Assignment 2
Line Manager Statement Template

APRIL 2022 | SCQF LEVEL 9 PRACTICAL INVESTMENT PLANNING



# Page Title

# About this Document

This document is designed to assist SCQF Level 9 Practical Investment Planning Learners when constructing their portfolio of work-based evidence, which is the second coursework assignment.

A written statement from a Learner’s line manager, assuming they are suitably qualified and experienced in financial planning, can form part of a portfolio of work-based evidence, providing it covers the relevant Performance Criteria. This document provides a template for a line manager statement.

Learners/line managers are not obliged to use this template, and may instead create their own document, or edit/reformat this document as they see fit, providing it still evidences the achievement of the relevant Performance Criteria.

Learners and their line managers should be aware that the clearer and easier to navigate their statement, the less chance there is of Assessors making errors in their marking such as overlooking pieces of evidence.

Line manager statements should generally be detailed, and for PIP should be several pages long.

# Learner Information

|  |  |
| --- | --- |
| **Learner Name** |  |
| **Line Manager Name** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Performance Criterion** | **Statement** |
| 1.1 Deliver an effective, compliant, professional, structured telephone pitch meeting. |  |
| 1.2 Demonstrate the ability to structure and control client meetings effectively. |  |
| 1.3 Present and explain a set of disclosure documents, including the firm’s business model and how charges work. |  |
| 1.4 Establish and agree SMART investment planning objectives with the client, including critical assessment of their potential achievability. |  |
| 1.5 Critically assess and agree the risk profile of a retail client, as a combination of their attitude to risk and capacity for loss. |  |
| 1.6 Explain to retail clients the main features, advantages, and disadvantages of the main investment strategies. |  |
| 3.1 Professionally and compliantly present an innovative investment plan, along with corresponding regulatory supporting documents, answering any client questions, and gaining the client’s agreement to proceed with the advice. |  |

## Declaration

[ ]  I declare that the information I have provided in this statement is honest and genuine, and that I was not unduly influenced by the Learner, or anyone acting on their behalf, to answer in a particular way.

[ ]  I consent for the details in this document to be provided to and held on file by Practical Financial Exams Limited in accordance with its Data Retention Policy, freely available at: <https://practicalfinancialexams.co.uk/scqf-credit-rating>

Line Manager Name

Line Manager Signature