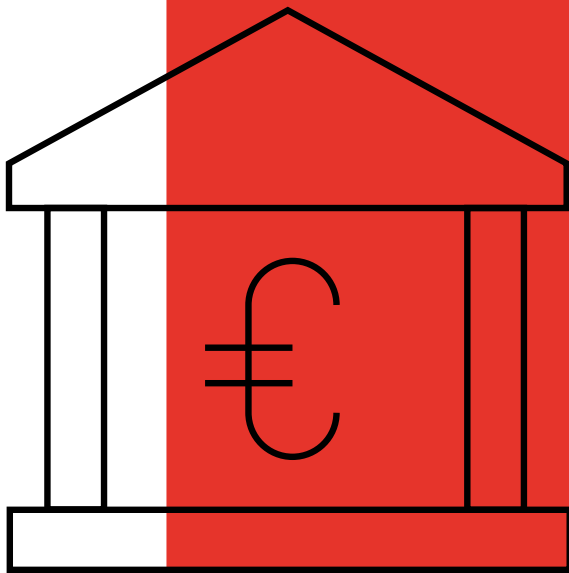
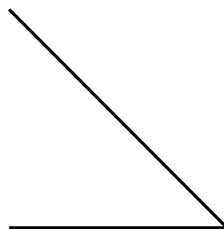


Professional
Qualification



Compliance



Professional Qualification in Compliance



Fight against laundering of money of criminal origin and against terrorism financing; integrity of financial markets, respect for ethical principles, all these are now important part of the financial sector today and that influences its activities widely. The Compliance Officer function has appeared among credit institutions, PSFs, insurance companies. The Compliance Officer role is to make sure that these institutions comply with the current legislative, statutory and ethical standards.

alco.lu



The Association of the Luxembourg Fund Industry is the official representative body for the Luxembourg investment fund industry and was set up in November 1988 to promote its development.

alfi.lu



Formally established in 2015, the House of Training brings together, under a single roof, the training institutes of both the Chamber of Commerce and the Luxembourg Bankers' Association (ABBL), who are renowned for their expertise and their vast offerings in the field of continued vocational training in Luxembourg.

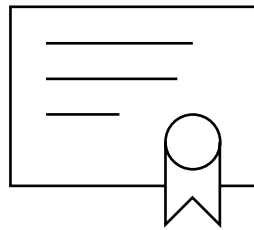
houseoftraining.lu



Certification Programme for Compliance Officers in Banking

Confronted with the changing regulatory environment and growing need for Compliance professionals, the House of Training and ALCO have developed a comprehensive training programme, offering a solid and reliable framework for the profession of the Compliance Officer.

The training offer, available in English and French, is a certified path with 3-levels. Its purpose is to provide practical knowledge and guidelines to those who work in or close to a Compliance function in Luxembourg and support them in handling their always more demanding professional tasks.



Certification Programme

FONDATION
LEVEL

1

Compliance - Fundamentals

INTERMEDIARY
LEVEL

2

Implementation of the Regulatory Framework

Financial Crime

MIFID II

Market Integrity

Compliance and Data & Digital

Governance

ADVANCED
LEVEL

3

**Master Class Compliance Officer's Function
in the Financial Sector**

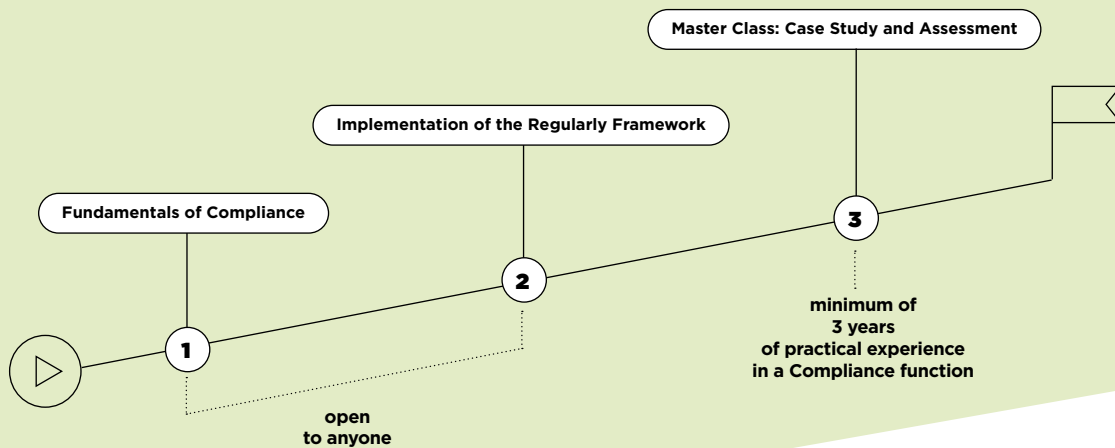
Specific course / seminar

Compliance for Directors and Conducting Officers

Programme overview

Training structure & target audience

The qualification programme covers 3 separate course levels, each one sub-divided into further training units. Whereas the first two levels “Fundamentals of Compliance” and “Implementation of the Regularly Framework” are open to anyone wishing to acquire an understanding of the compliance function or specific aspects thereof, the Master level “Master Class - Case Study and Assessment” requires that participants, prior to registering, have a minimum of 3 years of practical experience in a compliance function.



Registrations

For “Fundamentals of Compliance” and “Implementation of the Regulatory Framework” courses registrations have to be submitted at the latest 5 working days prior to the beginning of the course. Please note that registrations on a private basis are only acceptable through the House of Training website (online registration and payment).

For the “Master class: Case Study and Assessment” course candidates are required to introduce the House of Training registration form together with the “Master class: Case Study and Assessment” – Application Annex as well as a CV with their educational background and their work experience before the end of June.

Please note that a candidate must have at least 3 years of solid experience in a compliance function. If not his/her application cannot be considered by the ALCO educational committee.

Examination & Certification

The professional competences of the participants are validated at the first two levels through written examinations and after the master class through an oral assessment in front of a jury.

Candidates having successfully passed the assessment will receive a diploma “Professional Certificate of Competency in Compliance”, signed both by ALCO and House of Training.

Trainers

Recognised and experienced professional specialists, active in the market, selected on the basis of their in-depth knowledge of the compliance function.

Note

Course material is only written in English.

Certification Programme for Compliance Officers in Banking

Compliance

Fundamentals

1

Unit 1 and 2 - Fundamentals of Compliance

Objectives

- Definition of Compliance and responsibilities
- Specific Compliance areas
- Some key areas
- AML / CTF
- MiFID
- Market Abuse (Insider Dealing & Market Manipulation)
- Customer Complaints
- Data Protection
- Professional Secrecy
- Fraud
- Whistleblowing
- Code of Conduct
- Remuneration Policy
- Conflict of Interests
- Cooperation with the authorities
- FATCA...

Duration hours	Type	Language	Reference
10		EN	BQ001JS
10		FR	BQ002JS

Unit 3 - Elements on the Code of Conduct

Unit 4 - The Compliance Function

Implementation of the Regulatory Framework

2

Unit 1: Financial Crime

Unit 2: MIFID II

Unit 3: Market Integrity

Unit 4: Compliance and Data & Digital

Unit 5: Governance


Duration hours	Type	Language	Reference
15		EN	BQ003JS
15		FR	BQ004JS

Compliance for Directors and Conducting Officers

3

The course highlights the role and responsibilities of any director or conducting officer with regards to regulatory obligations.





- Content overview: Basic principles of compliance
- Roles and responsibilities of directors and conducting officers regarding Compliance matters
- How to spread a Compliance culture within a financial institution
- Case studies
- Key compliance/regulatory trends

Duration <i>hours</i>	Type	Language	Reference
8		EN	

Master Class Compliance Officer in the Financial Sector

4

- The course is organised as a workshop where participants work interactively in several groups under the guidance and with the support of the lecturer on specified cases.
- The purpose is to prepare for presenting the result of each group's case study in front of a jury who will assess both the group work and the individual competencies of each candidate.
- The assessment is the condition sine qua non for each participant to be granted a professional certificate of competency.
- The Jury is composed of Board and ALCO members appointed by the Board members.
- The assessment will be scheduled on pre-fixed dates. All participants of a work group will have to present themselves together at the same date.
- A one-day Soft skills programme for compliance officers/managers will now be part of the Master course in order to develop personal skills/competencies (i.e. business alignment and conflict management).

Duration <i>hours</i>	Type	Language	Reference
18	 	EN	BQ008JS
18	 	FR	BQ007JS

Training Programmes for Compliance Officers in Investment Funds

Compliance Officer OPC

5

This certification course develops the fundamental skills in relation to compliance in the field of investment vehicles and addresses the concepts of financial and operational risk management as well as the monitoring of the investment policies and restrictions.

Language	Certified path	Reference
EN	✓	FI012PC
FR	✓	FI020PC

Compliance - Fundamentals

6

Unit 1 and 2 - Fundamentals of Compliance

Objectives

- Definition of Compliance and responsibilities
- Specific Compliance areas
- Some key areas
- AML / CTF
- MiFID
- Market Abuse (Insider Dealing & Market Manipulation)
- Customer Complaints
- Data Protection
- Professional Secrecy
- Fraud
- Whistleblowing
- Code of Conduct
- Remuneration Policy
- Conflict of Interests
- Cooperation with the authorities
- FATCA...

Duration hours	Type	Language	Reference
10	☀️ 🌙	EN	BQ001JS
10	☀️ 🌙	FR	BQ002JS


Unit 3 - Elements on the Code of Conduct

Unit 4 - The Compliance Function

Compliance in Funds - Introduction to the Rules of Conduct and Management Companies/AIFMs

7



- Introduction
- Professional ethics in funds, rationale and development, example of bad practice and misconduct in the fund business
- Governance and ethics in funds
- Rules of conduct in funds and Management Companies
- Market abuse and insider trading in relation with funds, with a particular focus on personal transactions dealing and high frequency trading
- Customer complaints handling
- Management of conflicts of interest
- Data protection and confidentiality rules
- Case studies

Duration hours	Type	Language	Reference
8		EN	FI032CJ

Investment Policies and Restrictions in UCITS - Fundamentals

8



- Reminders
- Notions of regulated markets and transferable securities
- Basic rules relating to UCITS
- Rules relating to

Duration hours	Type	Language	Reference
8		EN	FI040CJ
8		FR	FI031CJ

Net Asset Value (NAV) - Errors and Breaches CSSF Circular 24/856

9

- Introduction
- Error in NAV error
- Breach of investment rules
- Steps in the remediation process
- Practical examples (Errors in NAV error; Breach of rule violation)
- Quiz

Duration hours	Type	Language	Reference
8		EN	FI027CJ
8		FR	FI028CJ

Advanced Investment Restrictions

10

- Principles of investment restrictions - reminders
- Eligibility of assets in UCITS
- Securities techniques and instruments
- Restrictions applicable to alternative UCIs
- Investment restrictions applicable to other UCIs
- Investment restrictions applicable to SIF
- Case study

Duration <i>hours</i>	Type	Language	Reference
24		EN	FI072CJ
24		FR	FI029CJ

Risk Management - Fundamentals

11

- Introduction to Risk and Risk Management
- Measuring and Managing Risk
- Regulatory Environment
- Future Trends in Risk Management

Duration <i>hours</i>	Type	Language	Reference
10		EN	BQ086CJ
10		FR	BQ085CJ

RC Capacity Certificate Programme for the Funds Industry

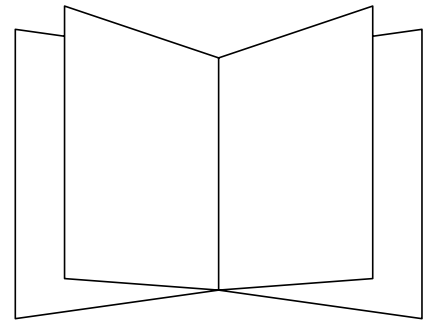
12

- Legal & Regulatory framework & supervision
- Internal organisation and governance requirements
- RC & RR – role & responsibilities
- AML/CFT risk assessment & AML/CFT Risk appetite statements
- AML/CFT control plan
- AML/CFT reporting (board of directors, authorities...)
- Study cases

Duration <i>hours</i>	Cours	Language	 Certified path	Reference
6		EN	✓	BQ030PC
6		FR	✓	BQ028PC

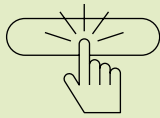
Practical information

More information about the course content and objectives, the target audience, the exact schedule, etc. can be found on our website



www.houseoftraining.lu

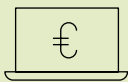
Registration & fees



Registration for the training modules and/or exams is to be made online via our website at least 5 days before the beginning of the training course/exam.

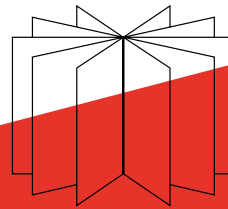


The fees indicated in this flyer represent the basic fees. They can vary, depending on several options chosen by the participant (training material, exam fees, etc.). All prices are indicated without VAT (3%)



Exams

Exam sessions take place every Tuesday and every last Thursday of each month, except on school holidays.



Training location

Unless otherwise indicated in the registration confirmation, all courses take place at the:

Training Centre in the Chamber of Commerce
7, rue Alcide de Gasperi
L-2981 Luxembourg

Contact

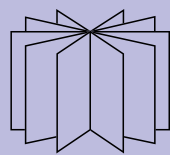
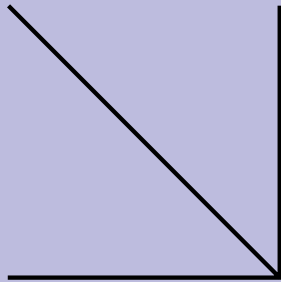
House of Training - Customer Service

customer@houseoftraining.lu
BP 490 L- 2014 Luxembourg
Tel.: +352 46 50 16 - 1

www.houseoftraining.lu

Terms and conditions as stated on our website www.houseoftraining.lu are applicable

All your choices lead to



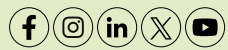
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