



**GRADUATE DEVELOPMENT PROGRAMME FOR  
FINANCIAL PLANNERS AND PARAPLANNERS**  
FOR GIBBS DENLEY FINANCIAL PLANNING



At Gibbs Denley we are always looking for dedicated and forward-thinking individuals who are interested in building a career that they can be proud of.

Our Graduate Development Programme is aimed at those leaving university with a degree, who are looking to develop a career in the financial services industry. For those without a degree we have a Professional Development Programme, which you can view on our website. Our professional qualifications for this programme are undertaken with the Chartered Insurance Institute (CII). We operate an incentive scheme which rewards staff for achieving key milestones in their study.

## STAGE 1

You will begin your development as a Graduate Trainee, learning skills on the job while studying toward your Diploma in Regulated Financial Planning. The speed at which you will complete this stage will depend on your own skills and any prior knowledge or experience within the financial services industry, but we would expect you to complete it within 3 years. As well as completing qualifications and learning about Gibbs Denley and how we operate, you will gain a good grounding in paraplanning skills, such as research, report writing and understanding the nature of advice being given.

## STAGE 2

Once you have achieved the Diploma in Regulated Financial Planning you will have two routes available to you: one with a view to becoming a Financial Planner and the other to becoming a Paraplanner. Both roles allow you to apply to the CII to use the DipPFS designation. The main difference between these two roles being whether you choose to have a customer-facing role (Financial Planner) or a behind-the-scenes role focused on research and analysis (Paraplanner).

Whether you choose to become a Trainee Financial Planner or a Paraplanner, the next step is to complete the Advanced Diploma in Financial Planning. We would expect you to achieve this in approximately 3 years.

Additionally, as a Trainee Financial Planner you will accompany existing planners in client meetings and learn adviser-specific skills such as client engagement and development of the analytical skills required to provide advice. To achieve this you will have to undergo a supervisory period during which you will be required to demonstrate your skills and knowledge to ensure that you are fully competent. Once you have gained sufficient knowledge and experience you can progress to become a Financial Planner.

## STAGE 3

Once you have gained the Advanced Diploma in Financial Planning, you are then eligible to apply for Chartered Financial Planner status. This status is granted at the discretion of the CII, and requires you to meet certain criteria, which include:

- having five years professional experience in the industry of a kind satisfactory to the CII;
- complying with the Continuing Professional Development (CPD) requirements in accordance with the CII rules (35 hours per year);
- agreeing to adhere to the CII's code of ethics.

We expect this stage to occur in the 7th year from starting the programme.

## STAGE 4 AND BEYOND

Once you have achieved Chartered Status you can then work towards Fellowship.

Your focus will now become building up a client portfolio which will provide you with a rewarding career for many years to come.

For some people, the next steps will entail greater involvement with the management of the business, possibly with specialist expertise in areas such as Compliance, IT, Marketing or further financial specialisms, such as investments, pensions, or tax planning.





## TIMESCALES

While timescales can vary, our aim is that you will have achieved Chartered Status within 7 years of beginning the programme. This means that, if you left university at 21 (or 22 if you took a gap year) it is perfectly possible for you to achieve Chartered Status before your 30th birthday.

## REQUIREMENTS

We are looking for candidates that hold a university degree of a 2:1 or higher. It would be advantageous if this were in a relevant subject such as Economics, Business, or Finance; however, we will consider others.

In addition to degrees, we are looking for the following personal skills and attitudes:

- Strong analytical skills
- Good communication skills
- Ability to study unsupervised
- Ability to work independently and as part of a team

- A desire to succeed and continually gain greater knowledge
- A commitment to providing high quality customer service
- An interest in investments and the economic environment

## COSTS

While costs vary depending on the exams you take, we estimate the approximate cost of reaching Chartered Financial Planner status to be approximately £5,500.

We will provide financial assistance in respect of the cost of the courseware and examinations for obtaining each of these qualifications. Gibbs Denley will waive the repayment of these costs based on the following conditions:

- You sit the exam for which you were entered
- You remain an employee of Gibbs Denley for a minimum period of time, as defined by our Approved Professional Qualification Study Policy.



7

CHARTERED STAFF



650M+

ASSETS UNDER MANAGEMENT



104

PROFESSIONAL QUALIFICATIONS

Stage 1	Diploma in Regulated Financial Planning (DipPFS)*						
1-3 Years Graduate Trainee	<p>Meets the FCA's qualification requirements in full for those advising on retail investment products.</p> <p><b>Completion Requirements</b></p> <ul style="list-style-type: none"> <li>100 CII Credits (6 exams)</li> </ul> <p><b>RQF Level:</b> 4</p> <p><b>Time to Complete:</b> Approx 3 years</p>						
Stage 2	Advanced Diploma in Financial Planning (APFS)*						
4-6 Years Trainee Financial Planner / Financial Planner OR Paraplanner	<p><b>Completion Requirements</b></p> <ul style="list-style-type: none"> <li><b>290 CII credits, total:</b> <table> <tr> <td>Diploma in Regulated Financial Planning</td><td>100</td></tr> <tr> <td>4-5 x AF Exams</td><td>120</td></tr> <tr> <td>Any other CII exams</td><td>70</td></tr> </table> </li> </ul> <p><b>RQF Level:</b> 6 (equivalent to a bachelor's degree)</p> <p><b>Time to Complete:</b> Approx 3 years</p>	Diploma in Regulated Financial Planning	100	4-5 x AF Exams	120	Any other CII exams	70
Diploma in Regulated Financial Planning	100						
4-5 x AF Exams	120						
Any other CII exams	70						
Stage 3	Chartered Financial Planner*						
4-6 Years Financial Planner / Chartered Financial Planner OR Paraplanner	<p><b>Completion Requirements</b></p> <ul style="list-style-type: none"> <li>CII Approval of individual Chartered status application</li> <li>Gain Advanced Diploma in Financial Planning</li> <li>35 hours CPD per year</li> <li>5 years industry experience</li> </ul>						
Stage 4	PFS Fellowship (FPFS)*						
7+ Years Chartered Financial Planner OR Senior Technical Paraplanner	<p><b>Completion Requirements</b></p> <ul style="list-style-type: none"> <li><b>350 CII credits, total:</b> <table> <tr> <td>Diploma in Regulated Financial Planning</td><td>100</td></tr> <tr> <td>Advanced Diploma in Financial Planning</td><td>190</td></tr> <tr> <td>Any other CII exams</td><td>60</td></tr> </table> </li> </ul>	Diploma in Regulated Financial Planning	100	Advanced Diploma in Financial Planning	190	Any other CII exams	60
Diploma in Regulated Financial Planning	100						
Advanced Diploma in Financial Planning	190						
Any other CII exams	60						

\* In order to use the designations (DipPFS, APFS, Chartered, FPFS), you must be a current member of the Personal Finance Society (PFS).

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