



International Compliance Association
Excellence through Education

FICS ACCREDITED DIPLOMAS IN COMPLIANCE AND ANTI MONEY LAUNDERING

Awarded in association with University
of Manchester Business School



The University of Manchester
Manchester Business School





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ABOUT THE ICA

Founded in 2001, the International Compliance Association (ICA) is committed to increasing knowledge and professionalism throughout financial services, all over the world. As a body with a worldwide presence and a professional membership, the ICA has a global reputation for the promotion of continued education and development in compliance, anti money laundering and financial crime prevention.

The ICA is dedicated to helping you be all you can be in your professional career, raising the standards of professionalism and competence throughout firms and financial centres all over the world. Having a qualification from the ICA can help. There are a range of qualifications specifically designed to provide practical skills and useful knowledge for all practitioners, regardless of experience. The ICA partnership with the prestigious University of Manchester Business School ensures high quality assurance on our qualifications at every level.



**FINANCIAL INDUSTRY
COMPETENCY STANDARDS**

FINANCIAL INDUSTRY COMPETENCY STANDARDS – FICS

The Financial Industry Competency Standards is a comprehensive, structured, competency based framework with a certification and accreditation system, developed by the industry and aimed at raising the quality of Singapore's financial sector workforce. The framework integrates international best practice, and is aligned to the Workforce Development Agency Workforce Skills Qualifications (WSQ).

The framework sets out competencies required at different job roles (ranging from Job Role Level I to Job Role Level VI), and how the training and assessment for these should be certified. Within Compliance there are 6 Job Families, meaning delegates get the choice of whether to specialise in Anti Money Laundering, Consumer Banking, Fund Management, Insurance, Wealth Management or Wholesale Banking.

Once you have completed your Diploma, and subject to experience requirements outlined by IBF, you can apply for FICS Certification; at FICS Level V and VI, this is the award of Financial Industry Certified Professional status (FICP). This is the highest certification mark for a financial services practitioner in Singapore under the FICS framework. It embodies professional competence and commitment to excellence, and serves as a beacon of distinction for Singapore's financial services industry. For more information, visit www.fics.org.sg.

FUNDING

Under the Financial Sector Development Fund (FSDF), financial sector organisations sponsoring Singapore based participants through FICS accredited programmes may obtain grant support for training and assessment.

The grant support has also been extended to individuals who are funding themselves through the programme.

For more details, please visit the IBF website or contact the FSDF Secretariat on 6220 8566.

FICS ACCREDITED PROFESSIONAL DIPLOMA IN COMPLIANCE

The Professional Diploma in Compliance is a comprehensive, graduate level, accredited qualification, covering topical, in-depth issues in compliance and regulation today. Mapped at Level IV under the FICS framework, this Diploma is designed for those delegates who possess an understanding of the complexities surrounding compliance today.

Suitable for those with limited experience and knowledge in this field, as well as those with a more advanced background, this course is your ideal starting point on a journey with the ICA.

By the end of the Diploma you will have an understanding of the Compliance function and how to apply what you have learnt to the management of risk. By studying best practice you can harmonise approaches benefiting from what has been delivered as part of the learning experience. Because of the practical nature of the Diploma, you will have a number of useful tools and skills that can add real value to any organisation, regardless of size or industry sector.

Who the diploma will benefit

- All staff in compliance functions
- Internal and external audit staff
- Staff in risk functions
- Regulatory representatives
- Staff new to compliance

Eligibility Criteria

All students require the ability to complete the reading and written aspects of the Diploma in English. A sound educational background will also help.

“The ICA diploma program is ideal for working professionals. The modular structure is job specific and can be directly applied to our daily work. I have reaped immediate benefits as the diploma probably contributed to me landing a team lead position in a major bank. In short it has achieved all the key features of the FICS framework!”

Alice Seah



Course Format

- A graduate level programme resulting in a professional qualification
- Mapped into the FICS framework at Level IV
- 8 months duration
- 6 days face-to-face teaching (broken down into half days)
- Day and evening workshops available
- 1 piece of assessed work, approximately 3000 words in length
- 3, 2 hour 15 minute open book exams

Syllabus

Module 1

- The Compliance Function

- Designing an Internal Compliance System
- Compliance Risk
- Compliance and the Business Unit

Module 2

- The Regulatory Environment

- Building a Compliance Culture
- Corporate Governance and Ethics

Module 3

- the Regulatory Environment

- Legislation, Regulation and Codes of Conduct, and Industry Best Practice
- Regulation of activities and products
- Regulatory frameworks
- Change of management
- Keeping up to date

Module 4

- Industry and Product Knowledge

- General Principles of your chosen Industry Sector (One of: Consumer Banking, Fund Management, Insurance, Wealth Management, Wholesale Banking)

FICS ACCREDITED SPECIALIST DIPLOMA IN COMPLIANCE OR ANTI MONEY LAUNDERING

The Specialist Diploma in Compliance or Anti Money Laundering (AML) is a comprehensive, accredited, graduate level programme, covering a wide range of in-depth, topical subjects in compliance, regulation and AML. Mapped at Level V under the FICS framework, this Diploma is designed for those who perform, or wish to perform, a broad specialist role in a compliance/AML function, leading to supervisory oversight responsibilities. This Diploma will provide you with the necessary theoretical and practical skills to enhance your career and develop within your profession.

By the end of this Diploma you will have a detailed understanding of compliance/AML and its functions, including specialist, industry specific knowledge, supervisory management skills, and product knowledge related to your chosen job family. You will have an understanding of international best practice, coupled with hands on tools and skills you can use in the workplace, benefiting you as an individual as well as your organisation.

Who the Diploma will Benefit

- Compliance/AML Officers
- Managers with responsibility for Internal Compliance Controls
- Internal and External Audit Staff
- Company Secretaries
- Legal Practitioners and Support Staff
- Financial Crime and Financial Crime Risk staff

Eligibility Criteria

All students require the ability to complete the reading and written aspects of the Diploma in English. A sound educational background will also help.

Course Format

- A graduate level programme resulting in a professional qualification
- Mapped into the FICS framework at Level V
- 10 months duration
- 7.5 days face-to-face teaching (broken down into half days)
- Day and evening workshops available
- 2 pieces of assessed work, approximately 3000 words in length
- 3, 2 hour 15 minute open book exams



Syllabus - Specialist Diploma in Compliance

Module 1 – The Compliance Function

- Designing an Internal Compliance System
- Compliance Risk
- Compliance and the Business Unit

Module 2 – The Regulatory Environment

- Building a Compliance Culture
- Corporate Governance and Ethics

Module 3 – The Regulatory Environment

- Legislation, Regulation and Codes of Conduct, and Industry Best Practice
- Regulation of activities and products
- Regulatory frameworks
- Change of management

Module 4 - Industry and Product Knowledge

- General Principles of your chosen Industry Sector (One of: Consumer Banking, Fund Management, Insurance, Wealth Management, Wholesale Banking)

Module 5 – Compliance and the Business Unit

- Regulatory Compliance Issues faced by Business Units
- Communication Channels

Syllabus - Specialist Diploma in AML

Module 1 – Anti Money Laundering Strategies and Vulnerabilities

- The Process of Money Laundering, Trends and Techniques
- International and Regional Bodies
- Terrorist Financing

Module 2 – Designing AML Frameworks, Risk Profiling Techniques and Customer Due Diligence

- AML Reporting and Dealing with the Authorities

The Investigation Process

- Financial Investigations and the Decision Making Process – risk review
- Liaison with Senior Management, Advisors and Enforcement Agencies

The Financial Services Industry

- Structure and Profile of the Industry
- Legislative and Regulatory Structure Governing the Industry
- Industry Products – a generic overview

The Singapore AML Regulatory Framework

- Regulated Activities and the Role of Supervising Institutions
- Legislation and Regulation Impacting the Financial Services Industry

FICS ACCREDITED GRADUATE DIPLOMA IN COMPLIANCE OR ANTI MONEY LAUNDERING

The Compliance/AML Leadership Programme

The Graduate Diploma in Compliance or Anti Money Laundering (AML) has been specifically designed to provide a training programme at a senior level for holders of the FICS Level V Specialist Diploma, as well as experienced practitioners operating at a senior level within the industry. It is designed to provide them with enhanced skills, knowledge and expertise, to enable them to operate at a leadership level within their organisation.

This course is aimed at those delegates who already possess a detailed understanding of key compliance and AML ideas and strategies, building on this to develop their competencies at the highest level under the FICS framework. Mapped at Level VI under the FICS framework, this programme will ensure you are 'fit and proper' to undertake your duties, and help push your career to the next level.

Who the Diploma will Benefit

- Heads of Compliance/AML
- Compliance/AML Managers and senior staff
- Senior Risk staff
- Regulatory Representatives
- Legal Practitioners

Eligibility Criteria

- To be eligible to apply, you must possess a Specialist Diploma in Compliance or AML at FICS Level V, or be working within a job role that requires senior compliance/AML responsibilities
- At FICS Level VI this is 8+ years of relevant experience

Eligibility Criteria

- Along with the application form you must submit a copy of your current job description, organisational chart, and CV for evaluation
- All applications will be pre-screened to assess suitability for the course

“Enrolling onto the Graduate Diploma gives an opportunity to seasoned practitioners to participate in core topic sessions and to co-relate their professional experiences within the discussions. This provides an opportunity to polish up and validate pre-existing concepts and also to pick-up industry best practices, from both a local and global perspective.”

Zubin Chichgar

Course Format

- A post graduate Diploma resulting in a professional qualification
- Mapped to Level VI of the FICS framework, the highest level of competency
- 6-8 months duration
- 6 half day 'Masterclasses', led by experienced industry experts and thought leaders
- Face-to Face interview assessment, approximately 3 hours in length, mapping applicant competencies against the Level VI standards
- Successful completion of the Diploma grants automatic Fellowship of the ICA (FICA)

Masterclass Titles

- Compliance Leadership – Building, Managing and Leading a Compliance Team (part 1)*
- Compliance Leadership – Building, Managing and Leading a Compliance Team (part 2)*
- AML Leadership – Building, Managing and Leading an AML Team (part 1)**
- AML Leadership – Building, Managing and Leading an AML Team (part 2)**
- Ethics, Corporate Governance and Corporate Social Responsibility#
- Drafting the Compliance Policies, Procedures and Systems of the Organisation#
- Compliance and Senior Management#
- IT and Compliance#

**for those studying the Graduate Diploma in Compliance*

***for those studying the Graduate Diploma in AML*

#for those studying either Diploma





PROGRAMME STUDY OPTIONS

The Level IV Professional Diploma and the Level V Specialist Diploma can both be completed in a number of ways. The normal study route is to attend 3 half day workshops per module, as well as completing the relevant assessments. You will have a choice of day or evening workshops when you enrol.

If you hold appropriate qualifications, you may apply for the Experienced Practitioner programme. Under this option, you are exempt from attending workshops, but will be provided with manuals, support readings and texts, and complete the relevant assessments. Where an experienced delegate has completed an 'appropriate' training course (i.e. an FICS accredited in-house course), they may be eligible to apply for the Assessment Only programme. Applicants must complete the 'Exemption Application Form', which must be approved by the ICA Course Director.

Delegates studying the Graduate Diploma in Compliance or AML must attend 6 Masterclasses and then complete the work based interview assessment. They must also submit a copy of their current job description, organisational chart and CV for evaluation upon application.

All programmes offered by the ICA can be delivered in-house, and we can work with you to find the most appropriate way to deliver your training, helping your training budget stretch further. Contact us for a free consultation on your training needs.

Full details are available on the ICA website at www.int-comp.org, or by contacting us; 6500 0010 or enquiries@int-comp.org

FEES

Fees for the programmes vary depending on which course you undertake and which programme study option you select. Course fees include manuals, materials, workshops, support reading texts, website access, examination fees and certification.

MEMBERSHIP

As a delegate on one of our Diplomas, you automatically become an Associate Member of the ICA. Upon successful completion of our Diplomas, you can apply for Professional Membership of the ICA and be entitled to use the designation MICA to signify your are a member of the ICA. Recognised throughout the professional sector around the world, these letters demonstrate achievement, knowledge and professionalism.

After 5 years of membership and CPD, you will become eligible to apply for Fellowship status, and the use of the designation FICA. Being a Fellow is a mark of excellence, and means you are an advocate of best practice in the management of regulatory risk, aspiring to positively influence others in the same way.

As a member, you are provided access to the ICA online databases of information, including up to the minute news feeds, a resource centre, knowledge bank, discussion forums, job zone, and useful industry links. You will receive newsletter updates from the ICA, as well as a personal copy of inCOMPLIANCE, the quarterly online journal of the ICA, which details thought provoking comment and analysis of the potential impact of some of the major regulatory initiatives currently affecting the compliance community.

PARTNERSHIPS

THE FINANCIAL INDUSTRY COMPETENCY STANDARDS (FICS)

The FICS were developed by IBF and jointly supported by WDA and MAS. The standards are aligned with the structure and requirements of the Singapore Workforce Skills Qualification (WSQ) system and recognised as the basis for WSQ qualifications for the financial services industry.



UNIVERSITY OF MANCHESTER BUSINESS SCHOOL

Manchester Business School is the quality assurance education partner of the ICA, ensuring you benefit from the fusion of a vocational qualification set within a rigorous academic environment.



THE INSTITUTE OF BANKING AND FINANCE

The Institute of Banking and Finance was established in 1974 to upgrade the expertise in the banking and finance industry in Singapore. It is the national accreditation and certification agency for financial competency under the Financial Industry Competency Standards framework (FICS).



THE SINGAPORE WORKFORCE DEVELOPMENT AGENCY

The Singapore Workforce Development Agency works with industry, unions, employers, economic agencies, professional associations and training organisations to enhance the employability and competitiveness of Singapore's workforce.



SINGAPORE WORKFORCE SKILLS QUALIFICATIONS

The Workforce Skills Qualification is a national credentialing system that trains, develops, assesses and recognises adult workers for employment competencies. Financial services practitioners who have obtained the FICS Statements of Attainment (SOA) for all the relevant competencies of a job role can be awarded the WSQ qualification for that job role.



For more information:

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