

# ACI UK OPERATIONS CERTIFICATE DISTANCE LEARNING PROGRAMME 29 JUNE TO 30 NOVEMBER 2020



## PROGRAMME & REGISTRATION

No financial transaction can take place without an efficient middle and back office ensuring seamless 'front to back' processing and the orderly flow of funds between counterparties. The ACI Operations Certificate is a benchmark for competency in all aspects of financial markets operations. It supports trading room and treasury operations teams (and associated functions) to demonstrate competency and compliance with required operational standards and prevailing regulatory obligations (reporting, transparency etc).

This Programme delivers a comprehensive 'front to end' view of financial transaction lifecycles, provides a greater understanding of the dynamics and relationship between trading 'front end' and operations functions and brings you up to date with the latest industry developments.

### LEARNING OUTCOMES

#### Introduction to:

- ❖ Financial Markets Overview
- ❖ 'Front to End' Treasury View
- ❖ Deal Capture, Trade Entry and Confirmations
- ❖ Settlement, Netting and Clearing
- ❖ Reconciliations and Investigations
- ❖ Treasury Systems and Data Management
- ❖ Risk Management, Controls, Compliance and Documentation
- ❖ Foreign Exchange/Money Markets and Derivatives
- ❖ Short Term Bonds and Notes

### WHO BENEFITS FROM THIS PROGRAMME & QUALIFICATION

- ❖ Operations personnel in financial markets/financial services firms
  - New members of operations teams or with limited experience
  - Senior operations personnel seeking international accreditation (ACI Operations Certificate)
- ❖ Personnel in other Trading/Treasury support functions
- ❖ Compliance/regulatory/legal teams supporting financial/capital market functions
- ❖ Risk officers
- ❖ Internal/External Auditors
- ❖ Service providers (vendors)

### DISTANCE LEARNING TOOLKIT

The programme will be completed via smartphone, laptop, tablet or PC (Apple/Android compatible) and combines webinars, study groups (using Whatsapp) and assignments, leading to examination preparation, practice tests and, for those achieving the required course pass mark, the Operations Certificate examination. (This will take place at authorised test centres convenient to individual candidate).

**The course runs over the 20-week period from 26 June until 30 November 2020. Formal 'kick off' and introduction to the ACI UK Cyber School is via the first webinar, on 26 June. Candidates receive all associated materials (e-study guides etc.) and assignment rosters via e-mail, along with calendar invites highlighting key submission dates and times.**

# PROGRAMME MODULES

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## Module 1 – WELCOME TO ACI CYBER SCHOOL

- Virtual kick-off via webinar, welcome, introduce candidates, meet course facilitators, virtual tour of **ACI Cyber School** and instruction on submitting online assignments.
- ‘Whatsapp’ study group launched, access to interactive tutor support from ‘registration to certification’
- Candidates receive e-study guide, slide deck and assignment roster (e-mail) and calendar invites highlighting key submission dates and times
- Candidates receive webinar e-invites (these take place after the submission of each assignment and take the form of “question and answer” sessions

## Module 2 – STUDY PHASE

Study phase commences; candidates submit first assignments via ACI Cyber School.

- 2 days after submission date for each assignment, group results published (excel format) via email. Candidates that do not obtain the required minimum pass mark (50%) required to re-submit assignment. (Candidates must achieve the minimum pass mark for each assignment in order to progress to the next assignment).
- Once all candidates have passed an assignment, solutions (with associated explanations) published, followed by “Question and Answer” webinar to cover any areas of concern.
- All submission reminders and related communications will be via the Whatsapp study group (primary and preferred mode of communication for the duration of the programme).

## Module 3 – EXAM PREPARATION

Having passed the study block successfully, candidates progress to the examination preparation phase. The following steps must be completed by each candidate:

- Submit and pass a post-course assessment in the ACI Cyber School.
- Complete and pass “practice examination” in the ACI Cyber School.
- Complete and pass “examination simulation” in the ACI Cyber School.

Candidates achieving required pass marks will proceed to sit the examination. Candidates that may not have been able to achieve each of these steps will have access to additional tutor support to ensure they can progress through the steps above.

## Module 4 - EXAMINATION

Candidates select preferred examination date/time from available dates in their location. **All examination bookings will be processed by Examready.**

Candidates have one attempt to pass the ACI Operations Certificate examination as part of this programme. (Exam fee included in course fee).

(Subsequent re-sits of the examination booked directly by candidates, via the ACI Education Centre ([www.acifma.com/education](http://www.acifma.com/education))).

# PROGRAMME MODULES

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On completion of the examination block, the final results of all candidates on the programme is provided to ACI UK's Education Committee.

Candidates will have the opportunity to discuss any outstanding questions or concerns before the programme is closed and results recorded by ACI Financial Markets Association.

**Contact ACI UK for more details about this course and qualification:**

Ashley Daffin +44 (0) 778 043 2790 [ashley.daffin@aci-uk.com](mailto:ashley.daffin@aci-uk.com)

## ABOUT EXAMREADY EMEA

This Programme will be led by Craig Rod, Chartered MCSI and Andre Kurten, both experienced and accomplished trainer with extensive market knowledge and expertise. Examready EMEA is an Accredited Training Provider with ACI FINANCIAL MARKETS ASSOCIATION and CISI (UK) specialising in education and training across all aspects of Financial Markets, Trading, Compliance, Risk, Trade Finance, Asset and Liability Management, Fixed Income and Relationship Management modelling.

Over the past two decades, Examready has established a successful consultancy and learning presence. Its Cyber School and state of the art simulations have propelled it to its leading position in the provision of in-person and distance learning programmes.

For more information, contact: +27 (0)83 300 5551 / +44 (0)7906 384 589 or [craigrod@examready.com](mailto:craigrod@examready.com).

## ABOUT ACI UK

***Wholesale financial markets are dynamic and fast changing. These conditions demand qualified, highly professional people with wide-ranging market skills and knowledge.***

As the largest international professional body for dealers and back office personnel in wholesale financial markets, with membership in over 60 countries, ACI is committed to providing globally acknowledged, portable, professional qualifications and educational opportunities that enhance career prospects, improve job performance and set benchmarks of professionalism for the industry.

In today's markets, it is particularly relevant for market participants to be able to formally qualify their professionalism and adherence to industry best practice through appropriate ACI Certificates and Diplomas, including the new Global Code Certificate. Many employers recognise ACI qualifications as a quality indicator of market knowledge and in many markets the ACI suite of qualifications is an essential element in training and professional development of staff working for institutions and firms engaged in financial markets activities.

ACI UK has been making this vision real for hundreds of financial markets professionals for two decades. Complementing our professional examinations in the UK are a breadth of formal and informal education options including the enormously successful and globally acknowledged [ACI Dealing Simulation Course](#).

# PROGRAMME MODULES

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## REGISTRATION FORM

Complete and return to <mailto:ashley.daffin@aci-uk>. Confirmation and invoice will follow. Payment in full required BEFORE course start date (unless otherwise agreed by ACI UK).

Surname \_\_\_\_\_ First name \_\_\_\_\_

Position/title \_\_\_\_\_

Company/Organisation name \_\_\_\_\_

Full postal address \_\_\_\_\_

Postcode \_\_\_\_\_

Mobile \_\_\_\_\_ (NB Whatsapp access required)

Email \_\_\_\_\_

Authorised by: \_\_\_\_\_

*(Please print name of line manager or other authorising party - and contact email address)*

Does your company policy permit access to the GoToMeeting platform? YES NO

Do you have any physical/learning disability that we should be aware of? YES NO

I hereby grant permission for my mobile number, e-mail address and coursework results to be shared with other candidates in the group for the duration of this Programme. YES NO

### Course Fees

**ACI UK Members: £1150.00** (subject to confirmation of ACI UK member status)

**Others: £1250.00** (includes annual membership of ACI UK for UK-based delegates, for one year from the date of passing exam)

*Fee covers course materials and tuition and ONE sitting of ACI Operations Certificate examination at approved test centre.*

### Cancellation

Other than in exceptional circumstances, no refunds will be made for cancellation after course kick off is confirmed to registered delegates, other than in respect of the examination fee. No refund will be made for partial completion of the course, whether as a result of the candidate's failure to achieve desired pass marks, or other reason.

*All ACI UK events are run subject to demand. ACI UK reserves the right to cancel or postpone courses at short notice, with no liability, if in its absolute discretion cancellation is deemed to be necessary.*

### Course Information

**Registration closes 12 June 2020.**

*Please note that we reserve the right to cancel the course if insufficient numbers of candidates are registered to participate at the registration closing date. Registered delegates will be given priority booking for the next available course.*

For more information, contact: [ashley.daffin@aci-uk.com](mailto:ashley.daffin@aci-uk.com)

**Course run in association with Examready EMEA, Accredited Training Provider to ACI Financial Markets Association**