個現金管理的策略</div> <div>12. 評估收入和支出潛在變化的影響</div> <div>13. 識別對現金流的相互衝突的需求</div> <div>14. 評估融資方案</div> <div>15. 制定財務管理策略</div> <div>16. 評估每種財務管理策略的優缺點</div> <div>17. 提出財務管理建議</div> <div>18. 確定行動步驟的優先順序，以協助客戶實施財務管理建議</div> <div>19. 告知客戶非退休雇員和政府的福利政策及規定等</div>

資料來源：此理財規劃書聲明，截至2021年理財規劃書競賽優勝作品

# 理財規劃顧問之能力標準

3. 稅務規劃	4. 投資規劃和資產管理	5. 風險管理和保險規劃	6. 退休規劃
<ol style="list-style-type: none"> <li>1. 收集客戶稅務狀況所需的資訊</li> <li>2. 確定資產和負債的稅務實際情況</li> <li>3. 確定客戶帳戶的稅務結構</li> <li>4. 識別當前、遞延和未來稅務方面的負債</li> <li>5. 確定與客戶稅務關聯的各種人事物</li> <li>6. 查看相關稅務文件或檔案</li> <li>7. 分析現有和潛在的稅收策略和結構的適合性</li> <li>8. 評估稅務規劃備選方案的財務影響</li> <li>9. 制定稅務規劃策略</li> <li>10. 評估每種稅務規劃策略的優缺點</li> <li>11. 提出稅務規劃建議</li> <li>12. 確定行動步驟的優先順序，以協助客戶實施稅務規劃建議</li> </ol>	<ol style="list-style-type: none"> <li>1. 收集資訊以準備詳細的投資報表</li> <li>2. 確定客戶當前的資產配置</li> <li>3. 確定可用於投資的現金流和投資組合的資金提取</li> <li>4. 確定客戶的投資目標</li> <li>5. 確定客戶的假設和回報期望，並與客戶就規劃假設達成共識</li> <li>6. 確定客戶對目標實現的時間預期</li> <li>7. 計算所需的實際回報率以達到客戶的目標</li> <li>8. 分析客戶當前的各項投資持有情況</li> <li>9. 確定投資持有資產的特徵</li> <li>10. 確定購入/處置資產的影響</li> <li>11. 分析潛在投資策略</li> <li>12. 評估投資回報預期是否符合客戶的風險承受能力</li> <li>13. 評估資產持有是否符合風險承受能力、容忍度和所需回報率</li> <li>14. 評估用於客戶投資組合的潛在投資工具</li> <li>15. 制定投資策略</li> <li>16. 評估每種投資策略的優缺點</li> <li>17. 提出投資建議</li> <li>18. 選擇合適的投資工具以適用於推薦的策略</li> <li>19. 確定行動步驟的優先順序，以協助客戶實施投資建議</li> <li>20. 準備投資政策聲明</li> </ol>	<ol style="list-style-type: none"> <li>1. 收集客戶現有保險範圍的詳細資訊以及可用於管理風險的資源</li> <li>2. 識別客戶潛在需要負擔的財務義務</li> <li>3. 確定客戶的風險管理目標和風險敞口</li> <li>4. 確定影響風險管理和保險規劃有關的生活方式因素</li> <li>5. 確定可用於管理風險的資源特性</li> <li>6. 檢查當前和潛在的風險管理策略</li> <li>7. 評估財務風險敞口</li> <li>8. 根據當前的保險範圍和風險管理策略評估客戶的風險敞口</li> <li>9. 評估現有保險範圍變更的可能影響</li> <li>10. 優先考慮客戶的風險管理需求</li> <li>11. 制定風險管理策略</li> <li>12. 評估每種風險管理策略的優缺點</li> <li>13. 提出風險管理建議</li> <li>14. 確定行動步驟的優先順序，以協助客戶實施風險管理建議</li> </ol>	<ol style="list-style-type: none"> <li>1. 收集潛在退休收入來源的詳細資訊</li> <li>2. 收集預估退休費用的詳細資訊</li> <li>3. 確定客戶的退休目標</li> <li>4. 確定客戶對退休計劃假設的舒適度</li> <li>5. 根據當前狀況制定財務預測，包括收入需求與資金之間的各種差距</li> <li>6. 確定客戶的退休目標是否切合實際</li> <li>7. 研究潛在的退休計劃策略</li> <li>8. 評估退休時的財務要求，以維持理想的生活方式</li> <li>9. 評估假設變化對財務預測的影響</li> <li>10. 評估實現退休目標所需的權衡與取捨</li> <li>11. 制定退休規劃策略</li> <li>12. 評估每種退休計劃策略的優缺點</li> <li>13. 提出退休規劃建議</li> <li>14. 確定行動步驟的優先順序，以協助客戶實施退休計劃建議</li> </ol>



# 理財規劃顧問之能力標準

## 7. 遺產規劃和財富轉移

1. 收集影響遺產規劃策略的法律協議和文件
2. 確定客戶的遺產規劃目標
3. 確定可能影響遺產規劃策略的家庭動態和業務關係
4. 預測或評估客戶過世時的淨資產
5. 分析滿足客戶遺產規劃目標的制約因素
6. 研究潛在的遺產規劃策略
7. 計算死亡時的潛在費用和稅款
8. 評估受益人的具體需求
9. 評估客戶過世時遺產的流動性
10. 制定遺產規劃策略，包括居住區規劃
11. 評估每種遺產規劃策略的優缺點
12. 提出遺產規劃建議
13. 確定行動步驟的優先順序，以協助客戶實施遺產規劃建議

## 8. 理財規劃心理學


1. 討論適用於理財規劃參與的客戶理財規劃行為
2. 確定客戶對儲蓄和債務的態度
3. 確定客戶對稅收的態度
4. 確定客戶對投資的態度/偏見和經驗
5. 確定客戶對投資風險的承受能力
6. 確定客戶對風險敞口的承受能力
7. 確定相關的家庭和生活方式問題和態度，以及對金錢的合適的使用觀點
8. 確定客戶是否願意採取適當措施管理財務風險，包括生活方式和健康問題
9. 確定客戶對退休的態度
10. 確定客戶的信念和偏好
11. 確定財務行為學和客戶的心理如何影響客戶的個人目標、財務目標、理解、決策和行動
12. 應用適當的行為方法（例如，輔導、諮詢等）
13. 識別，評估和溝通具有嚴重財務後果的重大事件的潛在解決方案

NEW NEW

## 9. 綜合理財規劃

1. 與客戶討論理財規劃流程和理財計劃
2. 確定客戶陳述的個人目標以及具有財務影響的財務目標和限制，以及時間和資金（金錢）的具體性和優先順序
3. 確定編製理財計劃所需的資訊
4. 確定影響理財計劃的客戶法律問題
5. 確定客戶的態度、偏見、動機和財務成熟度
6. 確定並與客戶就分析中使用的假設達成協定
7. 準備資訊以啟動分析
8. 分析客戶陳述的個人目標，財務目標和資訊，以優先考慮既定的個人目標，重點關注
9. 檢査理財規劃組成部分之間的相互關係
10. 比較機會和限制因素，並評估跨理財規劃模組收集的資訊
11. 研究經濟、政治和監管環境的影響
12. 確定建議的優先順序
13. 將理財規劃建議和行動步驟合併到財務計劃中（以互動式格式編寫或反覆運算開發）
14. 衡量實現客戶財務目標和既定個人目標的進度
15. 確定審查和更新理財規劃建議的適當方法

# 大綱

- 1 CFP®認證架構與全球理財規劃標準
- 2 理財規劃實踐的標準（ DOING ）
- 3 理財規劃書的撰寫架構 

# 理財規劃書的撰寫架構

FPAT為符合國內現況，並利於學習理財規劃書撰寫，依據FPSB理財規劃的標準，擬定理財規劃書架構與格式如下：

- |               |          |
|---------------|----------|
| 一、封面/目錄       |          |
| 二、責任與義務的說明/聲明 | 七、規劃建議   |
| 三、理財規劃書摘要     | 八、效益分析   |
| 四、理財目標設定      | 九、執行計畫   |
| 五、財務現況分析      | 十、定期檢視   |
| 六、目標需求分析      | 十一、附件或附錄 |

# 架構內容說明

## 一、封面/目錄

理財規劃書須有封面及目錄頁（含頁碼）以及清晰的標題，所有頁面（包括附件）應連續頁碼編號。

## 二、責任與義務的說明/聲明

1. 規劃目的
2. 資料基礎設定標準與定期評估情況與週期
3. 專業勝任介紹
4. 保密條款
5. 應揭露事項(費用及利益衝突揭露)



### 三、理財規劃書摘要

以重點摘要方式，讓客戶清楚知道規劃書的規劃方向與內容重點，包括財務現況與分析、理財目標與需求、目標可行性分析與調整、規劃建議、執行效益等主要內容。

### 四、理財目標設定

- 了解客戶的家庭背景、價值認知(包含目前的資產配置情況)、財務現況、未來收支情況、投資工具特性的認知、客戶的風險承受能力與態度、理財經驗與素養、理財需求與目標等。
- 評估理財目標的優先順序、具體實踐時間、可量化、可實現等。

## 五、財務現況分析

- 彙整客戶現金流量，收支情況、資產負債、保險、投資等資訊。
- 編製家庭財務報表及進行家庭財務診斷分析（如流動比率、負債比率、緊急預備金、財務自由度、財務負擔率、淨儲蓄率等）及建議。

## 六、目標需求分析

- 根據客戶財務目標的需求與理財順序進行模擬分析（例如：現金流量的需求、目標所需的回報率、客戶風險屬性評估及預期回報率分析等）。
- 依現行分析資訊，提供目標可行性說明或調整建議。

## 七、規劃建議

依據分析結果在財務管理、資產管理、風險管理、稅收安排、退休計畫、遺產分配等提供綜合性規劃建議。

## 八、效益分析(規劃前後的差異分析)

分析規劃執行策略後的未來執行效益，例如收支情況、資產負債、投資回報率、保險收益、稅負、理財目標達成率等。

## 九、執行計畫說明

與客戶討論與確認規劃目標的執行計畫，包含執行步驟與時間點，例如：現金收支的管控、儲蓄計畫、緊急準備金、保單調整、基金投資或贖回、資產重分配等。

## 十、定期檢視

與客戶約定檢視理財規劃執行流程的適當頻率與排程，可因應一旦發生狀況變化（例如失業、傷殘、死亡、婚姻、家庭成員增減等）、流動性風險、投資市場風險、法規與監管環境變化等，適時調整理財規劃執行計畫及期望目標。

## 十一、附件/附錄

附件/附錄可作為理財規劃書補充資料，如法規條文、稅務規定、費率數據、統計表、計算表、對照表及數位/AI工具之使用情況說明等；其次，附件/附錄應與理財規劃書中有關且相互參照，但與客戶情況無關的一般資料並不需要置入。





金融菁英 引領未來  
為您實踐 理財目標

*Live Your Today  
Plan Your Tomorrow*

活動時間：7/1~10/4

作品投稿：8/1~10/4

活動網址：<https://www.cfp.org.tw/contest2023/>

# 附 件



# Financial Planning Core Practices

## **Establish and define the relationship with the client**

1. Inform the client about financial planning and the financial planning professional's services, competencies and experience
2. Determine whether the financial planning professional's competencies, experience or conflicts allow the financial planning professional to work with the client
3. Define and reach agreement with the client about the scope of the financial planning engagement and communication approach

## **Collect the client's information**

4. Identify and confirm the client's stated personal goals
5. Collect quantitative information and documents relevant to the scope of the financial planning engagement
6. Collect and understand qualitative information relevant to the client's values, attitudes, expectations and financial experiences / literacy

## **Analyze and assess the client's financial status**

7. Analyze the client's information to assess the client's current financial situation and identify financial objectives that allow the client to meet stated personal goals
8. Determine the financial resources needed to meet the client's financial objectives and stated personal goals based on an analysis of the client's current financial situation
9. Assess the opportunities, constraints and risks presented by the client's financial situation and current course(s) of action
10. Identify and evaluate strategies to achieve the client's financial objectives and stated personal goals
11. Identify and discuss with the client the feasibility of any financial objective or stated personal goal that appears unrealistic

## **Develop the financial planning recommendations and present them to the client**

12. Develop financial planning recommendations to achieve the client's financial objectives and stated personal goals
13. Present financial planning recommendations so the client understands how each strategy addresses the client's financial objectives and stated personal goals
14. Engage the client in a discussion of factors that impact the client's ability to reach financial objectives and stated personal goals through recommended course(s) of action
15. Modify financial planning recommendations to incorporate feedback from the client
16. Inform the client that financial planning recommendations may need to be modified as personal conditions or economic, political or regulatory environments change

## **Implement the client's financial planning recommendations**

17. Reach agreement with the client on prioritization and responsibilities for implementing financial planning recommendations
18. Identify and present products or services for implementing the financial planning recommendations

## **Review the client's situation**

19. Reach agreement with the client on the approach and responsibilities for review of the client's situation and progress toward financial objectives and stated personal goals
20. Reach agreement with the client on updates to recommendations based on changes in the client's situation, financial objectives or stated personal goals, or changes in the economic, political or regulatory environment



# Financial Planner Professional Skills

## PS1 Building Trust

Establish trust in professional relationships

PS 101. Through conduct, demonstrate honesty, fairness and professionalism when dealing with clients and others

PS 102. Be accountable to clients and others for your conduct

## PS2 Client Engagement

Establish good rapport with the client and related parties

PS 201. Show support, empathy and patience with the client

PS 202. Reach consensus in engagements with the client, related parties and others

PS 203. Deal effectively with the client's objections and complaints

PS 204. Support the client to achieve a financial planning goal by providing guidance and motivation

## PS3 Effective Communication

Exchange ideas, thoughts, opinions, knowledge and data so that the message is received and understood with clarity and purpose

PS 301. Use active and reflective listening and non-verbal skills when engaging with the client and take time to understand the points being made

PS 302. Communicate information and ideas verbally and in writing in a manner understandable and accurate to the client, related parties and others

PS 303. Support the client to achieve a financial planning goal by presenting logical and persuasive rationales

## PS4 Coaching

Provide guidance to the client on personal goals and help the client to make decisions and to act upon them

PS 401. Motivate the client to make decisions and to act upon them

## PS5 Client Advocacy

Put client needs first and ensure needs are being met

PS 501. Understand the client's wants and needs and deliver financial planning services and products to meet them

PS 502. Exercise autonomy and initiative on behalf of the client in the performance of professional activities

## PS6 Critical Thinking

Actively and skillfully conceptualize, apply, analyze, synthesize and/or evaluate information gathered from the client

PS 601. Analyze facts to form a judgment

PS 602. Analyze and integrate information from a variety of sources to arrive at a recommendation

PS 603. Adapt thinking and behaviors as information or a situation changes

## PS7 Problem Solving

Identify and solve problems

PS 701. Use established processes and/or methods to find solutions to issues

PS 702. Apply mathematical methods or formulas as appropriate to identify solutions

PS 703. Conduct appropriate research when performing analysis and developing strategies

## PS8 Decision Making

Select between two or more alternatives to reach the best outcomes

PS 801. Use professional judgment, logic and reasoning to compare the strengths and weaknesses of potential courses of action

PS 802. Choose an appropriate course of action among possible options

PS 803. Arrive at informed decisions when working with incomplete or inconsistent information

## PS9 Tech Savvy

Proficient in the use of modern technology, especially financial planning related software and tools

PS 901. Effectively select and use technology to engage the client and deliver financial planning

## PS10 Emotional Intelligence

Understand and manage one's own emotions and those of others

PS 1001. Understand and know oneself and management personal biases

PS 1002. Control impulses, which includes maintaining calm and not overreacting to positive or negative situations

PS 1003. Be aware of, and consider, the feelings of the client and related parties

# Financial Planner Abilities

FPSB's Financial Planner Abilities outline what a competent financial planning professional should be able to carry out during financial planning engagements with clients, regardless of practice type, setting, location or method of compensation.

A financial planning professional draws on one or more of the Financial Planner Abilities, in addition to job-related skills, attitudes, judgments and knowledge, to competently practice financial planning using the Financial Planning Process, Financial Planning Core Practices, Financial Planning Practice Standards and Financial Planner Professional Skills.

The following pages set out FPSB's Financial Planner Abilities, as organized within the Financial Planning Knowledge Domains.

## 1. Financial Planning Principles, Process and Skills

- 1.1 Apply the financial planning process
- 1.2 Demonstrate ethical behavior in dealings and relationships with clients and third parties
- 1.3 Apply ethical principles, standards of practice and rules of conduct for the practice of financial planning, compliant with jurisdiction laws, practices and requirements
- 1.4 Demonstrate relevant knowledge of applicable law and regulation as it applies to the practice of financial planning
- 1.5 Demonstrate communication skills
- 1.6 Demonstrate analytical skills
- 1.7 Demonstrate presentation skills
- 1.8 Demonstrate knowledge of relevant regulatory, economic and political environments
- 1.9 Apply time value of money principles

## 2. Financial Management

- 2.1 Collect information regarding the client's assets and liabilities
- 2.2 Collect information regarding the client's cash flow, income and/or obligations
- 2.3 Collect information necessary to prepare a budget
- 2.4 Determine the client's financial management objectives
- 2.5 Prepare statements of the client's net worth, cash flow and budget, and calculate and interpret applicable financial ratios
- 2.6 Determine the client's propensity to save and to spend
- 2.7 Determine how the client makes spending decisions
- 2.8 Determine whether the client is living within financial means
- 2.9 Determine the issues that impact the client's assets and liabilities
- 2.10 Determine the client's emergency fund provision and assess if it is adequate
- 2.11 Compare potential cash management strategies for the client
- 2.12 Assess the impact of potential changes in income and expenses
- 2.13 Identify conflicting demands on cash flow
- 2.14 Assess financing alternatives
- 2.15 Develop financial management strategies
- 2.16 Evaluate advantages and disadvantages of each financial management strategy
- 2.17 Make financial management recommendations
- 2.18 Prioritize action steps to assist the client in implementing financial management recommendations
- 2.19 Inform the client of non-retirement employee and government benefits

### 3. Tax Planning

- 3.1 Collect information necessary to establish the client's tax position
- 3.2 Identify the taxable nature of assets and liabilities
- 3.3 Identify the tax structure of the client's accounts
- 3.4 Identify current, deferred and future tax liabilities
- 3.5 Identify parties relevant to the client's tax situation
- 3.6 Review relevant tax documents
- 3.7 Analyze existing and potential tax strategies and structures for suitability
- 3.8 Assess financial impact of tax planning alternatives
- 3.9 Develop tax planning strategies
- 3.10 Evaluate advantages and disadvantages of each tax planning strategy
- 3.11 Make tax planning recommendations
- 3.12 Prioritize action steps to assist the client in implementing tax planning recommendations

### 4. Investment Planning and Asset Management

- 4.1 Collect information to prepare a detailed statement of investment holdings
- 4.2 Determine the client's current asset allocation
- 4.3 Identify cash flows available for investment and expected withdrawals from the investment portfolio
- 4.4 Determine the client's investment objectives
- 4.5 Identify the client's assumptions and return expectations and reach agreement with the client on planning assumptions
- 4.6 Identify the client's goal achievement time horizons
- 4.7 Calculate required real rate of return to reach the client's objectives
- 4.8 Analyze the client's current holdings
- 4.9 Determine the characteristics of investment holdings
- 4.10 Determine the implications of acquiring / disposing of assets
- 4.11 Analyze potential investment strategies
- 4.12 Assess whether investment return expectations are consistent with the client's risk capacity and tolerance
- 4.13 Assess whether asset holdings are consistent with risk capacity, tolerance and required rate of return
- 4.14 Assess potential investment vehicles for use in client portfolios
- 4.15 Develop investment strategies
- 4.16 Evaluate advantages and disadvantages of each investment strategy
- 4.17 Make investment recommendations
- 4.18 Select appropriate investment vehicles to implement recommended strategy(ies)
- 4.19 Prioritize action steps to assist the client in implementing investment recommendations
- 4.20 Prepare an Investment Policy Statement

## 5. Risk Management and Insurance Planning

- 5.1 Collect details of the client's existing insurance coverage and resources available to manage risk
- 5.2 Identify potential financial obligations of the client
- 5.3 Determine the client's risk management objectives and risk exposures
- 5.4 Determine relevant lifestyle factors impacting risk management and insurance planning
- 5.5 Determine characteristics of resources available to manage risk
- 5.6 Examine current and potential risk management strategies
- 5.7 Assess exposure to financial risk
- 5.8 Assess the client's risk exposure against current insurance coverage and risk management strategies
- 5.9 Assess the implications of changes to existing insurance coverage
- 5.10 Prioritize the client's risk management needs
- 5.11 Develop risk management strategies
- 5.12 Evaluate advantages and disadvantages of each risk management strategy
- 5.13 Make risk management recommendations
- 5.14 Prioritize action steps to assist the client in implementing risk management recommendations

## 6. Retirement Planning

- 6.1 Collect the details of potential sources of retirement income
- 6.2 Collect the details of estimated retirement expenses
- 6.3 Determine the client's retirement objectives
- 6.4 Determine the client's comfort with retirement planning assumptions
- 6.5 Develop financial projections based on current position, including any gaps between income needs and funding
- 6.6 Determine if the client's retirement objectives are realistic
- 6.7 Examine potential retirement planning strategies
- 6.8 Assess financial requirements at retirement to maintain desired lifestyle
- 6.9 Assess the impact of changes in assumptions on financial projections
- 6.10 Assess trade-offs needed to meet retirement objectives
- 6.11 Develop retirement planning strategies
- 6.12 Evaluate advantages and disadvantages of each retirement planning strategy
- 6.13 Make retirement planning recommendations
- 6.14 Prioritize action steps to assist the client in implementing retirement planning recommendations



## 7. Estate Planning and Wealth Transfer

- 7.1 Collect legal agreements and documents impacting estate planning strategies
- 7.2 Identify the client's estate planning objectives
- 7.3 Identify family dynamics and business relationships that could impact estate planning strategies
- 7.4 Project net worth at death
- 7.5 Analyze constraints to meeting the client's estate planning objectives
- 7.6 Examine potential estate planning strategies
- 7.7 Calculate potential expenses and taxes owed at death
- 7.8 Assess the specific needs of beneficiaries
- 7.9 Assess the liquidity of the estate at death
- 7.10 Develop estate planning strategies, including living estate planning
- 7.11 Evaluate the advantages and disadvantages of each estate planning strategy
- 7.12 Make estate planning recommendations
- 7.13 Prioritize action steps to assist the client in implementing estate planning recommendations

## 8. Psychology of Financial Planning

- 8.1 Discuss behavioral aspects of financial planning applicable to the financial planning engagement
- 8.2 Determine the client's attitudes toward savings and debt
- 8.3 Determine the client's attitudes toward taxation
- 8.4 Determine the client's attitudes / biases toward and experience with investments
- 8.5 Determine the client's tolerance for investment risk
- 8.6 Determine the client's tolerance for risk exposure
- 8.7 Determine relevant family and lifestyle issues and attitudes, as well as cultural perspectives on money
- 8.8 Determine the client's willingness to take active steps to manage financial risk, including lifestyle and health issues
- 8.9 Determine the client's attitudes toward retirement
- 8.10 Determine the client's beliefs and preferences
- 8.11 Determine how behavioral finance and the client's psychology impact the client's personal goals, financial objectives, understanding, decision-making and actions
- 8.12 Apply appropriate behavioral approaches (e.g., coaching, counseling, etc.)
- 8.13 Identify, evaluate and communicate potential solutions for significant events with severe financial consequences

## 9. Integrated Financial Planning

- 9.1 Discuss with the client the financial planning process and the financial plan
- 9.2 Identify the client's stated personal goals and financial objectives and constraints that have financial implications, with time and funding (money) specificity and prioritization
- 9.3 Identify the information required to prepare a financial plan
- 9.4 Identify the client's legal issues that affect the financial plan
- 9.5 Determine the client's attitudes, biases, motivations and level of financial sophistication
- 9.6 Determine and reach agreement with the client on assumptions to be used in analysis
- 9.7 Prepare information to enable analysis
- 9.8 Analyze the client's stated personal goals, financial objectives and information to prioritize the stated personal goals on which to focus
- 9.9 Examine inter-relationships among financial planning components
- 9.10 Compare opportunities and constraints and assess collected information across financial planning components
- 9.11 Examine the impact of economic, political and regulatory environments
- 9.12 Prioritize recommendations
- 9.13 Consolidate the financial planning recommendations and action steps into a financial plan (written or developed iteratively in an interactive format)
- 9.14 Measure progress toward achievement of the client's financial objectives and stated personal goals
- 9.15 Determine the appropriate approach to review and update the financial planning recommendations