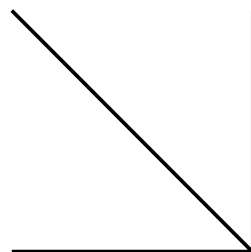


Training
Programme



Professional
Qualification in
**Investment
Funds**



HOUSE OF
TRAINING

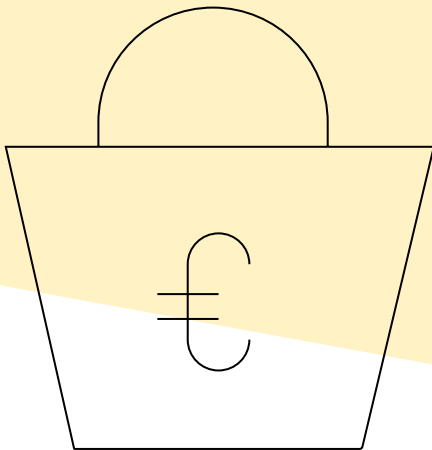


Professional Qualification in Investment Funds

Luxembourg is recognised as a centre of excellence for the domiciliation and the administration of investment funds.

The ever growing industry and the development of highly sophisticated products which are administrated in Luxembourg require a continuous sharpening of the technical know-how.

These competences may be acquired through specific training pathways which are flexibly adapting to the changes in the fund industry. The courses are taught by business experts and organised by the House of Training in partnership with ALFI and ABBL.



HOUSE OF TRAINING

Founded in 2015 on the initiative of the Chamber of Commerce and the Luxembourg Bankers' Association, the House of Training is an accredited foundation whose objective is to provide employees, self-employed people and executives with a high value-added multisectoral training offer.

houseoftraining.lu



Created in 1988, the Association today represents over 1,500 Luxembourg domiciled investment funds, asset management companies and a wide range of business that serve the sector.

ALFI seeks to promote Luxembourg's fund sector internationally, and to cultivate for the benefit of its members a collaborative, dynamic and innovative ecosystem underpinned by the most robust regulatory framework.

www.alfi.lu

Training overview

The training offer proposes 8 certifying paths, each one composed of several training courses.

The duration of a course (or "module") varies between 4 hours and 3 days. Each module focuses on specific learning objectives as well as on a precise level of understanding.

To obtain a certification a candidate has to pass all the examinations of the certificate **UCIs Fundamentals Certificate** as well as of the chosen certified path.

Candidates who wish to obtain a global certification in addition to a particular career certification can select a number of courses out of the **Senior Fund Specialist** offer.



The ABBL is the largest professional association in the financial sector, representing the majority of financial institutions as well as regulated financial intermediaries and other professionals in Luxembourg, including law firms, consultancies, auditors, market infrastructures, e-money and payment institutions. This makes it truly representative of the diversity of the Luxembourg financial centre, placing it in a unique position, able to give the entire sector a voice at both national and international level.

The ABBL provides its members with the intelligence, resources and services they need to operate in a dynamic financial market and in an increasingly complex regulatory environment.

It facilitates an open platform to discuss key industry issues and to define common positions for the entire sector.

www.abbl.lu



Courses in detail

FI017PC

UCIs Fundamentals Certificate

1

PREREQUISITES NONE

The Fundamentals Certificate is a prerequisite for all of the certifications in this House of Training / ALFI training offer and provides a fundamental knowledge of the legal, regulatory and ethical context of the investment fund industry in Luxembourg as well as the fundamentals of the classic underlying financial instruments and the standard operational flows.

People wishing to obtain this certification, who are able to provide a recognised examination certificate proving that they have the required knowledge in the financial products subjects, may request possible exemptions.

Target Audience

This certified path targets a broad audience, i.e. anyone wishing to acquire a fundamental knowledge in the investment fund industry in Luxembourg.

Contents

This certified path is composed of a number of training courses which are offered in French and/or in English.

Details of each course can be found on our website.

Module in French	Module in English	Duration hours
Place financière -Acteurs, activités et atouts	Banking in Luxembourg	10
Lutte contre le blanchiment d'argent (AML) et KYC pour banques - Fondamentaux	Anti Money Laundering (AML) and KYC in Banking - Fundamentals	4
Marchés des capitaux	Capital Markets	8
Marché des changes (Forex)	<i>Not available in English</i>	8
Produits de taux	<i>Not available in English</i>	8
Obligations - Fondamentaux	Bonds - Fundamentals	8
Actions - Fondamentaux	Shares - Fundamentals	8
OPC - Fondamentaux des acteurs et du cadre légal luxembourgeois	UCIs - Actors & Legal Environment in Luxembourg	9
OPC luxembourgeois - Fondamentaux des flux opérationnels	UCIs - Fundamentals of Operational Flows	4



FI016PC

UCIs Fund Accountant - Junior

2

PREREQUISITES UCIS FUNDAMENTALS CERTIFICATE

Setting up an investment fund: The fund accountant books all the transactions and the operations having an impact on the assets of a fund. His / her role also includes the valuation of funds in order to determine their net asset value and to prepare financial statements.

People wishing to obtain this certification, who are able to provide a recognised examination certificate proving that they have the required knowledge in any of the financial products subjects, may request possible exemptions.


The UCIs Fund Accountant career path is split into two certificates “Junior” and “Senior”.

Target Audience

This certified path targets fund industry professionals wishing to develop their career as a fund accountant.

Contents

This certified path is composed of a number of training courses which are offered in French and/or in English. Details of each course can to be found on our website.

Module in French	Module in English	 Certified Path	Duration hours
Futures - Fondamentaux	Futures - Fundamentals	✓	8
IRS et swaps financiers - Fondamentaux	IRS and Financial Swaps - Fundamentals	✓	8
Options et warrants - Fondamentaux	Options and Warrants - Fundamentals	✓	8
Produits structurés - Fondamentaux	Structured Products - Fundamentals	✓	8,5
Comptabilité OPC - Fondamentaux	UCIs Fund Accounting - Fundamentals	✓	8
Comptabilité OPC - Valorisation des investissements	UCIs Fund Accounting - Investment Valuation	✓	12
Comptabilité OPC - Opérations classiques	UCIs Fund Accounting - Standard Transactions	✓	12
Comptabilité OPC - Opérations complexes en pratique	UCIs Fund Accounting - Advanced	✓	8

Examinations are available for each of the individual modules above. The pass mark is 50% and they are all multiple choice exams. Any candidate who has successfully passed all examinations for a certification may request the delivery of a formal certificate using the appropriate request form, available on our website.

FI015PC
UCIs Fund Accountant – Senior

3


PREREQUISITES UCIS FUNDAMENTALS CERTIFICATE **AND** FUND ACCOUNTANT – JUNIOR

Target Audience

This certified path targets fund industry professionals who have already obtained the UCIs Fund Accountant – Junior and/or wish to develop their career further as a fund accountant.

Contents

This certified path is composed of a number of training courses which are offered in part in French and/or in English. Details of each course can to be found on our website.

Module in French	Module in English	 Certified Path	Duration hours
<i>N'existe pas en français</i>	European Fund Taxation and Reporting	✓	8
Valeur nette d'inventaire (VNI) - Erreurs et manquements - Circulaire 02/77	Net Asset Value (NAV) Errors and Breaches - Circular 02/77	✓	8
Comptabilité OPC - Contrôler une Valeur Nette d'Inventaire (VNI)	<i>Not available in English</i>	✓	12
Comptabilité OPC - Maîtriser le calcul et le contrôle des commissions de performance	<i>Not available in English</i>	✓	8
<i>N'existe pas en français</i>	IFRS Principles applied to UCIs	✓	8

Examinations are available for each of the individual modules above (except for the optional module). The pass mark is 50%. Any candidate who has successfully passed all examinations for a certification may request the delivery of a formal certificate using the appropriate request form, available on our website.



FI013PC

Transfer Agent

4

PREREQUISITES UCIS FUNDAMENTALS CERTIFICATE

Setting up an investment fund: The transfer agent is the intermediary between investors, distributors and the investment fund. Transfer agency professionals handle subscriptions, redemptions, switches and manage cash. They manage investor documentation whilst performing the necessary controls required within the regulatory framework of anti money laundering and watch over fund events related to the funds' portfolios.

Target Audience

This certified path targets fund industry professionals wishing to develop their career within a transfer agency.

Contents

This certified path is composed of a number of training courses which are offered in French and/or in English. Details of each course are to be found on our website.

Module in French	Module in English	Duration hours
<i>N'existe pas en français</i>	Anti Money Laundering (AML) for Funds - Implementation	8
Agent de transfert et de registre	Registrar and Transfer Agency	8

Examinations are available for each of the individual modules above. The pass mark is 50% and they are all multiple choice exams. Any candidate who has successfully passed all examinations for a certification may request the delivery of a formal certificate using the appropriate request form, available on our website.

FI018PC

Certification Depository Bank (CDB)

5

PREREQUISITES UCIS FUNDAMENTALS CERTIFICATE

Setting up an investment fund: Custodian and depository bank professionals are tasked with the monitoring of investments and ensuring the availability of the assets of the funds. They ensure that investments are made in conformity with the policies and restrictions of the funds and manage the corporate actions of the shares that the funds are invested in.

People wishing to obtain this certification, who are able to provide a recognised examination certificate proving that they have the required knowledge in any of the financial products subjects, may request possible exemptions.

Target Audience

This certified path targets fund industry professionals wishing to develop their career within a depository or custodian bank.

Contents

This certified path is composed of a number of training courses which are offered in French and/or in English. Details of each course are to be found on our website.

Module in French	Module in English	Duration hours
<i>N'existe pas en français</i>	International Financial Markets	2
<i>N'existe pas en français</i>	Introduction to Back-Office Operations	1,5
<i>N'existe pas en français</i>	Risk Management - Fundamentals	2
Compliance - Fondamentaux	Compliance - Fundamentals	8
Agent banque dépositaire - Rôle, responsabilités et fonctions - Fondamentaux	Depository Bank Agent - Role, Responsibilities and Key Functions - Fundamentals	8
<i>N'existe pas en français</i>	Depository Bank Agent - Role, Responsibilities and Key Functions in Practice	8
Optional <i>N'existe pas en français</i>	Anti Money Laundering (AML) and KYC in Banking	2
Optional <i>N'existe pas en français</i>	General Data Protection Regulation (GDPR) for Banks	1



FI014PC

Fund Lawyer

6

PREREQUISITES UCIS FUNDAMENTALS CERTIFICATE

Fund lawyers define the legal form of the fund, create its component documents and prepare files for other service providers and the authorities. They follow the evolution of legislation relative to investment funds.

Contents

This certified path is composed of a number of training courses which are offered in French and/or in English. Details of each course are to be found on our website.

Target Audience

This certified path targets lawyers and fund industry professionals wishing to develop their career as a fund lawyer.

Module in French	Module in English	Duration hours
<i>N'existe pas en français</i>	International Fund Registrations	8
Fiscalité des OPC luxembourgeois	<i>Not available in English</i>	4
Constitution et vie sociale des OPC luxembourgeois	UCIs - Incorporation and Legal Life	8
Politiques et restrictions d'investissement des OPCVM - Fondamentaux	Investment Policies and Restrictions in UCITS - Fundamentals	8
Produits dérivés pour juristes OPC	<i>Not available in English</i>	8
<i>N'existe pas en français</i>	UCITS/non-UCITS Management Companies and AIFMs	8
Admettre un OPC à la cotation	<i>Not available in English</i>	8
Optional <i>N'existe pas en français</i>	Governance - Roles and Responsibilities of Funds Directors	16

Examinations are available for each of the individual modules above. The pass mark is 50% and they are all multiple choice exams. Any candidate who has successfully passed all examinations for a certification may request the delivery of a formal certificate using the appropriate request form, available on our website.



FI012PC

Fund Compliance Officer

7

PREREQUISITES UCIS FUNDAMENTALS CERTIFICATE (*RECOMMENDED*)

The Compliance Officer has the mission to protect the fund against damage that could result from the failure to respect the statutory and ethical legislative standards.

Target Audience

This certified path targets fund industry professionals who have already obtained the UCIs Fund Accountant – Junior and/or wish to develop their career further as a fund accountant.

Contents

This certified path is composed of a number of training courses which are offered in French and/or in English. Details of each course are to be found on our website.

Module in French	Module in English	Duration hours
Compliance Fondamentaux (FR) <i>(cours enseigné en français avec un support en anglais)</i>	Compliance – Fundamentals (EN)	8
<i>N'existe pas en français</i>	Compliance in Funds – Introduction to the Rules of Conduct and Management Companies/AIFMs	8
Politiques et restrictions d'investissement – Fondamentaux	Investment Policies and Restrictions in UCITS-Fundamentals	8
Restrictions d'investissement complexes - La pratique	Advanced Investment Restrictions	24
Risk Management - Fondamentaux	Risk Management – Fundamentals	8
Valeur nette d'inventaire (VNI) – Erreurs et manquements – Circulaire 02/77 <i>(cours enseigné en français avec un support en anglais)</i>	UCIs: NAV Errors & Breaches – Circ. 02/77 (EN)	8

Examinations are available for each of the individual modules above (except for the optional module). The pass mark is 50%. This career path does not offer a certification at this time. For more information regarding certification in compliance please refer to Certifications in Compliance on our website or contact our customer service team.



FI021PC

Senior Fund Specialist

8

For those seeking a more versatile and transversal qualification in funds, not just specialising in one particular domain, the House of Training also offers a more comprehensive certificate for which the eligibility criteria are indicated below. Alongside traditional funds, this certificate also includes a fundamental knowledge of alternative investment funds (Real Estate, Private Equity and Hedge Funds).

Due to the constant evolution of the fund industry, the composition of this certification has been regularly updated. Upon request, candidates having worked towards this certification over an extended period and based upon previous requirements, may also be considered for eligibility.

To obtain this particular certification the candidate who fulfils the conditions listed below must submit an application. The application form can be downloaded from our website.

Conditions

Having obtained the “UCIs Fundamentals Certificate”.

Having obtained one of the following career path certifications:

- UCIs Fund Accountant – Senior
- Certification Depositary Bank (CDB)
- Fund Lawyer

Having passed the examinations of each module:

- Agent de transfert et de registre / Registrar and Transfer Agency
- Comptabilité OPC - Fondamentaux / UCIs Fund Accounting – Fundamentals
- Politiques et restrictions d’investissement des OPCVM – Fondamentaux / Investment Policies and Restrictions of UCITS - Fundamentals
- Compliance in Funds – Introduction to the Rules of Conduct and Management Companies/AIFMs
- Risk Management – Fondamentaux / Risk Management – Fundamentals
- Agent banque dépositaire - Rôle, responsabilités et fonctions – Fondamentaux / Depositary Bank – Role, Responsibilities and Key Functions – Fundamentals

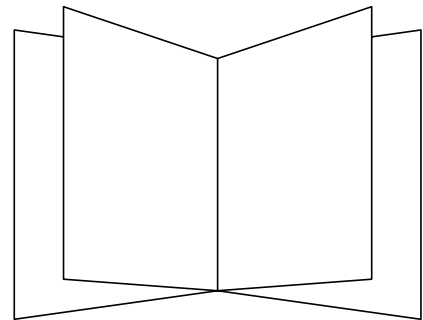
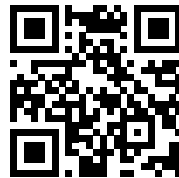
Having passed the examinations of 2 of the modules listed hereunder:

- Hedge Funds – Fundamentals
- *Both* REIF Fundamentals – Understanding the commercial design of Real Estate investment products *and* REIF Fundamentals – Tax & legal structuring of Real Estate investment products
- Private Equity – Fundamentals
- UCITS/non-UCITS Management Companies and AIFMs
- Funds of Hedge Funds - Understanding the Specifics of Accounting and Custody
- Constitution et vie sociale des OPC luxembourgeois / UCIs - Incorporation and Legal Life
- Anti Money Laundering (AML) for Funds - Implementation
- Comptabilité OPC – Maîtriser le calcul et le contrôle des commissions de performance



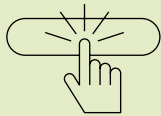
Practical information

More information about the course content and objectives, the target audience, the exact schedule, etc. can be found on our website



www.houseoftraining.lu

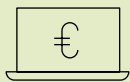
Registration & fees



Registration for the training modules and/or exams is to be made online via our website at least 5 days before the beginning of the training course/exam.

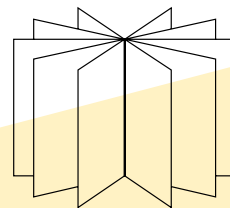


The fees indicated in this flyer represent the basic fees. They can vary, depending on several options chosen by the participant (training material, exam fees, etc.). All prices are indicated without VAT (3%)



Exams

Exam sessions take place every Tuesday and every last Thursday of each month, except on school holidays.



Training location

Unless otherwise indicated in the registration confirmation, all courses take place at the:

Training Centre in the Chamber of Commerce
7, rue Alcide de Gasperi
L-2981 Luxembourg

Contact

House of Training - Customer Service

customer@houseoftraining.lu
BP 490 L- 2014 Luxembourg
Tel.: +352 46 50 16 - 1

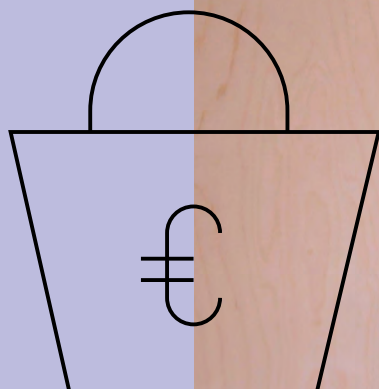
www.houseoftraining.lu

Terms and conditions as stated on our website www.houseoftraining.lu are applicable

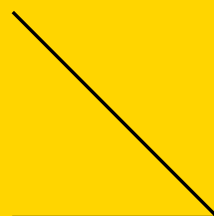
Invest

or

Manage



Discover our Investment Funds courses

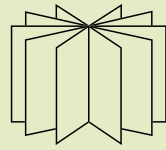


**Our experts
will guide you**

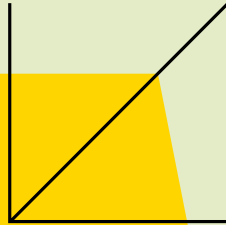


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