



HOUSE OF
TRAINING



Luxembourg, 16 January 2025

CAPITAL MARKETS BACK-OFFICE CERTIFICATION (CAMBOC) – ONLINE MULTINATIONAL SEMINAR (2 – 11 April, Exam on 14 April 2025)

Dear Madam,

Dear Sir,

You have been working in back-office for some time and would like to enhance your business knowledge of securities back-office but also to be exposed to operational risk management?

Fully understanding the logics behind the financial instruments and the consequences of the actions taken by the back-office is essential to lead to excellence.

To help you getting there, the **House of Training – ATTF** has prepared the [perfect course](#) for you!

By applying a **blended learning** approach, the CAMBOC programme offers you the opportunity to become a fully skilled and knowledgeable back-office professional.

The programme is composed of 2 parts:

PART 1: E-Learning preparation course “International Financial Markets”

The E-learning course is a **prerequisite** for the “CAMBOC Certificate”. It will be made available at the latest 2 weeks before the start of the online course, provided that we have received the payment of the participation fee. Estimated duration of the e-learning: 2 hours. We recommend booking a slot in your agenda for this task.

PART 2: Online seminar (8 sessions of 4 hours)

The course will be delivered online in 8 sessions of 4 hours each, **from 2 to 4 April then from 7 to 11 April 2025** from 8.30 to 12.30 CET (candidates are requested to check the time difference with their own country). The programme will end with an **online exam on 14 April 2025** starting at 9.00 CET (maximum duration 3 hours).

All participants who attend at least 80% of the course will be issued an electronic certificate of attendance and all successful candidates will be granted an electronic certificate of achievement.

This certification programme, supported by the Luxembourg Ministry of Finance, will be delivered by senior experts with an in-depth experience in back-office and willing to share their expertise in this field.

Up to 16 candidates will be selected among applicants from the ATTF partner countries. Selected candidates will join in our virtual classroom participants who work in Luxembourg and neighbouring countries.

The selection will be made by the House of Training and its experts, according to the relevance of the **participants’ profile** (which will have to correspond to the [target audience](#) of the programme) and **motivations**. The participants are requested to have a **sound knowledge of English**. All the selected candidates will have to be equipped with a well-functioning microphone and a **webcam**.

We invite you to have a look at the attached documents and [the programme description](#) to acknowledge the details of the programme and of the financial conditions.



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To facilitate access to this unique learning opportunity, we have made sure that the financial support of the Luxembourg Ministry of Finance is kept at its highest level.

If you are interested in this programme and have **at least 3 years of experience** in back-office operations or a similar area in financial services, please fill in the attached **application form and send it back** to [ATTF official partner in your country](#) by **13 February 2025 at the latest**. Please note that **only fully completed forms** will be considered.

Should you need any further information on the programme, please feel free to contact Hilda Lutgen at hilda.lutgen@houseoftraining.lu. We hope to have the chance of welcoming you to our virtual classroom for this exciting programme.

Yours sincerely,

Hilda Lutgen
ATTF Team Lead

Ben Lyon
Head of ATTF

Appendices:

- ✓ Financial conditions
- ✓ Application form

The programme description can be found [here](#).