

CISI GLOBAL

The CISI's international investment qualifications offer individuals the opportunity to achieve core competence and foster strong careers. Building and maintaining competence, and promoting trust, underpin all the CISI's activities for its students and members.

To offer greater flexibility to international candidates, the CISI's **International Introduction to Investment Award, IOC** and **Certificate** qualifications are offered via Computer Based Testing (CBT). With a growing worldwide network of test centres available, the CISI provides flexible scheduling, instant results and the convenience of completing the exam on screen.

Many candidates study successfully by distance learning, using CISI workbooks and online learning tools. To accommodate international candidates, the CISI offers PDF versions of workbooks as part of the exam booking service to international candidates.

In order to provide an alternative route to learning and to ensure that candidates have local access to high quality training and support, the CISI partners with Accredited Training Providers (ATPs). The range of international ATPs and CISI study aids ensure that candidates receive extensive exam support.

INTERNATIONAL QUALIFICATIONS NAVIGATOR: OPERATIONS

“To set standards of professional excellence and integrity for the investment and securities industry, providing qualifications and promoting the highest level of competence to our members, other individuals and firms”

GLOSSARY

Advanced Certificates

The Advanced Certificates programme has been developed to offer operations staff a range of post benchmark qualifications:

- Advanced Certificate in Operational Risk
- Advanced Certificate in Global Securities Operations

Certificate Programme

CISI benchmark qualifications for advising/dealing/managing investments

- Certificate in Securities
- Certificate in Derivatives
- Certificate in Financial Derivatives
- Certificate in Commodity Derivatives
- Certificate in Investment Management (CertIM)
- International Certificate in Investment Management (ICertIM)

Diploma Programme

The CISI Diploma is the Institute's senior practitioner qualification. It requires passes in three Diploma units from a choice of:

- Bond and Fixed Interest Markets
- Financial Derivatives
- Fund Management
- Global Operations Management
- Interpretation of Financial Statements
- Investment Analysis
- Private Client Investment Advice & Management
- Regulation and Compliance

Investment Operations Certificate (IOC), also known as Investment Administration Qualification (IAQ)

The IOC is a practitioner-led programme for administration and operations staff.

International Certificate in Wealth Management (ICWM)

ICWM is a global qualification. It has been introduced as a quality benchmark for firms to ensure that their financial advisers understand the fundamentals of financial advice.

Islamic Finance Qualification (IFQ)

The IFQ is a ground-breaking qualification that covers Islamic finance from both a technical and a Sharia'a perspective, providing the first international benchmark in the area of Islamic finance.

Information Technology in Investment Operations (ITIO)

This is a stand-alone award as well as a unit within the IOC.

It provides firms with a benchmark from which to assess an employee's knowledge and competence and offers those engaged in IT a broader understanding of the information technology needs of a firm in this sector.

International Introduction to Investment

This is a stand-alone award as well as a unit within the IOC.

The International Introduction to Investment is the CISI's foundation qualification. It has been specifically designed to meet the needs of new entrants to the investment industry.

CISI Masters in Wealth Management

This is the CISI's flagship qualification for those working in wealth management.

Units are:

- Financial Markets
- Portfolio Construction Theory
- Applied Wealth Management

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CISI qualifications for operations staff in the securities and investment industry

The CISI offers a variety of qualifications suitable for professionals working across all international markets. These range from providing an introduction to the financial services industry and the regulation which underpins it, to supporting individuals who want to build on their professional competence.

A diverse range of technical exams exist, serving the different specialist areas within the operations part of the financial services sector. A range of learning material, both online and publications, is available to international candidates to support exam study.

The following table provides an overview of the activities undertaken in the operations sector of the financial services industry and the associated CISI qualification or exam unit. This table navigates you through the recommended qualifications to achieve competence and support career progression.

The Investment Operations Certificate (IOC), also known as the Investment Administration Qualification (IAQ), is a benchmark qualification of significant value to individuals working in the administration or operations areas of the financial services industry. The qualification is a global, practitioner-led programme, offering an overview of financial services and their regulation, incorporating a range of exams that represent different technical activities within the industry.

IOC

Foundation units:

- ✓ Introduction to Securities & Investment
- ✓ International Introduction to Securities & Investment

Regulatory units:

- ✓ FSA Financial Regulation*
- ✓ Principles of Financial Regulation*

The CISI also offers and accredits local regulatory units.

Internationally-focused technical units:

- ✓ Asset Servicing
- ✓ Exchange-Traded Derivatives Administration
- ✓ Global Securities Operations
- ✓ IT in Investment Operations
- ✓ Operational Risk
- ✓ Over-The-Counter Derivatives Administration
- ✓ Risk in Financial Services

UK FSA-focused technical units:

- ✓ Administration of Settlement & Investments (formerly known as Private Client Administration)*
- ✓ Collective Investment Schemes Administration*
- ✓ CREST Settlement*
- ✓ ISA Administration*

* These IOC units reflect UK regulatory requirements.

JOB ROLE	CISI QUALIFICATION FOR BENCHMARK COMPETENCE	CISI ADDITIONAL QUALIFICATIONS TO BUILD COMPETENCE	CISI QUALIFICATION FOR CAREER PROGRESSION
Client Services Customer Services, Call Centre, Receptionists	International/Introduction to Investment	IOC International/Introduction to Securities & Investment + Regulatory Unit** + Appropriate Technical Unit***	After the IOC the next steps will depend on your specialist career. Visit cisi.org/qualifications to ascertain your options.
Valuation, Client Ledger, Static Data, Account Opening, Private Client Administration Supervisory Staff - Manager of Department	IOC International/Introduction to Securities & Investment + Regulatory Unit** + Appropriate Technical Unit***	Advanced Certificate in Operational Risk	Diploma in Investment Operations
Settlement / Trade Processing Trade Processing, Settlements, Checking/Confirmation Supervisory Staff - Manager of Department	IOC International/Introduction to Securities & Investment + Regulatory Unit** + Appropriate Technical Unit - Global Securities Operations/Operational Risk	Advanced Certificate in Operational Risk Advanced Certificate in Global Securities Operations Advanced Certificate in Operational Risk	Diploma in Investment Operations
Custody Static Data, Dividends, Corporate Actions, Reconciliations, Settlements, Vault Supervisory Staff - Manager of Department Lead Custodian Relationship Manager	IOC International/Introduction to Securities & Investment + Regulatory Unit** + Appropriate Technical Unit - Asset Servicing/Global Securities Operations/Operational Risk	Advanced Certificate in Global Securities Operations	Diploma in Investment Operations
Corporate Actions Dividends, Corporate Actions, Tax Reporting Supervisory Staff - Manager of Department	IOC International/Introduction to Securities & Investment + Regulatory Unit** + Appropriate Technical Unit - Asset Servicing/Global Securities Operations/Operational Risk	Advanced Certificate in Global Securities Operations	Diploma in Investment Operations
Reconciliation Reconciliation Supervisory Staff - Manager of Department	IOC International/Introduction to Securities & Investment + Regulatory Unit** + Appropriate Technical Unit - Operational Risk	Advanced Certificate in Global Securities Operations Advanced Certificate in Operational Risk	Diploma in Investment Operations
Derivatives Derivatives Administrators, OTC Derivatives Clerks, Structured Products Clerks - Analysts Supervisory Staff - Manager of Department	IOC International/Introduction to Securities & Investment + Regulatory Unit** + Appropriate Technical Unit - Exchange Traded Derivatives Admin/OTC Derivatives Admin	Advanced Certificate in Operational Risk	Diploma in Investment Operations
Collective Investment Schemes Client Services, Corporate Actions, Settlements, Fund Services Personnel Supervisory Staff - Manager of Department	IOC International/Introduction to Securities & Investment + Regulatory Unit** + Appropriate Technical Unit - Collective Investment Schemes Administration*	Advanced Certificate in Operational Risk	Diploma in Investment Operations
Information Technology (IT) IT Development, IT Support Supervisory Staff - Manager of Department	IT in Investment Operations (ITIO) - Stand Alone Award IOC International/Introduction to Securities & Investment + Regulatory Unit** + Appropriate Technical Unit - IT in Investment Operations	Advanced Certificate in Global Securities Operations Advanced Certificate in Operational Risk	Diploma in Investment Operations

Job titles may vary depending on company - operational staff may be classified as Clerk, Administrator, Associate, Analyst, Officer.

* These IOC units and CISI qualifications reflect UK regulations.

** The CISI recommends that staff working in firms regulated by the Financial Services Authority (FSA), take the UK regulatory unit - Principles of Financial Regulation (PFR). International candidates have the option of taking local regulatory units.

*** The full list of IOC units is: Asset Servicing / Collective Investment Schemes Administration / CREST Settlement / Exchange-Traded Derivatives Administration / FSA Financial Regulation / Global Securities Operations / International Introduction to Securities & Investment / Introduction to Securities & Investment / ISA Administration / IT in Investment Operations / Operational Risk / Over-The-Counter Derivatives Administration / Principles of Financial Regulation / Administration of Settlement & Investments