

Luxembourg, March 13-21, 2017

**CERTIFIED PRIVATE BANKER  
FOUNDATION LEVEL COURSE  
ORGANISATION SHEET**

<p><b>Objective</b></p>	<p>Private Banking is one of the pillars of the Luxembourg financial centre and the ever growing complexity of this business requires that a private banker possesses a solid knowledge of the financial instruments and their use as investment vehicles.</p> <p>In order to provide this background, the House of Training has developed this foundation courses that allow participants to:</p> <ul style="list-style-type: none"> <li>- use financial instruments in investment portfolios</li> <li>- take investment decisions based on the aspects of risk and return</li> <li>- understand the concept of market efficiency in portfolio management</li> <li>- integrate efficient financial vehicles in investment solutions</li> </ul>
<p><b>Methodology</b></p>	<p>For this programme, the House of Training has developed an innovative blended learning approach that combines the efficiency of E-Learning with the effectiveness of instructor-led training (ILT):</p> <p>Part 1: An <b>E-learning course</b> "International Financial Market" (maximum duration: 12 hours) with a <u>final written exam</u>.</p> <p><u>Participants are required to take this course and pass the test before the beginning of the second part</u></p> <p>Part 2: An <b>instructor-led training</b> (ILT) in Luxembourg. The ILT part of the programme is taught by industry experts, who effectively combine theory with practical examples, exercises and case studies.</p> <p>The training is ending with a <u>final written exam</u>.</p> <p>The theoretical aspects of the programme are based on the latest market standards, while examples, case studies and exercises are used to present and apply the material to realistic situations in private banking.</p>
<p><b>Target group</b></p>	<p>Young executives, junior traders, specialists and high potentials of commercial banks or other financial institutions with an interest in Asset Management, Private Banking, Investment Advisory, Relationship management, Risk</p>

	management and Portfolio Management.
<b>Examination</b>	<p>Part 1: E-learning test = prerequisite for the participation in the Luxembourg course.</p> <p>Part 2 in Luxembourg: the participants will have their newly acquired knowledge validated through a written exam.</p>
<b>Experts</b>	High-Level training experts, member of the House of Training Quality Circles in Private Banking, Financial Products and Risk Management
<b>Language</b>	English (without translation)
<b>Participants</b>	<p>Maximum of <b>15 participants</b> from the House of Training, following partner countries:</p> <ul style="list-style-type: none"> <li>➤ Armenia, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Cape Verde, China, Croatia, Czech Republic, Egypt, El Salvador, Estonia, Georgia, Hungary, Kazakhstan, Kosovo, Latvia, Lebanon, Lithuania, Macedonia, Moldova, Mongolia, Montenegro, Poland, Romania, Russia, Serbia, Slovakia, Slovenia, Tunisia, Turkey, Ukraine, Vietnam and from the West African Monetary &amp; Economic Union- selected by ICMA/House of Training according to the relevance of their applications.</li> </ul> <p><b>and other participants</b> from Luxembourg-based banks.</p>
<b>Dates</b>	<p>From Monday 13 March to Tuesday 21 March 2017 (6.5 days)  Arrival: Sunday 12 March  Departure: Tuesday 21 March afternoon or Wednesday 22 March 2017</p>

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## CERTIFIED PRIVATE BANKER FOUNDATION COURSE

### CONTENT

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The most essential financial products used in wealth management and the Private Banking industry will be reviewed: simple instruments (forex, money markets, bonds and equities) and complex or structured financial products (investment funds, hedge funds, derivatives, structured products). Risk management will be on the agenda as well. The international financial architecture of this programme will lead to the integration of these instruments in a global solution of portfolio management. Then, participants will have the opportunity to have a brief global overview of the total product offering corresponding to the needs complex Private Banking clients needs including fiscal planning, private equity, estate planning, family offices services and family governance.

#### ***E-LEARNING "International Financial Markets & Financial Mathematics"***

##### **PART 1 :**

The objective of this part is to provide the participants with a good understanding of financial markets, the financial instruments traded in them, the key players in financial markets and the activities that they perform.

Participants will have access to the E-learning course on a 24/7 basis through the Internet for a period of 6 months as of the selection date on. They will be able to log-on and log-off the course as many times as they would like.

The instructor-led part will start where the E-learning finishes, therefore completing the E-learning course is **a prerequisite for the ILT part**.

The specific material that the E-learning course will cover is the following:

- Introduction to Financial Mathematics
- Financial Markets
- Financial Instruments: Securities
- Financial Instruments: Derivatives and Investment Funds
- Market Activities
- Market Players
- Future Trends

The estimated duration for the E-learning course is approximately 10 hours, which are typically 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 beginning the ILT course. Participants are allowed to redo the course and to retry the test as often as they want.

The instructor-led part will start where the E-learning finishes, therefore completing the E-learning course is **a prerequisite for the ILT part**.

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***INSTRUCTOR-LED PART (Luxembourg, 13-21 March 2017)***

**PART 2 (ILT) in Luxembourg:**

**Day 1:**

**Major Financial Sport Markets**

Equity  
Debt  
Foreign exchange  
Commodities

**Day 2:**

**Financial Derivatives**

Forwards & Futures  
Swaps  
Options & Warrants

**Day3:**

**Structured Products**

Capital Guaranteed  
Reverse convertibles

**Day 4:**

**Introduction to portfolio management**

Risk and return  
Portfolio theory  
Behavioural Finance  
Portfolio management in practice  
Performance and risk measures

**Day 5:**

**Introduction to Risk Management in Private Banking**

Defining private banking  
Risk management in the private banking environment

**Day 6:**

**Introduction to funds and hedge funds**

Basic concepts: UCIs, NAV, legal framework  
Hedge funds: definitions, pros and cons, strategies and risk  
Operational issues

**Day 7: Examination:**

Written exam based on all covered topics during the Foundation course in Luxembourg.

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