

# ADVANCED CERTIFICATE IN INVESTMENT SCHEMES ADMINISTRATION

The Chartered Institute for Securities & Investment (CISI) is the principal provider of qualifications for the financial services industry. In particular, the CISI has developed a wide ranging programme of qualifications for employees working in, or aspiring to work in, investment operations.

The **Advanced Certificate in Investment Schemes Administration (AISA)** is aimed at individuals working in operations and/or administration in the financial services industry. It enables candidates to develop their skills and knowledge of operations within the global marketplace and offers a route to senior management level positions within operations.

## Key Features

- ✓ An advanced level qualification for those seeking to specialise in operations
- ✓ A fast track to acquiring senior level roles within the operations arena
- ✓ Global qualification suitable for those working in the UK and overseas
- ✓ Appropriate for those working in both wholesale and retail firms
- ✓ Developed in conjunction with leading operations practitioners
- ✓ Provides a stepping stone from the Investment Operations Certificate (IOC), also known as the Investment Administration Qualification (IAQ) to the highly regarded Diploma in Investment Operations

## Who should study for the Advanced Certificate?

The Advanced Certificate is a valuable qualification for any staff engaged in administration or operations in the financial services industry who wish to hold a senior level position within their firm. It is suitable for those working on behalf of both wholesale and retail firms.

It will be of particular value to firms keen to prepare staff for more demanding roles which require a broader understanding of the environment in which the firm operates.

This module is primarily aimed at Supervisors, Team Leaders and Senior Technical Specialists/Administrators working in Investment Operations, eg, Settlement, Pricing, Administration Accounting or Client Services areas associated with the following investment schemes:

- ✓ Life Funds
- ✓ Pension Funds
- ✓ OEICs
- ✓ Unit Trusts
- ✓ Investment Trusts
- ✓ SICAVs

Candidates embarking on AISA will be expected to possess the level of knowledge required to pass the IOC (also known as the IAQ) and are strongly advised to be familiar with the material in the Collective Investment Schemes Administration

The **Advanced Certificate in Investment Schemes Administration** is achieved through passing:

- \* **Collective Investment Schemes Administration (see IOC programme)**
- \* **Advanced Investment Schemes Administration**

## Regulatory Approval

### Ofqual

The CISI has been recognised as an Awarding Body by Ofqual so that both individuals and firms may be assured that the CISI's processes, policies and systems meet rigorous quality assurance standards.

## Scottish Investment Operations

The CISI Advanced Certificate in Investment Schemes Administration was developed in consultation with the Scottish Investment Operations (SIO). SIO, the body promoting careers in Scotland's flourishing investment industry, were a key partner in identifying the need for a higher-level qualifications route for investment operations staff, and in the development of this qualification.



## Entry Requirements & Exemptions

There are no formal entry requirements but most candidates have achieved the IAQ before registering for this qualification. Candidates who have already successfully completed the Collective Investment Schemes Administration module within the IAQ are exempt from unit one and need only take the Advanced Investment Schemes Administration to complete the qualification.

“AISA is a valuable, practical qualification for those working in, or aspiring to work in, a senior management role within investment operations.

*Maria Cobby MCSI,  
Senior Manager - Product Development,  
Fidelity Investment Services*

## Syllabus

### Collective Investment Schemes Administration

The Collective Investment Schemes Administration offers candidates an understanding of :

- ✓ Instruments and characteristics
- ✓ Regulatory controls
- ✓ Constitution
- ✓ Roles and responsibilities
- ✓ Investment and borrowing powers
- ✓ Investor transactions
- ✓ Registration and settlement
- ✓ Distribution of income
- ✓ Investor communications
- ✓ Taxation

### Advanced Investment Schemes Administration

The Advanced Investment Schemes Administration covers:

- ✓ Overview of UK Investment schemes
- ✓ Development of UK Investment schemes
- ✓ Legal and Regulatory Framework
- ✓ Valuations, Pricing and Dealing
- ✓ Performance Measurement
- ✓ Taxation
- ✓ Reporting and Accounting
- ✓ Investor Servicing

To view the full syllabus for both units visit: [cisi.org/candidatecommonroom](https://www.cisi.org/candidatecommonroom)

## How is the qualification delivered?

### Collective Investment Schemes Administration

- ✓ One hour multiple choice examination comprising 50 questions.
- ✓ This unit is examinable via Computer Based Testing (CBT).

Candidates sitting the exam by CBT will be required to answer up to 10% additional trial questions that will not be separately identified and do not contribute to the result. Candidates will be given proportionately more time to complete the test.

Prometric, the CISI's examination delivery partner, offer a worldwide network of test centres to ensure flexible scheduling, instant results and ease of completing the examination on screen. To find your nearest test centre visit: [cisi.org/CBT](http://cisi.org/CBT)

### Advanced Investment Schemes Administration

- ✓ Three-hour manuscript examination, comprising a variety of short and case-study style questions.
- ✓ This unit is taken as a written exam held twice a year, in June and December only. The closing date for the June examination is the first week in May, and for the December examination the closing date is mid October. For a list of written examination venues visit: [cisi.org/p&p](http://cisi.org/p&p)

### How to register for the Advanced Certificate

- Step 1: Pay a one-off registration fee
- Step 2: Book your examination/s
- Step 3: Complete a Qualifications Registration Form at [cisi.org/qrf](http://cisi.org/qrf)

### Studying for the Advanced Certificate

**Formal training** is available through CISI Accredited Training Providers (ATPs). The CISI accredits those providers that demonstrate that they deliver high quality training and support to candidates preparing to sit CISI examinations. To find an ATP near you, visit [cisi.org/ATP](http://cisi.org/ATP)

**Self Study Route** - In addition to, or instead of formal training, candidates can choose the self-study route. The CISI publishes the workbook for Collective Investment Schemes Administration. The CISI also publishes the Advanced Investment Schemes Administration workbook - sponsored by the Scottish Investment Operations. The CISI workbooks offer comprehensive coverage of every area of the syllabus, end of chapter summaries and sample examination questions to ensure candidates are fully prepared before the examination.



### Recommended study times

Collective Investment Schemes Administration	70 hours
Advanced Investment Schemes Administration	100 hours

### Prices

Visit [cisi.org/prices](http://cisi.org/prices) to ascertain current prices.

### CISI membership

Candidates receive free student membership on completion of the qualification registration form.

Student membership includes:

- ✓ complimentary copy of the CISI's magazine - S&I review
- ✓ discounts on conferences, training courses and publications
- ✓ free dictionary of securities & investment terms
- ✓ 4 free CPD events a year

Once a candidate successfully completes the Advanced Certificate they are eligible for Associate membership of the CISI (ACSI). To join 40,000 financial practitioners and enjoy the benefits of CISI membership, find out more at [cisi.org/membership](http://cisi.org/membership)

“A welcome opportunity for key individuals in Operations and Administration to learn and to demonstrate the high standards of knowledge and skills required in the investment management sector”

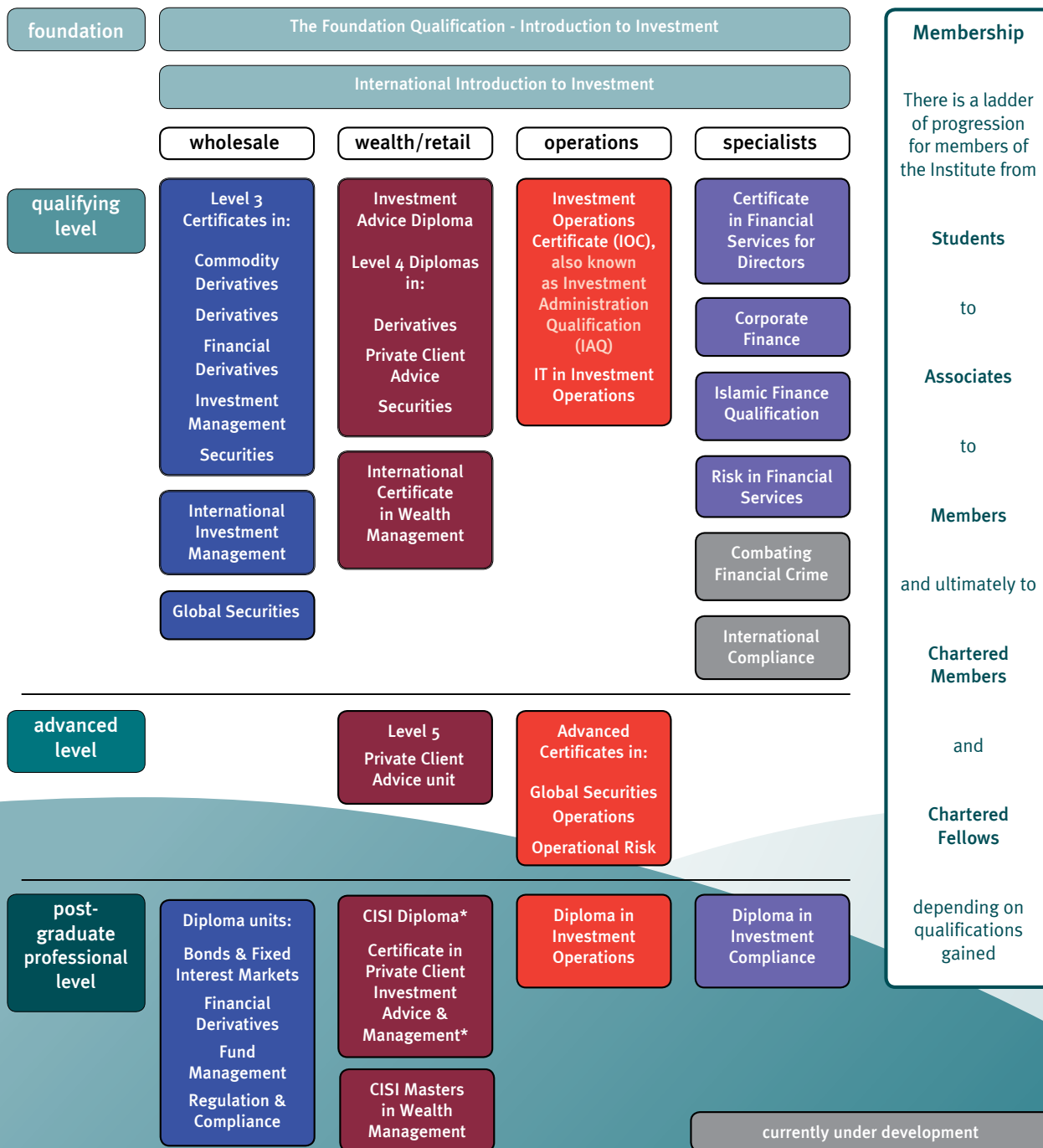
*Victoria Nye,  
Director of Training and Education,  
Investment Management Association*

## Next Steps → Diploma in Investment Operations

The Diploma in Investment Operations is an award for individuals aspiring to senior roles in operations. For more information visit: [cisi.org/DIO](http://cisi.org/DIO)



### The CISI Qualifications Summary



\* RDR transitional qualification requiring top-up CPD.

CISI OFFICES IN DUBAI DUBLIN EDINBURGH LONDON MUMBAI SINGAPORE SRI LANKA

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 Chartered Institute for Securities & Investment  
 8 Eastcheap, London, EC3M 1AE

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