



# Financial Services – Post Graduate Certificate

## PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

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### Prior learning credit options at Saskatchewan Polytechnic

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See [Get Credit for What you Know](#) for important information about all options to get credit for prior learning at Sask Polytech, including PLAR, transfer credit, Canadian Armed Forces credit, and equivalency credit.

### How to navigate this document

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This document contains links to other document sections or webpages. To return to where you were from another section in this document, press the *ALT* key and *left arrow* key at the same time. To return to this webpage from another webpage, close the other webpage or click back on the browser tab for this document.

### Contents of this guide

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This guide contains the following specific PLAR information and tools for this program

- A. [PLAR fees](#)
- B. [PLAR eligibility and options](#)
- C. [Dates when PLAR assessment is available](#)
- D. [Special directions for this program](#)
- E. [PLAR contact person](#)
- F. [Self-rating course outlines](#)

## A. PLAR fees

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Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. PLAR fees are non-refundable and non-transferrable.

The PLAR fees policy is subject to change for each new academic year. Please see the **Cost** section on the [PLAR webpage](#) for current fee information.

## B. PLAR eligibility and options

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To be eligible for PLAR for courses in this program, you must first apply for admission and be accepted into the program. You must also consult with the [PLAR contact person](#) and be approved for PLAR assessment.

### Course prerequisites and corequisites

Some courses have one or more other courses that must be completed first (prerequisite) or at the same time (corequisite). See [course outlines](#) in this guide to identify any pre- or co-requisites for each course. Discuss with your [PLAR contact person](#) how to deal with courses with corequisites.

### Block assessment

Some programs may assess a cluster of courses together in one block, which may save you time and effort. Ask the [PLAR contact person](#) whether there are any block assessment options in this program.

## C. Dates when PLAR assessment is available

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PLAR assessment for this program is available from Sept 1 to June 15 in each academic year.

**All PLAR assessments must be completed by June 15 of each academic year.**

## D. Special directions for this program

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1. **Review** the [PLAR process and FAQs](#) and the information in this guide.
2. **Self-rate** your learning for each course using the [Course Outlines](#) in this guide.
3. **Consult** with the [PLAR contact person](#) for PLAR approval. Be prepared to provide your resume, course self-ratings (see [section F](#)), and a partially completed [PLAR application](#). If you are approved for PLAR, the contact person will sign your PLAR application and explain next steps.
4. Apply for admission to the program. See [directions](#) for applying.
5. **Register** for PLAR at [Registration/Enrolment Services](#) once you have signed approval on your [PLAR Application Form](#). The PLAR fee will be added to your student account.
6. **Finalize** an assessment plan with your assigned assessor.
7. **Complete** assessment before your PLAR registration expires.

## E. PLAR contact person

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Contact one of the Program Heads below to arrange a consultation **after** you have read this guide and [general PLAR information](#) and rated yourself for each course (see next section). Consultation may be by phone, online, or in person. Be prepared to provide your resume, course self-ratings, and a partially completed [PLAR application](#). If agreement is reached to go ahead with PLAR, the contact person will sign approval on your PLAR application and explain the next steps. Admission to the program is required before you can register for PLAR.

**Marcus Moulding, Program Head**  
Saskatchewan Polytechnic, Moose Jaw Campus  
Phone: (306) 691-8320  
Email: [moulding3007@saskpolytech.ca](mailto:moulding3007@saskpolytech.ca)

## F. Self-rating course outlines

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Clicking on a course code below opens a page where you can rate yourself on the knowledge and skills assessed for PLAR credit. For Arts & Sciences courses, clicking on the course code opens another PLAR guide. The [PLAR contact person](#) for this program will refer you to another person to discuss PLAR for courses delivered by Arts & Sciences or another program/department.

COURSE CODE	COURSE NAME	Delivered by another department/program
<b>Semester 1</b>		
<a href="#">FIN 601</a>	Banking Fundamentals	
<a href="#">FIN 602</a>	Consumer Credit and Insurance	
<a href="#">FIN 603</a>	Small Business Banking	
<a href="#">IPSK 600</a>	Building Client Relationships 1	
<a href="#">LEAD 601</a>	Leadership and Professionalism	
<b>Semester 2</b>		
<a href="#">INVS 600</a>	Financial Advising	
<a href="#">INVS 601</a>	Investment Funds (IFC) Prep 1	
<a href="#">INVS 602</a>	Investment Funds (IFC) Prep 2	
<a href="#">IPSK 601</a>	Building Client Relationships 2	
<a href="#">TAX 602</a>	Income Tax for Financial Professionals	

## FIN 601- Banking Fundamentals

Your studies will provide you with an introductory understanding of banking in Canada. You will learn key topics including fiscal and monetary policy of the federal government and the Bank of Canada, financial industry sectors, personal and business banking products, and government programs that are relevant to financial advising.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss key economic concepts and the economic way of thinking.			
2. Explain the effects of fiscal and monetary policy by the federal government and Bank of Canada on our economy.			
3. Identify the demand for money and financial products and services.			
4. Demonstrate how the Canadian banking system creates and destroys money through the monetary multiplier.			
5. Describe the sectors of the financial industry.			
6. Identify personal banking products and services.			
7. Identify business banking products and services.			
8. Describe the fundamentals of investing.			
9. Discuss the impact of various government programs that are relevant to financial advising.			

## FIN 602 - Consumer Credit and Insurance

You will develop an understanding of the various types of consumer credit products and services available to clients, including the terminology and unique characteristics of each type of credit facility. You will review the application and assessment process of various types of credit. You will learn to identify your client's needs and recommend the products to meet those needs.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Demonstrate knowledge of consumer lending products.			
2. Discuss various aspects of the mortgage industry and the basic characteristics of mortgages.			
3. Describe the credit application process of various types of credit.			
4. Implement the credit investigation process for various types of credit.			
5. Appraise the quality of various credit applications.			
6. Discuss the collateral documentation process and the multiple acts currently influencing the financial services industry.			
7. Recommend the type of credit that best suits your client's needs.			
8. Review the effects of bankruptcy on consumer credit.			
9. Discuss insurance products as they relate to consumer lending.			

### FIN 603 - Small Business Banking

Your studies will provide you with the knowledge of how a small business operates. You will also study the relationship of small business to financial institutions in terms of borrowing and cash management.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe common forms of business organizations.			
2. Explain the current state of small business in Canada.			
3. Differentiate the types and components of four financial statements.			
4. Calculate the investment required to start a small business.			
5. Analyze the methods used to finance a business.			
6. Analyze business growth stages including options for and risks involved in lending to businesses at each particular stage.			
7. Examine the operating cycle and capital investment cycle of a business.			
8. Identify the components of a business plan.			

## IPSK 600 - Building Client Relationships 1

You will focus on the development of self-awareness, increased understanding of others and development of effective interpersonal communication skills. You will become more aware of the impact of your own communication choices and patterns. You will develop and use communication techniques that demonstrate personal awareness, respect, and active listening skills. You will explore concepts of culture and diversity as they relate to interpersonal communications and client interactions. You will be able to use appropriate and effective interpersonal communications skills in a variety of workplace settings.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

Use a checkmark (✓) to rate yourself as follows for each learning outcome		Competent	Learning	None
<b>Competent:</b>	I can apply this outcome without direction or supervision.			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome.			
<b>None:</b>	I have no knowledge or experience related to this outcome.			
1.	Explain the importance of interpersonal and relationship building skills in the financial services industry.			
2.	Examine the foundations of interpersonal competence.			
3.	Describe the influence of values, perception, and communication anxiety on interpersonal communication.			
4.	Discuss the interrelationships among self-awareness, self-esteem, and perception as these relate to communication choices and patterns.			
5.	Demonstrate effective interpersonal communication with clients, colleagues, and others.			
6.	Apply self-reflections and self-appraisal processes in order to increase one's own effectiveness in interpersonal contexts.			
7.	Identify the role of culture and diversity in interpersonal communications and client interactions.			

## LEAD 601 - Leadership and Professionalism

You will develop the knowledge and skills related to professionalism and leadership in the workplace. You will apply strategies related to leading diverse teams, developing and motivating team members, and guiding teams through change. Additionally, you will reflect on your personal purpose, discover your 'why', and plan development activities that will contribute to living your purpose.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Demonstrate professional behaviour and communication.			
2. Develop a personal brand.			
3. Demonstrate stress, time, and conflict management strategies.			
4. Explain what it means to be a leader.			
5. Discuss the role of 'effective leadership' in the workplace.			
6. Apply leadership strategies for embracing diversity and inclusion.			
7. Apply strategies to develop and motivate team members.			
8. Apply strategies for leading teams through change.			
9. Prepare a professional development plan.			



## INVS 600 - Financial Advising

You will gain the necessary skills to develop a comprehensive response to a client’s financial needs. You will participate in learning activities such as conducting a financial needs analysis, portfolio planning, reviewing financial advising models, and conducting client interviews.

**Credit unit(s):** 3.0  
**Prerequisites:** Undergraduate/Graduate Degree level FIN 602  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Develop a personal financial plan based on an analysis of the current situation, financial goals, and alternative strategies.			
2. Assess personal and economic factors that influence the personal financial plan.			
3. Recognize professionalism in the workplace.			
4. Create a products and services guide.			
5. Apply the basic concepts involved in planning an investment portfolio.			
6. Practice questioning skills.			
7. Apply financial advising models.			
8. Discuss future contract management with clients.			
9. Conduct a comprehensive client interview.			

## INVS 601 - Investment Funds (IFC) Prep 1

You will develop the required skills and knowledge to advise clients about their mutual fund investments based on their objectives, timeline, and risk tolerance. Your studies will include these topics: a mutual fund representative’s legal, ethical, and professional responsibilities. You will learn about the financial markets, the mutual fund industry, your role as a mutual fund sales representative, and different types of mutual funds. You will also gain an understanding in the importance of the “Know Your Client” rule and how to apply it.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

Use a checkmark (✓) to rate yourself as follows for each learning outcome		Competent	Learning	None
Competent:	I can apply this outcome without direction or supervision.			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome.			
<b>None:</b>	I have no knowledge or experience related to this outcome.			
1.	Explain the role of the mutual fund sales representative in Canada.			
2.	Describe the basic features of the Canadian financial marketplace.			
3.	Review economic concepts and laws.			
4.	Describe the process of getting to know the client.			
5.	Describe the types of clients in the marketplace with regard to behavioural finance.			
6.	Differentiate the taxation effects of retirement products which may be included in a client’s mutual fund purchases.			
7.	Differentiate among various investment products including how they are traded in Canada.			
8.	Construct an investment portfolio.			
9.	Identify the basic concepts of various financial statements a corporation would use.			

## INVS 602 - Investment Funds (IFC) Prep 2

You will learn the risk-return relationship of investments as well as be able to explain the process of creating and managing investment portfolios that meets client's needs. You'll gain an understanding of the different types of mutual funds. Finally, you will be able to assess mutual fund's performance and fee structure and be able to explain these features to a client. Upon successful completion of the course, you will be eligible to write the licensing exam for the sale of mutual funds in the Canadian marketplace.

**Credit unit(s):** 3.0  
**Prerequisites:** Undergraduate/Graduate level INVS 601  
**Corequisites:** none  
**Equivalent course(s):** none

Use a checkmark (✓) to rate yourself as follows for each learning outcome		Competent	Learning	None
<b>Competent:</b>	I can apply this outcome without direction or supervision.			
<b>Learning:</b>	I am still learning skills and knowledge to apply this outcome.			
<b>None:</b>	I have no knowledge or experience related to this outcome.			
1.	Describe the modern mutual fund.			
2.	Compare conservative mutual fund options.			
3.	Compare more aggressive mutual fund options.			
4.	Identify alternatively-managed products that compete with mutual funds.			
5.	Differentiate mutual fund performance by using comparison tools tailored for Canadian mutual funds.			
6.	Compare mutual fund fees and services.			
7.	Describe the process of selecting a mutual fund.			
8.	Describe how mutual fund dealers are regulated in Canada.			
9.	Review the key ethical standards in the mutual fund industry.			

## IPSK 601 - Building Client Relationships 2

You will develop an understanding of customer service and the skills associated with understanding the needs of clients, meeting those needs, and fostering an environment that encourages clients to return.

**Credit unit(s):** 3.0  
**Prerequisites:** Undergraduate/Graduate Degree level IPSK 600  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Use theories of personal working styles and communication processes to deliver effective customer service.			
2. Explain the differences between client satisfaction and loyalty.			
3. Apply strategies to establish and maintain positive client relationships that lead to client loyalty.			
4. Identify the relationship between client service and corporate culture.			
5. Analyze client service situations to recommend practices that mitigate and/or prevent escalations.			
6. Conduct formal and informal business meetings.			
7. Deliver an oral presentation.			

## TAX 602 - Income Tax for Financial Professionals

You will learn important income tax considerations when recommending financial or investment strategies to clients. You will focus on the implications of client advising in the areas of investing, retirement, and estate planning. You will explore tax-deferred strategies using registered plans, and the tax implications of registered and nonregistered investments.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explain Canada's income tax system and Canada Revenue Agency's role in administering the Income Tax Act.			
2. Calculate the content of the major sections of a personal tax return and notice of assessment including income, deductions, credits, and carryovers.			
3. Calculate the tax liability associated with revenue property investments and disposals.			
4. Calculate the differences in tax liability between interest, dividend, and capital gains income.			
5. Analyze the benefits of client's use of registered plans to achieve educational savings and retirement goals.			
6. Describe the impact of income tax on estate planning and the death of a taxpayer.			
7. Analyze relevant case information to create tax-preferred financial plans for clients.			