TSC Category	Investment and Financial Management					
TSC	Wealth Planning Administration					
TSC Description	Manage, review and administer proposed wealth planning tools and/or structures, in accordance with the organisation's policies and procedures and wealth planning laws and regulations					
TSC Proficiency Description	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**
			FSE-FIN-3028-1.1	**FSE-FIN-4028-1.1**	**FSE-FIN-5028-1.1**	
			Assist in managing and administering proposed wealth planning tools and/or structures	Manage administration of proposed wealth planning tools and/or structures	Oversee administration of proposed wealth planning tools and/or structures in adherence to wealth planning laws and regulations as well as perform ad-hoc client servicing activities to maintain client relationships	
Knowledge			• Funding concepts of investment and bank accounts • Account servicing strategies • Wealth planning laws and regulations	• Wealth structure creation processes • Wealth planning laws and regulations • Roles and responsibilities of key stakeholders involved in structure creation • Relationship management techniques	• Wealth structure creation processes • Wealth planning laws and regulations • Roles and responsibilities of key stakeholders involved in structure creation • Relationship management techniques • Organisation's policies and procedures in wealth planning	
Abilities			• Execute client acceptance and on-boarding procedures in accordance with the organisation's policies and procedures • Perform periodic reviews and updates of customer accounts including ongoing due diligence • Assist in the implementation of the proposed wealth and	• Identify business opportunities and design account plans • Manage client acceptance and on-boarding procedures • Perform quality assurance on periodic reviews and updates of client accounts • Perform ongoing client due diligence	• Oversee client acceptance and on-boarding procedures to ensure evidence and relevant supporting information is obtained • Oversee quality assurance on periodic reviews and updates of client accounts • Manage ongoing client due diligence	

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			estate planning tools and/or structures • Adhere to organisation's policies and procedures as well as wealth planning laws and regulations during implementation	• Conduct implementation and periodic reviews related to the proposed wealth and estate planning tools and/or structures • Adhere to the organisation's policies and procedures as well as wealth planning laws and regulations while managing administration of proposed wealth and estate planning tools and/or structures • Build client relationships	• Manage and oversee implementation and periodic reviews related to the proposed wealth and estate planning tools and/or structures • Monitor administration of proposed wealth and estate planning tools and/or structures in accordance with the organisation's policies and procedures, wealth planning laws and regulations • Build client relationships • Manage ad-hoc client servicing activities	