

## **Sector: Financial Services**

## **Apprenticeship Standard:**

## **Paraplanner**

## **Level: 4**



**This is an apprenticeship in paraplanning; a professionally qualified technical support role in financial adviser businesses.**

The role of the paraplanner is to assist the financial adviser in researching, analysing and preparing compliant financial reports for clients that verify the recommendations made in accordance with the company investment philosophy. It is designed as either an entry role for businesses wishing to develop a professional paraplanner with no previous experience, although it is also a potential progression route from (the entry level) Financial Services Administrator apprenticeship.

Additionally, as there is increasing demand for competent paraplanners, this will also be attractive to part-qualified staff or those having gained general administration experience, whose employers have traditionally found it difficult to provide a formal training structure to facilitate progress into this role.

**Duration:** The apprenticeship will typically take 24-36 months to complete.

**Professional Qualifications:** The apprentice will be required to complete the 'Certificate in Paraplanning' from the professional body: The Chartered Insurance Institute (CII).

**The CII Certificate** includes the following 4 examinations:

1. Financial Service Regulation & Ethics (R01)
2. Investment Principles & Risk (R02)
3. Personal Taxation (R03)
4. Paraplanning (J09)

Simply Academy, as the training provider, will deliver tutor led support for the CII Certificate.

**Entry Requirements:** Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point-assessment. Simply Academy will offer support to those who need this.

## KNOWLEDGE, SKILLS AND BEHAVIOURS

The apprentice will learn and be able to demonstrate a range of knowledge, skills and behaviours during their apprenticeship:

### Knowledge

- ✓ Financial Services Market
- ✓ Regulatory & compliance
- ✓ Products
- ✓ Systems & processes

### Skills

- ✓ Quality service delivery
- ✓ Customer communication & relationships
- ✓ Team working & collaboration
- ✓ Planning & prioritising
- ✓ Using systems & processes

### Behaviours

- ✓ Honesty & integrity
- ✓ Adaptability
- ✓ Enthusiasm
- ✓ Dependability
- ✓ Personal commitment

## SIMPLY ACADEMY'S ROLE

Simply Academy will play an important part in supporting this programme by:

- ★ Taking responsibility for organising and coordinating the process.
- ★ Ensuring that both employer and apprentice understand the full detail of the learning journey and their respective commitments to this.
- ★ Supporting the apprentice throughout the learning journey, providing advice and guidance on learning strategies and tools that will support the apprentice's preferred learning style and improve their learning agility.
- ★ Supporting the employer & line manager in their commitments to the apprenticeship
- ★ Monitoring progress and making training interventions as required to ensure that progress is being made towards the learning outcomes.
- ★ Overseeing the compilation of and submitting all final evidence to the Independent Assessment Organisation for end point assessment.

- Employers can offer apprenticeships to new recruits or use them to grow talent from among current employees.
- Make hiring simpler and cheaper
- With government funding available, apprenticeships offer the chance to develop talented individuals without bearing all the cost.

## EMPLOYER RESPONSIBILITIES

By employing an apprentice, employers have certain requirements to meet:

- ✔ Provide apprentices with a contract of employment
- ✔ An apprenticeship agreement between the employer and the apprentice must be in place
- ✔ The apprentice must be paid at least the Apprenticeship National Minimum Wage
- ✔ Provide on the job training

### Apprentice Requirements

- ✔ Be in full time employment for at least 30 hours a week
- ✔ Aged 16 or over and living in England
- ✔ Have a right to work in England



If you'd like to contact one of our friendly consultants directly, we'd be happy to offer our guidance. Please, get in touch:

CALL **01279 874 437**

EMAIL **[apprentice@simplyacademy.com](mailto:apprentice@simplyacademy.com)**

## WHY SIMPLY?

- ★ Simply Academy are **proud to be included** on the Government's Register of Apprenticeship Training Providers (RoATP).
- ★ We **specialise exclusively in training for the financial services** sector and are **experts in our field**.
- ★ Whether you are a levy or a non-levy payer, you'll want to be sure you're getting **the best training possible** for your organisation.
- ★ We will work with you to design and deliver training programmes that are **perfectly suited to your needs**.
- ★ At Simply Academy, **we're here to help you through the whole process** of funding, recruiting and training an apprentice.

**SimplyAcademy**   
The UK's Premier Financial Training School

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