

Your Learner Journey

ICA Certified Money Laundering Reporting Officer



Firm Due Diligence

Week: 2

Length: 90 minutes

Format: Virtual classroom

Preparation: Essential videos and curated reading

The first classroom is all about correctly interpreting information about the potential firm you will work for, knowing how to ask important risk assessment questions throughout the interview process, anticipating preliminary risks and knowing how to approach your first week as a new MLRO.



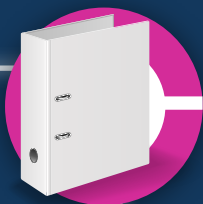
Introduction

Week: 1

Length: 60 minutes

Format: Virtual classroom

Meet your tutor and fellow students as we get the course underway. This informal virtual session introduces your study journey and outlines how to get the most of the virtual classrooms and the live immersive scenario. Find out how to navigate the learning platform and maximise your study time with the ICA.



Responsibilities & Handover

Week: 3

Length: 90 minutes

Format: Virtual classroom

Preparation: Essential videos and curated reading

This classroom focuses on the MLRO's personal and statutory liabilities, understanding what a senior managers pack or a handover should entail, recognising the appropriate reporting lines and independence, the FCA Application, and how to demonstrate reasonable steps and appropriate governance models.



Risk Management

Week: 4

Length: 90 minutes

Format: Virtual classroom

Preparation: Essential videos and curated reading

The third classroom focuses on risk appetite, risk appetite statements, risk assessments and more specifically the pillars of risk. This is an important session that discusses the planning stages of managing risks over the next 365 days including the plethora of risk assessment required and the regulatory and legal obligations that must be met.



The First 100 Days

Week: 6

Length: 90 minutes

Format: Virtual classroom

Preparation: Essential videos and curated reading

This classroom considers the first 100 days as a new MLRO, calculating budget for key improvement changes and resource requirements and ensuring escalation frameworks are in place. More importantly, this workshop will focus on socialisation techniques to get buy in from the business to shift the perception that compliance is a business protector, not preventer.



Policy Frameworks, Procedures and Implementation

Week: 5

Length: 90 minutes

Format: Virtual classroom

Preparation: Essential videos and curated reading

Having explored risk management tactics, we move on to tackling and mitigating risks via appropriate policy frameworks as well as the limitations of procedural and operational implementation. Key aspects include what good looks like, implementation, ownership and effectiveness as well as separating business as usual from change management and ensuring business change and horizon scanning are consistently assessed.

Competency Based Training

Week: 7

Length: 90 minutes

Format: Virtual classroom

Preparation: Essential videos and curated reading

This session develops senior managers' interpersonal skills, teaching how to assess training needs, map personality types, and target the right audience for advising the organisation. It also covers important initial training sessions, such as training for suspicion and red flags.

Importance of Management Information

Week: 8

Length: 90 minutes

Format: Virtual classroom

Preparation: Essential videos & curated reading

This important class is all about how management information (MI) can drive up standards, what information you should ask for, what meaningful reports look like, how decisions following MI must be documented and actioned and how the quality of oversight makes the key difference to an effective control framework.

Socialising Issues, the MLRO Report and troubleshooting

Week: 9

Length: 90 minutes

Format: Virtual classroom

Preparation: Essential videos & curated reading

In the final virtual classroom, we will discuss how MLROs can socialise issues, write the annual MLRO report and troubleshoot if things go wrong which includes practical tips and self-protection mechanisms.

Live Immersive Scenario

Week: 10

Length: 3 hour

Format: Virtual scenario

Preparation: Additional resources, Curated Artifacts and BARCO user guide

The three-hour live immersive scenario is the main event of your course, where you showcase your skills and understanding as a financial crime practitioner embarking on a senior management career as an MLRO. It involves a live interactive scenario that challenges your abilities and is the basis for your course assignment. The session is engaging and provides a real experience of being an MLRO.

Facilitated Discussion

Week: 11

Length: 90 minutes

Format: Virtual classroom

This session, our final virtual classroom, is intended to enable students to reflect upon the live immersive scenario. Its main goal is to provide clarity and understanding for any areas of issue and to essentially provide you with confidence to complete your course assignment.

Assignment

See the learning platform for the dates the assignment question will be available and the submission date. You will have two weeks to complete your assignment.

Certificate

Once you have passed the course you will be able to access and download your accredited MLRO certificate.

What Next?

Finally, ICA would like to share some of the opportunities available to help you build upon your success.