

Our CPD SYSTEM is your 'one-stop-shop' that can help you to fulfil your ongoing CPD needs.

Devising training plans and structuring CPD can be a challenge. Wizard Learning provides a framework for learning, recording and evidencing CPD activity with ease.

This means that you will be able to: Outline your training and development needs, describe the training you have undertaken and state the application and benefits flowing from the knowledge gained. All this information can be stored in one place together with the evidence detailing what you have studied, test results to prove that the learning has occurred and evidence that CPD requirements have been met. This material can in turn be used in furtherance of your career, obtaining a Statement of Professional Standing or demonstrating regulatory compliance with training and competency rules.

Below is a summary of the contents of the CPD SYSTEM.

CPD material	CPD hours*	Questions
Financial services, regulation and ethics: Online Multimedia Course (R01)	60	140
Investment principles and risk: Online Course (R02)	60	186
Personal taxation: Online Multimedia Course (R03)	50	157
Pensions and retirement planning: Online Multimedia Course (R04)	50	112
Financial protection: Online Multimedia Course (R05)	50	171
Monthly updates over 12 months	18	120
Financial crime online course	2.5	10
Data protection online course	1.5	10
Complaints procedures online course	1.5	10
Retail Distribution Review online course	2.5	10
Workplace pension reform online course	2	10
Structured products	4	15
How to Improve Your Time Management for Learning Skills online course	2.5	15
How to Improve Your Exam Skills online course	2.5	15
How to Improve Your Reading Skills online course	2.5	15
How To Improve Your Memory and Mental Agility Skills online course	2.5	15
How to Improve Your Study Skills online course	2.5	15
Total	314.5	1026

* The CPD hours are estimates of the time needed to study the text in detail to obtain a detailed knowledge and where applicable pass an exam. The full CPD time is allocated the first time you take the assessment, on retakes of the assessment an estimated time for the completion of the assessment is allocated.

Online Multimedia Diploma Courses

You can use these courses to help maintain your diploma level knowledge by studying the learning outcomes and taking the end of chapter assessment which will create a record on your CPD record.

Financial services, regulation and ethics: Online Multimedia Course (R01)

Chapter name	CPD hours	Questions	Learning outcome
Chapter 1: The UK financial services industry in its European and global context	3.5	8	Learning outcome 1: Understand the UK financial services industry in its European and global context.
Chapter 2: How the retail consumer is served by the financial services industry	7	30	Learning outcome 2: Understand how the retail consumer is served by the financial services industry
Chapter 3: Legal concepts and considerations relevant to financial advice	5.5	16	Learning outcome 3: Understand legal concepts and considerations relevant to financial advice
Chapter 4: The regulation of financial services	3.5	10	Learning outcome 4: Understand the regulation of financial services
Chapter 5.1: The Financial Services Authority – responsibilities and approach to regulation	5	10	Learning outcome 5: Understand the FSA's responsibilities and approach to regulation & 5.1 Explain the FSA's statutory objectives and how it is structured to achieve these objectives
Chapter 5.2: The Financial Services Authority Handbook	12	14	Learning outcome 5: Understand the FSA's responsibilities and approach to regulation & 5.2 Explain the main principles and rules in the FSA handbook
Chapter 6: Principles and rules as set out in the regulatory framework	5.5	16	Learning outcome 6: Apply the principles and rules as set out in the regulatory framework

Chapter 7: The regulatory advice framework	8	12 Learning outcome 7: Apply the regulatory advice framework in practice for the consumer
Chapter 8: Client advising skills	2.5	10 Learning outcome 8: Understand the range of skills required when advising clients
Chapter 9: The FSA's use of principles and outcomes based regulation to promote ethical and fair outcomes	4.5	6 Learning outcome 9: Understand the FSA's use of principles and outcomes based regulation to promote ethical and fair outcomes
Chapter 10: Ethics and professional standards	3	8 Learning outcome 10: Apply the Code of Ethics and professional standards to business behaviours of individuals. Learning outcome 11. Critically evaluate the outcomes that distinguish between ethical and compliance driven behaviours
Total	60	140

Investment principles and risk: Online Course (R02)

Chapter name	CPD hours	Questions	Learning outcome
Chapter 1 The characteristics of cash and fixed interest investments	7	31	Learning Outcome 1: Analyse the characteristics, inherent risks, behaviour and correlation of asset classes
Chapter 2 The characteristics of equities, property and alternative investments	7.6	17	Learning outcome 1: Analyse the characteristics, inherent risks, behaviour and correlation of asset classes
Chapter 3 Global and UK macro-economic trends	4.1	23	Learning outcome 2: Understand the macro-economic environment and its impact on asset classes
Chapter 4 Merits and limitations of modern portfolio theory	3.8	18	Learning outcome 3: Understand the merits and limitations of the main investment theories
Chapter 5 The principles of the time value of money	2.1	9	Learning outcome 4: Apply the principles of the time value of money
Chapter 6 The nature and impact of risk on investment performance	2.3	7	Learning outcome 5: Analyse and explain the nature and impact of the main types of risk on investment performance
Chapter 7.1 Indirect investment products - Part 1	8.1	23	Learning outcome 6: Analyse the characteristics, inherent risks, behaviours and relevant tax considerations of investment products
Chapter 7.2 Indirect investment products - Part 2	11.4	32	Learning outcome 6: Analyse the characteristics, inherent risks, behaviours and relevant tax considerations of investment products
Chapter 8 The investment advice process	4.8	8	Learning outcome 7: Apply the investment advice process
Chapter 9 The principles of investment planning	4.1	10	Learning outcome 8: Understand the principles of investment planning
Chapter 10 Analysing investment performance	4.7	8	Learning outcome 9: Analyse the performance of investments
Total	60	186	

Personal taxation: Online Multimedia Course (R03)

Chapter name	CPD hours	Questions	Learning outcome
Chapter 1. UK tax compliance and self-assessment	2.5	12	Learning Outcome 1.6 Understand the UK tax system as relevant to the needs and circumstances of individuals and trusts: Explain the main features of UK tax compliance
Chapter 2. Income Tax	3.5	11	Learning Outcome 1.1 Understand the UK tax system as relevant to the needs and circumstances of individuals and trusts: Explain the main features of income tax
Chapter 3. National Insurance Contributions	2.6	11	Learning Outcome 1.2 Understand the UK tax system as relevant to the needs and circumstances of individuals and trusts: Explain the main features of National Insurance Contributions (NICs)
Chapter 4. Capital Gains Tax	2.5	20	Learning Outcome 1.3 Understand the UK tax system as relevant to the needs and circumstances of individuals and trusts: Explain the main features of Capital Gains Tax
Chapter 5. Inheritance Tax	3.4	23	Learning Outcome 1.4 Understand the UK tax system as relevant to the needs and circumstances of individuals and trusts: Explain the main features of Inheritance Tax
Chapter 6. Residence and domicile	3	15	Learning Outcome 1.5 Understand the UK tax system as relevant to the needs and circumstances of individuals and trusts: Explain the implications of residence and domicile on tax liability

Chapter 7. Stamp duties	1.2	5 Learning Outcome 1.7 Understand the UK tax system as relevant to the needs and circumstances of individuals and trusts: Explain stamp duty reserve tax and stamp duty land tax
Chapter 8. Value Added Tax (VAT) and Corporation Tax	1.9	13 Learning Outcome 1.8 Understand the UK tax system as relevant to the needs and circumstances of individuals and trusts: Describe the rules and impact of VAT and
Chapter 9. Direct investments	4.4	6 Learning Outcome 2.1 Analyse the taxation of investments as relevant to the needs and circumstances of individuals and trusts: Analyse the taxation of direct investments
Chapter 10. Indirect Investments	9.8	24 Learning Outcome 2.2 Analyse the taxation of investments as relevant to the needs and circumstances of individuals and trusts: Analyse the taxation of indirect investments
Chapter 11. Tax in the financial affairs of individuals and trusts	7.6	9 Learning Outcome 3 Analyse the role and relevance of tax in the financial affairs of individuals and trusts
Chapter 12. Personal tax and investment advice	7.6	8 Learning Outcome 4. Apply the knowledge of personal taxation to the provision of investment advice
Total	50	157

Pensions and retirement planning: Online Multimedia Course (R04)

Chapter name	CPD hours	Questions	Learning outcome
Chapter 1 Context of pensions planning	3.1	7	Learning Outcome 1: Understand the political, economic and social environment factors which provide the context for pensions planning
Chapter 2 Tax regime	12.7	21	Learning Outcome 2: Understand how the HM Revenue & Customs (HMRC) tax regime applies to pensions planning
Chapter 3 Pensions law and regulation	4.4	11	Learning Outcome 3: Understand the relevant aspects of pensions law and regulation to pensions planning
Chapter 4 Defined benefit schemes	6.8	18	Learning Outcome 4: Understand the structure, characteristics and application of Defined Benefit (DB) schemes to an individual's pension planning
Chapter 5 Defined contribution schemes	5.7	20	Learning Outcome 5: Analyse the range of Defined Contribution (DC) scheme options as they apply to an individual's pension planning
Chapter 6 Drawing pension benefits	6.1	16	Learning Outcome 6: Analyse the options and factors to consider for drawing pension benefits
Chapter 7 State schemes and pension planning	6.1	10	Learning Outcome 7: Understand the structure, relevance and application of State schemes to an individual's pension planning
Chapter 8 Aims of retirement planning	5.1	9	Learning Outcome 8: Evaluate the aims and objectives of retirement planning including the relevant investment issues
Total	50	112	

Financial protection: Online Multimedia Course (R05)

Chapter name	CPD hours	Questions	Learning outcome
Chapter 1 Consumer and market factors and trends relevant to financial protection	1.1	9	Learning outcome 1: Understand the consumer and retail market factors and trends relevant to financial protection
Chapter 2 The need for protection and the main sources of financial protection	2.3	10	Learning outcome 2: Understand the areas of need for protection planning and the main sources of financial protection/Describe the sources of financial protection
Chapter 3 State Benefits	4.2	15	Learning outcome 3: Understand the role and limitations of State Benefits and state/local authority funded solutions for financial protection
Chapter 4 Life Assurance	9.6	38	Learning outcome 4: Understand the range, structure and application of life assurance and pension based policies to meet financial protection needs
Chapter 5 The taxation of financial protection products	6	30	Learning outcome 5: Understand the taxation treatment of life assurance and pension based policies
Chapter 6 Income Protection Insurance	5.7	12	Learning outcome 6: Understand the range, structure and application of income protection insurance and options to meet financial protection needs

Chapter 7 Critical Illness	4.7	8 Learning outcome 7: Understand the range, structure and application of critical illness insurance to meet financial planning needs
Chapter 8 Long Term Care	3.2	17 Learning outcome: 8 Understand the range, structure and application of long term care insurance to meet financial protection needs
Chapter 9 Other Insurances	5.5	10 Learning outcome 9: Understand the main features of other insurance based protection policies
Chapter 10 Needs and priorities for personal protection	4.5	10 Learning outcome 10: Understand the needs and priorities for financial protection and the relevant factors in selecting appropriate solutions
Chapter 11 Business Protection	3.2	12 Learning outcome 10: Understand the needs and priorities for financial protection and the relevant factors in selecting appropriate solutions
Total	50	171

Monthly updates

The monthly CPD update service provides a summary of all key industry developments together with an assessment to demonstrate your understanding and record your CPD time. After taking each monthly assessment your CPD certificate will be updated with your result and 1.5 hours of CPD. Total CPD per year is 18 hours.

All your assessment results and incorrectly answered questions will be emailed to you so that you can keep a copy for your records.

1.5 10 Updates are included each month for:

- Pensions
- Savings & investment
- Economy
- Taxation & trusts
- Protection
- Mortgages
- Compliance & regulation
- Miscellaneous.

Compliance online courses

Financial crime online course

The purpose of the course is to provide sufficient knowledge on the background and to deal mainly with the regulations relating to money laundering for those working within the regulated financial services sector. It also touches on other legislation concerning financial crime such as the Terrorism Act 2000 and the Bribery Act 2010.

- Chapter 1 Financial Crime introduction
- Chapter 2 What is Financial Crime?
- Chapter 3 Money Laundering Regulations
- Chapter 4 Other legislation dealing with financial crime
- Chapter 5 Client Identification
- Chapter 6 The role of the Financial Services Authority (FSA)
- Chapter 7 The Bribery Act 2010
- Chapter 8 The Joint Money Laundering Steering Group (JMLSG)
- Chapter 9 Record Keeping and Training
- Chapter 10 Money laundering and bribery case studies examples
- Chapter 11 How can you apply practically what you know about tackling financial crime?
- Chapter 12 End of Course Assessment

2.5 10

Data protection online course

The purpose of the course is to provide sufficient knowledge on the rules, regulations and guidance for those working within the regulated financial services sector.

- Chapter 1 Data protection introduction
- Chapter 2 Background
- Chapter 3 Penalties
- Chapter 4 Definitions

Chapter 5 Principles		
Chapter 6 Security		
Chapter 7 Subject access		
Chapter 8 Registration		
Chapter 9 Sharing data		
Chapter 10 End of Course Assessment	1.5	10

Complaints procedures online course

The purpose of the course is to provide sufficient knowledge on the rules, regulations and guidance relating to complaints procedures for those working within the regulated financial services sector.

Chapter 1 Complaints procedures introduction		
Chapter 2 What is a complaint?		
Chapter 3 Who is an eligible complainant?		
Chapter 4 What to do on recognising a complaint?		
Chapter 5 Complaint acknowledgement		
Chapter 6 Investigation		
Chapter 7 Final response and the FOS		
Chapter 8 Record keeping		
Chapter 9 Training and competency		
Chapter 10 End of Course Assessment	1.5	10

Retail Distribution Review online course

The purpose of this course is to familiarise you with the Retail Distribution Review (RDR) and all the aspects of this major change to financial services regulation in the UK.

Chapter 1 Retail Distribution Review (RDR) introduction		
Chapter 2 RDR qualifications		
Chapter 3 Gap Fill		
Chapter 4 Statement of Professional Standing (SPS)		
Chapter 5 Continuing Professional Development (CPD)		
Chapter 6 Independent or restricted advice		
Chapter 7 Fees & VAT		
Chapter 8 Trail & legacy commissions		
Chapter 9 Service propositions		
Chapter 10 Capital Adequacy		
Chapter 11 Regulatory Reporting		
Chapter 12 End of Course Assessment	2.5	10

Specialist online course

Workplace pension reform online course

The purpose of this course is to familiarise you with workplace pension reform and all the aspects of this major change to pensions in the UK.

Chapter 1 Introduction		
Chapter 2 Auto-enrolment		
Chapter 3 Qualifying pension schemes		
Chapter 4 NEST		
Chapter 5 NEST Vs QWPS		
Chapter 6 Considerations		
Chapter 7 End of Course Assessment	1.5	10

Structured products

The aim of this online course is to enable you to understand structured products. The regulator has also outlined the standard expected for CPD. This online course meets that requirement in terms of level and relevance for advisers.

Chapter 1 Overview of structured products

Chapter 2 What's in a structured product?

Chapter 3 Main structured product variations

Chapter 4 Risks associated with structured products

Chapter 5 Regulatory concerns with structured products

Chapter 6 Uses of structured investment products

Chapter 7 Glossary

Chapter 8 End of course assessments

4 15

Learning to Learn - 5 online learning skills courses

Learning to Learn includes these 5 learning skills courses: How to Improve Your Study Skills, How to Improve Your Exam Skills, How to Improve Your Memory and Mental Agility Skills, How to Improve Your Reading Skills, How to Improve Your Time Management for Learning Skills

How to Improve Your Time Management for Learning Skills online course

Online training course that will teach you how to improve your time management for learning skills.

Chapter 1 Introduction and Overview

Chapter 2 Learner Competencies

Chapter 3 Planning Part 1 - Principles

Chapter 4 Planning Part 2 - Scheduling

Chapter 5 Goal Setting for Learning

Chapter 6 Action Planning and "TO DO" Lists

Chapter 7 Prioritisation

Chapter 8 Obstacles to Achievement

Chapter 9 PDPs and CPD

Chapter 10 Summary

Chapter 11 End of course assessments

2.5 15

How to Improve Your Exam Skills online course

Online training course that will teach you how to improve your exam skills. Also includes audio and an audiovisual presentation of the full course.

Chapter 1 Introduction and Overview

Chapter 2 Knowing About the Exam

Chapter 3 Exam Preparation – the Practicalities

Chapter 4 Revision – A Timetable

Chapter 5 Revision Techniques

Chapter 6 Exam Papers

Chapter 7 Before the Exam: Dealing with Nerves

Chapter 8 Problems with Exams – and Some Solutions

Chapter 9 Maximising Exam Performance

Chapter 10 Summary

Chapter 11 End of Course Assessments

2.5 15

How to Improve Your Reading Skills online course

Online training course that will teach you how to improve your reading skills.

Chapter 1 Introduction and overview.

Chapter 2 What is reading?

Chapter 3 Types of Reading – Part 1

Chapter 4 Types of Reading – Part 2

Chapter 5 Speed Reading – Part 1

Chapter 6 Speed Reading – Part 2

Chapter 7 Managing Your Environment

Chapter 8 SQ3R

Chapter 9 Reading Electronic Materials

Chapter 10 Summary

Chapter 11 End of Course Assessments

2.5

15

How To Improve Your Memory and Mental Agility Skills online course

Online training course that will teach you how to improve your memory and mental agility skills.

Chapter 1 Introduction and Overview

Chapter 2 The Relevance of Memory to Learning and Work

Chapter 3 Memory in a Nutshell

Chapter 4 Knowing Your Mind

Chapter 5 The Seven Habits of Highly Effective People

Chapter 6 Recitation

Chapter 7 Mind maps and Mnemonics

Chapter 8 Practical Tips for Improvement

Chapter 9 Forgetting

Chapter 10 Summary

Chapter 11 End of course assessments

2.5

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How to Improve Your Study Skills online course

Online training course that will teach you how to improve your study skills.

Chapter 1 Introduction and overview

Chapter 2 Preparation

Chapter 3 Learning styles

Chapter 4 Principles of planning for study

Chapter 5 A study plan

Chapter 6 A model for study

Chapter 7 Resources and information sources

Chapter 8 Concentrating on your study

Chapter 9 Motivation

Chapter 10 Summary

Chapter 11 End of course assessments

2.5

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