

<b>Title</b>	<b>Gather and analyse information to determine client trustee services needs</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>7</b>

<b>Purpose</b>	People credited with this unit standard are able to: <ul style="list-style-type: none"> <li>– gather client information to determine client trustee services needs; and</li> <li>– analyse client information to determine any potential impacts on client trustee services needs.</li> </ul>
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<b>Classification</b>	Financial Services > Financial Services - Professional Practice
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<b>Available grade</b>	Achieved
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## Guidance Information

- 1 References
  - Administration Act 1969;
  - Anti-Money Laundering and Countering Financing of Terrorism Act 2009;
  - Code of Professional Conduct for Financial Advice Services;
  - Family Protection Act 1955;
  - Financial Markets Conduct Act 2013;
  - Financial Services Legislation Amendment Act 2019;
  - Foreign Account Tax Compliance Act 2010 (US Legislation);
  - Law Reform (Testamentary Promises) Act 1949;
  - Property Law Act 2007;
  - Property (Relationships) Act 1976;
  - Protection of Personal and Property Rights Act 1988;
  - Social Security (Long-term Residential Care) Regulations 2005;
  - Status of Children Act 1969;
  - Te Ture Whenua Maori Act 1993;
  - Trustee Act 1956;
  - Trustee Companies Act 1967;
  - Wills Act 2007;
  - relevant trustee sector codes of conduct and practice;
  - and all subsequent amendments and replacements.
- 2 Definition
 

*Trustee or fiduciary* – generic term covering situations where the individual is acting in any role as Trustee, Executor, Administrator, Attorney, Property Manager or Agent as the context or nature of the appointment may require.
- 3 Assessments requiring application or demonstration of skills and knowledge may be performed using workplace evidence or evidence derived from simulation or scenario based activities.

All activities must comply with legislation, regulations, and best practice, including any guidance notes published by the agency responsible for the relevant enactment or code.

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## Outcomes and performance criteria

### Outcome 1

Gather client information to determine client trustee services needs.

Range evidence of three examples with a range of needs and complexities is required.

### Performance criteria

- 1.1 Identify client attitude to and capacity for managing risk in a trustee services context.
- 1.2 Identify client objectives that could impact on trustee services needs.
- 1.3 Collect information about personal client circumstances that could impact on needs.
- 1.4 Collect information about client financial situation that could impact on needs.
- 1.5 Determine client trustee services needs based on collected client information.

### Outcome 2

Analyse client information to determine any potential impacts on client trustee services needs.

### Performance criteria

- 2.1 Analyse client information to determine the potential impact of external events on the client financial situation.  
  
Range impacts may include but are not limited to – values of assets, earning capacity, net worth; external events may include but are not limited to – changes to financial markets, changes to the economic environment.
- 2.2 Analyse client circumstances to determine their potential impact on client trustee services needs.  
  
Range must include the potential impact of reasonably foreseeable changes to client circumstances; impact may affect product type or product structure; client circumstances may include but are not limited to – job, relationship.

- 2.3 Analyse client information to determine the need for consultation with other specialists.

Range may include but is not limited to – legal, accounting.

<b>Planned review date</b>	31 December 2024
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 January 2020	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0003
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Comments on this unit standard

Please contact The Skills Organisation [reviewcomments@skills.org.nz](mailto:reviewcomments@skills.org.nz) if you wish to suggest changes to the content of this unit standard.