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CHARTERED INSTITUTE FOR
SECURITIES & INVESTMENT

Professional Refresher

Professional Refresher is an online learning system which allows self-administered testing on a variety of topics, including modules on the latest regulatory changes.

There is a wide range of modules available with new and topical modules being added on a regular basis.

Financial Planning

Wealth Management

Operations

Retail

Wholesale

Compliance

Risk

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Self-testing elearning modules to:
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Professional Refresher

Latest Modules

Top
5



Integrity & Ethics

- High Level View
- Ethical Behaviour
- An Ethical Approach
- Compliance vs Ethics

Anti-Money Laundering

- Introduction to Money Laundering
- UK Legislation and Regulation
- Money Laundering Regulations 2007
- Proceeds of Crime Act 2002
- Terrorist Financing
- Suspicious Activity Reporting
- Money Laundering Reporting Officer
- Sanctions

Financial Crime

- What Is Financial Crime?
- Insider Dealing and Market Abuse Introduction, Legislation, Offences and Rules
- Money Laundering Legislation, Regulations, Financial Sanctions and Reporting Requirements
- Money Laundering and the Role of the MLRO

Information Security and Data Protection

- Information Security: The Key Issues
- Latest Cybercrime Developments
- The Lessons From High-Profile Cases
- Key Identity Issues: Know Your Customer
- Implementing the Data Protection Act 1998
- The Next Decade: Predictions For The Future

UK Bribery Act

- Background to the Act
- The Offences
- What the Offences Cover
- When Has an Offence Been Committed?
- The Defences Against Charges of Bribery
- The Penalties

Conduct Rules for Certification Staff

- Who is in Scope, Now and in the Future?
- The Rules and Code vs Approved Persons Provisions
- The Individual Conduct Rules
- Senior Management Conduct Rules
- Training – What Everyone Needs to Know
- Breaches, Reporting and Obligations
- Conclusion and Future Developments

Structuring Wealth

- Tax Allowances
- The Different Taxes
- The Main Assets
- So What Does it All Actually Mean?

Influencing Teams

- Introduction and Background
- What is Influence?
- Key Leadership Traits
- Methods of Exerting Influence
- Influencing Teams
- Common Influencing Skills

Robo-Advice

- The Advice Gap and the Cost of Advice
- What is Robo-Advice?
- The Financial Advice Market Review
- The Implications of Giving Advice
- The Way Ahead

Operations

Best Execution

- What Is Best Execution?
- Achieving Best Execution
- Order Execution Policies
- Information to Clients & Client Consent
- Monitoring, the Rules, and Instructions
- Best Execution for Specific Types of Firms

Approved Persons Regime

- The Basis of the Regime
- Fitness and Propriety
- The Controlled Functions
- Principles for Approved Persons
- The Code of Practice for Approved Persons

Corporate Actions

- Corporate Structure and Finance
- Life Cycle of an Event
- Mandatory Events
- Voluntary Events

Wealth

Client Assets and Client Money

- Protecting Client Assets and Client Money
- Ring-Fencing Client Assets and Client Money
- Due Diligence of Custodians
- Reconciliations
- Records and Accounts
- CASS Oversight

Investment Principles and Risk

- Diversification
- Factfind and Risk Profiling
- Investment Management
- Modern Portfolio Theory and Investing Styles
- Direct and Indirect Investments
- Socially Responsible Investment
- Collective Investments
- Investment Trusts
- Dealing in Debt Securities and Equities

Banking Standards

- Introduction and Background
- Strengthening Individual Accountability
- Reforming Corporate Governance
- Securing Better Outcomes for Consumers
- Enhancing Financial Stability

Suitability of Client Investments

- Assessing Suitability
- Risk Profiling
- Establishing Risk Appetite
- Obtaining Customer Information
- Suitable Questions and Answers
- Making Suitable Investment Selections
- Guidance, Reports and Record Keeping

International

Foreign Account Tax Compliance Act (FATCA)

- Foreign Financial Institutions
- Due Diligence Requirements
- Reporting
- Compliance

MiFID II

- The Organisations Covered by MiFID
- The Products Subject to MiFID's Guidelines
- The Origins of MiFID II
- The Products Covered by MiFID II
- Levels 1, 2, and 3 Implementation

UCITS

- The Original UCITS Directive
- UCITS III
- UCITS IV
- Non-UCITS Funds
- Future Developments

Further Modules

Behavioural Finance

- Background to Behavioural Finance
- Biases and Heuristics
- The Regulator's Perspective
- Implications of Behavioural Finance

Certification – What it Means For You

- Background
- What it means for you

Client Classifications

- Applying the Rules
- What is a Client?
- Types of Clients
- How Clients are Treated
- Reclassification of Clients

Conduct Risk

- What is Conduct Risk?
- Regulatory Powers
- Managing Conduct Risk
- Treating Customers Fairly
- Practical Application of Conduct Risk

Conduct Rules

- Application and Overview
- Individual Conduct Rules – FCA & PRA
- Senior Management Conduct Rules
- Obligations on Firms

Conflicts of Interest

- Examples of Conflicts of Interest and Enforcement Action
- Policies and Procedures
- Tools to Manage Conflicts of Interest
- Conflict Management Process
- Good Practice

Corporate Governance

- FCA Rules Overview
- UK Corporate Governance Code
- Controlled Functions and Significant Influence Functions
- The Walker Review and NEDs
- Regulatory Developments

Crowdfunding

- Who Uses Crowdfunding?
- The Funding Process
- The Risks and Protections

Customer Complaints Procedures

- Who are Eligible Complainants?
- The Timescales
- Record Keeping and Reporting
- Referral to the FOS
- Compulsory and Voluntary Jurisdictions

Cyber Crime

- Definitions
- Relevant Legislation
- Types of Cybercrime
- Hacking
- Malware and Botnets
- Distributed Denial of Service Attacks
- New Technologies and Security Concerns

Derivatives

- Definition and Purpose of Derivatives
- Underlying Assets
- Trading
- Regulatory Requirements and Developments

Estate Planning

- Introduction and Background
- Constituents
- Planning

European Market Infrastructure Regulation (EMIR)

- What is Clearing?
- EMIR Requirements
- The Clearing Obligation
- Reporting Requirements and Risk Management
- Market Stability

Financial Ombudsman Service

- The Background and Jurisdiction of the FOS
- Approaching the FOS
- The Cases that the FOS can and can't deal with
- Timeframes and Decisions of the FOS
- FOS Funding and the Awards it Pays

Financial Planning

- Related Activities
- The Financial Plan
- Cash Flow Planning and Modelling
- Behavioural Finance and Financial Planning
- Risk
- The Regulatory Framework
- The Future Landscape

Financial Promotions

- The Financial Promotions Rules and Exceptions
- Using Performance in Financial Promotions
- Offers and Invitations
- Unwritten Promotions & Cold Calling
- The Approval of Financial Promotions

Financial Transaction Tax

- Background and History
- Scope of Financial Transaction Tax
- Payment of Financial Transaction Tax
- Aims of Financial Transaction Tax
- Resistance to Financial Transaction Tax

Hedge Funds

- Definition and Background
- The Type of Hedge Fund Strategies Available
- When Hedge Funds Implore
- Why and How Investors Use Hedge Funds
- Future Developments

Investment Planning

- The Economy
- Asset Classes
- Investment Wrappers
- Risk Profiling
- Financial Planning

Investment Taxation

- Fixed Interest Securities and Equities
- Unit Trusts and OEICs
- Life Insurance Policies
- Private Equity
- Other Investments

Market Abuse

- The Offence of Market Abuse
- The FCA's Code of Market Conduct
- The Regular User Test
- Reporting Penalties and Safe Harbours
- Reporting Obligations

Offshore Fund Administration (Crown Dependencies)

- Legal and Regulatory Framework
- Fund Structures
- Administration
- Fund Distribution

Paraplanning

- What is Paraplanning?
- The Role of the Paraplanner
- Qualifications for the Paraplanner
- Key Skills of a Paraplanner
- Is Paraplanning for You?

Pensions Advice

- Advice or Guidance?
- Advice During Accumulation
- Defined Contribution Pension Freedoms
- Transfers and Decumulation
- Problems with Accessing New Freedoms

Pensions and Provision

- State Provisions
- Occupational Pension Schemes
- Tax Relief
- Retirement Planning
- Volume of the Pensions Market

Regulation & Ethics

- The UK Financial Services Industry
- The Regulation of Financial Services
- The Regulatory Advice Framework
- Key Financial Advice Legal Issues

Regulation of Platforms

- FCA Regulations
- HMRC Regulations
- European Union Initiatives

Remuneration Code

- Introduction, Background and History
- Purpose and Application of the Code
- The Remuneration Code – The Principles
- Recent and Future Developments

Retail Investment Advice in the UK

- Background and Overview
- Personal Recommendations
- Suitability – An Overview
- Appropriateness – An Overview
- Alternative Distribution Models
- Implications and Conclusion

Retail Investment Products

- Life Policies
- Stakeholder & Personal Pension Schemes
- Units
- Investment Trusts and Savings Schemes
- Structured Capital at Risk Products
- Alternative Investment Options

Retirement Planning

- Pensions and Provisions
- Money In
- Money Out

Risk

- Key Risk Categories
- Risk Management Process
- Risk Appetite
- Business Continuity

Senior Managers and Certification Regime

- Definitions
- Obligations
- Certification
- Conduct Rules
- Scope of the Rules
- Conclusion and Future Developments

Speak Up

- Obstacles to Speaking Up
- Legislation
- Best Practice
- The Future

Taxation

- The Main Types of Tax
- Residence and Domicile
- Confidentiality and Disclosure
- Key Principles of Investment Tax Planning

Training and Competence

- The General Requirements
- The Requirements for Retail Firms
- Supervision
- Exam Requirements and Exemptions
- Training Needs and Maintaining Competence

Treating Customers Fairly

- The Coverage
- The Outcomes
- Management Information
- Life Cycle of the Product
- Enforcing TCF

UK Regulatory Structure

- Principles of Good Regulation
- Principles for Businesses
- The Treasury
- The Bank of England
- The Financial Ombudsman Service

Also available:

Central Clearing
Commodities and Energy Markets
Dodd-Frank Act
Inducements and Dealing Commissions
Exchange Traded Funds
Insolvency & Bankruptcy
Insurance
Investment Business on the Internet
Islamic Banking
New UK Regulatory Environment
Non-Executive Directors' Roles
Permissions Regime
Price Stabilisation
Principles of RDR Review
RDR Adviser
RDR Independence
RDR Professionalism
Sanctions and Global Markets
Securities Financing
Sovereign Wealth Funds
Structured Investment Products
T&C Supervision Essentials
Trusts
UCIS/NMPIs
VCTs & EISs

Benefits to firms

- ✓ Learning and tests can form part of a business T&C programme
- ✓ Learning and tests kept up to date and accurate by the CISI
- ✓ Relevant and useful - devised by industry practitioners
- ✓ Access to individual results available as part of management overview facility, 'Super User'
- ✓ Records of staff training can be produced for internal use and external audits
- ✓ Cost effective – no additional charge for CISI members
- ✓ Available to non-members

Benefits to individuals

- ✓ Comprehensive selection of topics across industry sectors
- ✓ Modules are frequently reviewed and updated by industry experts
- ✓ New topics introduced regularly
- ✓ Free for members
- ✓ Successfully passed modules are recorded in your CPD log as Active learning
- ✓ Counts as Structured learning for RDR purposes
- ✓ On completion of a module, a certificate can be printed out for your own records

