



Diploma in Fund Administration

The Diploma in Fund Administration is being offered jointly by the University College of the Cayman Islands and the Chartered Institute of Securities and Investment (CISI) in the UK. CISI is the largest and most widely respected international professional body for those who work in the securities and investment industry (www.cisi.org). UCCI's Diploma in Fund Administration is a 13 month program consisting of four CISI Certificates. The program provides participants with the knowledge and skills relevant to understanding the securities and investment industry and is preparation to sit the CISI external examinations. The courses are taught by experienced UCCI instructors and industry guests and topics are presented as intensive sessions on Friday afternoons and Saturdays. The Certificates can be done as individual qualifications or collectively to form the UCCI Diploma.

The **FOUR** Certificates are:

- Introduction to Securities and Investment (International)
- Certificate in Investment Management (International)
- Risk in Financial Services
- Certificate in Wealth Management (International)

Introduction to Securities and Investment (International)

This qualification is designed to meet the needs of new entrants to the investment industry. With a tailored and focused approach to international markets, the programme provides an overview of all areas of investment. The syllabus includes:

- ❖ Economic Environment
- ❖ Financial Assets and Markets
- ❖ Equities
- ❖ Derivatives
- ❖ Investment Funds
- ❖ Financial Services Regulation
- ❖ Taxation and Trusts

Program Schedule 2011-2012:

Date	Day	Time	Topic	Instructor	Hours
4-Feb	Fri	1:00 p.m.- 4:00 p.m.	Introduction –Financial Services Industry	Dr. Gardiner	3
5-Feb	Sat	9:00 a.m. - 12:00 p.m.	Economic Environment	Mr. Davis	3
12-Feb	Fri	1:00 p.m.- 4:00 p.m.	Financial Assets and Markets	Dr. Gardiner	3
13-Feb	Sat	9:00a.m. – 4:00 p.m.	Financial Assets and Markets		6
18-Feb	Fri	1:00 p.m. – 4:00p.m.	Financial Assets and Markets	Dr. Gardiner	3
19-Feb	Sat	9:00 a.m. - 4:00 p.m.	Financial Assets and Markets	Dr. Gardiner	6
25-Feb	Fri	1:00 p.m. – 4:00. P.m.	Equities	Dr. Young /Mr. Stewart	3
26-Feb	Sat	9:00 a.m. - 4:00 p.m.	Bonds	Dr. Young /Mr. Stewart	6
4-Mar	Fri	1:00 p.m.- 4:00 p.m.	Derivatives	Dr. Gardiner	3
5-Mar	Sat	9:00 a.m. - 4:00 p.m.	Derivatives	Dr. Gardiner	6
18-mar	Fri	1:00 p.m.- 4:00 p.m.	Derivatives	Dr. Gardiner	3
19-Mar	Sat	9:00 a.m. - 4:00p.m.	Investment Funds	Dr. Gardiner	6
25-mar	Fri	1:00 p.m.- 4:00 p.m.	Investment Funds	Dr. Gardiner	3
26-Mar	Sat	9:00 a.m. - 4:00 p.m.	Investment Funds	Dr. Gardiner	6
1-Apr	Fri	1:00 p.m.- 4:00 p.m.	Investment Funds	Dr. Gardiner	3
2-Apr	Sat	9:00 a.m. - 4:00 p.m.	Elements of Financial Regulations	Industry guest	6
9-Apr	Sat	9:00 a.m. - 4:00 p.m.	Elements of Financial Services Regulations	Industry guest	6
15-Apr	Fri	1:00 p.m.- 4:00 p.m.	Other Financial Services Products	Mr. Temporal/Dr. Gardiner	3
16-apr	Sat	9:00 a.m. - 4:00 p.m.	Other Financial Services Products	Mr. Temporal/Dr. Gardiner	6
29-Apr	Fri	1:00 p.m.- 4:00 p.m.	Taxation and Trust	Dr. Richards	3
30-Apr	Sat	9:00 a.m. - 4:00 p.m.	Other Financial Services Products/	Industry guest	6
6-May	Fri	1:00 p.m.- 4:00 p.m.	Taxation and Trust*	Dr. Richards	3
13-May	Fri	1:00 p.m. - 4:00 p.m.	Taxation and Trust	Dr. Richards	3
14-May	Sat	9:00a.m. - 12:00p.m.	Review and Assessment	Dr. Richards	3
Total					102

Certificate in Investment Management (International)

This qualification is targeted at professionals engaged in managing investments and is designed to provide a test of competence for individuals engaged in private client asset and fund management. The Certificate in Investment Management is an ideal introduction to a wide range of front office roles, particularly in the areas of Fund Managers, Investment Managers, Stock Brokers and Portfolio Management Administrators. The syllabus includes:

- ❖ Economics
- ❖ Financial Math and Statistics
- ❖ Accounting
- ❖ Performance Measurement
- ❖ Taxation

Program Schedule 2011-2012:

Day	Date	Time	Topic	Instructor	Hours
11-Jun	Sat	9:00 a.m.-4:00 p.m.	Economics	Mr. Davis	6
18-Jun	Sat	9:00 a.m.-4:00 p.m.	Accounting	Dr. Young	6
24-Jun	Fri	1:00 p.m.-4:00 p.m.	Accounting	Dr. Richards/Allan Young	3
25-Jun	Sat	9:00 a.m.-4:p.m.	Accounting	Dr. Young	6
1-Jul	Fri	1:00 p.m.-4:00 p.m.	Industry Regulations	Dr. Richards	3
2-Jul	Sat	9 a.m.- 4:00 p.m.	Financial Math's and Stats	Dr. P Rameau	6
8-Jul	Fri	9:00 a.m.- 4:00 p.m.	Investment Analysis	Dr. Gardiner	6
9-Jul	Sat	1:00 p.m.- 4:00 p.m.	Investment Analysis	Dr. Gardiner	3
BREAK - July 16-August 18					
19-Aug	Fri	1:00 p.m.- 4:00 p.m.	Asset Classes	Dr. Gardiner	3
20-Aug	Sat	9:00 a.m.- 4:00 p.m.	Asset Classes	Dr. Gardiner	6
26-Aug	Fri	1:00 p.m.- 4:00 p.m.	Asset Classes	Dr. Gardiner	3
27-Aug	Sat	9:00 a.m.- 4:00 p.m.	Asset Classes	Dr. Gardiner	6
2-Sep	Fri	1:00 p.m.- 4:00 p.m.	Asset Classes	Dr. Gardiner	3
3-Sep	Sat	9:00 a.m.- 4:00 p.m.	Taxation	Mr. Tempral/Dr. Richards	6
9-Sep	Fri	1:00 p.m.- 4:00 p.m.	Taxation	Mr. Tempral/ Dr. Richards	3
10-Sep	Sat	9:00 a.m.- 4:00 p.m.	Financial Markets	Dr. Gardiner	6
16-Sep	Fri	1:00 p.m.- 4:00 p.m.	Financial Markets	Dr. Gardiner	3
17-Sep	Sat	9:00 a.m.- 4:00 p.m.	Performance Measurement	Dr. Weishan/Dr. Mathews	6
18-Sep	Fri	1:00 p.m. - 4:p.m.	Performance Measurement	Dr. Weishan/Dr. Mathews	3
24-Sep	Sat	9:00 a.m.- 1:00 p.m.	Review and Assessment		3
Total					90

Risk in Financial Services

The objective of the qualification is to ensure that candidates have a broad understanding of the general principles of business risk and the key risks that arise within the financial services industry. It also discusses the influence of corporate governance, regulation and codes of conduct, as well as the approaches that are typically used to identify, reduce and manage specific aspects of risk. This course is particularly aimed at Risk and Compliance Teams, Corporate lawyers and Finance Officers.

The syllabus includes:

- ❖ Principles of the risk management framework
- ❖ Corporate Governance and risk oversight
- ❖ Risk related regulation and policy in financial services
- ❖ Investment risk
- ❖ Liquidity risk

Program Schedule 2011-2012:

Day	Date	Time	Topic	Instructor	Hours
14-Oct	Fri	1:00 p.m.-4:00 p.m.	Principles of the Risk Management Framework	Dr. Young /Dr. Richards/Mr. Stewart	3
15-Oct	Sat	9:00 a.m.-4:00 p.m.	Corporate Governance and Risk Oversight	Dr. Young /Dr. Richards/Mr. Stewart	6
21-Oct	Fri	1:00 p.m.-4:00 p.m.	Risk Related Regulation and Policy in Financial Services	Industry guest	3
22-Oct	Sat	9:00 a.m.-4:00 p.m.	Risk Related Regulation and Policy in Financial Services	Industry guest	6
28-Oct	Fri	1:00 p.m.-4:00 p.m.	Operational Risk	Dr. Gardiner	3
29-Oct	Sat	9:00 a.m.-4:00 p.m.	Operational Risk	Dr. Gardiner	6
4-Nov	Fri	1-00p.m.-4:p.m.	Credit Risk	Dr. Gardiner	3
5-Nov	Sat	9:00 a.m.-4:00 p.m.	Credit Risk	Dr. Gardiner	6
11-Nov	Fri	1:00 p.m.-4:00 p.m.	Market Risk	Dr. Gardiner	3
12-Nov	Sat	9:00 a.m.-4:00 p.m.	Market Risk	Dr. Gardiner	6
18-Nov	Fri	1:00p.m.-4:00p.m.	Market Risk/Investment Risk	Dr. Gardiner	3
19-Nov	Sat	9:00 a.m.-4:00 p.m.	Investment Risk	Dr. Gardiner	6
26-Nov	Sat	9:00 a.m.-4:00 p.m.	Liquidity Risk	Dr. Gardiner	6
2-Dec	Fri	1:00 p.m.-4:00 p.m.	Enterprise Risk Management	Mr. Temporal/Dr. Richards	6
3-Dec	Sat	9:00 a.m.-1:00 p.m.	Assessment		4
Total					70

Certificate in Wealth Management (International)

This qualification aims to develop a thorough understanding of how to deliver wealth management advice. It ensures that wealth managers and advisers understand the range of assets and investment products that are available in the market. The syllabus includes:

- ❖ Financial Services and Economic background
- ❖ Fiduciary Relationships
- ❖ Investment Funds
- ❖ Retirement Planning
- ❖ Estate and Tax Planning

Program Schedule 2011-2012-(proposed):

2012

Day	Date	Time	Topic	Instructor	Hours
4-Feb	Sat	9:00 a.m.- 4:00 p.m.	Financial Services and Economic Background	Mr. Davis	6
11-Feb	Sat	9:00 a.m.- 4:00 p.m.	Fiduciary Relationships	Dr. Young/Mr. Stewart/Dr. Richards	6
18-Feb	Sat	9:00 a.m.- 4:00 p.m.	Financial Advice and Risk	Dr. Gardiner	6
24-Feb	Fri	1p.m - 4:00 p.m.	Financial Assets and Markets	Dr. Gardiner	3
25-Feb	Sat	9:00 a.m. – 4:00 p.m.	Financial Assets and Markets	Dr. Gardiner	6
2-Mar	Fri	1:00 p.m. – 4:00 p.m.	Investment Funds	Dr. Gardiner	3
3-Mar	Sat	9:00 a.m. – 4:00 p.m.	Investment Funds	Dr. Gardiner	6
10-Mar	Sat	9:00 a.m. – 4:00 p.m.	Investment Planning	Mr. Tempral/Dr. Richards	6
17-Mar	Sat	9:00 a.m. – 4:00 p.m.	Retirement Planning	Mr. Tempral/Dr. Richards	6
24-Mar	Sat	9:00 a.m. – 4:00 p.m.	Protection Planning	Dr. Gardiner	6
30-Mar	Fri	1:00 p.m. – 4:00 p.m.	Estate and Tax Planning	Dr. Richards	3
31-Mar	Sat	9:00 a.m. – 12:00 p.m.	Assessment	Dr. Richards/Dr. Gardiner /Mr. Tempral	3
Total					60

Assessment

Students must pass the external CISI computer based examination, which will be held at UCCI, in order to gain the UCCI Diploma. Students who receive the Diploma will gain up to 60 credits eligible for transfer into UCCI's Bachelor of Business Administration degree.

Costs:

UCCI Diploma—CI\$6300 (there's a discount of **\$252.00** if you initially register and pay for all four courses)

Individual CISI Certificates:

- ❖ Introduction to Securities and Investment (International) -CI\$1950.00
- ❖ Certificate in Investment Management (international) -CI\$1800.00
- ❖ Risk in Financial Services—CI\$1350.00
- ❖ Certificate in Wealth Management (international) -CI\$1200.00

Costs include exam fees (*except for re-sits which will be the student's personal responsibility*)

Entry Requirements

This course is primarily for persons working in the financial services industry.

Contact

For application and registration information please contact Diane Campbell-Deputy Registrar at dcampbell@ucci.edu.ky or call 326 3166.

For more information about the Chartered Institute of Securities and Investment (UK) please go to www.cisi.org