

This short course addresses the basic practical requirements and principles of protecting client monies and assets (including the Financial Conduct Authority and Client Asset Sourcebook rules). There is continued and intense regulatory scrutiny on protection of client assets, impacting almost all financial services business. Following recent high-profile fraud cases highlighting the importance of safeguarding monies and assets, this is a core area of conduct risk to be aware of. This course is delivered through a fully self-led, digital learning environment and should be a must-have experience for anyone looking for an introduction to the key principles in managing client monies and assets effectively.

Course component (inc. hours)		Takeaways	Learning objectives
<b>Unit 1</b>	15 mins	<ul style="list-style-type: none"> <li>An understanding of the importance of protecting clients' monies and assets.</li> <li>An awareness of the purpose of protecting clients' monies and assets.</li> <li>An overview of which client monies and assets may require protection.</li> </ul>	<ul style="list-style-type: none"> <li>Understand why insolvency drives the need to protect clients.</li> <li>Learn why company and client monies should be separated, how and what to separate.</li> </ul>
<b>Unit 2</b>	35 mins	<ul style="list-style-type: none"> <li>An appreciation of the key features of effective oversight and governance.</li> <li>An awareness of the fundamentals of due diligence.</li> <li>The ability to recognise key issues when engaging third parties.</li> </ul>	<ul style="list-style-type: none"> <li>Explain the basics for good organisational arrangements.</li> <li>Understand the fundamentals of banking and custodian relationships.</li> </ul>
<b>Unit 3</b>	45 mins	<ul style="list-style-type: none"> <li>The ability to recognise what belongs to your clients and what does not.</li> <li>The steps to take when setting up banking and custody accounts.</li> <li>The key elements of legal agreements that will protect your clients.</li> </ul>	<ul style="list-style-type: none"> <li>Understand the role of acknowledgement letters.</li> <li>Explain what it means to hold an asset.</li> <li>Explain the basics of registration and recording of legal titles.</li> </ul>
<b>Unit 4</b>	45 mins	<ul style="list-style-type: none"> <li>An understanding of how to keep money protected during transactions.</li> <li>The fundamentals of a good reconciliation.</li> <li>An awareness of the records that can protect your company and its clients.</li> </ul>	<ul style="list-style-type: none"> <li>Be able to explain the importance of segregation and the role of diversification.</li> <li>Know the steps to take when reconciling accounts.</li> <li>Understand how to protect monies and assets during transactions.</li> </ul>