NOVIAONE
BUSINESS SCHOOL

CISI CHARTERED INSTITUTE FOR SECURITIES & INVESTMENT
ACCREDITED TRAINING PARTNER 2024-25

COLLECTIVE INVESTMENT SCHEMES ADMINISTRATION

A UNIT OF THE INVESTMENT OPERATIONS CERTIFICATE

DURATION
5 Days

METHOD
Online | Accessible anytime and anywhere for one year from date of purchase

INTRODUCTION

The internationally recognised Collective Investment Schemes Administration programme is one of 15 technical units available as part of the Investment Operations Certificate (IOC), which has more than 12 000 exams taken annually worldwide.

This unit offers an introduction to collective investment schemes, regulatory controls, constitution, roles and responsibilities, investment and borrowing powers, investor transactions, registration and settlement, distribution of income, investor communications and taxation.

OVERVIEW OF THE HIGH-LEVEL PROGRAMME

- Introduction to Collective Investment Schemes
- Regulatory Controls
- Constitution
- Roles and Responsibilities
- Investment and Borrowing Powers
- Investor Transactions
- Registration and Settlement
- Distribution of Income
- Investor Communications
- Taxation

OUTCOMES

- Gain a deep understanding of the legal and regulatory framework governing collective investment schemes.
- Learn how to effectively manage the day-to-day operations of a collective investment scheme, including fund accounting, valuation processes, subscription and redemption handling, as well as investor reporting.
- Acquire the skills required to identify, assess and mitigate risks inherent in the administration of collective investment schemes and understand financial, operational and market risks.

KEY FEATURES

- This qualification is the first step in the CISI's qualification pathway. It can be taken as a stand-alone programme, or as a part of the high-level Investment Operations Certificate (IOC).
- The Investment Operations Certificate (IOC) is one of the CISI's longest established certificates and is taken by practitioners globally to enhance their knowledge and skills of the administration and operations areas of the financial services industry. It is used as a benchmarking tool by major banks and investment firms to ensure that employees posses practical knowledge, which can immediately be applied.
- Assessment takes place through a one-hour exam consisting of 50 multiple choice questions. The pass mark for the exam is 70%.