

# CERTIFICATE FOR INTRODUCTION TO SECURITIES & INVESTMENT

The Chartered Institute for Securities & Investment is the principal provider of qualifications designed for financial services practitioners. The Institute actively promotes the advancement of knowledge in the field of securities and investment in schools, colleges and universities.

Partnering with schools and colleges allows the CISI to offer a strong foundation of knowledge for those considering a career in financial services.

The CISI's foundation qualification – the **Certificate for Introduction to Securities & Investment** – has been specifically designed to provide students with a direct entry route into the financial services industry. It provides an overview of all areas of investment and the role of financial services in the UK economy. The qualification comprises two units: the **Introduction to Securities & Investment** module followed by an **extended project**.

The CISI has already accredited several schools, colleges of further education and skills academies to deliver training for the first unit. The full qualification will be available to schools and colleges from September 2010.

## UCAS Affiliation

The **Certificate for Introduction to Securities & Investment** is the first CISI qualification to receive a UCAS tariff. Students achieving the highest grade of a Pass with Distinction will be able to claim 60 tariff points, which is equivalent to a grade A at A/S Level. Students achieving a Pass with Merit or a Pass can claim 40 and 20 points respectively.

**UCAS**

## Benefits for schools and colleges

- ✓ Flexible teaching structure
- ✓ The qualification is fully recognised by Ofqual and is on the Qualifications and Credit Framework (QCF)
- ✓ Fulfils Unit 1 of the **Investment Administration Qualification (IAQ)** used by employers throughout the sector
- ✓ Potential for sponsorship by firms
- ✓ A range of learning resources and support available

## Benefits for students

- ✓ Enables students to compete effectively for a career in financial services
- ✓ Supports students' progression into higher education
- ✓ Students can claim between 20 and 60 UCAS points depending on the grade achieved in the qualification
- ✓ Unit 1 is recognised by firms as a vocational award for the financial services industry
- ✓ Students will gain a comprehensive overview of a broad range of financial services activities
- ✓ Provides the first step to completing the globally recognised **IAQ**
- ✓ The first unit of the qualification is already in wide use as an induction and foundation award in the industry

“ We have been running **Introduction to Securities & Investment** courses successfully since 2004. The qualification gives our students a broad coverage and allows them to demonstrate their understanding and awareness of the sector. As an industry-recognised qualification, it has helped many of our candidates find work in financial services.

Sheila Bentham,

Head of Programme Employability, Tower Hamlets College

## Unit 1: Introduction to Securities & Investment - Summary Syllabus

### ELEMENT 1 INTRODUCTION

- 1.1 The Financial Services Industry

### ELEMENT 2 ECONOMIC ENVIRONMENT

- 2.1 Economic Environment

### ELEMENT 3 FINANCIAL ASSETS AND MARKETS

- 3.1 Cash Deposits
- 3.2 Money Market Instruments
- 3.3 Property
- 3.4 Foreign Exchange Market
- 3.5 Derivatives/Commodity Markets
- 3.6 World Stock Markets

### ELEMENT 4 EQUITIES

- 4.1 Equities

### ELEMENT 5 BONDS

- 5.1 Government Bonds
- 5.2 Corporate Bonds

### ELEMENT 6 DERIVATIVES

- 6.1 Introduction
- 6.2 Futures
- 6.3 Options
- 6.4 SWAPS
- 6.5 Derivatives Uses

### ELEMENT 7 INVESTMENT FUNDS

- 7.1 Introduction
- 7.2 Unit Trusts
- 7.3 Open Ended Investment Companies (OEICs)
- 7.4 Pricing, Dealing and Settlement
- 7.5 Investment Trusts
- 7.6 Real Estate Investment Trusts (REITs)
- 7.7 Exchange-Traded Funds
- 7.8 Hedge Funds

### ELEMENT 8 FINANCIAL SERVICES REGULATION

- 8.1 Financial Services and Markets Act
- 8.2 Financial Crime
- 8.3 Insider Dealing and Market Abuse
- 8.4 Data Protection Act 1998
- 8.5 Breaches, Complaints and Compensation

### ELEMENT 9 INVESTMENT WRAPPERS, TAXATION AND TRUSTS

- 9.1 Investment Wrappers
- 9.2 Individual Savings Accounts (ISAs)
- 9.3 Child Trust Funds
- 9.4 Pensions
- 9.5 Investment Bonds
- 9.6 Tax
- 9.7 Trusts

### ELEMENT 10 RETAIL PRODUCTS

- 10.1 Loans
- 10.2 Mortgages
- 10.3 Life Assurance

## Unit 2: Extended Project - Learning Outcomes

Students will be required to:

1. Identify, plan and produce an investigation
2. Undertake research, collect evidence and select information using appropriate methodologies
3. Analyse and interpret evidence, draw conclusions and write up results in the form of a report
4. Produce an evaluation

Project titles will be provided by the CISI and will be available on our website from June 2010.

“ IMA members aim to recruit good quality, skilled people; this exam ensures that they will have a sound understanding of the investment industry as they start their careers

Richard Saunders, Chief Executive, Investment Management Association

## Registering for the Certificate for Introduction to Securities & Investment

All candidates are required to complete a qualifications registration form. The information given enables the CISI to comply with Ofqual requirements. For further information on how to register for the qualification please visit [cisi.org/qrif](http://cisi.org/qrif)

### Fees

There is a substantial discount for students when registering for this qualification.

Students will receive a half off the combined amount for the registration fee, exam fee and workbook. Student membership is also included. For further details please visit [cisi.org/education](http://cisi.org/education)

### Exam Entry

The **Introduction to Securities and Investment** exam is delivered by computer based testing (CBT), available throughout the UK and worldwide. The exam can be taken on any date at any exam centre. Candidates receive their results upon leaving the test centre. For a list of venues visit [cisi.org/cbt](http://cisi.org/cbt)

### Assessment Structure

**Unit 1: Introduction to Securities & Investment** offers candidates, in a wide range of roles, a valuable understanding of the language of the industry and provides firms with a benchmark entry level qualification which can be used for induction purposes. The course is assessed through a one hour exam of 50 multiple choice questions. The pass mark is 70%.

**Unit 2: the Extended Project** requires students to produce a 3,000-4,000 word project report plus a 500 word evaluation. The project report will be based on topic titles provided by the CISI, or one that the student selects in agreement with the CISI. This unit provides students with the opportunity to demonstrate a range of competencies in collecting, analysing, managing and evaluating information. It also serves to develop their understanding of a selected topic which draws on knowledge gained in Unit 1.

## Studying for the Certificate for Introduction to Securities & Investment

The CISI produces comprehensive, easy-to-use learning materials to assist teachers to deliver the syllabus and help students achieve the qualification. Written in conjunction with industry practitioners, the **Introduction to Securities & Investment** workbook is an ideal study aid. The CISI also provides online study tools such as elntro, which is exam focused and covers the key points of the syllabus, enabling students to absorb information easily at times that suit them best.

The CISI provides the resources needed to deliver the project including a teacher's guide, centre guidance and exemplar projects.

Students will be supplied with a workbook at the beginning of the course which contains:

- ✓ a syllabus learning map
- ✓ end of chapter revision questions
- ✓ sample multiple choice exam questions
- ✓ clear explanations, graphics and tables
- ✓ a comprehensive glossary
- ✓ a free pocket prompt



### Study Time

It is expected that students will spend 80 hours studying for Unit 1 and 120 hours studying towards Unit 2 (40 hours of guided learning and 80 hours of unsupervised study).

### Train the Trainer

Prior to the delivery of training courses, the CISI provides a train-the-trainer service to the potential training staff at an accredited centre. A nominated individual will be trained in learning and teaching methods to provide tutors with insight into the optimal techniques and processes they need to prepare delegates for first-time success in the CISI exams.

### BAF Diploma

The CISI has applied to be a Component Awarding Body for the 14 - 19 Business, Administration and Finance Diploma and the Certificate for Introduction to Securities & Investment is available to study as additional specialist learning (ASL).

## Financial Services

Skills Council

**Careers Information Centre**

The CISI takes your career progression seriously and has developed a careers information centre to assist you in making the best and most suitable decision on your future career.



Students can find basic information on what financial services are, job profiles of various sectors, careers advice, guidance on education and training and career development. There is assistance for all ages, no matter where you are in your decision-making process. Visit [cisi.org/careers](http://cisi.org/careers)

**CISI membership**

Student membership is free to all students who are registered for this qualification. Student members have access to a number of benefits designed to offer them learning support throughout their studies. Allowing all CISI exam registrants to become student members while studying for a qualification brings them into the Institute's community of members at an earlier stage in their career, allowing them to discover how membership helps. There are a range of membership benefits enjoyed by over 40,000 CISI members worldwide.




For further details visit [cisi.org/mstudent](http://cisi.org/mstudent)



eIntro is an online study tool that can be used to support study for Unit 1 **Introduction to Securities & Investment** and can be used in conjunction with the workbook. eIntro is an interactive and engaging method of study containing graphics, exercises and over 200 questions per subject area.

Chartered Institute for Securities & Investment Qualifications		
Level 6	Certificate in Company Direction (Financial Services)	Professional/ Advanced Programmes
	CISI Masters Programme (Wealth Management)	
	CISI Diploma	
	Certificate in Private Client Investment Advice & Management	
	<b>Pathway Diplomas</b> Investment Compliance Investment Operations	
Level 5	<b>Advanced Certificates Programme</b> Advanced Global Securities Operations Advanced Operational Risk	
Level 3	<b>Certificates Programme</b> Commodity Derivatives Derivatives* Financial Derivatives* Investment Management Securities* <small>* Retail version of certificate available</small>	Regulatory/ Qualifying Programmes
	Certificate in Corporate Finance	
	Risk in Financial Services Qualification	
	Investment Administration Qualification (IAQ™)	
	Introduction to Investment - The Foundation Qualification	Foundation Programmes
	IT in Investment Operations (ITIO)	
	Islamic Finance Qualification (IFQ)	
	International Certificates Programme	Global Programmes
	International Certificate in Wealth Management (ICWM)	
	International Investment Administration Qualification (IIAQ™)	

**For more information on** \* Membership \* Workbooks \* Registering for the Qualification \* Booking the Exam

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**Certificate for Introduction to Securities & Investment**