

Training in
Compliance

Training in Compliance

A stylized, high-contrast portrait of a woman with short dark hair and glasses, smiling slightly. The portrait is rendered in dark blue and black against the orange background. The text 'Training in Compliance' is overlaid on the left side of the portrait.

Association Luxembourgeoise
des Compliance Officers
du Secteur Financier



INSTITUT DE FORMATION BANCAIRE
LUXEMBOURG

The Compliance Officer's Function in the Financial Sector of Luxembourg

BACKGROUND

→ According to the CSSF circular 04/155 the "Compliance function" aims at protecting the institution from any damage which could result from the disregard of the current standards that the institution is subject to regarding its activities in the various markets...". On an international level, the Basel Committee has officially recognised the Compliance Officer's function in the financial sector. In Luxembourg, the CSSF has made this function compulsory in all the financial institutions since 1st January 2006.

In order to set up a solid and reliable framework aiming at professionalising the function of Compliance Officer, IFBL and ALCO jointly developed a complete training programme based on the principle of modular course units, tests and the validation of the professional knowledge on different levels. The programme started in 2006 and its contents have been entirely revised: further to continuously integrating the updated regulatory framework the overall approach has also been oriented from local towards international considerations.

PARTNERS

→ The Luxembourg Institute for Training in Banking (IFBL, www.ifbl.lu), created in 1991 as the training organ of the Luxembourg Bankers' Association (ABBL, www.abbl.lu), has the distinctive mission to prepare, create, develop and promote any training means, programmes and actions in the interest of the financial centre of Luxembourg.
The Association of Luxembourg Compliance Officers for the Financial Sector (ALCO, www.alco.lu) was created as of 20th December 2000. The Association aims at

enhancing communication and the exchange of ideas between its members through regular meetings, participation in internal and external working groups, as well as by organising conferences and debates regarding ethical and compliance issues for the financial sector in the Grand Duchy of Luxembourg.

OBJECTIVES

- Providing a professional training as a framework for the function of Compliance Officer, especially in the financial sector of Luxembourg
- Professional knowledge assessment of Compliance Officers
- Promoting the Compliance function through professional qualifications
- Providing continuous updates to those who have once acquired the aforesaid professional qualifications

METHODOLOGY

→ According to the training concept of the IFBL, the first training unit (M1) covers most of the fundamental theoretical aspects. As such, it is open to a broad target audience, whereas module 2 (M2) is mostly a real workshop focusing on practical exercises and case studies for actual Compliance Officers. M3 is the master course preparing for the final assessment and the professional certification.
After the successfully accomplished master course, a Compliance Officer will have to continuously confirm his qualifications by regularly assisting to updating training sessions (M').



PARTICIPANTS

→ M1

Any person from inside or outside the bank interested in the Compliance function, especially

- Employees working in a Compliance environment
- Employees working in a legal department
- Internal controllers
- Client relationship employees
- Customer advisors
- Transfer agent employees
- Fund distribution sector employees
- Fund engineering employees
- Employees involved in Compliance-related matters

→ M2

- Any person working in a Compliance function or aspiring to do so, especially in a Private Banking environment
- Any person having successfully passed the test of the previous module (M1)

→ M3

- Any person who, after having successfully passed the test of module M2, wishes to acquire a professional certificate of competency in his/her profession. A practical experience in the function of a Compliance Officer is a prerequisite.

→ M'

Any Compliance Officer wishing to update his knowledge and confirm his certification

EXAMINATION AND CERTIFICATION

- An examination can be taken after the course in order to test the level of knowledge in Compliance of the participants.
- For the first 2 modules, the tests will be in the form of a written examination, whereas the final qualification will be an oral assessment based upon a case study and evaluated by a jury. Candidates who have been successful at all 3 levels will be granted a professional certificate of competency in the field of Compliance.
- However, as the profession of Compliance Officer is frequently confronted with new challenges due to the ever changing legal and regulatory environment the participation to updating training sessions is a requirement for the renewal of a once acquired certificate.

LECTURERS

- Board and ALCO members appointed by the Board members

The Courses

M1 FUNDAMENTALS OF A COMPLIANCE OFFICER'S FUNCTION

- This training unit represents a common basis for further specialisation in different fields of Compliance, such as Private Banking or Investment Funds. Sessions are proposed in English, French and German.

PREREQUISITES

- Basic knowledge of the actors, activities and rules of the financial sector, of the fight against money laundering and of the bank ethics as applicable in Luxembourg.

LEARNING OBJECTIVES

- At the end of this training unit the participants will have a thorough understanding of the Luxembourg regulatory environment of a Compliance Officer.

COURSE OUTLINE

- Compliance Theory
 - Basel Committee
 - FATF 40 Recommendations + 9 special recommendations
 - Wolfsberg principles
 - Compliance in Europe
 - Professional obligations in Luxembourg
- Compliance Domains
 - MiFID rules of business conduct
 - Market abuse
 - Customer complaint
 - AML/TF
- Compliance Function
 - Definition of the Compliance
 - Roles and responsibilities
 - Practical implementation
 - Purpose and scope of the circular 04/155
 - Fundamental aspects
 - The Compliance charter
 - The Compliance policy

M2 IMPLEMENTING THE REGULATORY FRAMEWORK IN PRIVATE BANKING

- This module focuses on different case studies based upon a specific Private Banking environment. It is offered in English, French and German.

PREREQUISITES

- The technical knowledge and competencies such as proposed in the first module and their validation through the respective written test.

LEARNING OBJECTIVES

- At the end of the training, the participants should be able to subscribe the compliance environment in practical cases based on the acquired knowledge in M1.

COURSE OUTLINE

- Customers' Relation Theory and Case Study
 - Due diligence definition
 - Client acceptance guidelines
 - Beneficial ownership
 - KYC principles
 - Global approach
 - Conclusion
- Transaction Monitoring
 - Evidence of money laundering
 - Different cases
- MiFID and Market Abuse
 - Practical cases
- Managing the Compliance Function
 - Implementing a Compliance plan
 - The relation with other control functions
 - The Compliance function and ethics



M3 MASTERING ALL ASPECTS OF A COMPLIANCE OFFICER'S FUNCTION IN PRIVATE BANKING

- This master course covers all the technical and practical aspects a Compliance Officer has to handle as well as decide upon in the course of his function. It is composed of several workshop sessions and concludes with a final assessment session. The module is offered in English and French.

PREREQUISITES

- The technical and practical knowledge acquired on level M1 and M2 as well as a professional experience of at least two or three years in the field of Compliance. Candidates for this module will have to submit their professional curriculum together with the registration form.

LEARNING OBJECTIVES

- The aim of the master course is to help the candidate to prepare on his own a Compliance program for a financial institution.

COURSE OUTLINE

- The course is organised as a workshop where the participants work interactively in several groups under the guidance and with the support of the lecturer on specified cases. The purpose is to prepare for presenting the result of each group's case study in front of a jury who will assess both the group work and the individual competencies of each candidate. The assessment is the condition sine qua non for each participant to be granted a professional certificate of competency. The jury is composed of Board and ALCO members appointed by the Board members. The assessment will be scheduled on pre-fixed dates. All participants of a work group will have to present themselves together at the same date.

M' TOPICAL ISSUES

- A number of training courses and/or short conferences on topical issues will be regularly offered. They are open to anyone who desires to acquire or update knowledge of this particular subject.

N.B.

- A whole range of courses regarding the activity of a Compliance Officer in the field of Investment Funds is organized by the IFBL in collaboration with ALFI. The content of the relevant courses has been validated by ALCO and is taught by members of the ALCO training commission.
- For further details please consult our website and/or ask for our separate brochure "Métiers OPC".



Practical information

DURATION

M1 FUNDAMENTALS OF A COMPLIANCE OFFICER'S FUNCTION

Course: 8 hours
English: 4 separate sessions of 2 hours
French: 2 separate sessions of 4 hours
German: 1 whole day session
Examination: 1 hour

M2 IMPLEMENTING THE REGULATORY FRAMEWORK IN PRIVATE BANKING

Course: 8 hours
English: 4 separate sessions of 2 hours
French: 2 separate sessions of 4 hours
German: 1 whole day session
Examination: 1 hour

M3 MASTERING ALL ASPECTS OF A COMPLIANCE OFFICER'S FUNCTION IN PRIVATE BANKING

Course (8 hours), coaching session (2 hours), assessment (1 hour):
English: 5 x 2 hours / 1 x 1 hour
French: 2 x 4 hours / 1 x 2 hours / 1 x 1

M' TOPICAL ISSUES

Different durations according to topic

LANGUAGES

→ The course material is mainly in English. Translations in French and German of CSSF circulars and other official documents are provided, if available. The training language is either English, French or German, according to the schedule indicated above as well as on the website of the IFBL. The examination questionnaires are in English but the candidates are authorized to reply in French or German.

VENUE

→ Centre de Formation IFBL/Chambre de Commerce
7, rue Alcide de Gasperi, L-1615 Luxembourg

DATES, FEES AND CONDITIONS

→ See separate leaflet and check our website. For all M' training sessions a special flyer will be sent out.

CONTACTS

→ **ALCO**, Association Luxembourgeoise des Compliance Officers du Secteur Financier ASBL
Jean-Noël Lequeue
icesa@pt.lu, www.alco.lu

→ **IFBL**, Luxembourg Institute of Training in Banking
Customer Service
Tel. +352 46 50 16-1 / Fax +352 46 50 19
customer@ifbl.lu, www.ifbl.lu

Formations Compliance en langue française

PARTENARIAT ALCO/IFBL

- En 2006, l'ALCO (Association Luxembourgeoise des Compliance Officers du Secteur Financier) et l'IFBL (Institut de Formation Bancaire, Luxembourg) ont signé un accord de partenariat destiné à fournir un cadre cohérent à la fonction du Compliance Officer par la mise en place d'une formation professionnelle qualifiante.

OFFRE DE FORMATION ET DE QUALIFICATION

- Le programme de formation propose actuellement 3 modules consécutifs, enseignés de manière pragmatique par des experts confirmés par l'ALCO. Les connaissances techniques et pratiques des deux premiers modules, acquises soit en formation, soit dans la vie professionnelle, peuvent être contrôlées ou certifiées par un test écrit. La réussite de ces tests ainsi que la preuve d'une expérience professionnelle d'au moins 2 ans dans le domaine de la Compliance sont requises afin d'être admis au troisième module de certification M3. Ce master course est clôturé par un assessment oral devant un jury et la remise, en cas de réussite, d'un certificat de qualification. Dans l'optique de permettre au Compliance Officer d'adapter sa qualification aux évolutions permanentes de l'environnement réglementaire, il sera régulièrement invité à participer à des séances de mises à jour (M') qui seront annoncées par courrier séparé.

CONTENUS DES FORMATIONS

- Les supports de la formation sont rédigés en anglais, alors que les modules M1 et M2 sont également proposés en langue française et allemande.
- **M1 CONNAÎTRE LES PRINCIPES FONDAMENTAUX DE LA FONCTION D'UN COMPLIANCE OFFICER**
 - Les fondements théoriques et juridiques de la Compliance (au niveau mondial, européen et luxembourgeois)
 - Les différents domaines de la Compliance (MiFID, lutte contre le blanchiment, abus de marché...)
 - La fonction de la Compliance (rôle, missions, pratique, charte...)
- **M2 IMPLÉMENTER LE CADRE RÉGLEMENTAIRE DE LA FONCTION DE COMPLIANCE AU PRIVATE BANKING**
 - Compliance: théorie et pratique (Due diligence, KYC, Beneficial Ownership)
 - Les procédures à suivre (p.ex. preuve de blanchiment, études de cas)
 - MiFID et abus de marché (exemples pratiques)
 - Exécution de la fonction Compliance (plan Compliance, relations avec les autres organes de contrôle, aspects éthiques)
- **M3 MASTER COURSE**
 - Voir texte anglais dans cette brochure
- **M' ACTUALITÉS**
 - Des dépliants séparés seront diffusés en fonction des sujets d'actualité.

DURÉE, DATES ET PRIX

- Voir feuillet annexé en fin de brochure.

Compliance-Schulungen auf Deutsch

PARTNERSCHAFT ALCO/IFBL

- Im Jahre 2006 unterzeichneten ALCO (die Dachorganisation der Compliance Officers in Luxemburg) und IFBL (das Institut für Bankberufsbildung in Luxemburg) einen Partnerschaftsvertrag, mit dem Ziel, die Funktion des Compliance Officers anhand eines beruflichen Fortbildungslehrgangs mit professionellen Rahmenbedingungen zu versehen.

TRAININGS- UND QUALIFIZIERUNGSANGEBOT

- Das Schulungsprogramm bietet derzeit 3 aufeinander aufbauende Module, in denen der Stoff jeweils auf praxisnahe Art und Weise durch von der ALCO bestätigte Experten vermittelt wird. Das im Kurs und/oder im Beruf erworbene technische und praktische Know-how der beiden ersten Module kann man durch einen schriftlichen Test überprüfen, resp. bestätigen lassen. Die Bescheinigung erfolgreicher Testergebnisse sowie der Nachweis einer mindestens 2-jährigen Berufserfahrung im Bereich der Compliance sind die Bedingungen für eine Teilnahme am eigentlichen Qualifizierungsmodul M3. Dieser Masterkurs endet mit einem mündlichen Assessment vor einer Prüfungskommission und der Aushändigung eines Qualifizierungszertifikats. Um dem Compliance Officer zu ermöglichen seine Qualifizierung den ständigen Entwicklungen des reglementarischen Umfeldes anzupassen, wird er regelmäßig eingeladen an Update-Veranstaltungen teilzunehmen. Diese werden separat unter der Bezeichnung M' angeboten.

SCHULUNGSINHALTE

- Die Schulungsunterlagen sind ausschließlich in Englisch, wohingegen der Unterricht der Module M1 und M2 neben Englisch und Französisch ebenfalls in Deutsch angeboten wird.

→ **M1 GRUNDLAGEN DER FUNKTION DES COMPLIANCE OFFICERS**

- Die theoretischen und rechtlichen Konzepte der Compliance (weltweit, Europa, Luxemburg)
- Die Bereiche der Compliance (MiFID, AML, Market Abuse, ...)
- Die Funktion der Compliance (Rolle, Aufgaben, Praxis, Charta, ...)

→ **M2 UMSETZUNG DER COMPLIANCE-VORSCHRIFTEN** (Schwerpunkt Privatkundschaft)

- Das Kundenverhältnis: Theorie und Praxis (Due diligence, KYC, Beneficial Ownership)
- Die Prozess-Steuerung (z.B. Beweis von Geldwäsche, Fallstudien)
- MiFID und Market Abuse (Praktische Beispiele)
- Ausführung der Compliance Funktion (Plan, Umgang mit anderen Kontrollorganen, ethische Komponente)

→ **M3 MASTERKURS**

- s. englischer Text in der Broschüre

→ **M' AKTUELLES**

- Zu gegebener Zeit werden separate Flyer mit den jeweiligen Themen versandt.

DAUER, TERMINE UND PREISE

- Siehe separate Anlage.

Training in Compliance

DATES 2010

| | | | |
|----|---------|---|---|
| M1 | English | 4 two-hour sessions (5-7 pm) | 2, 9, 16, 23 March 2010 |
| | French | 2 four-hour sessions (8.30-12.30 am) | 12, 19 March 2010 |
| | German | 1 eight-hour session (8.30-5.30 pm) | 22 March 2010 |
| M2 | English | 4 two-hour sessions (5-7 pm) | 1, 8, 15, 22 June 2010 |
| | French | 2 four-hour sessions (8.30-12.30 am) | 4, 11 June 2010 |
| | German | 1 eight-hour session (8.30-5.30 pm) | 14 June 2010 |
| M3 | English | 6 two-hour sessions (5-7 pm) | 7, 14, 21, 28 October 2010 Coaching: 11 November 2010 Assessment: 2 December 2010 |
| | French | 2 four-hour sessions (8.30-12.30 am) 2 two-hour sessions | 7, 21 October 2010 Coaching: 16 November 2010 Assessment: 7 December 2010 |

FEES

| | IFBL/ALCO-Member | Non-Member |
|----|-----------------------|-----------------------|
| M1 | EUR 155,00 (+3% VAT) | EUR 195,00 (+3% VAT) |
| M2 | EUR 205,00 (+3% VAT) | EUR 255,00 (+3% VAT) |
| M3 | EUR 575,00 (+3% VAT)* | EUR 715,00 (+3% VAT)* |

* incl. course, coaching and assessment

CANCELLATION OF A COURSE

The request for cancellation has to be submitted in written form. For cancellations received less than 5 days before the beginning of the programme, the full fee will be charged. If a participation is cancelled before this deadline, a cancellation fee of 20% will be charged, with a minimum amount of 50,- EUR. In case a participant is unable to attend, another person of the same company may replace her/him.

CANCELLATION OF AN EXAM

Cancellations or postponements of examinations are fully charged, unless a medical certificate is handed in.

EXAMS

Participants are required to take their M1 and M2 exams before 21st September, in order to be admitted to the M3 module. Exam dates are listed on our website.

Training in **Compliance**

Application **form**

| | Please indicate chosen session | Please indicate chosen date |
|-----------------------------|--|-----------------------------|
| M1 | <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German | |
| M2 | <input type="checkbox"/> English <input type="checkbox"/> French | |
| M3 | <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Assessment | |
| Examinations * | Please indicate chosen date | |
| <input type="checkbox"/> M1 | | |
| <input type="checkbox"/> M2 | | |

* Participant's choice: each Tuesday outside of school holidays.

REGISTRATION

- PROFESSIONAL** (Both sections, participant and employer, to be completed)
- PRIVATE** (Non-members' price)

PARTICIPANT

| | |
|-------------------------|------------------------------|
| Surname | First name |
| Date of birth | |
| Address | |
| Work phone | Home phone |
| E-mail | Fax |
| Present function | Years of experience * |

* Applicants for the M3 course are requested to join their professional curriculum to their application.

EMPLOYER

| | |
|---|---|
| Name | <input type="checkbox"/> IFBL/ALCO Member <input type="checkbox"/> Non-member |
| Surname of Training Manager | First name |
| E-mail (obligatory) (for notification of all details) | |
| Billing address | |
| Tel | Fax |
| By signing the registration form, the participant declares that s/he accepts the general terms and conditions set out overleaf. | |
| Date | Signature (Employer's stamp is obligatory) |

Form to be returned 2 weeks before the beginning of the courses to:

IFBL | 7, rue Alcide de Gasperi | L-1615 Luxembourg | Fax: 46 50 19 | E-mail: customer@ifbl.lu



www.alco.lu

www.ifbl.lu