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Competency framework

For adviser use only

Module 2

Know your market



An introduction



Consumers are demanding more product choice and greater flexibility in later life, which means financial services providers need to expand their offering across the advice spectrum to meet their requirements.

Those who have been providing clients with

advice on equity release and later life solutions appreciate the importance of developing expertise in the field. They also know they must explore all available options when making recommendations. It is this experience and willingness to be forward-thinking that we wanted to harness for these modules. In our industry, it is imperative we are confident the service we provide to consumers is of a consistently high standard.

The need has never been greater. People are living longer lives with diminishing pension savings and increasing financial and social pressures, but they are also recognising how the value of their properties can be used in financial plans. The once entrenched view that property was to be left to a beneficiary has given way, and any residual resistance to accessing the equity it holds is now driven purely by practical barriers.

Property is one of the biggest sources of the nation's household wealth, so it should be an option on every

homeowner's retirement checklist. The aim is, as always, to satisfy the needs of a changing demographic and help to meet the wider challenges of the modern socioeconomic environment in the future.

The competency framework has been produced for guidance and support purposes. It is optional and not a regulatory requirement nor a mandated set of standards for Equity Release Council members or other advisers.

The framework is based on the equity release advice journey and provides an educational syllabus with pathways based on advisers' levels of experience. It is designed to support and guide their training and development by allowing benchmarking of their knowledge and skills, acting as a CPD tool for self assessment, and signposting other materials to support their progress. Individuals and firms have the flexibility to consider which elements are most relevant to them or their business.

I would like to thank those who gave up their time and were willing to spend the best part of 18 months to bring this concept to life.

Finally, I would like to thank Canada Life for its support in sponsoring the production and recognise the superb job it has done in bringing about a style and format that we hope advisers will find easy and enjoyable to use.

Donna Francis,

Chief Operating Officer, Equity Release Council

In our industry, it is imperative we are confident the service we provide to consumers is of a consistently high standard.





The later life lending market has evolved dramatically over the past few years. Not only have we seen more entrants come to market, but the number of products has increased significantly to meet growing demand for equity release. To satisfy this need, it is important

we continue to help the market evolve in a sustainable way, stimulating innovation and growth. This includes educating advisers about how property wealth can work in their clients' portfolios.

Ultimately, it is the industry's responsibility to work collaboratively. At Canada Life, we are committed to supporting the growth of the market by ensuring advisers are well-equipped to give their customers the right advice and help them find the best possible solution. This competency framework has been designed to encourage advisers to explore the equity release market, and help them make the most of their qualifications. It's through this sharing of knowledge that we can continue to deliver a high standard of advice in the sector and ensure best outcomes for clients.

Alice Watson,

Head of Marketing, Cananda Life

It is through this sharing of knowledge that we can continue to deliver a high standard of advice in the sector and ensure best outcomes for clients.





At Access Equity Release, we aim to help spread awareness of the value the equity release industry brings to older homeowners. It is important to us that our entire team of advisers understands the gravitas of their role in delivering quality advice.

I know, after taking part

in the pilot, that the framework helps achieve this. It is an excellent way to ensure standards are routinely high and regularly reviewed. By discussing and sharing our expertise with other professionals in equity release, we can collectively achieve excellence across the industry.

Des O'Hara, Adviser, Access Equity Release "

It's an excellent way to ensure standards are routinely high and regularly reviewed.



The purpose of this competency framework

A competency framework is a summarised structure that sets out the knowledge and skills that enable businesses and individuals to effectively develop and fulfil roles within their organisation.

This framework aims to provide an objective way for firms to identify a common understanding of what good looks like. This includes both the competencies required by individuals within their organisations and a way to benchmark them against their training and competence programmes. In turn it will facilitate personal development and career progression for these individuals, allowing everyone to create their own bespoke learning path towards a common goal. If a role holder does not know what is required of them, they cannot measure their own performance appropriately.

This framework is structured around competencies for a specific job role – in this instance, for advisers who are

working, or want to work, in the equity release market. It may also be useful for people working in support roles with and alongside those advisers. Having this framework allows businesses to build a competency profile for each relevant job holder within the organisation.

By breaking down the requirements based on levels of adviser experience, it indicates how the depth of knowledge needs to be developed and disseminated. Put simply, the more experienced an individual becomes, the deeper and broader the knowledge they should have. The journey of learning is a continual drip feed of knowledge relative to that experience.

How to use this framework

Consider the framework like a syllabus. It isn't a textbook, nor is it a programme of learning.

The framework is divided into six modules that contain three learning pathways dependent on experience. It exists to provide a standard reference guide.

The framework is designed to be used primarily by businesses but can also provide high-level guidance for individuals as they define their own learning pathways to keep building successful careers in the later life market.

Business owners or the person responsible for training and development programmes within a firm can use the framework to conduct a gap analysis to benchmark, underline or expose development areas of training against any documented programmes and learning materials that currently exist. This will then allow for materials to fill those gaps to be developed in-house or accessed and supplemented by external education providers and/or materials.

If an individual works alone or does not have access to a dedicated in-house learning programme, it is highly recommended they should link up with an experienced buddy/mentor or supervisor for this exercise to be successful. To facilitate this, they can talk to their professional organisation, if they are a member of one, or access other accredited bodies that provide dedicated educational support in this area. All of these contacts will be able to challenge self-perceived depth of knowledge and assist in providing a dedicated programme to construct a personal development plan.

When an individual tries to benchmark their own knowledge and experience, it can be hard to gauge the truth and challenge their own perception about what they really know.

Although this framework is not a textbook, it will provide support for research. Each module contains a list of resources that signpost where you can find materials to assist your understanding. Some references may direct you towards educational/professional bodies, simple online research, or to information the Equity Release Council, a market participant, or a third party has produced. If you are a member of the council, you should also look out for technical bulletins that may be issued to support you in your role.

The three pathways

Each module is split into three different pathways, based on experience and the level of knowledge required.

The three pathways are:

New to the sector

At this level, an individual may be working towards the relevant qualification. Or, they may have passed the exam but not yet completed an induction phase to allow them to undertake client-facing activity. Alternatively, they might be working in a non-clientfacing role but want to develop their understanding of the market they support. It would be expected they would have an awareness of concepts, but not yet have the depth of understanding required when giving advice.

Advising under supervision

This would apply typically once an individual has been signed off from an induction programme as ready to undertake client-facing activity under direct and often close supervision. They would be working towards attaining competent adviser status. At this level, they are building up their knowledge and would be expected to have a deeper understanding of concepts and when to apply the logic in a live situation. However, a supervisor would likely still be shadowing and helping to apply that knowledge in different client scenarios.

Competent adviser status

This final level applies when an individual has been signed off by an appropriate person as competent under the relevant training and competence scheme. Advisers at this level would operate with a lower level of ongoing supervision and would be expected to be more knowledgeable and experienced in conducting client-facing activity. They would be expected to apply that knowledge skilfully to a variety of client scenarios. They wouldn't necessarily have all the knowledge and skills outlined in this pathway immediately, but they would be using it to plan their ongoing CPD to build and maintain their competent status.

Whatever the situation, this framework aims to provide the means of assessing and developing knowledge and skills in this sector.

Through all the modules in the framework, the pathways are colour coded so they can be easily navigated. Some aspects of the modules are relevant to everyone at the very outset, and some are unique to certain experience pathways. Individuals can use the relevant pathway as a guide and assess their current knowledge against the standards outlined to build a development programme to suit their needs.

The modules

The framework has been divided into six modules that are designed to be worked through as a suite. Each module has been subdivided into units so that subjects can be digested in bite-sized pieces.



Unit 1 History of the market, stakeholders and practice

Equity release is not a new concept.

The first equity release product – a home reversion plan – was launched in 1965, when the average house price was around £4,000.

Since then, much has changed, not least the growth of equity value, but also the range of products and the expansion of the market. Today, equity release forms a significant part of the later life financial planning market and continues to evolve at pace.

While the equity release market is constantly evolving, the commitment to standards and safeguards for

consumers, established by the Equity Release Council and its predecessor trade body Safe Home Income Plans (SHIP), has not changed in more than 30 years.

The first unit in this module covers the development of the market, its participants and some of the current best practices for advisers. As the market matures, advisers are expected to continue to maintain and improve their knowledge, keeping abreast of the key changes as they arise.

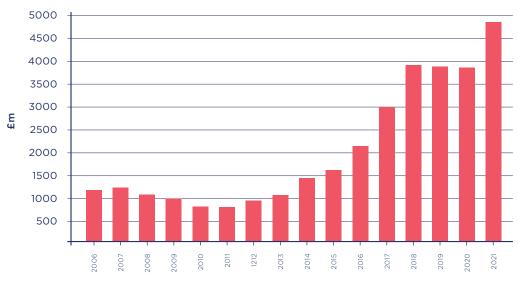
Equity release history and growth

1965	1991	1999	2001	2004	2007	2012	2014	2021	2021
First plan	Safe Home Income Plan forms 500 applications and £28m released	First rollup plan introduced	First drawdown plan	FSA regulates lifetime mortgages	FSA regulates home reversion plans	Equity Release Council forms	FCA takes over regulation	Council signs 1,000th member	£4.8bn is released among 76,000 customers

Source: Equity Release Council, 2022

The chart below shows the growth of the equity release market between 2006 and 2021. With the total market rising to £4.8bn in 2021, from £803.64m in 2010, it is clear equity release is being increasingly used in later-life planning. As the product's popularity rises, advisers and product providers alike have a responsibility to ensure their focus is always on achieving the right outcomes for consumers.

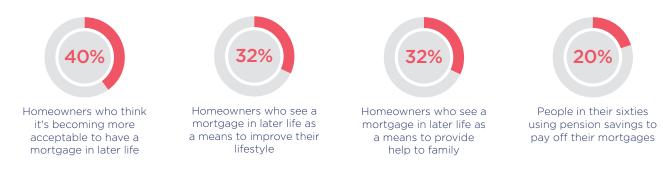
Growth of Equity Release 2006 - 2021



Source: Equity Release Council, 2022

Over time, property has become more than just a place to live. It forms a major part of many people's overall wealth and, as a result, has evolved into a core part of financial planning, especially for those in advancing years.

Meeting changing consumer demands



Home Advantage, Equity Release Council 2021

Based on these societal changes, it is clear what was once regarded as an option of last resort is now becoming an important part of mainstream financial planning. Equity release has the potential to provide solutions not only for those who have an immediate need to access the value in their homes, but also those who want additional funding to improve their lifestyle.

Drivers for growth

Equity Release Council's standards and protections								
Solving the UK's socio-economic challenges								
М	Market innovation							
New	Supervised	Competent						
	\checkmark	\checkmark	The current later life lending market and how it has evolvedCurrent market participantsTrends and developments					
			 The three primary stakeholder groups participating in the market Manufacturers: those that create and offer the products The intermediary network: those who fundamentally bring the product and the client together through their interrogation of the facts and needs of the consumer with the features and benefits of the product The enablers and facilitators: those involved in sourcing, administering and servicing the middle ground that occupies the spaces between client, adviser and manufacturers 					
			 Reputation of industry Changing perception Role of the press and wider media Work of key bodies, including the Equity Release Council, to improve perception 					

New	Supervised	Competent	
			 Business models and working practice Appointed representatives Direct authorisation Specialist retirement advice Specialist care advice
	\checkmark		 The increasing influence that property wealth has on the overall personal wealth of the population Impact of increasing home ownership through right to buy Level of property wealth vested in over 55s
			 How later life lending fits into the later life financial planning landscape Interaction with pension planning Implications of equity release for estate and intergenerational planning Interaction with wider financial assets of the client
			 Local economic issues affecting the sector of the market in the geographical location in which they operate Differing drivers emerging including: Average house prices; higher volume for helping family onto property ladder Socio-economic issues pertaining to the employment market; more needs driven than aspiration driven
	\checkmark	\checkmark	 The issues associated with regulatory and advice permission separation of equity release from broader financial planning Siloed pathways of advice and impact on clients Potential for multiple costs for the client
			 The role of manufacturers Different business models and means of funding employed by providers How providers balance liabilities by offering different types of business
			 The role of intermediaries Diverse operating models for distribution activity FCA distinction between direct authorisation, appointed representative and registered individual status Specialisms and potential specialist activities of staff, such as a focus on complex cases, care specialism Firm's competitive position – awareness of other business models in the market and the implications of these for clients

With the move into the mainstream comes a level of responsibility on the shoulders of those participating in the sector, requiring good advice and an in-depth understanding of client drivers.

New	Supervised	Competent	
			The fundamental financing and lending options that exist in the later life portfolio
			Pensions and annuities
			• Equity release
			 Retirement interest-only mortgages (RIO/RIOM)
			Retirement mortgages
			• Savings

Unit 2 Later life lending and misconceptions

Equity release is often regarded as a high risk product.

This is not surprising given the product is long term in nature and the client base is potentially vulnerable. This reputation also persists because of the product's historic issues.

Although there are risks associated with equity release, it is important to recognise that, through a combination of product innovation, strong regulations and the Equity Release Council's standards and protections, the market has changed for the better. Today, it is considerably more tightly controlled and regulated than 25 years ago.

This unit covers some of the common concerns and misconceptions that clients may have about equity release. Those who are new to the industry should be aware of them, while supervised advisers should have a more detailed understanding. Competent advisers should be able to explain and overcome them.

New	Supervised	Competent	
	\checkmark	\checkmark	 Historic reputational issues Perceived poor value Inflexible product features Shared appreciation mortgages
			 Impact on leaving an inheritance Client attitudes to leaving an inheritance and how this affects decision making for equity release How equity release products reduce the amount that can be left on death Importance of early inheritance as a reason for equity release and trading off early inheritance for larger later inheritance Development of product features allowing protection of equity for beneficiaries
	\checkmark	✓	 Perception of leaving debt on death Client psychology and concern around leaving debt to beneficiaries The mechanics of the no negative equity guarantee When the guarantee will not apply, for example non-sale of property, voluntary early repaymen

New	Supervised	Competent	
			 Affordability How product features can be tailored to meet individual needs When affordability tests are required and when they are not - the importance of hybrid lifetime mortgages The implications of providing advice and/or guidance to you and your firm, including where the regulatory perimeter lies and the liabilities that may arise from either Importance of affordability to home reversions with rental payments Effect of first death on affordability
			 Concerns around risk of losing the home Client concern that the product will be cancelled, and they will lose their home How a product is secured and what terms and conditions apply What constitutes a default/breach of contract and how to avoid this
			 Rights of occupancy Understanding of beneficial and legal ownership Implications for non-owners living in the property Use of occupancy waivers The potential for some providers to refuse business if all partners are not included on the contract
			 Repossession The process by which a provider can seek possession The circumstances which would lead to this happening, including: Breach of contract that cannot be remedied Exceeding the acceptable timescale for repayment after a qualifying life event
			 Misunderstanding product features Implications of providers using the same terminology but having different terms and conditions (for example, downsizing protection) Client misunderstanding of common features Explaining broader choice of product features and how they can be tailored to meet clients' needs
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59%

of advisers think clients have a lack of awareness about equity release 48%

of advisers think clients fear loss of control or ownership of their property

27%

of advisers think clients believe they'll pass on debt to their estate

Source: Canada Life, 2020

Unit 3 Demographics

The make up of the UK population is changing and the growth of the later life lending market is fuelled by these shifting client demographics.

People over the age of 55 make up an increasing proportion of the overall population, while the proportion of younger people is declining.

The so-called baby boomer generation has enjoyed what the House of Lords Select Committee described as an unprecedented equity windfall over recent decades. The total value of UK property wealth reached £6.7tn, with some 65% of this in the hands of the over 55s. In the context of this wealth, the £4.8bn accessed through equity release in 2021 represents a fraction of the total wealth belonging to the target demographic. Given that 72% of this group stated an intention to remain in their property for as long as possible, the opportunity for more equity release in the future is significant.

It is important to understand this changing picture of the UK population and the potential bearing on the equity release market. Everyone should be aware of these implications, while those working under supervision should, once again, have a deeper understanding and competent advisers should be able to explain them to others.

New	Supervised	Competent	
\checkmark			 Ageing population Increased life expectancy People having fewer children Long-term international migration to and from the UK Impact of underestimating life expectancy
\checkmark	\checkmark		Home ownershipFocus on home ownership in UKPercentage of over 55s owning their own homes
\checkmark	\checkmark	\checkmark	Interest-only timebombGrowing number of interest-only mortgages coming to end of term, where an insufficient repayment vehicle is in place
	\checkmark	\checkmark	Forced retirementThe consequences of retiring earlier than expected, due to illness, redundancy, care demands or other factors
\checkmark	\checkmark	\checkmark	 Delayed retirement The consequences of retiring later than expected, due to insufficient retirement savings Difference between affording an expected retirement lifestyle and a desired lifestyle

New	Supervised	Competent	
		\checkmark	 Paying for care The ramifications of an increased number of people requiring care The effect of rising costs of paying for care in the home or a residential home
\checkmark	\checkmark	\checkmark	InheritanceThe impact of changing views on inheritanceAn understanding of how intergenerational wealth can support families
	\checkmark	\checkmark	 Ageing in place The effect of emotional attachments to the home Understanding the implications of downsizing, including finding suitable properties and associated costs
	\checkmark	\checkmark	 Client motivations and driving factors Need-driven release: requirement to repay debt, essential repairs on the home Want/desire-driven release: desire to fund a holiday or decorate the home Assisting others: releasing funds to help family members onto the property ladder
			 Pension freedoms The impact of pension freedoms on retirement income planning The implications of accessing retirement savings before state pension age The consequences of accessing retirement savings and using them for purposes other than paying for retirement
		\checkmark	Gender inequalityAn understanding of gender inequality in pension pots
			Typical equity release clientsAn understanding of typical clients, including age, property value, location and status

65%

of property wealth is in the hands of the over 55s*

£6.7tn

The total value of UK housing at the end of 2021, a £569 billion increase in one year**

57%

Homeowners interested in accessing money from the value of their property in later life, rising to 74% among those aged 60 to 69***

Source: *Spring Market Report 2022 **Beyond Bricks and Mortar 2019 ***Home Advantage 2021 (all Equity Release Council)

Unit 4 The legal overview

There are various legal issues and consequences associated with equity release arrangements.

Some of these are processes that need to be understood, while others are legal terms and concepts that have a direct bearing on eligibility and suitability of equity release. The steps involved in the equity release transaction are explored in more detail in the 'Know your process' module of this competency framework, but certain elements are also relevant here. Everyone should have a high-level appreciation of the issues. Advisers should be able to demonstrate an understanding of the following issues, with competent advisers able to take these forward to actively apply this knowledge to benefit clients.

New	Supervised	Competent	
\checkmark		\checkmark	 The conveyancing process The role of the client's conveyancers and that of the lenders The timescales that should be expected Events that could delay timescales (unregistered land, lease purchase, searches, reports required)
			 The differing effects on a property where mortgages or reversions are entered into Change of ownership with home reversions Implications of partial compared to full reversions Securing lifetime mortgage as first legal charge
			 Law of Contract, the mortgage contract, and their application in England/Wales, Scotland and Northern Ireland The documents that make up the mortgage contract (deed, terms and conditions and offer letter) Common default clauses Common areas of all contracts (power of attorney (POA) clause, rights of inspection, beneficial divestment rights)
			 The differing forms of ownership Tenants in common, joint tenants and the effect on the equity release contract Difference between freehold and leasehold, service charges, ground rent and rent charges The survivorship law differences between joint tenants and tenants in common Different areas of land law in Scotland and Northern Ireland The Land Registry/Land Register of Scotland and the role of deeds under current land law

New	Supervised	Competent	
			 Rules relating to taxes and levies for purchases in the UK Stamp Duty Land Tax in England and Northern Ireland Land Transaction Tax in Wales Land and Buildings Transaction Tax in Scotland When payment is due and at what rates Implications for clients downsizing or upsizing Capital Gains Tax implications for second and subsequent properties
			 Planning consents and building regulations The difference between planning permission and the building regulation regimes What mortgage documents and evidence mortgage companies will expect to see and how to obtain the relevant documentation
		\checkmark	 Basic principles of testacy and intestacy What will happen if someone dies without a valid will? Who will become the executor or administrator of the estate? How probate works, and the timescales involved What duties are placed on the executor or administrator under a lifetime mortgage or reversion scheme
			 The legal rights available to lenders and borrowers in respect of default/breach of contract Vacant possession rules The role of a lasting power of attorney (LPA) receiver Repossession litigation and the right of sale Actions other than non-payment that can trigger a default on the account
			 Administration of wills, probate and the distribution of assets via the rules of intestacy Action required by personal representatives The distribution of assets according to intestacy in different parts of the UK Where applicable, legal rights that override wills, for example prior rights in Scotland
			 Purpose and participation of valuers and surveyors The difference between a mortgage valuation and an estate agent valuation The importance of third party valuations and their role in determining what a lender will lend on How to challenge valuations and the limits on what a valuation will affect

Unit 5 The Equity Release Council

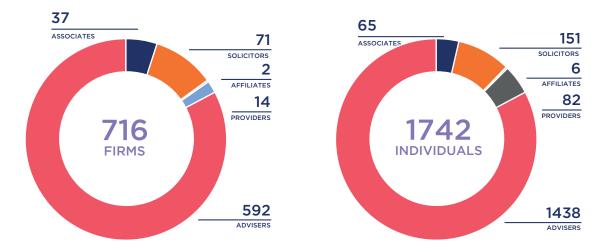
The Equity Release Council and its predecessor, Safe Home Income Plans, have promoted high standards of conduct and practice in the provision of and advice on equity release since 1991.



These standards and safeguards have allowed the sector to grow, giving financial advisers and their clients confidence in the products, dispelling myths about equity release, and educating the public about the potential to access the wealth in their home for a variety of uses.

The reputation and standing of the brand and the trust gained has helped to boost membership, bringing the sector together and helping it strengthen its voice. Product providers, solicitors, intermediaries, financial advisers, consultants, surveyors and other industry professionals are all committed to the principles of membership.

Membership profile



Source: Equity Release Council, Aug 2022

Expanding the Equity Release Council membership has strengthened its representation of the wider market, helped promote higher standards and improved consumer confidence in the sector. Strengthened membership has also allowed a unified voice to gather momentum while remaining independent from specific views or segments of the market. In this respect, it is very much a one of a kind institution for the greater good. Everyone working in the sector should be aware of the Equity Release Council's work and the protections the standards offer to clients. Advisers should have a more in-depth understanding and competent advisers should be able to apply this to client circumstances.

New	Supervised	Competent	
	\checkmark	\checkmark	 The role of the Equity Release Council Leading and setting high standards for consumers Acting as a representative lobbying body Raising awareness of how housing wealth can help many financial challenges
			 The history of the Equity Release Council Origins of SHIP standards to facilitate self-regulation and common standards for products Relaunch in 2012 with wider representation Integration of SHIP standards into Equity Release Council standards board
			Membership• Different groups represented by the Equity Release Council, including:- Product providers- Technology enablers- Advisers- Technology enablers- Lawyers/conveyancers- Surveyors- Introducers- Surveyors
			Support provided by the Equity Release Council• The supporting materials provided to a new entrant to the market including:• This competency framework • The Adviser Guide • Toolkit resources• Technical bulletins • Information updates • Market data
	\checkmark	 Image: A start of the start of	 Membership specifics Categories and propositions of membership Benefits and obligations of membership Kitemarks and logos Representational and thought leadership activity Regulatory consultations, events and communications

Sources of information

Canada Life

Equity Release Council

- Adviser Guide to Equity Release
- <u>Market Reports</u>
- <u>Members Lounge</u>
- Find a Member
- Beyond bricks and mortar

Financial Conduct Authority (FCA)

FCA CASS handbook

GOV.UK

- <u>Building Regulations</u>
- Care Quality commission
- Inheritance tax
- Intestacy/testacy
- <u>Planning Consents</u>
- Power of attorney/register

• <u>Probate</u>

Stamp Duty land Tax
 Later Life/AIR Academy
 Local Government Association
 Office of the Public Guardian
 Royal Institution of Chartered Surveyors (RICS)
 Society of Later Life Advisers
 Society of Licensed Conveyancers
 Solicitors Regulation Authority
 StepChange
 The Land Registry
 Land Register of Scotland
 Publication: Financial Adviser

Publication: Mortgage Solutions



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The competency framework is for guidance only. Advisers must always refer and adhere to the regulatory regime set out in the Financial Services and Markets Act 2000, and the FCA Handbook. Use of this framework does not alleviate any responsibility or obligation to follow the regulatory regime set out in statute and secondary legislation.

For more information on regulatory standards, please contact the Financial Conduct Authority, or visit its website www.fca.org.uk. The Equity Release Council will not be held responsible for regulatory breaches incurred by firms relying on this framework for FCA compliance purposes.

The Equity Release Council, formerly Safe Home Income Plans, is a company limited by guarantee and registered in England, No 2884568. The company is not authorised under the Financial Services and Markets Act 2000 and is therefore unable to offer advice.



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Check that your chosen plan will meet your needs if you want to move or sell your home or if you want your family to inherit it. Always seek qualified financial advice.