

CERTIFICATE IN SECURITIES

Chartered Institute for Securities & Investment

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

Who should study for the Certificate in Securities?

The Certificate in Securities has been developed to provide employees advising and/or dealing in securities on behalf of professional or retail clients with the knowledge and skills required for their job roles.

The CISI developed the Certificate Programme with representatives from leading global financial services firms, both wholesale and retail and with input from LIBA, APCIMS, AIC, FOA and accredited training providers to meet the needs of the changing industry. The CISI has also ensured this qualification is globally portable, addressing the needs of the modern international securities markets.

The Certificate in Securities comprises the following units:

- ✓ Securities
- ✓ FSA Financial Regulation or Principles of Financial Regulation
- ✓ Investment & Risk (for retail advisers only)

Regulatory Approval

Ofqual

The Chartered Institute for Securities & Investment is recognised as an Awarding Body by the Office of the Qualifications and Examinations Regulator, so both individuals and firms can be assured that the CISI's processes, policies and systems meet rigorous quality assurance standards. The Certificate in Securities is accredited by Ofqual as a level 3 qualification.

Key Features

- ✓ A highly regarded qualification taken by over 5,000 candidates each year
- ✓ Syllabus tailored to meet the needs of employees advising both professional and retail clients
- ✓ Globally portable, reflecting the needs of an international market place
- ✓ Streamlined syllabus, focusing on key concepts and principles relating to the creation, valuation, trading and management of financial instruments
- ✓ Comprehensive coverage of equities, debt securities and prime brokerage, including primary and secondary markets
- ✓ Enhanced coverage of accounting analysis as well as the risk/reward relationship of investment strategies

FSSC Endorsed

For wholesale firms:

this exam features on the FSSC

Recommended List of examinations – fulfilling the FSA's knowledge requirement.

For retail firms: retail advisers who sit the Certificate (with the additional Investment & Risk unit) will fulfil the T&C exam requirements. This exam features on the FSSC Appropriate Examination list used by retail firms. It also fulfils the exam requirement for approved person status under FSA control function 30.

Financial Services
Skills Council

Summary Syllabus - Securities

ELEMENT 1 SECURITIES

- 1.1 Shares
- 1.2 Debt instruments
- 1.3 Government debt
- 1.4 Corporate debt
- 1.5 Eurobonds
- 1.6 Other securities
- 1.7 Foreign exchange
- 1.8 Prime brokerage and equity finance

ELEMENT 2 NEW ISSUES

- 2.1 The primary and secondary markets
- 2.2 Stock exchanges
- 2.3 The London Stock Exchange (LSE)
- 2.4 AIM
- 2.5 Listing securities
- 2.6 Bond offerings
- 2.7 Share capital and changes to share ownership
- 2.8 Corporate actions

ELEMENT 3 PRIMARY AND SECONDARY MARKETS

- 3.1 Methods of trading and participants
- 3.2 Transaction reporting
- 3.3 LSE - UK equity
- 3.4 LSE - the international equity market
- 3.5 Other equity markets
- 3.6 Government bonds
- 3.7 Corporate bond markets
- 3.8 Dealing methods
- 3.9 Market data
- 3.10 Regulatory information and financial communications

ELEMENT 4 SETTLEMENT

- 4.1 Settlement

ELEMENT 5 SPECIAL REGULATORY REQUIREMENTS

- 5.1 Takeovers and mergers
- 5.2 Disclosure of interests
- 5.3 Specific regulations in the US, Canada and Japan

ELEMENT 6 ACCOUNTING ANALYSIS

- 6.1 Basic principles
- 6.2 Company balance sheets
- 6.3 Income statements
- 6.4 Cash flow statements
- 6.5 Financial statements analysis

ELEMENT 7 RISK AND REWARD

- 7.1 Investment management
- 7.2 Institutional investment advice

Summary Syllabus - Investment & Risk

ELEMENT 1 MACRO-ECONOMIC FACTORS THAT AFFECT INVESTMENT RETURNS

- 1.1 Socio-economic trends
- 1.2 The role of the government in the economy
- 1.3 The role of investment in the economy

ELEMENT 2 ASSET CLASSES

- 2.1 Cash deposits
- 2.2 Government securities and corporate bonds
- 2.3 Equities
- 2.4 Collective investments
- 2.5 Specialist funds
- 2.6 Property – residential and commercial
- 2.7 UK onshore and offshore life assurance company products
- 2.8 Alternative (specialist) investments

ELEMENT 3 THE ROLE OF ETHICAL AND SOCIALLY RESPONSIBLE INVESTMENT ADVICE

- 3.1 Ethical and socially responsible investment

ELEMENT 4 THE PROCESS OF FINANCIAL ADVICE

- 4.1 The main financial advice areas

ELEMENT 5 PRINCIPLES OF TAXATION FOR UK RESIDENT AND DOMICILED INDIVIDUALS

- 5.1 Income tax
- 5.2 Capital gains tax (CGT)
- 5.3 Inheritance tax (IHT)
- 5.4 Corporation tax
- 5.5 Stamp duty
- 5.6 Other taxation issues
- 5.7 Taxation of investment income
- 5.8 Tax wrappers
- 5.9 Tax planning strategies

ELEMENT 6 INVESTMENT RISK

- 6.1 Investment returns and risk measurement
- 6.2 The risks faced by investors and how to determine an investor's risk profile

ELEMENT 7 INVESTMENT ADVICE

- 7.1 The importance of asset allocation
- 7.2 Other issues affecting investment planning
- 7.3 Clients' circumstances and suitable investment products, taking account of existing arrangements
- 7.4 Suitable investment product solutions for specific clients' circumstances

To view the syllabus for FSA Financial Regulation or Principles of Financial Regulation visit cisi.org/candidatecommonroom

Are there any entry requirements & exemptions?

There are no entry requirements. However, there are various exemptions in place for the Regulatory and Investment & Risk units. For a list of exemptions, please visit cisi.org/exemptions

How do I register for the Certificate in Securities?

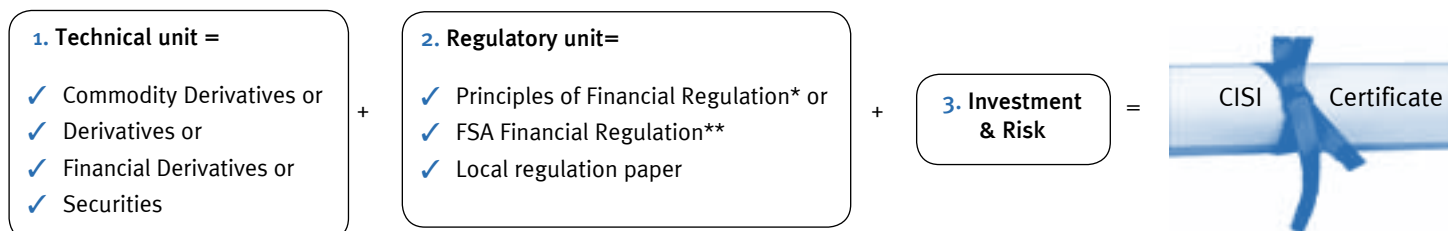
- Step 1: Pay a one-off registration fee
- Step 2: Book your examination/s
- Step 3: Fill out a Qualifications Registration Form at cisi.org/qrf

The CISI Certificate Programme

The CISI Certificate programme is a comprehensive range of qualifications designed specifically to meet the requirements of individuals working in the securities and derivatives markets. All the Certificates comprise a modular exam structure of either two or three units, depending on whether a candidate is working for professional (wholesale) or retail clients.

To achieve a CISI Certificate:

For individuals working on behalf of **professional (wholesale)** clients (1 and 2 only) and on behalf of **retail** clients (1, 2 and 3)



* Please note that the CISI recommends Principles of Financial Regulation for employees advising professional clients. It offers a more general overview of regulation appropriate to wholesale firms.

** Please note that the CISI recommends FSA Financial Regulation for employees advising retail clients. It offers a more detailed understanding of UK FSA regulation that relates specifically to individual retail client relationships.

How is the qualification delivered?

The qualification consists of three units.

Securities:	Two-hour paper consisting of 100 multiple-choice questions
Regulation:	One-hour paper consisting of 50 multiple-choice questions
Investment & Risk: (for retail advisers)	One-and-a-half-hour paper consisting of 60 multiple-choice questions

Each exam can be taken at one of the computer based test 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 certificate is issued at a later date to successful candidates.

Over 40,000 CISI qualifications are taken every year at CBT centres worldwide. For a list of centres visit 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.

Prices

Visit cisi.org/prices to ascertain current prices.

How can I study for the qualification?

Formal training is available through CISI Accredited Training Providers. The CISI accredits those providers that 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

In addition to, or instead of, formal training, candidates can choose the self-study route. The CISI publishes comprehensive workbooks for all three units. CISI workbooks offer comprehensive 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 times:

Securities:	100 hours
FSA Financial Regulation/ Principles of Financial Regulation:	70 hours
Investment & Risk: (for retail advisers)	100 hours

Revision Express

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

CISI membership

Candidates receive free student membership on completing the qualification registration form. Having completed the Certificate in Securities they are eligible for Associate membership of the CISI.

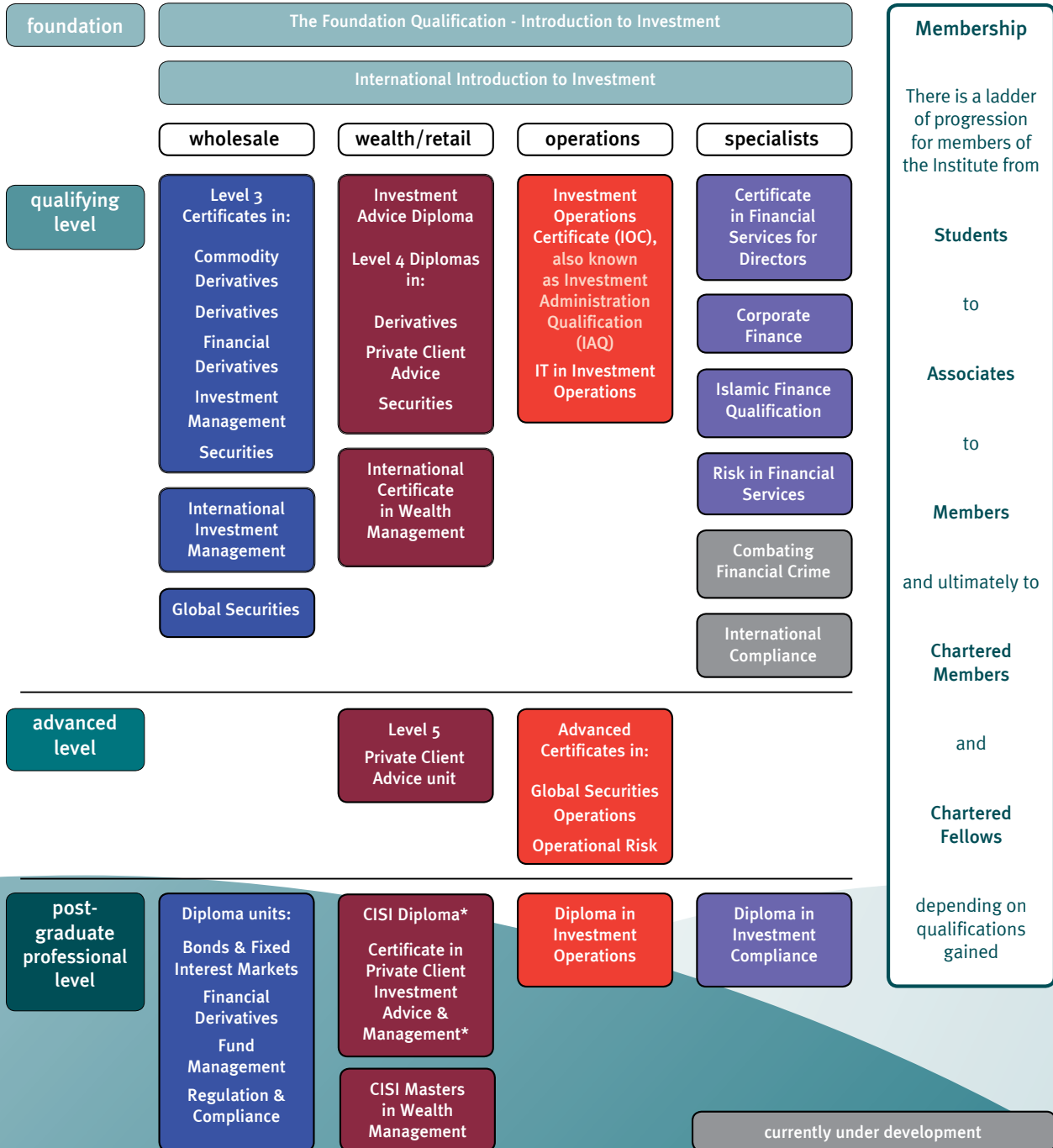
To progress to full membership individuals need either to have been an Associate member for six years or be able to demonstrate four years logged continuing professional development (CPD).

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

The CISI Qualifications Summary



Membership

There is a ladder of progression for members of the Institute from

Students

to

Associates

to

Members

and ultimately to

Chartered Members

and

Chartered Fellows

depending on qualifications gained

* RDR transitional qualification requiring top-up CPD.

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