



# THE CISI LEVEL 4 INVESTMENT ADVICE DIPLOMA PROGRAMME

The Chartered Institute for Securities & Investment is the principal provider of qualifications for the securities and investment industry. In particular the CISI has developed a wide-ranging programme of qualifications for individuals working in the securities and derivatives markets, and with packaged products. Qualifications offered by the CISI provide candidates and their firms with a clear benchmark to demonstrate that they have acquired the required knowledge to carry out their job roles competently.

## Key Features

- ✓ RDR compliant
- ✓ Syllabus tailored to meet the needs of employees advising retail clients
- ✓ Level 4 benchmark qualification
- ✓ Matches 100% to relevant appropriate exam standards

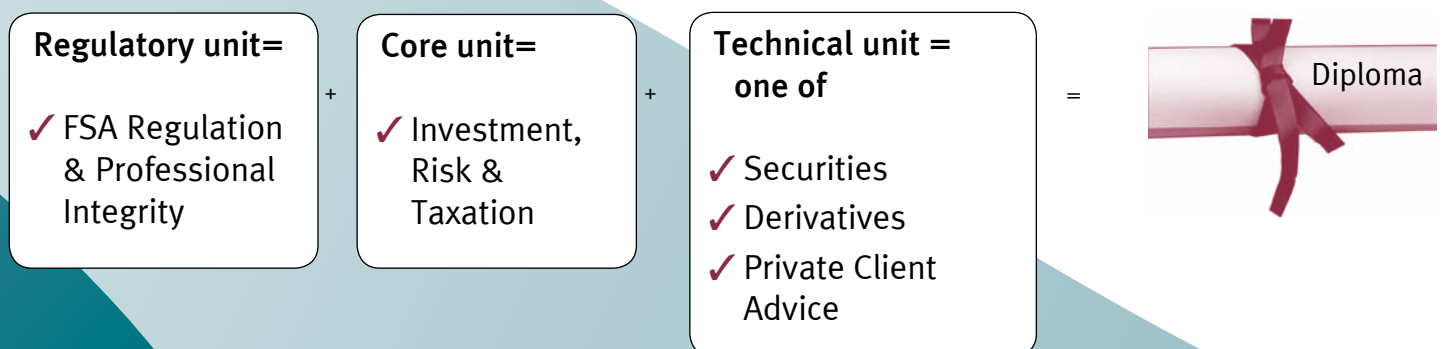
## Who should study for the Investment Advice Diploma (IAD)?

The IAD has been developed to provide employees advising and/or dealing in Securities or Derivatives, advising on Packaged Products and/or Managing Investments with the knowledge and skills required for their job roles.

## The IAD and the Retail Distribution Review (RDR)

The IAD is the CISI's new qualification specifically developed to comply with the new examination standards of the RDR. It appears on the FSA's Appropriate Qualification tables and is a Diploma to reflect the amount of learning required.

## To achieve the Investment Advice Diploma



## Summary Syllabuses

### FSA Regulation & Professional Integrity

- ✓ The UK Financial Services Industry
- ✓ UK Financial Services and Consumer Relationships
- ✓ UK Contract and Trust legislation
- ✓ Integrity and Ethics in Professional Practice
- ✓ The Regulatory Infrastructure of UK Financial Services
- ✓ FSA Supervisory Objectives, Principles and Processes
- ✓ FSA Authorisation of Firms and Individuals
- ✓ The Regulatory Framework relating to Financial Crime
- ✓ Complaints and Compensation
- ✓ Conduct of Business – fair treatment of customers, the provision of advice & services, and client money protection

### Investment, Risk & Taxation

- ✓ Asset Classes
- ✓ Macro-Economic Environment
- ✓ Principles of Investment Risk and Return
- ✓ Taxation of Investors and Investments
- ✓ Investment Products
- ✓ Investment Planning
- ✓ Investment Advice
- ✓ Portfolio Performance and Review

### Securities

- ✓ Fixed Income Securities
- ✓ Cash, Money Markets and the Foreign Exchange Markets
- ✓ Equities
- ✓ Settlement, Safe Custody and Prime Brokerage
- ✓ Securities Analysis
- ✓ Collective Investments
- ✓ Portfolio Construction
- ✓ Investment Selection and Administration

### Derivatives

- ✓ Introduction to Derivatives
- ✓ Underlying Assets
- ✓ Exchange Traded Futures and Options
- ✓ OTC Derivatives
- ✓ Clearing
- ✓ Delivery and Settlement
- ✓ Portfolio Research and Construction
- ✓ Trading, Hedging and Investment Strategies
- ✓ Investment Selection and Administration
- ✓ Special Regulatory Requirements

### Private Client Advice

- ✓ Financial Protection
- ✓ Pensions and Retirement Planning
- ✓ Application of knowledge and understanding

## Regulatory Approval

### FSA Approved

For retail firms: retail advisers who complete the IAD will fulfil the T&C exam requirements. This qualification features on the FSA Appropriate Qualification tables used by retail firms. It also fulfils the exam requirement for approved person status under FSA control function 30.

For Managing Investments, candidates should sit **FSA Regulation & Professional Integrity, Investment, Risk & Taxation and Securities**.

### Ofqual

The CISI is recognised as an Awarding Body by the Office of the Qualifications and Examinations Regulation, so both individuals and firms can be assured that the CISI's processes, policies and systems meet rigorous quality assurance standards. The Investment Advice Diploma has been accredited by Ofqual as a level 4 qualification. On the European Qualifications Framework this equates to a level 5 qualification. For further information on the European Qualifications Framework, please visit [cisi.org/eqf](http://cisi.org/eqf).

### How is the qualification delivered?

The qualification consists of three units:

FSA Regulation & Professional Integrity	Two-hour paper consisting of 80 multiple choice questions
Investment, Risk & Taxation	Two-hour paper consisting of 80 multiple choice questions
and one of:	
Securities*	Two-hour paper consisting of 80 multiple choice questions
Derivatives	Two-hour paper consisting of 80 multiple choice questions
Private Client Advice	Three-hour narrative paper

\*Candidates sitting Securities should first sit Investment, Risk & Taxation as some knowledge of the Investment, Risk & Taxation syllabus is assumed in Securities.

Each exam (except for the Private Client Advice paper) can be taken at one of the computer based testing centres located worldwide. CBT is operated by the CISI's global partner Prometric. Candidates can book an exam to fit in with employment and other commitments. Candidates receive their results when they leave the test centre; a formal qualification certificate is issued at a later date to successful candidates.

Over 40,000 CISI qualifications are taken each year at CBT centres worldwide. For a list of centres visit [cisi.org/cbt](http://cisi.org/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.

Exams for the Private Client Advice unit are held twice a year in June and December. The closing date for the June exam is the first week of May. The closing date for the December exam is mid-October. Please visit the CISI website for exact dates.

The Private Client Advice unit is assessed by written exam with the results issued approximately 10 weeks after the examination.

### Are there any entry requirements & exemptions?

There are no entry requirements.

The CISI offers a number of exams that are approved by the Financial Services Authority (FSA) and supported by the Financial Skills Partnership as meeting regulatory requirements for a number of regulated activities.

These exams appear on the FSA Appropriate Qualification tables. Consequently, any exam pass, which has been achieved from another awarding body, being used to gain exemption from a CISI appropriate exam, must itself be approved by the FSA.

Please note that FSA approval of an exam from another awarding body does not automatically confer an exemption for a CISI award and the exemption decision will be based upon the level of match between the two.

For a list of exemptions visit [cisi.org/exemptions](https://www.cisi.org/exemptions)

Exemption queries should be directed to [exemptions@cisi.org](mailto:exemptions@cisi.org)

### How do I register for the Investment Advice Diploma?

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

### Prices

Visit [cisi.org/prices](https://www.cisi.org/prices) to view current prices.

### How can I study for the qualification?

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

In addition to, or instead of, formal training, candidates can choose the self-study route. The CISI publishes comprehensive workbooks for all five units. CISI workbooks offer coverage of every area of the syllabus and the end of chapter summaries and sample questions enable candidates to ensure they are fully prepared before the exam.

### Recommended study hours:

FSA Financial Regulation and Professional Integrity	140 hours
Investment, Risk & Taxation	140 hours
Securities	140 hours
Derivatives	140 hours
Private Client Advice	180 hours

### CISI Membership

Candidates receive free student membership on completing the qualification registration form. Having completed the Investment Advice Diploma they are eligible for Associate membership of the CISI.

To progress to full membership individuals need either to have been an Associate member for six years or be able to demonstrate four years logged continuing professional development (CPD).

Student membership benefits include:

- ✓ *Securities & Investment Review* online
- ✓ Discounts on conferences and training courses
- ✓ Online dictionary of securities & investment terms
- ✓ Four free CPD events per year

To join 40,000 financial practitioners and enjoy the benefits of CISI membership, go to [cisi.org/membership](https://www.cisi.org/membership)

### Additional support to help you pass your examinations

#### Revision Express Interactive

This is a valuable online revision aid to be used in conjunction with CISI workbooks. It tests knowledge of the subject matter and is designed to look and feel just like the exam.

### CISI CPD Scheme

With ever increasing regulatory focus on commitment to competence and compliance, firms need to demonstrate that their staff not only achieve initial competence through the acquisition of knowledge, but also the refinement and development of existing skills to maintain their competence.

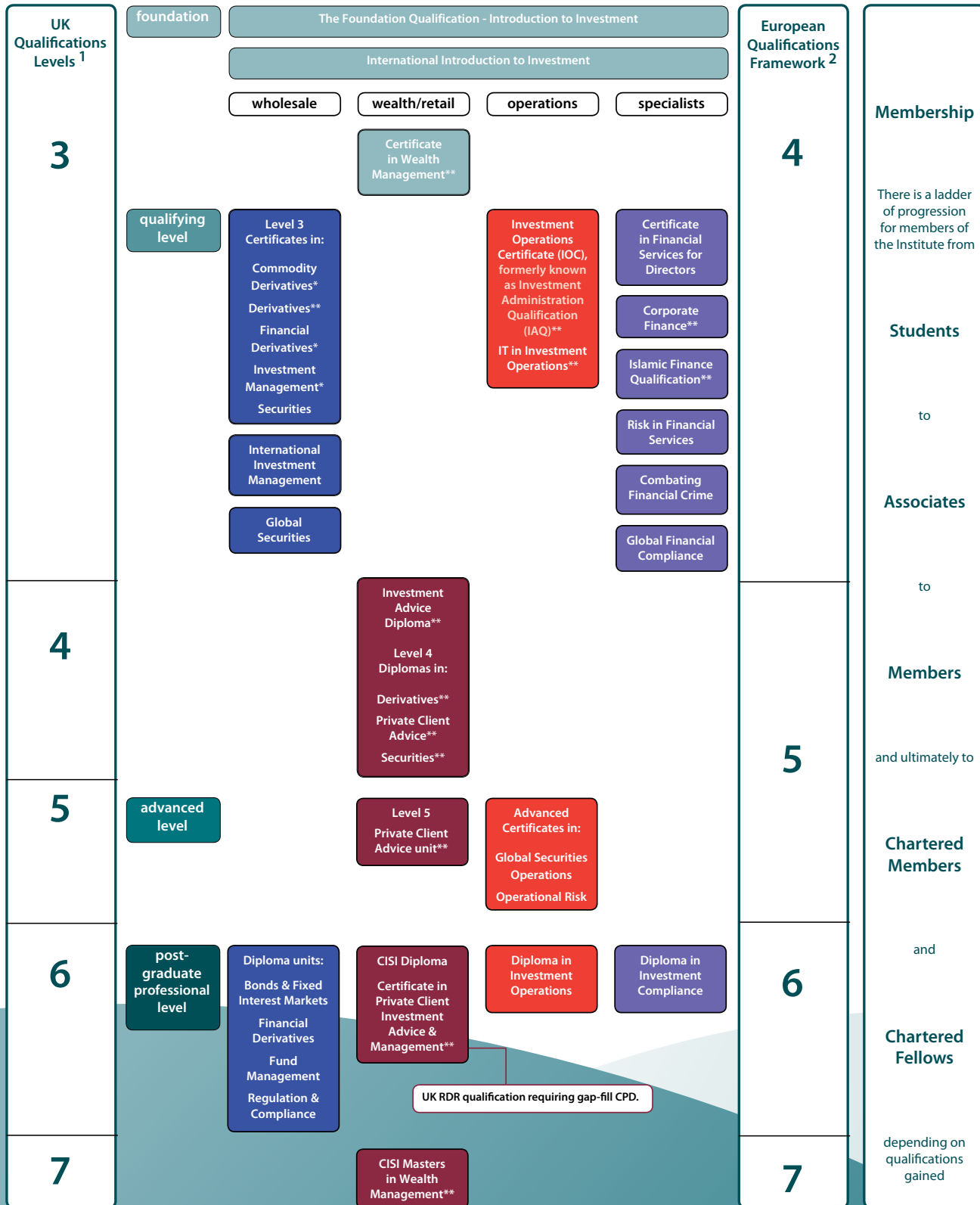
The CISI provides the perfect platform from which companies as well as practitioners can demonstrate their commitment to maintaining competence.

It has a formal CPD scheme which enables members to record appropriate learning that they carry out in order to achieve a recommended 35 hours CPD a year. Members who register for a CISI exam will automatically have their CPD hours added to their log. The scheme is open to all non-student categories of membership.

By using the free scheme, CISI members demonstrate their commitment to professionalism and ongoing learning.

For more information on CPD visit [cisi.org/cpd](https://www.cisi.org/cpd)

# The Qualifications and Credit Framework



1. This column is a guide only. Within the chart, National Qualifications Framework\* and Qualifications and Credit Framework\*\* accredited qualifications are marked accordingly.

2. The European Qualifications Framework is an overarching qualifications reference framework that links the qualifications of different countries together.

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