



# SELF ASSESSMENT GUIDE

Institute of Financial Advisers  
Professional Development Planning  
Self Assessment Guide

The Institute of Financial Advisers has revised the IFA Self Assessment Guide.<sup>1</sup>

The guide was initially launched to members two years ago and has been reviewed to allow for regulatory and industry changes as well as to keep the technical content current. This has resulted in some changes to the content of the Knowledge section.

The largest change to the guide, however, has been via the inclusion of 'Lending' as an area of practice. Most of the work in this area was carried out by Lyn McMorran, coordinator of our Lending Special Interest Group. Lyn has extensive professional experience in the area of lending. She notes that over 150 members have identified themselves as being involved in lending activities and this demanded inclusion of a framework for learning in this practice discipline.

With the release of this revision it is timely to outline again the benefits of this guide. A hallmark of any professional is their recognition by practitioners of the need to continually improve competencies, knowledge and abilities. The guide provides a framework for practitioners to consider in detail where their current abilities, professional skills and knowledge lie and to identify areas in which they need to build. This includes building on existing levels and developing in new areas of practice.

All members should have a personal development plan. In particular AFA members are required to have a Professional Development Plan under the Code – the guide and plan templates can be of great help in preparing this. All members need to achieve a minimum number of Continuing Professional Development hours. Using the guide will assist members to identify the competency areas they need to focus on.

If you would like some help in using the Guide you can contact us at the IFA Office on either telephone 0800 404 422 or email [info@ifaf.org.nz](mailto:info@ifaf.org.nz)

A copy of the revised Self Assessment guide is now available in the members section of the website; under Professional Practice - templates.

Find here - <http://ifaf.org.nz/professionals/members/professional-practice/templates.php>

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<sup>1</sup> The IFA Self Assessment Guide is, and remains, the property of the Institute of Financial Advisers. It is for use only by IFA Members.