



Ref: JT/CM/2016.274

**Multinational Programme
"CERTIFIED PRIVATE BANKER
FOUNDATION COURSE"**

Part 1 : E-Learning Preparation Course : from selection until March 12, 2017 (about 10 hours)

Part 2 : Instructor-Led Training :Luxembourg: 13-21 March 2017 (6,5 days)

Luxembourg, 29 November 2016

«The most successful private bankers are those who can demonstrate trust and integrity, built over long periods of time »

Dear Madam,
Dear Sir,

If you are a young executive and specialist of a commercial bank or of another financial institution with an interest in Asset Management, Private Banking, Investment advisory, relationship management, risk management and portfolio management and you want to pass the Foundation Level of the Private Banker certification...

then this is the programme for you!

The House of Training is proud to inform that the Luxembourg Ministry of Finance mandated it to implement this training programme, organised and developed by the House of Training and its quality circle in Private Banking, Financial Product and Risk Management.

This programme, which is based on innovative blended learning approach combines 2 parts:

PART 1: E-Learning preparation course "International Financial Markets & Financial Mathematics"
When will it take place?

The E-learning course "International Financial Markets", which focuses on the fundamentals of financial products, is a **prerequisite** for the programme "Certified Private Banker Foundation level".

It will be available from the selection date until March 12, 2017. Nevertheless, participants will have access to the E-learning course on a 24/7 basis through the Internet for a period of 6 months. They will be able to log-on and log-off the course as many times as they would like.

The estimated duration for the E-Learning course is **approximately 12 hours**, which are divided into sessions of 30-40 minutes each.

The last chapter of the E-learning course is a test, which **participants are expected to pass** to confirm the knowledge that they acquired before the beginning of the part 2 (participants are allowed to retry the final test as often as they want).

PART 2: Instructor-Led Training (ILT)
When and where will the part 2 take place?

The seminar will be held in **Luxembourg from Monday 13 to Tuesday 21 March 2017** (arrival date: Sunday March 12, departure date: Tuesday 21 March afternoon or Wednesday 22

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HOUSE OF TRAINING



THE GOVERNMENT
OF THE GRAND DUCHY OF LUXEMBOURG



March). This face-to-face training will end with a written exam based on all covered topics (duration of the exam: 3 hours). **All successful candidates will be granted a certificate of success.**

We send you herewith the programme description (organisation sheet & content) and application form.

Who can apply? (selection process)

Up to 15 participants will be selected among applicants from the different invited countries. The selection will be made by the Ministry of Finance, the House of Training and its quality circle, according to the relevance of the participants' profile, which will have to correspond to the programme target group. The geographical criterion will NOT be considered. The participants are requested to have a **sound knowledge of English**, as the whole seminar will be held in this language with no translation.

⇨ Within a few days after their selection confirmation, the participants will get an access code to the E-learning environment and be able to start their preparation.

Deadline for application according to the process: the latest by 27 January 2017

Grab this unique opportunity to pass the Foundation Level of the Private Banker Certification and apply for this seminar now!

But before doing so, please check that your profile matches the target group. If it does, you are kindly requested to fill in the attached application form and send it back as soon as possible to the House of Training official contact in their country (from which the present invitation was received) and **the latest by 27 January 2017**.

As soon as you get the confirmation that you are selected, the E-Learning course will be accessible through internet.

The House of Training reserves the right to cancel the programme until February 13 (please do not confirm your flight ticket before that date)!

Should you wish to attend the following programmes on the same topics: the trainings on Certified International Portfolio & Relationship Manager Part I will be organized from 18 to 22 September 2017 & and Part II in 2018 (dates still to be defined).

The invitations to these seminars will be sent out to our partners in the coming months. Should you be interested don't hesitate to contact them or myself.

Do not hesitate to contact us for any further information.

Looking forward to receiving your application,

Yours sincerely,

Claire MOZET
Programme Coordinator

Josée THYES
Programme Manager

Appendices:

Seminar Description (Organisation Sheet & Content) ; Application form ; Financial Conditions