

The ACSA Accredited Program

The industry standard in custody training

Financial Education Professionals and the Australian Custodial Services Association (ACSA) offer The ACSA Accredited Program, the industry standard in custody training. This program has been designed with ACSA members to address the training and education needs of those working in custodial services and developing their careers in this industry.

Australian Custodial Services Association Limited

The Australian Custodial Services Association Limited is a company limited by guarantee and was set up to represent the interests of the custodial services industry in Australia. ACSA currently represents members holding securities totalling more than 1.3 trillion Australian dollars in custody and under administration. The custody industry employs in excess of 3,000 people.

ACSA's mission is to provide industry representation for member institutions, ensuring that professional and ethical relationships are maintained with all interested parties, particularly custody users, regulatory and legislative bodies, service providers and other industry associates.

Financial Education Professionals Pty Ltd

Financial Education Professionals is a specialist financial education and training company working in Custody, Investment Administration, Treasury, Investment Management, Corporate Finance, Banking and Compliance Education.

Benefits

- ✓ The ACSA Accredited Program provides **an accredited career path** for staff working in the custody industry.
- ✓ A commitment to staff training provides a more meaningful work environment and **improves recruitment and retention** of good staff.
- ✓ Professional and competent staff play an important role in **increasing customer satisfaction** as well as reducing errors and managing risk.
- ✓ Best practice means that **a well-qualified workforce** is a worthwhile investment.
- ✓ **Staff and employers can choose their exit points** to achieve either a Certificate or a Diploma.
- ✓ At Diploma level, staff and employers can choose the stream that **best suits their field of specialisation**.

The ACSA Accredited Program is structured as follows:

<p>FNS40107</p> <p><i>Certificate IV in Financial Services</i></p> <p><i>Complete both units</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduction to Financial Markets <input type="checkbox"/> Introduction to Custody 	<p>FNS50107</p> <p><i>Diploma of Financial Services</i></p> <p><i>Complete Core unit plus one Elective unit</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Compulsory Core: Core Custody Operations <input type="checkbox"/> Elective: Investment & Fund Administration <input type="checkbox"/> Elective: Asset Valuation & Unit Pricing <input type="checkbox"/> Elective: Value-Added Services
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Please note that students must complete the above Certificate IV qualification to gain entry into the Diploma.

Features

- ✓ The program is designed, delivered and assessed by experienced industry practitioners.
- ✓ Each unit is delivered by 12 hours of interactive workshops.
- ✓ The program is delivered nationally.
- ✓ Examinations are conducted on completion of each unit.
- ✓ Participants completing the first two units to receive their Certificate may then proceed to the Diploma.
- ✓ The program is suitable for participants in custodial services and those servicing the industry including marketing, IT, call centres, legal and human resources professionals.
- ✓ Participants receive comprehensive course materials, workshop handouts and practice exam questions.
- ✓ The program content and structure reflects the full value chain within custodial services.

Course presentation

Courses are delivered on a shared or an in-house basis. Shared courses are delivered in the training facilities of one of the ACSA member organisations, on a rotational basis.

Course assessment

There are two types of assessment:

- Formal closed-book examination: Each unit has one sixty-minute, closed-book multiple-choice examination. Participants must achieve 70% for successful completion. Sample examination questions are provided at workshops.
- Workplace assessment: Participants in both the Certificate and Diploma course are required to complete a workplace (portfolio) assessment, which will assess skills relevant to the course.

Detailed information on assessment is provided at the commencement of each unit.

Timeline

Staff employed full-time can comfortably complete the Certificate IV within 6 months of registration and the Diploma within 18 months of registration. However, those wishing to accelerate their learning will have the opportunity to fast-track completion with Financial Education Professionals' flexible assessment schedule or Recognition of Prior Learning for the Certificate¹.

2010 Fees per unit (excl. GST)

<input type="checkbox"/> Certificate IV in Financial Services (Custody)	Per person per unit	\$1,045
<input type="checkbox"/> Diploma of Financial Services (Custody)	Per person (Core unit)	\$1,045
	Per person (per Elective unit)	\$1,150

For further information

Financial Education Professionals

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Tel: +61 2 9252 7437

Email: enquiries@financialeducation.com.au

Website: www.financialeducation.com.au

or: www.custodial.org.au

International pathway

Financial Education Professionals is an approved provider of the International Investment Administration Qualification (International IAQTM) globally. The International IAQTM, awarded by the Securities & Investment Institute (SII) in London, is widely acknowledged as the most appropriate introductory qualification for staff engaged in operations and administration.

For those undertaking the ACSA Accredited Program, completion of Introduction to Financial Markets provides *full exemption* from the core unit of the International IAQTM. If you are interested in the international pathway, please contact us.

¹ For details regarding Recognition of Prior Learning and fees, please contact our office.

Appendix 1: Unit Outlines - The ACSA Accredited Program

<i>Certificate IV in Financial Services (Custody)</i>	
<p>Introduction to Financial Markets</p> <ul style="list-style-type: none"> <input type="checkbox"/> Economic environment <input type="checkbox"/> Participants in the financial services industry <input type="checkbox"/> Securities <input type="checkbox"/> Derivatives <input type="checkbox"/> Financial products <input type="checkbox"/> Managed funds <input type="checkbox"/> Taxation <input type="checkbox"/> Regulation 	<p>Introduction to Custody</p> <ul style="list-style-type: none"> <input type="checkbox"/> Custody in the financial services industry <input type="checkbox"/> Custodians and their clients <input type="checkbox"/> What custodians do <input type="checkbox"/> Funds and fund structures <input type="checkbox"/> Role of custodians in investment transactions <input type="checkbox"/> Risk management & regulation <input type="checkbox"/> Glossary
<i>Diploma of Financial Services (Custody)</i>	
<p>Core Custody Operations (mandatory unit)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Core custody operations: an introduction <input type="checkbox"/> Clearing and settlement <input type="checkbox"/> Corporate actions <input type="checkbox"/> Compliance <input type="checkbox"/> Risk management <input type="checkbox"/> Client relationship management <input type="checkbox"/> Asset valuations: an introduction <input type="checkbox"/> Taxation of investments: an introduction <input type="checkbox"/> Messaging Systems <input type="checkbox"/> Other core custody processes 	<p>Investment & Fund Administration (elective unit)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Investment accounting principles <input type="checkbox"/> Fund accounting <input type="checkbox"/> Accounting for fund taxation <input type="checkbox"/> Reporting <input type="checkbox"/> Unit registry <p>Asset Valuations & Unit Pricing (elective unit)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Asset valuations <input type="checkbox"/> Unit pricing <p>Value-Added Services (elective unit)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Securities lending and borrowing <input type="checkbox"/> Performance analytics <input type="checkbox"/> Mandate monitoring and compliance <input type="checkbox"/> Treasury, liquidity, cash services and foreign exchange

Appendix 2: Supporters of The ACSA Accredited Program

