# FINC13001 T2 2024 Practical Assessment

# Estate Plan Instructions

**DUE DATE: Week 11, Monday, 29 September 2024, 11.45 pm AEST**

**THIS ASSESSMENT COUNTS AS 50% OF YOUR FINAL GRADE**.

This assessment is designed with practitioners and early career graduates in mind. **You will be required to create an Estate Plan for the client based on information provided in a case study.**

This is an individual assessment.

## Content of this document

In this document, we provide the following information:

1. Instructions to complete the assessment.
2. Your task in this assessment
3. Estate planning case study
4. Importance of engagement with your lecturer and virtual classmates
5. Instructions to submit the assessment.
6. The assessment marking criteria and rubrics

## 1. Instructions to complete the assessment

Please read everything in this Practical Assessment Instructions document together with **additional documents carefully**. These documents are going to assess your attention to detail, a critical skill for a financial adviser.

When working through the case study, use the **Moodle Q&A Forum**, prescribed and supplementary resources, the library, the internet, internet calculators and apps, Microsoft-Excel, and other available software.

**2. Your tasks in the assessment are:**

1. Read and analyse the case study below carefully

2. Prepare a comprehensive **Estate Plan** for the case study client

## Extra notes

* This assessment is focussing on identifying and making suggestions on personal estate planning matters, as well as highlighting any/all business estate planning matters that need to be considered, relevant to the client in the case study.
* You are required to source additional information from other firms in the finance sector, such as, but not limited to, Moodle, ASIC, APRA, ATO, MoneySmart, STEP, FPA, AFA, SMSFA & MDRT.
* Use the assessment resources posted within the Assessment Folder on Moodle.
* List any assumptions you made to complete your Estate Plan in the Appendix. If you make any assumptions, please ensure:
	+ You only include missing critical background information necessary to make your estate planning recommendations.
	+ You only include information relating to fees for product recommendations.
	+ You do not conflict with the information provided in the case study.
* Please save your work regularly and make backups regularly to a different device or by using a cloud service.
* There is no word count for this assessment. However, do not include information that is unnecessary to address the clients’ goals and objectives or unnecessary for the client to know.
* Note, whilst there is no word count, please ensure you adhere to the ASIC mantra of advice being ‘Clear, Concise and Effective’.
* Please see the detailed rubric towards the end of this document explaining how we grade you. Follow the marking guidelines in the rubrics carefully.

## 3. Estate Planning Case Study

**FINC13001 Estate Planning – Assessment – Case Study Scenario**

**Case Study: Estate Planning for the Jones-Jones Family**

**Background:**

John Smith and Jane Jones are an Australian couple who have been married for 18 years and living in New South Wales. John is dentist and has a succession plan in place in his practice that you as his adviser have already implemented. Jane was a Dental nurse, but after marrying John she became a stay-at-home mother helping with the care of Michael with support from a full-time career costing them $80,880 a year. Michael inherited $1.2 million from his late grandfather that is sitting in a testamentary trust and managed by the trustees, Michael’s father John Smith and a trusted friend, Craig Butler. The fund in this trust earns on average $90,000 per annum and supports Michael’s care. Both John and Jane have been previously married and have children from their previous relationships. They have decided to create a comprehensive estate plan to ensure their blended family's financial security and well-being.

**Family Members:**

1. John Smith (Age 55): John is divorced and has two children from his previous marriage:

* Emily Smith (Age 25): Independent, unmarried, and financially self-sufficient.
* Michael Smith (Age 20): A dependent child with a disability who will require lifelong care and support.

Michael was born with a severe intellectual disability and physical impairment due to a genetic condition. He requires constant care and support for his daily activities, including feeding, bathing, dressing, and mobility. Michael's disability significantly impacts his communication skills, making it challenging for him to express his needs and preferences.

Despite his disabilities, Michael has a loving and supportive family who ensures he receives the best possible care and opportunities for development. He attends specialized schools and therapy sessions to improve his cognitive and physical abilities. However, due to the nature of his condition, Michael is unlikely to achieve full independence and will require lifelong care and assistance from caregivers and support services.

By incorporating provisions for Michael's lifelong care into their estate plan, John and his ex-wife Imogen Jones seek to alleviate concerns about his future well-being and ensure he continues to receive the love and support he deserves, even in their absence.

2. **Jane Jones** (Age 50): Jane is divorced and has two children from her previous marriage:

* Sarah Johnson (Age 30): Married to James Johnson. They have two children together, who are twins, named Molly (2 years) and Max (2 years).
* David Jones (Age 28): Estranged from the family.

As David entered adolescence, he started rebelling against his parents' expectations and authority. He began experimenting with risky behavior, such as skipping school, getting involved with alcohol abuse, and associating with delinquent peers. Despite their efforts to discipline and guide him, David's behavior continued to escalate, leading to frequent conflicts and tension within the family.

As a result of his rebellious behavior, David's relationship with his parents deteriorated further, leading to frequent arguments and disagreements. Feeling unsupported and misunderstood, David withdrew from family interactions and sought solace outside the home, distancing himself emotionally from his parents and siblings.

Over time, the strained relationship between David and his family reached a breaking point, and David decided to leave home and cut off contact with his parents and siblings. He felt that he could never live up to their expectations and that he needed to find his own path in life away from their influence. David is trying to get help for his alcoholism but has not quite managed to beat this substance abuse. The family do not know where David is right now but want to provide for him in their estate plan.

3. **John's Parents:**

* David Snr Smith (Father, Deceased)
* Mary Smith (Mother, Age 78) – Is in an aged care community living in a one-bedroom unit still able to take care of herself. She is in excellent health for her age. Active socially and goes on plenty of walks along the Noosa River in Noosaville where she lives.

4. **Jane's Parents**:

* William Jones (Father, Age 80) – Is active playing golf three times a week with his retired friends at Noosa Springs golf course.
* Margaret Jones (Mother, Age 75) - lives with her husband William in their home in Noosa Springs and has always been a homemaker.

5. **John's Siblings**:

* Peter Smith (Brother, Age 50) – John is close to his brother, and they often go on fishing trips together or they take the family on holidays together in the bush.
* Susan Brown (Sister, Age 45)- is married to a cotton farmer and lives out near St George, Queensland. She is close to her brother. They call each other at least once a week to touch base.

6. **Jane's Siblings**:

* Robert Jones (Brother, Age 55) – Jane’s brother is a cattle farmer, and close and supportive of his family.
* Lisa Green (Sister, Age 48) – Jane is close to her sister and trusts her sister completely.

**Financial Data and how John and Jane would like it dealt with in the event of their death**:

* **John's Assets**:
	+ Family home in Sydney valued at $2,500,000, which John paid $550,000 in 1998 from funds he inherited from his deceased father – on John’s death sell.
	+ Investment portfolio valued at $800,000 with a cost base of $400,000 (7% p.a. average returns are reinvested) – on his death sell.
	+ Superannuation balance of $1,083,000 distribute on death as follows:
		- $27,000 to David Jones
		- $57,000 to Michael Smith
		- $27,000 to Sarah jones
		- $57,000 to Emily Smith
		- Balance is split equally between Jane, and his children Emily and Michael
	+ Digital assets of $250,000 with a cost base of $200,000 starting in 2014 (returns are reinvested)– on death sell.
	+ Dental practice – Current market value is $770,700 with cost base of $220,200 bought in 2000. There is a business succession plan with life insurances in place in the event of premature death or disability, between a young dentist working for John and John. John intends to retire when he turns 60 and the young dentist will purchase the practice at the current market value at the time of his retirement.
	+ Motor vehicle: Mercedes-AMG C63 S Coupe $180,678
* With the sale proceeds on death of the Sydney home, investment portfolio, sale value of the dental practice and digital assets, place the funds in a trust, invest in investments for a balanced investor, and distribute the income equally once a year to David Jones, Michael Smith, Sarah Jones, and Emily Smith. In the future beneficiaries are to be any grandchildren who will take over as beneficiaries, so the trust continues and ensures inter-generational wealth transfer continues. Trustees need to be trustworthy and not family members or beneficiaries of the trust.

Any funds that go to David are to be held in trust for alcohol abuse rehabilitation purposes, and when it is clear to the trustees that the alcohol abuse is over, and David has his life on track and reaches out to the family, then he can receive the proceeds of his share of the trust funds like all the other three children of John and Jane. The trust fund is to pass to the next generation of grandchildren (currently they only have two Molly and Max) when the time comes. They feel generational wealth preservation is important to them.

* **Jane's Assets**:
	+ Beach house in Gold Coast valued at $1,200,000 (wants it in a trust for the entire family (parents, children, extended family, and their friends to enjoy and use as the family holiday home where they can stay as per the terms of the trust deed at no cost to them so that everyone has a fair share of the accommodation). Not rented out as it is the family and friends holiday home. She paid $350,000 in 2000 for this home.
	+ Rental property in Brisbane valued at $600,000 with a $457,000 mortgage, generating a rental income of $775 per week (sell this at death and use the proceeds to maintain the Gold Coast Beach house for family and their friends to enjoy without having to worry about maintenance, and related costs). Trustees cannot be any beneficiaries, and Jane would prefer an independent trustee that can be trusted. Jane bought this property in 2020.
	+ Superannuation balance of $234,000 to be distributed on her death as follows:
		- $27,000 to Michael Smith
		- $57,000 to David Jones
		- Balance is split equally between John, and her children David and Sarah
	+ Jewellery worth $100,000 comprising:
		- Diamond Engagement Ring: A stunning solitaire diamond ring set in platinum. $20,000 to go to Emily when Jane dies.
		- Pearl Necklace: A classic strand of freshwater pearls with a 14-karat gold clasp. $5,000 to go to Lisa.
		- Emerald Bracelet: A delicate bracelet adorned with emerald gemstones and diamonds, set in white gold. $15,000 to go to Sarah.
		- Sapphire Earrings: Elegant earrings featuring blue sapphire gemstones surrounded by a halo of diamonds, crafted in yellow gold. $10,000 to go to Sarah.
		- Ruby Pendant: A striking pendant showcasing a vibrant ruby gemstone accented with smaller diamonds, suspended from a white gold chain. $8,000 to go to Sarah.
		- Gold Chain: A versatile 18-karat gold chain necklace, perfect for layering or wearing alone. $3,000 to go to Emily.
		- Diamond Tennis Bracelet: A timeless bracelet adorned with a line of sparkling round-cut diamonds, set in white gold. $12,000 to go to Sarah.
		- Opal Ring: A unique opal ring with flashes of iridescent colours, set in a decorative sterling silver band. $4,000 to go to Sarah.
		- Amethyst Earrings: Dazzling earrings featuring faceted amethyst gemstones complemented by diamond accents, set in rose gold. $6,000 to go to Sarah.
		- Platinum Wedding Band: A simple yet elegant platinum wedding band, symbolizing eternal love and commitment. $2,000 to go to Emily.
		- Cameo Brooch: A vintage cameo brooch featuring a carved portrait on a shell, framed in 18-karat gold. $2,000 to be gifted to Lisa.
		- Tanzanite Pendant: A breathtaking pendant showcasing a vivid tanzanite gemstone surrounded by a halo of diamonds, set in white gold. $7,000 to go to Sarah.
		- Turquoise Bracelet: A statement bracelet adorned with turquoise gemstones set in sterling silver. $3,000 Go to Sarah
		- Gold Hoop Earrings: Classic hoop earrings crafted in 14-karat gold, perfect for everyday wear. $2,000 To go to Emily.
		- Diamond Cross Necklace: A delicate cross pendant embellished with sparkling diamonds, suspended from a fine white gold chain. $1,000 to be go to Susan.

-Motor vehicle- Mercedes Benz V-class - $76,990

Specific Considerations:

* Digital Assets: John has significant digital assets, including cryptocurrency investments.
* Asset Protection: They want to protect their assets from potential legal claims.
* Superannuation: They wish to ensure that their superannuation benefits are distributed to their beneficiaries as listed as tax effectively as possible.
* Wills: Both John and Jane need updated wills reflecting their current marital status and wishes for asset distribution.
* Enduring Powers of Attorney: They want to appoint each other as enduring powers of attorney to make financial and legal decisions on their behalf if they become incapacitated, but unsure whether to consider their siblings or someone independent. As backup they feel that possibly Emily and Sarah can act as attorneys, with a majority vote for significant decisions. Sarah would be good for the day-to-day expenses and decisions.
* Health Directives: John and Jane want to outline their healthcare preferences in case of incapacity. Jane fears ever suffering pain and would rather have any pain managed if she ever suffered from some form of injury leading to pain. John does not want to be resuscitated if he died.
* Testamentary or inter Vivo Trusts: They seek advice on establishing trusts to manage assets for the benefit of minor children and Michael, their disabled child. However, unsure whether to go via a testamentary trust or inter vivo trust.
* Pet Care: John and Jane want to ensure arrangements are made for the care of their two dogs, Milo, and Maxi in the event of John and Jane’s death or disability.
* The clients have no intention of acquiring any more debt. They pay off their credit cards each month.
* They both have a growth risk profile.
* Both John and Jane’s parent/s have their own estate plan in place done via their own financial adviser. Therefore, there is no need to concern yourself with their parents’ estate planning needs.

**Estate Planning Goals**:

1. Provide for the financial needs of both spouses during their lifetimes.
2. Ensure fair and equitable distribution of assets among their children, including provisions for Michael's ongoing care.
3. Protect assets from potential legal challenges or creditors.
4. Establish mechanisms for managing digital assets and superannuation benefits.
5. Appoint trusted individuals to make financial and healthcare decisions on their behalf if they become incapacitated.
6. Address the care and guardianship of their dependent children and pets.

**Action Plan**:

1. In your Estate Plan for these clients, you need to consider they consult with an estate lawyer to draft updated wills, enduring powers of attorney, and health directives reflecting the couple's wishes.
2. Establish testamentary trusts to manage assets for the benefit of minor children and Michael. In the context of estate planning, Michael's parents, John and his ex-wife, Imogen, recognize the importance of providing for his long-term needs and ensuring he receives ongoing care and support even after they are no longer able to provide it themselves. Consider an appropriate trust to manage Michael's situation after they have passed away.
3. Work with you their financial adviser to review and optimize asset allocation, considering asset protection and tax implications.
4. Work with an accountant for tax implications.
5. Ensure proper documentation and instructions are provided for the care of their pets in the event of incapacity or death.
6. Communicate the estate plan with all relevant family members to avoid misunderstandings and conflicts.

By addressing these specific considerations and goals, John and Jane can create a comprehensive estate plan that provides for their blended family's financial security and well-being while ensuring their wishes are carried out effectively. It is noteworthy to note that both John and Janes’ blended family and extended family get along well, and often celebrate Christmas and New Years together on one of the farms.

**Basic Information**

To ensure that we understand your situation and provide with the best advice we can, we need to collect details about your current situation. All information that we collect will be strictly confidential.

|  |  |  |
| --- | --- | --- |
| **Personal** | **John**  | **Jane**  |
| **Title** | Mr.  | Mrs.  |
| **First name** | John | Jane |
| **Middle name** | - | **-** |
| **Surname** | Smith | Jones |
| **Preferred name** | John | Jane |
| **Salutation** | Mr. John Smith | Mrs. Jane Jones  |
| **Date of birth** | 23/06/1969 (55) | 01/10/1974 (50) |
| **Nationality** | Australian  | Australian |
| **Marital status** | Married  | Married  |
| **Contact** |  |
| **Home phone** | 02 3333 3333 | 02 3333 3333 |
| **Work phone** | 02 9616 0555 |  |
| **Mobile phone** | 0444 444 444 | 0445 555 555 |
| **Home email** | John.ed@emailaddress.com  | Jane.ed@emailaddress.com  |
| **Work email** | John@wwdesign.com.au  |  |
| **Business address** |  Coffs Dental, 2b Moonee Beach Road, Moonee Beach, NSW |
| **Residential address** | 13 Emerald Avenue, Sapphire Beach NSW 2450 |
| **Postal address** | 13 Emerald Avenue, Sapphire Beach NSW 2450 |
| **Comment** | Married for 18 years (Second time each). Anniversary: 14/02/2006 |

**Dependent and Independent Children Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Age** | **Due date of birth** | **Financial dependent** | **Gender** | **Relation** |
| Emily Smith | 25 | 19/09/1999 | No | Female | Child – John’s Daughter |
| Michael Smith | 2004 | 14/04/2004 | No | Male | Child – John’s son |
| Sarah Johnson | 30 | 04/03/1994 | No | Female | Child – Jane’s daughterWith twins Molly and Max (2 years old) |
| David Jones | 28 | 13/06/1996 | No | Male | Child – Jane’s son |

**Employment**

|  |  |  |
| --- | --- | --- |
| **Employment** | **John**  | **Jane**  |
| **Job title** | Dentist | Stay at home mother/wife |
| **Employment status** | Full-time | Unemployed but was a dental nurse |
| **Employer** | Self-employed for Coffs Dental | - |
| **Tax file number** | 728 245 630 | 346 457 771 |
| **Comments** | John earns a salary from his business of $230,000 p.a. with additional Superannuation Guarantee (SG) contributions paid into his super fund. Jane receives rent from the Brisbane property and after expenses the 2024 net income will be $28,500.John intends to retire at age 60. Jane will retire at the same time.  |

**Health**

|  |  |
| --- | --- |
| **Health** |  |
| **Health** | Excellent | Excellent |
| **Health Insurance Cover?** | Yes  | Yes  |
| **Type?** | Hospital and Extras | Hospital and Extras |
| **Medical history** | John enjoys boating and fishing. Both John and Jane’s parents who are still alive are in excellent health.Both are non-smokers, with standard Body Mass Index. |

**Estate Planning**

|  |  |  |
| --- | --- | --- |
|  | **John**  | **Jane**  |
| Will exists? | Yes | Yes  |
| Is will current? | No | No  |
| Date of will | 1/2/1999 | 1/3/1997 |
| Power of Attorney (POA) and Guardianship | No | No |
| Binding Death Nominations | No | No |
| **Comments** |
| * One copy of the estate documents is held with their respective solicitors, but they both have lost the signed copies they held.
* No provisions for testamentary trusts have been made in the wills. There are currently no testamentary or living trusts other than the testamentary trust from the grandfather’s will for Michael.
 |

**Assets and Liabilities**

**Assets**

|  |  |  |
| --- | --- | --- |
| **Lifestyle Assets** | **Owner** | **Market Value** |
| Real Estate / Primary Residence*Home purchased for*  | John and Jane | 2,500,000 |
| Lifestyle / Household Contents*Household contents and personal effects*  | John and Jane | 180,000 |
| Lifestyle / Motor VehicleMercedes-AMG C63 S Coupe  | John | 180,678 |
| Lifestyle / Motor VehicleMercedes Benz V-class  | Jane | 76,990 |
| Transaction Account with ANZ bank for emergencies and pay off credit cards used for daily living expenses | John and Jane | 16,000 |
|  |  |  |
| **Total Lifestyle Assets** |  | $ |

|  |  |  |
| --- | --- | --- |
| **Financial Assets:** | **Owner** | **Value** |
| Investment portfolio | John | 800,000 |
| Gold coast family holiday home property (not rented out) | Jane | 1,200,000 |
| Brisbane Investment property | Jane | 600,000 |
| Digital assets | John | 250,000 |
| Jewellery | Jane | 100,000 |
| **Total Financial Assets** |  | **$** |

|  |  |  |
| --- | --- | --- |
| **Superannuation - Description** | **Owner** | **Value** |
| Superannuation*Australian Super - Balanced* (*As of 9* July 2024) | John | $1,083,000 |
| Superannuation*Australian Super - Balanced* (*As of* 9 July 2024)  | Jane | $234,000 |
| **Total Superannuation Assets** |  | **$1,317,000** |

**Liabilities**

|  |  |  |
| --- | --- | --- |
| **Loan type** | **Owner** | **Outstanding Balance** |
| Credit Card*NAB (paid in full each month) @ 21.99% Interest* | John - Card A | $0.00 / $60,000 Limit |
| Credit Card*NAB (*paid in full each month) *@ 21.99% Interest* | Jane - Card B |
| Other Current Loan balance. NAB Mortgage on the Brisbane Investment property | Jane | $457,000 |
| **Total liabilities** |  | **($0)** |

|  |  |
| --- | --- |
| **Total Net Worth** | **$** |
| **Comment** | John does not anticipate his income will change as he is trying to help his young successor grow the dental practice business. Jane will not increase the rent for at least the next two years as she has a two-year rental agreement with the tenant. |

**Annual income and budgeted expense**

**Annual Income**

|  |  |  |
| --- | --- | --- |
| **Income** | **Owner** | **Amount** |
| Ordinary Wages  | John | $230,000 |
| Rental income from Brisbane property  | Jane | $28,500 |
| Investment portfolio income | John |  |
| Investment property income | Jane |  |
|  |  |  |
| **Taxable Income** |  | **$81,294** |
| **Total Tax Payable (after Medicare)** | John and Jane | **$** |
| **Comment** | The couple have credit cards with John being primary cardholder. Credit limit is $60,000 for John and Jane. They have never spent up to their limit and always repay within the interest free period. The couple have no mortgages on any of their properties.  |

**Expenses**

|  |  |  |
| --- | --- | --- |
| **Type** | **Owner** | **Approx. Amount ($)** |
| **Total Expenses (including tax)** |  | **$121,170** |
| **Net Surplus after tax** | **$** |
|  |  |

**Personal Insurance**

**John - Existing Insurances**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Insurer/****Product** | **Policy number** | **Policy owner** | **Life insured** | **Cover** | **Premium** |
| **Type** | **Level** |
| Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| **Comment** | John heard the premiums reduces the super balances and cancelled his insurances inside superannuation last year. John feels they do not need personal life insurance and is happy to self-insure, except for his business. |

**Jane - Existing Insurances**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Insurer/****Product** | **Policy number** | **Policy owner** | **Life insured** | **Cover** | **Premium** |
| **Type** | **Level** |
| Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| **Comment** | Jane also cancelled her insurances inside superannuation when John did.  |

**General Insurance**

*They do have home and contents, private health, comprehensive car, home and buildings and landlord insurances which has been included in their annual expenses budget.*

**Superannuation**

**John - Existing Funds**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Type** | **Date of Balance** | **Total Balance** | **Additional information** |
| Australian Super – Balanced (MySuper) | Accumulation | 1/7/2024 | $1,083,000 | He joined the fund on 1 February 2010. He is invested in the default Balanced option and does not hold any Personal Insurances inside superannuation. |

**Jane - Existing Funds**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Type** | **Date of Balance** | **Total Balance** | **Additional information** |
| Australian Super – Balanced (MySuper) | Accumulation | 1/7/2014 | $234,000 | She joined the fund 6 January 2013.She is invested in the default Balanced option and does not hold any Personal Insurance inside superannuation. |

Upon initial investigation of the fact finder, you note that there are certain pieces of information missing. This may be due to an oversight on the clients' part, a limited understanding of the question or the fact that they may be withholding something, or they feel they have given you sufficient information to complete the above tables yourself.

In this case study, the clients' current situation is assessed, as are the consequences of not updating their current will and estate plan. Issues, solutions, and recommendations are discussed with the clients for consideration as part of their overall financial plan.

**What should you consider?**

* Identify potentially relevant missing info & outline potentially relevant assumptions (some things to consider may/may not include):
	+ Lifestyle/living costs.
* Present Balance Sheet
	+ Jane
	+ John
	+ Jane & John
	+ Other?
	+ Outline potential concerns.
* Other considerations:
	+ Digital assets
	+ Other?
* Explain, in detail, Duties and Obligations
	+ Enduring Power of Attorney (what types there are; what is their function)
	+ Guardianship
	+ Trusts
	+ Executor/trustee

## 4. Importance of engagement with your lecturer and virtual classmates

To lighten your workload, please use the various forums to post any problems or queries you may have. The Moodle forums are there for your use to learn and resolve any difficulties in a virtual collaborative classroom and with the help and interaction from your peers and your unit coordinator. Zoom sessions have also been scheduled to assist you with your studies.

If there are any issues (personal or otherwise) that you feel may affect your ability to complete this assessment, please contact your unit coordinator or a.mcinnes@cqu.edu.au as soon as possible.

## 5. Instructions to submit the assessment

**Once you have completed the Estate Plan, submit it as a single document in Microsoft Word format in Moodle.**

After submitting, you cannot make any changes to your document**.** Only submit the Assessment once it is completed, as any errors in submissions will affect your grades. Your lecturer cannot un-submit any incorrect submissions, and submissions outside Moodle will not be accepted.

## 6. Assessment marking criteria and rubrics

Marks are award for completing the Estate Plan using the Microsoft Word template provided, engaging via Moodle Q&A Forum and scheduled Zoom workshops, including strategies and recommendations to meet the clients’ goals.

The rubric below describes how the marks are allocated for each question.

The assessment is graded out of 100 marks and will be scaled down to 40% of the total Assessment Grade. Late submission penalty is 5% (of the original 100 marks available) per calendar day including Saturday and Sunday. Please apply for extensions prior to the due date if medical or employment issues may prevent on time submissions via Moodle. Supply either a medical certificate or an email letter from your employer to serve as supporting documents; this is required for you to request an extension.

Note: Penalty will be applied to students (to be fair to other students) for incorrect file submissions = 1% per week is deducted from the due date of 30 September until you have resubmitted the correct assessment file on Moodle.

## Marking Criteria and Rubrics

**Estate Plan [Total marks 100 scaled to 50]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **HD [Beyond practitioner level expertise]** | **D [Practitioner level of expertise]** | **C** | **P** | **F** |
| **Estate Plan** |
| **Salutation/Cover Letter** | Salutation considers the following (**No deficiencies)**:* Letter is well-structured, headings and sub-headings clearly define sections.
* Customised and personalised to the client specific circumstances in terms of structure and content.
* Includes all student adviser details.
* Introduces the Estate Plan in and executive summary form clearly.
* Aim for the cover letter to be no more than one page, maximum two.
* Did not copy the letter from previous CQU Financial Planning units.
 | Salutation considers the following (**20% deficiency**):* Letter is well-structured, headings and sub-headings clearly define sections.
* Customised and personalised to the client specific circumstances in terms of structure and content.
* Includes all student adviser details.
* Introduces the Estate Plan summary with **20%** minor deficiency.
* Aim for the cover letter to be no more than one page, maximum two.
* Did not copy the letter from previous CQU Financial Planning units.
 | Salutation considers the following (**35% deficiencies**):* Letter is well-structured, headings and sub-headings clearly define sections.
* Customised and personalised to the client specific circumstances in terms of structure and content.
* Includes all student adviser details.
* Introduces the Estate Plan summary with **35%** deficiencies.
* Aim for the cover letter to be no more than one page, maximum two.
* Did not copy the letter from previous CQU Financial Planning units.
 | Salutation considers the following (**50% deficiencies**):* Letter is well-structured, headings and sub-headings clearly define sections.
* Customised and personalised to the client specific circumstances in terms of structure and content.
* Includes all student adviser details.
* Introduces the Estate Plan summary with **505** deficiencies.
* Aim for the cover letter to be no more than one page, maximum two.
* Did not copy the letter from previous CQU Financial Planning units.
 | Salutation considers the following (**More than 50% deficiencies**):* Letter is well-structured, headings and sub-headings clearly define sections.
* Customised and personalised to the client specific circumstances in terms of structure and content.
* Includes all student adviser details.
* Introduces the Estate Plan summary with **more than 50%** deficiencies.
* Aim for the cover letter to be no more than one page, maximum two.
* Did not copy the letter from previous CQU Financial Planning units.
 |
| 5 | 3.75 | 3.25 | 2.5 | 0 |
| **Your Personal Information****<Client 1 and Client 2>** | The Introduction of the client is comprehensive and clearly outlined including (**All**):* Client 1 profile table is completed correctly.
* Client 2 profile table is completed correctly.
* Independents/Dependants section completed correctly.
* Client 1 health completed correctly.
* Client 2 health completed correctly.
* Attention given to this section demonstrates a superior and in depth understanding of the coursework.
* There is no missing information in the profile table for either of the clients, dependants, health, etc.
* There is no incorrect information.
* Student did not combine personal information of Client 1 and Client 2 and treated the two clients as one
 | The Introduction of the client is comprehensive and outlined well including (**Up to 20% deficiencies**):* Client 1 profile table is completed correctly.
* Client 2 profile is completed correctly.
* Dependants section completed correctly.
* Client 1 health completed correctly.
* Client 2 health completed correctly.
* Attention given to this section reflects an above average and not as in depth understanding of the coursework.
* There is no missing information in the profile table for either of the clients, dependants, health, etc.
* There is no incorrect information.
* Student did not combine personal information of Client 1 and Client 2 and treated the two clients as one
 | The Introduction of the client is comprehensive and reasonably clearly outlined including (**35% deficiencies**):* Client 1 profile table is completed correctly.
* Client 2 profile is completed correctly.
* Dependants section completed correctly.
* Client 1 health completed correctly.
* Client 2 health completed correctly.
* Attention given to this section demonstrates an average understanding of the coursework.
* There is no missing information in the profile table for either of the clients, dependants, health, etc.
* There is no incorrect information.
* Student did not combine personal information of Client 1 and Client 2 and treated the two clients as one
 | The Introduction of the client is comprehensive and outlined to an acceptable level including (**50% deficiencies):*** Client 1 profile table is completed correctly.
* Client 2 profile is completed correctly.
* Dependants section completed correctly.
* Client 1 health completed correctly.
* Client 2 health completed correctly.
* Attention given to this section demonstrates a below average understanding of the coursework.
* There is no missing information in the profile table for either of the clients, dependants, health, etc.
* There is no incorrect information.
* Student did not combine personal information of Client 1 and Client 2 and treated the two clients as one
 | The Introduction of the client is comprehensive and unclearly outlined including (**More than 50% deficiencies**):* Client 1 profile table is completed correctly.
* Client 2 profile is completed correctly.
* Dependants section completed correctly.
* Client 1 health completed correctly.
* Client 2 health completed correctly.
* Attention given to this section demonstrates limited to no understanding of the coursework.
* There is no missing information in the profile table for either of the clients, dependants, health, etc.
* There is no incorrect information.
* Student did not combine personal information of Client 1 and Client 2 and treated the two clients as one
 |
| 5 | 3.75 | 3.25 | 2.5 | 0 |
| **Your Family Tree** | * Family Tree includes **all:**
1. Client relationships with ALL relevant family members and beneficiaries
2. Names of family members
3. Relationship type of family members
4. Extent of the clients’ accountabilities to each family member and beneficiary are defined.
5. Captures the range of important data about each member.
* Attention given to this section demonstrates a superior understanding of the coursework.
* There is no missing information in the family tree, like missing family members or beneficiaries.
* The information in the family tree is correct.
 | * Family Tree includes **most (80%):**
* Client relationships with all relevant family members and beneficiaries
* Names of family members
* Relationship type of family members
* Extent of the clients’ accountabilities to each family member and beneficiary are defined.
* Captures the range of important data about each member.
* Attention given to this section reflects an above average understanding of the coursework.
* There is no missing information in the family tree, like missing family members or beneficiaries.
* The information in the family tree is correct
 | * Family Tree includes **some (65%):**
1. Client relationships with all relevant family members and beneficiaries
2. Names of family members
3. Relationship type of family members
4. Extent of the clients’ accountabilities to each family member and beneficiary are defined.
5. Captures the range of important data about each member.
* Attention given to this section reflects an above average understanding of the coursework.
* There is no missing information in the family tree, like missing family members or beneficiaries.
* The information in the family tree is correct
 | * Family Tree includes **limited amount (up to 50%) of**
1. Client relationships with family members and beneficiaries
2. Names of family members
3. Relationship type of family members
4. Extent of the clients’ accountabilities to each family member and beneficiary are defined.
5. Captures the range of important data about each member.
* Attention given to this section demonstrates a superior understanding of the coursework.
* There is no missing information in the family tree, like missing family members or beneficiaries.
* The information in the family tree is correct
 | * There is **no (or less than 50%)** evidence of:
1. Client relationships with all relevant family members and beneficiaries
2. Names of family members
3. Relationship type of family members
4. Extent of the clients’ accountabilities to each family member and beneficiary are defined.
5. Captures the range of important data about each member.
* Attention given to this section demonstrates a superior understanding of the coursework.
* There is no missing information in the family tree like missing family members or beneficiaries. The information in the family tree is correct.
 |
| 10 | 7.50 | 6.50 | 5.0 | 0 |
| **Your Financial Position, and Outstanding Information**  | Structures and issues relating to the full extent of the client’s wealth are well-defined and shown clearly **(All with no deficiencies)*** Financials (Balance Sheet) and other details are tabled accurately and reflect Client 1’s situation.
* Financials (Balance Sheet) and other details are tabled accurately and reflect Client 2’s situation.
* Financials (Balance Sheet of all the assets) and other details are tabled accurately and reflect joint/tenancy in common assets.
* Definitions and issues relating to both client/s wealth reflect comprehensive understanding of the case study.
* Outstanding information which has the potential to impact the estate plan is identified for the client/s and explained to both the client/s.
* Attention given to this section demonstrates superior understanding of how the structures, issues, and missing information impacts both the client’s estate.
* Missing/outstanding information include where applicable to the case study **(all):**
1. nature of asset ownership – solely, tenancy in common and joint, trusts, company, etc.
2. All available asset values, including digital assets.
3. insurance

beneficiaries1. insurance needs analysis (both personal)
2. Insurance inside/outside super
3. Lifestyle and living costs.
4. Mortgage repayments.
5. Dependent and independent children and mother care and related expenses
6. Cross-border estate planning and administration
* Why is each missing piece of information important?
* Attention given to this section demonstrates a superior understanding of the coursework and case study.
* There is no missing relevant information.
* There is incorrect information.
* Student did not combine advice of Client 1 and Client 2 and treated the two clients as one
 | Structures and issues relating to the full extent of the client’s wealth are well-defined and shown clearly (**With up to 20% deficiencies)*** Financials (Balance Sheet) and other details are tabled accurately and reflect Client 1’s situation.
* Financials (Balance Sheet) and other details are tabled accurately and reflect Client 2’s situation.
* Financials (Balance Sheet) and other details are tabled accurately and reflect joint/tenancy in common assets.
* Definitions and issues relating to both client/s wealth reflect comprehensive understanding of the case study.
* Outstanding information which has the potential to impact the estate plan is identified for the client/s and explained to both the client/s.
* Attention given to this section demonstrates superior understanding of how the structures, issues, and missing information impacts both the client’s estate.
* Missing/outstanding information include where applicable to the case study **(20% deficiency):**
1. nature of asset ownership – solely, tenancy in common and joint, trusts, company, etc.
2. All available asset values, including digital assets.
3. insurance beneficiaries
4. insurance needs analysis (personal)
5. Insurance inside/outside super
6. Lifestyle and living costs.
7. Mortgage repayments.
8. Dependent and independent Children and mother care and related expenses
9. Cross-border estate planning and administration
* Why is each missing piece of information important?
* Attention given to this section reflects an above average understanding of the coursework.
* There is no missing relevant information.
* There is incorrect information.
* Student did not combine advice of Client 1 and Client 2 and treated the two clients as one
 | Structures and issues relating to the full extent of the client’s wealth are well-defined and shown clearly **(With up to 35% deficiencies)*** Financials (Balance Sheet) and other details are tabled accurately and reflect Client 1’s situation.
* Financials (Balance Sheet) and other details are tabled accurately and reflect Client 2’s situation.
* Financials (Balance Sheet) and other details are tabled accurately and reflect joint/tenancy in common assets.
* Definitions and issues relating to both client/s wealth reflect comprehensive understanding of the case study.
* Outstanding information which has the potential to impact the estate plan is identified for the client/s and explained to both the client/s.
* Attention given to this section demonstrates superior understanding of how the structures, issues, and missing information impacts both the client’s estate.
* Missing/outstanding information include where applicable to the case study **(35% deficiencies):**
1. nature of asset ownership – solely, tenancy in common and joint, trusts, company, etc.
2. All available asset values, including digital assets.
3. insurance beneficiaries
4. insurance needs analysis (personal)
5. Insurance inside/outside super
6. Lifestyle and living costs.
7. Mortgage repayments.
8. Dependent and independent Children and mother care and related expenses
9. Cross-border estate planning and administration
* Why is each missing piece of information important?
* Attention given to this section demonstrates an average understanding of the coursework.
* There is no missing relevant information.
* There is incorrect information.
* Student did not combine advice of Client 1 and Client 2 and treated the two clients as one
 | Structures and issues relating to the full extent of the client’s wealth are well-defined and shown clearly (**With up to 50% deficiencies)*** Financials (Balance Sheet) and other details are tabled accurately and reflect Client 1’s situation.
* Financials (Balance Sheet) and other details are tabled accurately and reflect Client 2’s situation.
* Financials (Balance Sheet) and other details are tabled accurately and reflect joint/tenancy in common assets.
* Definitions and issues relating to both client/s wealth reflect comprehensive understanding of the case study.
* Outstanding information which has the potential to impact the estate plan is identified for the client/s and explained to both the client/s.
* Attention given to this section demonstrates superior understanding of how the structures, issues, and missing information impacts both the client’s estate.
* Missing/outstanding information include where applicable to the case study **(50% deficiencies):**
1. nature of asset ownership – solely, tenancy in common and joint, trusts, company, etc.
2. All available asset values, including digital assets.
3. insurance beneficiaries
4. insurance needs analysis (personal)
5. Insurance inside/outside super
6. Lifestyle and living costs.
7. Mortgage repayments.
8. Dependent and independent Children and mother care and related expenses
9. Cross-border estate planning and administration
* Why is each missing piece of information important?
* Attention given to this section demonstrates a below average understanding of the coursework.
* There is no missing relevant information.
* There is incorrect information.
* Student did not combine advice of Client 1 and Client 2 and treated the two clients as one
 | Structures and issues relating to the full extent of the client’s wealth are well-defined and shown clearly **(With more than 50% deficiencies)*** Financials (Balance Sheet) and other details are tabled accurately and reflect Client 1’s situation.
* Financials (Balance Sheet) and other details are tabled accurately and reflect Client 2’s situation.
* Financials (Balance Sheet) and other details are tabled accurately and reflect joint/tenancy in common assets.
* Definitions and issues relating to both client/s wealth reflect comprehensive understanding of the case study.
* Outstanding information which has the potential to impact the estate plan is identified for the client/s and explained to both the client/s.
* Attention given to this section demonstrates superior understanding of how the structures, issues, and missing information impacts both the client’s estate.
* Missing/outstanding information include where applicable to the case study **(more than 50% deficiencies):**
1. nature of asset ownership – solely, tenancy in common and joint, trusts, company, etc.
2. All available asset values, including digital assets.
3. insurance beneficiaries
4. insurance needs analysis (personal)
5. Insurance inside/outside super
6. Lifestyle and living costs.
7. Mortgage repayments.
8. Dependent and independent Children and mother care and related expenses
9. Cross-border estate planning and administration
* Why is each missing piece of information important?
* Attention given to this section demonstrates limited to no understanding of the coursework.
* There is no missing relevant information.
* There is incorrect information.
* Student did not combine advice of Client 1 and Client 2 and treated the two clients as one
 |
| 10 | 7.50 | 6.50 | 5.0 | 0 |
| **Your Personal Representatives** | **(All with no deficiencies)*** Details of the relevant personal representative
* Identified **all** the types of estate planning items needing personal representatives.
* Identified all the correct personal representatives for each estate planning item.
* Details of clients 1’s relevant personal representatives have been completed accurately.
* Details of clients 2’s relevant personal representatives have been completed accurately.
* Attention given to this section demonstrates a superior understanding of the case study and coursework.
* There is no missing information about the clients’ LPR.
* The information is suitable.
* Student did not combine advice of Client 1 and Client 2 and treated the two clients as one
 | **(All with up to 20% deficiency)*** Details of the relevant personal representative
* Identified **all** the types of estate planning items needing personal representatives.
* Identified all the correct personal representatives for each estate planning item.
* Details of clients 1’s relevant personal representatives have been completed accurately.
* Details of clients 2’s relevant personal representatives have been completed accurately.
* Attention given to this section demonstrates an above average understanding of the case study and coursework.
* There is no missing information about the clients’ LPR.
* The information is suitable.
* Student did not combine advice of Client 1 and Client 2 and treated the two clients as one
 | **(All with 35% deficiencies)*** Details of the relevant personal representatives
* Identified **all** the types of estate planning items needing personal representatives.
* Identified all the correct personal representatives for each estate planning item.
* Details of clients 1’s relevant personal representatives have been completed accurately.
* Details of clients 2’s relevant personal representatives have been completed accurately.
* Attention given to this section demonstrates an average understanding of the case study and coursework.
* There is no missing information about the clients’ LPR.
* The information is suitable.
* Student did not combine advice of Client 1 and Client 2 and treated the two clients as one
 | **(All with 50% deficiencies)*** Details of the relevant personal representatives
* Identified **all** the types of estate planning items needing personal representatives.
* Identified all the correct personal representatives for each estate planning item.
* Details of clients 1’s relevant personal representatives have been completed accurately.
* Details of clients 2’s relevant personal representatives have been completed accurately.
* Attention given to this section demonstrates a below average understanding of the case study and coursework.
* There is no missing information about the clients’ LPR.
* The information is suitable.
* Student did not combine advice of Client 1 and Client 2 and treated the two clients as one
 | **(With more than 50% deficiencies)*** Details of the relevant personal representatives
* Identified **all** the types of estate planning items needing personal representatives.
* Identified all the correct personal representatives for each estate planning item.
* Details of clients 1’s relevant personal representatives have been completed accurately.
* Details of clients 2’s relevant personal representatives have been completed accurately.
* Attention given to this section demonstrates limited to no understanding of the case study and coursework.
* There is no missing information about the clients’ LPR.
* The information is suitable.
* Student did not combine advice of Client 1 and Client 2 and treated the two clients as one
 |
|  | 5 | 3.75 | 3.25 | 2.5 | 0 |
| **Your Concerns and Requirements** | **(All with no deficiencies)*** Reasons for coming to see the adviser has been articulated in the EP.
* Client 1’s estate planning concerns have been raised separately.
* Client 2’s estate planning concerns has been raised separately.
* Estate Planning goals and objectives have been articulated for Client 1 separately.
* Estate Planning goals and objectives have been articulated for Client 2 separately.
* Addresses any concerns Client 1 might have or should have separately.
* Addresses any concerns Client 2 might have or should have separately.
* Attention given to this section demonstrates a superior understanding of the case study and coursework.
* There is no missing information, like missing concerns, goals, and objectives, etc.
* The information is suitable
 | **(All with up to 20% deficiency)*** Reasons for coming to see the adviser has been articulated in the EP.
* Client 1’s estate planning concerns have been raised separately.
* Client 2’s estate planning concerns has been raised separately.
* Estate Planning goals and objectives have been articulated for Client 1 separately.
* Estate Planning goals and objectives have been articulated for Client 2 separately.
* Addresses any concerns Client1 might have or should have separately.
* Addresses any concerns Client 2 might have or should have.
* Attention given to this section demonstrates an above average understanding of the case study and coursework.
* There is no missing information, like missing concerns, goals, and objectives, etc.
* The information is suitable
 | **(All with up to 35% deficiencies)*** Reasons for coming to see the adviser has been articulated in the EP.
* Client 1’s estate planning concerns have been raised separately.
* Client 2’s estate planning concerns has been raised separately.
* Estate Planning goals and objectives have been articulated for Client 1 separately.
* Estate Planning goals and objectives have been articulated for Client 2 separately.
* Addresses any concerns Client 1 might have or should have separately.
* Addresses any concerns Client 2 might have or should have separately.
* Attention given to this section demonstrates an average understanding of the case study and coursework.
* There is no missing information, like missing concerns, goals, and objectives, etc.
* The information is suitable
 | **(All with up to 50% deficiencies)*** Reasons for coming to see the adviser has been articulated in the EP.
* Client 1’s estate planning concerns have been raised v.
* Client 2’s estate planning concerns has been raised separately.
* Estate Planning goals and objectives have been articulated for Client 1 separately.
* Estate Planning goals and objectives have been articulated for Client 2 separately.
* Addresses any concerns Client 1 might have or should have separately.
* Addresses any concerns Client 2 might have or should have.
* Attention given to this section demonstrates a below average understanding of the case study and coursework.
* There is no missing information, like missing concerns, goals, and objectives, etc.
* The information is suitable
 | **(With more than 50% deficiencies)*** Reasons for coming to see the adviser has been articulated in the EP.
* Client 1’s estate planning concerns have been raised separately.
* Client 2’s estate planning concerns has been raised separately.
* Estate Planning goals and objectives have been articulated for Client 1 separately.
* Estate Planning goals and objectives have been articulated for Client 2 separately.
* Addresses any concerns Client 1 might have or should have separately.
* Addresses any concerns Client 2 might have or should have.
* Attention given to this section demonstrates limited to no understanding of the case study and coursework.
* There is no missing information, like missing concerns, goals, and objectives, etc.
* The information is suitable
 |
| 10 | 7.50 | 6.50 | 5.0 | 0 |
| **Client’s** **Estate Planning Capacity, Responsibilities and** **Risk Factors** | **(All with no deficiencies)*** Attention given to this section demonstrates a superior understanding of the case study and coursework.
* Client 1’s capacity is well-defined & enhanced by clear explanations separately.
* Client 2’s capacity is well-defined & enhanced by clear explanations separately.
* Client 1’s responsibilities are well-defined & enhanced by clear explanations separately.
* Client 2’s responsibilities are well-defined & enhanced by clear explanations separately.
* The scope of client 1’s risk factors has been comprehensively diagnosed and articulated separately.
* The scope of client 2’s risk factors has been comprehensively diagnosed and articulated separately.
* All risks in relation to estate planning documents are defined and the impact to client 1’s estate is explained separately.
* All risks in relation to estate planning documents are defined and the impact to client 2’s estate is explained separately.
* All risks in relation to client 1’s relationships are defined and the impact to the estate is explained separately.
* All risks in relation to client 2’s relationships are defined and the impact to the estate is explained separately.
* There is no missing information re capacity, responsibility, and risks.
* The information is suitable
 | **(All with one deficiency)*** Attention given to this section demonstrates an above average understanding of the case study and coursework.
* Client 1’s capacity is well-defined & enhanced by clear explanations separately.
* Client 2’s capacity is well-defined & enhanced by clear explanations separately.
* Client 1’s responsibilities are well-defined & enhanced by clear explanations separately.
* Client 2’s responsibilities are well-defined & enhanced by clear explanations separately.
* The scope of client 1’s risk factors has been comprehensively diagnosed and articulated separately.
* The scope of client 2’s risk factors has been comprehensively diagnosed and articulated separately.
* All risks in relation to estate planning documents are defined and the impact to client 1’s estate is explained separately.
* All risks in relation to estate planning documents are defined and the impact to client 2’s estate is explained separately.
* All risks in relation to client 1’s relationships are defined and the impact to the estate is explained separately.
* All risks in relation to client 2’s relationships are defined and the impact to the estate is explained separately.
* There is no missing information re capacity, responsibility, and risks.
* The information is suitable
 | **(All with two deficiencies)*** Attention given to this section demonstrates an average understanding of the case study and coursework.
* Client 1’s capacity is well-defined & enhanced by clear explanations separately.
* Client 2’s capacity is well-defined & enhanced by clear explanations separately.
* Client 1’s responsibilities are well-defined & enhanced by clear explanations.
* Client 2’s responsibilities are well-defined & enhanced by clear explanations.
* The scope of client 1’s risk factors has been comprehensively diagnosed and articulated.
* The scope of client 2’s risk factors has been comprehensively diagnosed and articulated.
* All risks in relation to estate planning documents are defined and the impact to client 1’s estate is explained.
* All risks in relation to estate planning documents are defined and the impact to client 2’s estate is explained.
* All risks in relation to client 1’s relationships are defined and the impact to the estate is explained.
* All risks in relation to client 2’s relationships are defined and the impact to the estate is explained.
* There is no missing information re capacity, responsibility, and risks.
* The information is suitable
 | **(All with three deficiencies)*** Attention given to this section demonstrates a below average understanding of the case study and coursework.
* Client 1’s capacity is well-defined & enhanced by clear explanations separately.
* Client 2’s capacity is well-defined & enhanced by clear explanations separately.
* Client 1’s responsibilities are well-defined & enhanced by clear explanations separately.
* Client 2’s responsibilities are well-defined & enhanced by clear explanations separately.
* The scope of client 1’s risk factors has been comprehensively diagnosed and articulated separately.
* The scope of client 2’s risk factors has been comprehensively diagnosed and articulated separately.
* All risks in relation to estate planning documents are defined and the impact to client 1’s estate is explained separately.
* All risks in relation to estate planning documents are defined and the impact to client 2’s estate is explained separately.
* All risks in relation to client 1’s relationships are defined and the impact to the estate is explained separately.
* All risks in relation to client 2’s relationships are defined and the impact to the estate is explained separately.
* There is no missing information re capacity, responsibility, and risks.
* The information is suitable
 | **(With more than three deficiencies)*** Attention given to this section demonstrates limited to no understanding of the case study and coursework.
* Client 1’s capacity is well-defined & enhanced by clear explanations separately.
* Client 2’s capacity is well-defined & enhanced by clear explanations separately.
* Client 1’s responsibilities are well-defined & enhanced by clear explanations separately.
* Client 2’s responsibilities are well-defined & enhanced by clear explanations separately.
* The scope of client 1’s risk factors has been comprehensively diagnosed and articulated separately.
* The scope of client 2’s risk factors has been comprehensively diagnosed and articulated separately.
* All risks in relation to estate planning documents are defined and the impact to client 1’s estate is explained separately.
* All risks in relation to estate planning documents are defined and the impact to client 2’s estate is explained separately.
* All risks in relation to client 1’s relationships are defined and the impact to the estate is explained separately.
* All risks in relation to client 2’s relationships are defined and the impact to the estate is explained separately.
* There is no missing information re capacity, responsibility, and risks.
* The information is suitable
 |
| 10 | 7.5 | 6.5 | 5 | 0 |
| **Our Disclaimers** | * **All** disclaimers relating to the estate plan has been included.
* **Disclaimers are suitable**
 | * **Mos**t (80%) disclaimers relating to the estate plan has been included.
* **Disclaimers are suitable**
 | * **Some** (65%) disclaimers relating to the estate plan has been included.
* **Disclaimers are suitable**
 | * **Limited** (50%) number of disclaimers relating to the estate plan has been included.
* **Disclaimers are suitable**
 | * **No** or less than 50% of the disclaimers relating to the estate plan has been included.
* **Disclaimers are suitable**
 |
| 5 | 3.75 | 3.25 | 2.5 | 0 |
| **Your Estate Plan: Recommendations** **Client’s Death and Incapacity** | **(All with no deficiencies)*** Recommendations and justifications demonstrate a superior understanding of the case study and coursework.
* When discussing Estate Plan in the event of death, considers **all** **with no deficiencies** the following:
1. Completed the Beneficiary details accurately for Client 1 separately.
2. Completed the Distribution Intentions accurately for Client 1 separately.
3. Completed the Beneficiary details accurately for Client 2 separately.
4. Completed the Distribution Intentions accurately for Client 2 separately.
5. Asset ownership identified accurately.
6. Residency status articulated.
7. Non-estate assets, like Superannuation distributions articulated for each client.
8. Non-estate assets like Insurance considered for each client.
9. Estate assets like non-superannuation investments addressed.
10. Taxation implications for deceased, Dependants and Non-dependants’ beneficiaries
	* CGT of the deceased
	* CGT of beneficiaries
	* Stamp duty.
	* Income of the deceased
	* Super and death benefits
	* Interaction of tax with a testamentary or inter vivo trust.
	* Gifts
	* Implications for beneficiaries to a will
	* Final tax return of a deceased estate
	* Final tax return of the deceased
11. Wills (if applicable)
12. Testamentary trusts or inter vivo trusts (if relevant)
13. Enduring Power of Guardianship (if relevant)
14. Dependent disabled beneficiary -benefit, appointing trusted individuals as trustees to oversee disabled person’s financial affairs and ensure funds are used to enhance his quality of life, cover medical expenses, and provide for his daily needs.
15. Any tax calculations demonstrate a superior understanding of the case study and coursework in relation to taxation of estates.
16. There is no missing information in points 1- 15 above.
* When discussing Estate Plan in the event of incapacity **considers all** the following:
1. Asset ownership
2. Residency
3. How to deal with potential capacity challenges
4. Enduring Powers of Attorneys, and/or other Powers of Attorneys (if relevant)
5. Advanced Health Directive (if relevant)
6. There is no missing information in points 1- 5 above.
* Recommendations are suitable.
* Recommendations are linked to the client EP goals.
* How the recommendation works is explained
* The appropriateness/benefits of the recommendation included.
* Risks of the recommendations are highlighted.
* You adhere to ASIC mantra of advice being ‘Clear, Concise and Effective’.
* Met the FASEA Adviser Code of Ethics
 | **(All with up to 20% deficiency)*** Recommendations and justifications demonstrate a superior understanding of the case study and coursework.
* When discussing Estate Plan in the event of death, considers **all** **with up to 20% deficiency** the following:
1. Completed the Beneficiary details accurately for Client 1 separately.
2. Completed the Distribution Intentions accurately for Client 1 separately.
3. Completed the Beneficiary details accurately for Client 2 separately.
4. Completed the Distribution Intentions accurately for Client 2 separately.
5. Asset ownership identified accurately.
6. Residency articulated.
7. Non-estate assets, like Superannuation distributions articulated for each client.
8. Non-estate assets like Insurance considered for each client.
9. Estate assets like non-superannuation investments addressed.
10. Taxation implications for deceased, Dependants and Non-dependants’ beneficiaries
	* CGT of the deceased
	* CGT of beneficiaries
	* Stamp duty.
	* Income of the deceased
	* Super and death benefits
	* Interaction of tax with a testamentary or inter vivo trust.
	* Gifts
	* Implications for beneficiaries to a will
	* Final tax return of a deceased estate
	* Final tax return of the deceased
11. Wills (if applicable)
12. Testamentary trusts or inter vivo trusts (if relevant)
13. Enduring Power of Guardianship (if relevant)
14. Dependent disabled beneficiary -benefit, appointing trusted individuals as trustees to oversee disabled person’s financial affairs and ensure funds are used to enhance his quality of life, cover medical expenses, and provide for his daily needs.
15. Any tax calculations demonstrate a superior understanding of the case study and coursework in relation to taxation of estates.
16. There is no missing information in points 1- 15 above.
* When discussing Estate Plan in the event of incapacity considers all the following with up to **20% deficiency**:
1. Asset ownership
2. Residency
3. How to deal with potential capacity challenges
4. Enduring Powers of Attorneys, and/or other Powers of Attorneys (if relevant)
5. Advanced Health Directive (if relevant)
6. There is no missing information in points 1- 5 above.
* Recommendations are suitable.
* Recommendations are linked to the client EP goals.
* How the recommendation works is explained
* The appropriateness/benefits of the recommendation included.
* Risks of the recommendations are highlighted.
* You adhere to ASIC mantra of advice being ‘Clear, Concise and Effective’.
* Met the FASEA Adviser Code of Ethics
 | **(All with up to 35% deficiencies)*** Recommendations and justifications demonstrate a superior understanding case study and of the coursework.
* When discussing Estate Plan in the event of death, considers **all with up to 35% deficiencies** the following:
1. Completed the Beneficiary details accurately for Client 1 separately.
2. Completed the Distribution Intentions accurately for Client 1 separately.
3. Completed the Beneficiary details accurately for Client 2 separately.
4. Completed the Distribution Intentions accurately for Client 2 separately.
5. Asset ownership identified accurately.
6. Residency articulated.
7. Non-estate assets, like Superannuation distributions articulated for each client.
8. Non-estate assets like Insurance considered for each client.
9. Estate assets like non-superannuation investments addressed.
10. Taxation implications for deceased, Dependants and Non-dependants’ beneficiaries
	* CGT of the deceased
	* CGT of beneficiaries
	* Stamp duty.
	* Income of the deceased
	* Super and death benefits
	* Interaction of tax with a testamentary or inter vivo trust.
	* Gifts
	* Implications for beneficiaries to a will
	* Final tax return of a deceased estate
	* Final tax return of the deceased
11. Wills (if applicable)
12. Testamentary trusts or inter vivo trusts (if relevant)
13. Enduring Power of Guardianship (if relevant)
14. Dependent disabled beneficiary -benefit, appointing trusted individuals as trustees to oversee disabled person’s financial affairs and ensure funds are used to enhance his quality of life, cover medical expenses, and provide for his daily needs.
15. Any tax calculations demonstrate a superior understanding of the case study and coursework in relation to taxation of estates.
16. There is no missing information in points 1- 15 above.
* When discussing Estate Plan in the event of incapacity considers all the following with **up to 35% deficiencies**:
1. Asset ownership
2. Residency
3. How to deal with potential capacity challenges
4. Enduring Powers of Attorneys, and/or other Powers of Attorneys (if relevant)
5. Advanced Health Directive (if relevant)
6. There is no missing information in points 1- 5 above.
* Recommendations are suitable.
* Recommendations are linked to the client EP goals.
* How the recommendation works is explained
* The appropriateness/benefits of the recommendation included.
* Risks of the recommendations are highlighted.
* You adhere to ASIC mantra of advice being ‘Clear, Concise and Effective’.
* Met the FASEA Adviser Code of Ethics
 | **(All with up to 50% deficiencies)*** Recommendations and justifications demonstrate a superior understanding of the case study and coursework.
* When discussing Estate Plan in the event of death, considers **all with 50% deficiencies** the following:
1. Completed the Beneficiary details accurately for Client 1 separately.
2. Completed the Distribution Intentions accurately for Client 1 separately.
3. Completed the Beneficiary details accurately for Client 2 separately.
4. Completed the Distribution Intentions accurately for Client 2 separately.
5. Asset ownership identified accurately.
6. Residency articulated.
7. Non-estate assets, like Superannuation distributions articulated for each client.
8. Non-estate assets like Insurance
9. Estate assets like non-superannuation investments addressed.
10. Taxation implications for deceased, Dependants and Non-dependants’ beneficiaries
	* CGT of the deceased
	* CGT of beneficiaries
	* Stamp duty.
	* Income of the deceased
	* Super and death benefits
	* Interaction of tax with a testamentary or inter vivo trust.
	* Gifts
	* Implications for beneficiaries to a will
	* Final tax return of a deceased estate
	* Final tax return of the deceased
11. Wills (if applicable)
12. Testamentary trusts or inter vivo trusts (if relevant)
13. Enduring Power of Guardianship (if relevant)
14. Dependent disabled beneficiary -benefit, appointing trusted individuals as trustees to oversee disabled person’s financial affairs and ensure funds are used to enhance his quality of life, cover medical expenses, and provide for his daily needs.
15. Any tax calculations demonstrate a superior understanding of the case study and coursework in relation to taxation of estates.
16. There is no missing information in points 1- 15 above.
* When discussing Estate Plan in the event of incapacity considers all the following with up to **50% deficiencies**:
1. Asset ownership
2. Residency
3. How to deal with potential capacity challenges
4. Enduring Powers of Attorneys, and/or other Powers of Attorneys (if relevant)
5. Advanced Health Directive (if relevant)
6. There is no missing information in points 1- 5 above.
* Recommendations are suitable.
* Recommendations are linked to the client EP goals.
* How the recommendation works is explained
* The appropriateness/benefits of the recommendation included.
* Risks of the recommendations are highlighted.
* You adhere to ASIC mantra of advice being ‘Clear, Concise and Effective’.
* Met the FASEA Adviser Code of Ethics
 | **(With more than 50% deficiencies)*** Recommendations and justifications demonstrate a superior understanding of the case study and the coursework.
* When discussing Estate Plan in the event of death, considers all with **more than 50% deficiencies** the following:
1. Completed the Beneficiary details accurately for Client 1 separately.
2. Completed the Distribution Intentions accurately for Client 1 separately.
3. Completed the Beneficiary details accurately for Client 2 separately.
4. Completed the Distribution Intentions accurately for Client 2 separately.
5. Asset ownership identified accurately.
6. Residency articulated.
7. Non-estate assets, like Superannuation distributions articulated for each client.
8. Non-estate assets like Insurance
9. Estate assets like non-superannuation investments addressed.
10. Taxation implications for deceased, Dependants and Non-dependants’ beneficiaries
	1. CGT of the deceased
	2. CGT of beneficiaries
	3. Stamp duty.
	4. Income of the deceased
	5. Super and death benefits
	6. Interaction of tax with a testamentary or inter vivo trust.
	7. Gifts
	8. Implications for beneficiaries to a will
	9. Final tax return of a deceased estate
	10. Final tax return of the deceased
11. Wills (if applicable)
12. Testamentary trusts or inter vivo trusts (if relevant)
13. Enduring Power of Guardianship (if relevant)
14. Dependent disabled beneficiary -benefit, appointing trusted individuals as trustees to oversee disabled person’s financial affairs and ensure funds are used to enhance his quality of life, cover medical expenses, and provide for his daily needs.
15. Any tax calculations demonstrate a superior understanding of the case study and coursework in relation to taxation of estates.
16. There is no missing information in points 1- 15 above.
* When discussing Estate Plan in the event of incapacity considers all the following with **more than 50% deficiencies**:
1. Asset ownership
2. Residency
3. How to deal with potential capacity challenges
4. Enduring Powers of Attorneys, and/or other Powers of Attorneys (if relevant)
5. Advanced Health Directive (if relevant)
6. There is no missing information in points 1- 5 above.
* Recommendations are suitable.
* Recommendations are linked to the client EP goals.
* How the recommendation works is explained the appropriateness/benefits of the recommendation included
* Risks of the recommendations are highlighted.
* You adhere to ASIC mantra of advice being ‘Clear, Concise and Effective’.
* Met the FASEA Adviser Code of Ethics
 |
| 20 | 15 | 13 | 10 | 0 |
| **Next Steps for Implementation**  | **(All with no deficiencies)*** Attention given to this section reflects a superior understanding of the case study and coursework.
* Steps to execute the estate plan are stated clearly, comprehensively.
* Factors stated such as [ **all** but not limited to]:
1. Timelines for implementation
2. Estate planning documentation listed for each client.
3. Other professional expertise needed (all and more) is included in the EP.
* The section reflects a superior understanding of the role and focus of the clients in the estate plan.
* Professional completion of **(all four)**:

1) The list for the client of what happens next. 2) What the clients are responsible for preparing and completing.3) Complete list of tasks and timeframes for the clients where applicable4) Future appointments; items for planning and execution with the client* The section reflects a superior understanding of the role and focus of adviser in the estate plan.
* Professional completion of **(all four)**:

1) The list for the adviser of what happens next. 2) What the adviser is responsible for preparing and completing.3) Complete list of tasks and timeframes for the adviser where applicable4) Future appointments; items for planning and execution with the adviser* The section reflects a superior understanding of the role and focus of accountants in the estate plan.
* Professional completion of **(all four)**:

1) The list for the accountant of what happens next. 2) What the accountant is responsible for preparing and completing.3) Complete list of tasks and timeframes for the accountant where applicable4) Future appointments; items for planning and execution with the accountant* The expectations reflect a superior understanding of the role and focus of lawyers in the estate plan.
* Professional completion of **(all four)**:

1) The list for the lawyer of what happens next. 2) What the lawyer and is responsible for preparing and completing.3) Complete list of tasks and timeframes where applicable for the lawyer4) Future appointments; items for planning and execution for the lawyer* There is no missing information, like In-text referenced appropriately
 | **(All with up to 20% deficiency)*** Attention given to this section reflects an above average understanding of the case study and coursework.
* Steps to execute the estate plan are stated clearly, comprehensively.
* Factors stated such as [**all with up to 20% deficiency** but not limited to]:
1. Timelines for implementation
2. Estate planning documentation listed for each client.
3. Other professional expertise needed (all and more) is included in the EP.
* The section reflects a superior understanding of the role and focus of the clients in the estate plan.
* Professional completion of **(up to 20% deficiency)**:

1) The list for the client of what happens next. 2) What the clients are responsible for preparing and completing.3) Complete list of tasks and timeframes for the clients where applicable4) Future appointments; items for planning and execution with the client* The section reflects a superior understanding of the role and focus of adviser in the estate plan.
* Professional completion of **(up to 20% deficiency)**:

1) The list for the adviser of what happens next. 2) What the adviser is responsible for preparing and completing.3) Complete list of tasks and timeframes for the adviser where applicable4) Future appointments; items for planning and execution with the adviser* The section reflects a superior understanding of the role and focus of accountants in the estate plan.
* Professional completion of **(up to 20% deficiency)**:

1) The list for the accountant of what happens next. 2) What the accountant is responsible for preparing and completing.3) Complete list of tasks and timeframes for the accountant where applicable4) Future appointments; items for planning and execution with the accountant* The expectations reflect a superior understanding of the role and focus of lawyers in the estate plan.
* Professional completion of **(one deficiency)**:

1) The list for the lawyer of what happens next. 2) What the lawyer and is responsible for preparing and completing.3) Complete list of tasks and timeframes where applicable for the lawyer4) Future appointments; items for planning and execution for the lawyer* There is no missing information, like i*n-text referenced appropriately*
 | **(All with up to 35% deficiencies)*** Attention given to this section reflects an average understanding of the case study and coursework.
* Steps to execute the estate plan are stated clearly, comprehensively.
* Factors stated such as [**all with up to 35% deficiencies** but not limited to]:
1. Timelines for implementation
2. Estate planning documentation list for each client
3. Other professional expertise needed (all and more) is included in the EP.
* The section reflects a superior understanding of the role and focus of the clients in the estate plan.
* Professional completion of **(up to 35% deficiencies)**:

1) The list for the client of what happens next. 2) What the clients are responsible for preparing and completing.3) Complete list of tasks and timeframes for the clients where applicable4) Future appointments; items for planning and execution with the client* The section reflects a superior understanding of the role and focus of adviser in the estate plan.
* Professional completion of **(up to 35% deficiencies)**:

1) The list for the adviser of what happens next. 2) What the adviser is responsible for preparing and completing.3) Complete list of tasks and timeframes for the adviser where applicable4) Future appointments; items for planning and execution with the adviser* The section reflects a superior understanding of the role and focus of accountants in the estate plan.
* Professional completion of **(35% deficiencies)**:

1) The list for the accountant of what happens next. 2) What the accountant is responsible for preparing and completing.3) Complete list of tasks and timeframes for the accountant where applicable4) Future appointments; items for planning and execution with the accountant* The expectations reflect a superior understanding of the role and focus of lawyers in the estate plan.
* Professional completion of **(two deficiencies)**:

1) The list for the lawyer of what happens next. 2) What the lawyer and is responsible for preparing and completing.3) Complete list of tasks and timeframes where applicable for the lawyer4) Future appointments; items for planning and execution for the lawyer* There is no missing information, like in-text referencing
 | **(All with up to 50% deficiencies)*** Attention given to this section reflects a below average understanding of the case study and coursework.
* Steps to execute the estate plan are stated clearly, comprehensively.
* Factors stated such as [**all with up to 50% deficiencies** but not limited to]:
1. Timelines for implementation
2. Estate planning documentation listed for each client.
3. Other professional expertise needed (all and more) is included in the EP.
* The section reflects a superior understanding of the role and focus of the clients in the estate plan.
* Professional completion of **(up to 50% deficiencies)**:

1) The list for the client of what happens next. 2) What the clients are responsible for preparing and completing.3) Complete list of tasks and timeframes for the clients where applicable4) Future appointments; items for planning and execution with the client* The section reflects a superior understanding of the role and focus of adviser in the estate plan.
* Professional completion of **(up to 50% deficiencies)**:

1) The list for the adviser of what happens next. 2) What the adviser is responsible for preparing and completing.3) Complete list of tasks and timeframes for the adviser where applicable4) Future appointments; items for planning and execution with the adviser* The section reflects a superior understanding of the role and focus of accountants in the estate plan.
* Professional completion of **(50% deficiencies)**:

1) The list for the accountant of what happens next. 2) What the accountant is responsible for preparing and completing.3) Complete list of tasks and timeframes for the accountant where applicable4) Future appointments; items for planning and execution with the accountant* The expectations reflect a superior understanding of the role and focus of lawyers in the estate plan.
* Professional completion of **(three deficiencies)**:

1) The list for the lawyer of what happens next. 2) What the lawyer and is responsible for preparing and completing.3) Complete list of tasks and timeframes where applicable for the lawyer4) Future appointments; items for planning and execution for the lawyer* There is no missing information, like appropriate in-text referencing
 | **(With more than 50% deficiencies)*** Attention given to this section reflects limited to no understanding of the case study and coursework.
* Steps to execute the estate plan are stated clearly, comprehensively.
* Factors stated such as [ all with **more than 50% deficiencies** but not limited to]:
1. Timelines for implementation
2. Estate planning documentation listed for each client.
3. Other professional expertise needed (all and more) is included in the EP.
* The section reflects a superior understanding of the role and focus of the clients in the estate plan.
* Professional completion of **(more than 50% deficiencies)**:

1) The list for the client of what happens next. 2) What the clients are responsible for preparing and completing.3) Complete list of tasks and timeframes for the clients where applicable4) Future appointments; items for planning and execution with the client* The section reflects a superior understanding of the role and focus of adviser in the estate plan.
* Professional completion of **(more than 50% deficiencies)**:

1) The list for the adviser of what happens next. 2) What the adviser is responsible for preparing and completing.3) Complete list of tasks and timeframes for the adviser where applicable4) Future appointments; items for planning and execution with the adviser* The section reflects a superior understanding of the role and focus of accountants in the estate plan.
* Professional completion of **(more than 50% deficiencies)**:

1) The list for the accountant of what happens next. 2) What the accountant is responsible for preparing and completing.3) Complete list of tasks and timeframes for the accountant where applicable4) Future appointments; items for planning and execution with the accountant* The expectations reflect a superior understanding of the role and focus of lawyers in the estate plan.
* Professional completion of **(more than three deficiencies)**:

1) The list for the lawyer of what happens next. 2) What the lawyer and is responsible for preparing and completing.3) Complete list of tasks and timeframes where applicable for the lawyer4) Future appointments; items for planning and execution for the lawyer* There is no missing information, like appropriate in-text referencing
 |
| 10 | 7.50 | 6.50 | 5.0 | 0 |
| **Or*ganisation/Structure/Presentation Mechanics*** | • Organisation/ structure /presentation/mechanics, and professional presentation include **(all)**: 1) Advice is well-structured, headings and sub-headings clearly defined sections2)Each section of the Advice and Instructions **clearly** directs the reader to links in the appendix.3) Correct grammar, spelling, and punctuation **with no errors.**4) Formatting and presentation are consistent throughout the document5) $ signs around values are consistent and present.6) separators around values are consistent and present.7)Updated table of contents8) The template was customised appropriately.9) There is no missing information10) There is no incorrect information | • Organisation/ structure /presentation/mechanics, and professional presentation include **(at least 80%)**: 1) Advice is well-structured, headings and sub-headings clearly defined sections2) Each section of the Advice and Instructions **clearly** directs the reader to links in the appendix.3) Correct grammar, spelling, and punctuation **with no errors.**4) Formatting and presentation are consistent throughout the document5) $ signs around values are consistent and present.6) separators around values are consistent and present.7)Updated table of contents8) The template was customised appropriately. 9) There is no missing information10) There is no incorrect information | • Organisation/ structure /presentation/mechanics, and professional presentation include **(at least 65%)**: 1) Advice is well-structured, headings and sub-headings clearly defined sections. 2) Each section of the Advice and Instructions **clearly** directs the reader to links in the appendix.3) Correct grammar, spelling, and punctuation **with no errors.**4) Formatting and presentation are consistent throughout the document5) $ signs around values are consistent and present.6) separators around values are consistent and present.7) Updated table of contents8) The template was customised appropriately. 9) There is no missing information10) There is no incorrect information | • Organisation/ structure /presentation/mechanics, and professional presentation include **(at least 50%)**: 1) Advice is well-structured, headings and sub-headings clearly defined sections2) Each section of the Advice and Instructions **clearly** directs the reader to links in the appendix.3) Correct grammar, spelling, and punctuation **with no errors.**4) Formatting and presentation are consistent throughout the document5) $ signs around values are consistent and present.6) separators around values are consistent and present.7) Updated table of contents8) The template was customised appropriately.9) There is no missing information10) There is no incorrect information | • No evidence of organisation/ structure /presentation/mechanics, and professional presentation include **(none or less than 50%)**: 1) Advice is well-structured, headings and sub-headings clearly defined sections2) Each section of the Advice and Instructions **clearly** directs the reader to links in the appendix.3) Correct grammar, spelling, and punctuation **with no errors.**4) Formatting and presentation are consistent throughout the document5) $ signs around values are consistent and present.6) separators around values are consistent and present.7) Updated table of contents8)) The template was customised appropriately. 9) There is no missing information10) There is no incorrect information |
| 5 | 3.75 | 3.25 | 2.5 | 0 |
| **Sources/Evidence** | **List of at least 12 references plus all the following in the list:**• References lists are accurately referenced as per APA Reference Guide• Correct in-text referencing of all externally sourced information, websites, like calculators and apps (from the web), information, software, etc. • Accurate in-text-referencing per APA Reference Guide if and where applicable/appropriate.• Genai was referenced correctly within the text• Genai appears in the Reference List | **List of at least 10 references plus 80% in this list:**• References lists are accurately referenced as per APA Reference Guide• Correct in-text referencing of most externally sourced information, websites, like calculators and apps (from the web), information, software, etc. • Accurate in-text-referencing per APA Reference Guide if and where applicable/appropriate.• Genai was referenced correctly within the text• Genai appears in the Reference List | **List of at least 8 references plus 65% in this list:**• References list is inaccurately referenced as per APA Reference Guide, but it is minor• Reasonable evidence of in-text referencing of some externally sourced information, websites, like calculators and apps (from the web), informationn, software, etc. • Minor inaccuracies in in-text-referencing per APA Reference Guide if and where applicable/appropriate.• Genai was referenced correctly within the text• Genai appears in the Reference List | **List of at least 6 references plus 50% in the list:**• References list is inaccurately referenced as per APA Reference Guide minor, but it is major• Limited evidence of in-text referencing sourced from a variety of externally sourced information, websites, like calculators and apps (from the web), information, software, etc. • Major Inaccuracies in in-text-referencing per APA Reference Guide if and where applicable/appropriate.• Genai was referenced correctly within the text• Genai appears in the Reference List | **No evidence or less than 50%** of any list of references:• References/ Sources inaccurately referenced• No evidence of in-text referencing sourced from a variety of externally sourced information, websites, like calculators and apps (from the web), information, software, etc. • Too many inaccurate in-text-referencing per APA Reference Guide if and where applicable/appropriate. • Genai was referenced correctly within the text• Genai appears in the Reference List |
| 5 | 3.75 | 3.25 | 2.5 | 0 |
| **Sub-total with bonus** | **100** | **75** | **65** | **50** | **0** |
| **Extension granted** | **Date of extension** |   |
| **Late submission penalty** |  5% or 5 marks/100 per day including weekends and for minor non-reportable academic integrity contraventions. |   |
| **TOTAL GRADE OUT OF 100** | **100** | **75** | **65** | **50** | **0** |
| **TOTAL GRADE OUT OF 50 [Moodle grade]** | 50 | 37.5 | 32.5 | 25 | 0 |