



CLT INTERNATIONAL



ADVANCED CERTIFICATE AND DIPLOMA IN FUND ADMINISTRATION (MALTA)

MANCHESTER
1824

The University of Manchester
Manchester Business School

A practical qualification for fund administrators with academic accreditation awarded in association with the University of Manchester Business School

An Introduction to the Advanced Certificate and Diploma in Fund Administration

The funds industry has grown extensively over the last decade but has experienced significant turbulence and change in recent times. The ability of fund professionals to adapt to current circumstances will, to a degree, determine the success of the funds.

Industry change creates opportunities, but it also increases demands. The role of fund administrators is challenging. They must ensure that the fund is being run in accordance with its published objectives and that its back-office operations are managed efficiently and effectively for the benefit of the investors. This function is becoming increasingly specialised and requires professional skills across a range of disciplines, including legal, accounting, management and investment.

The Advanced Certificate and Diploma in Fund Administration covers all of the major aspects of the funds industry and in particular, the organisation and operations of a fund. It is designed to provide administrators with the knowledge and professional skills required to undertake the daily operations of a fund in a consistent, productive and competent manner.

Designed for fund practitioners, the Advanced Certificate and Diploma provides detailed knowledge and practical skills. Awarded in association with the University of Manchester Business School, it is a certificated, professional education programme demonstrating excellence.

The Advanced Certificate and Diploma is suitable for fund practitioners who are relatively new to the industry as well as those who already have some practical experience and want to improve their knowledge. Individuals who complete the programme will gain a practical insight into the funds industry and be able to fulfil their responsibilities with confidence. By drawing upon international best practice, the Advanced Certificate and Diploma helps prepare fund practitioners to adapt and change to meet the challenges of a constantly evolving external environment.



Key Features

- A degree level, certificated programme resulting in a practical qualification
- Awarded in association with the University of Manchester Business School
- Comprehensive course materials written by experienced industry practitioners
- Extensive support and resource material including online seminars
- The option to specialise in areas of particular interest/ relevance to your role
- A variety of study options

Key Benefits of the programme

- Improved knowledge
- Developed skills
- Reduced reputational and financial risk for firms
- Enhanced workplace performance
- Potential for career progression

Who will Benefit from the programme

This course is of interest to all fund practitioners, including those who are relatively new to funds and wish to learn more, as well as more experienced members of the funds community who would like to expand their core understanding of different facets of the industry and develop a broader expertise.

Whilst the course is designed primarily for the fund administrator, it will also be of interest to legal advisers, directors of funds, accountants and other professionals in the funds industry.

Admission Requirements

The Advanced Certificate and Diploma in Fund Administration has a practical focus and is designed for individuals who have:

- Sound educational background **or**
- Relevant work experience in the financial services industry **and**
- The ability to complete the reading and written aspects of the course in English.

In addition to the above, all delegates wishing to undertake the Diploma in Fund Administration must have;

- Completed the Advanced Certificate in Fund Administration, or
- Obtained a like-for-like qualification that is equivalent in level to the Advanced Certificate - see section on Exemptions below.

Exemptions

Delegates wishing to apply for an exemption from the Advanced Certificate in Fund Administration must:

- Be able to demonstrate significant and relevant work experience (at least 3+ years), and
- Have broadly covered the content of the programme at a similar level in a previous course or qualification.

If you would like to discuss the programme and how it might fit with your current role and career aspirations contact the IFS Malta on info@ifsmalta.org

Course Structure

The course is divided into two parts:

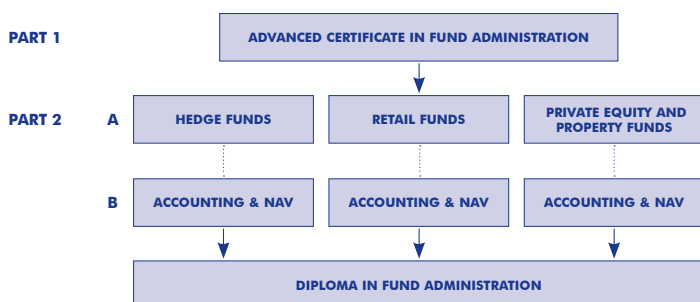
Part 1 - Advanced Certificate in Fund Administration

Part 2 - Diploma in Fund Administration

Part 2 of the programme requires delegates to select a pathway (Part 2A).

Delegates will receive the course manuals for all three pathways but for the purposes of specialisation and assessment, will select one pathway only.

All delegates will study a common component on Accounting and NAV (Part 2B).



Programme Delivery

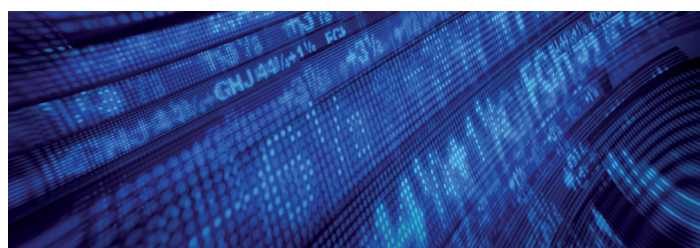
All delegates will receive:

- Comprehensive Course Manuals
- Student Handbook
- Access to a website support system including online seminars

Programme Study

The Advanced Certificate and Diploma in Fund Administration can be studied by distance learning combined with face-to-face public workshops. Workshops are set approximately half way through the programme. Delegates are encouraged to read as much of the course materials before attending in order to receive the most out of the sessions. They also provide an additional opportunity for interaction and networking with industry peers.

Minimum numbers in any jurisdiction must be met in order for



public courses to run. Where a public course does not meet the required number, individuals who have enrolled will be invited to transfer onto the distance learning option.

Assessment

Part 1 (The Advanced Certificate) is assessed by a 3-hour and 15 minutes examination.

Part 2 (Diploma) is assessed by a written assignment (2,500-3,500 words) and a 3-hour and 15 minutes examination. Delegates will be required to answer a question focusing on the pathway they have chosen

Duration of the Programme

Part 1 is designed to be completed within six months. The three day workshop is conducted half way through this period and prior to the assignment submission date.

The Diploma is designed to be completed within a further six months (see detailed timetable).

Fees

ADVANCED CERTIFICATE AND DIPLOMA IN FUND ADMINISTRATION - €2700

Qualification Awarded

The Advanced Certificate in Fund Administration is awarded at the end of Part 1 of the programme. The Diploma in Fund Administration is awarded at the end of Part 2. Following completion of Parts 1 and 2, delegates will be able to use the designation Dip (Fund Admin) Both qualifications are awarded in association with the University of Manchester Business School (MBS).

BSc in Fund Administration

CLT International is working with the University of Manchester Business School to create a BSc in Fund Administration. The Advanced Certificate and Diploma in Fund Administration will comprise part of the programme.

It is anticipated that experienced professionals holding the Advanced Certificate and Diploma in Fund Administration will be required to complete a four module top-up programme to attain the BSc. This will be studied part-time and workshops will be conducted in jurisdictions where the Diploma is offered. Further information on this project will be issued once university approvals have been obtained.

How to Apply

Complete the course enrolment form (enclosed or on the website) and return by fax, by e-mail or post to the address on the back of this brochure.

Part 1 - Advanced Certificate in Fund Administration

The Investment Environment

Introduction: The evolution of investment
<p>This unit covers:</p> <ul style="list-style-type: none"> ● an introduction to the development and growth of investment and investment vehicles ● the reasons for outsourcing investment ● the basic roles and responsibilities of investment managers ● the classification of funds as onshore or offshore ● the major fund locations.
Unit 1: Investment Objectives
<p>This unit covers:</p> <ul style="list-style-type: none"> ● the main reasons for investment and the expectations of investors ● different investment styles, risks and rewards ● how funds pay for the services of the investment manager(s).
Unit 2: Asset Classes
<p>This unit:</p> <ul style="list-style-type: none"> ● introduces the major asset classes and the characteristics of products in the asset classes ● discusses asset allocation in portfolios.
Unit 3: Investment Management
<p>This unit covers:</p> <ul style="list-style-type: none"> ● how investment strategies are formulated and implemented for different types of funds including: <ul style="list-style-type: none"> - Bonds - Equity funds - Index trackers - Property funds - Private equity funds - Hedge funds.
Unit 4: The Regulation of Investment
<p>This unit:</p> <ul style="list-style-type: none"> ● discusses the difference between onshore and offshore regulatory environments ● explores the purpose of regulation and its impact on funds.

Unit 5: Regulated and Offshore Funds
<p>This unit covers:</p> <ul style="list-style-type: none"> ● the main investment vehicles offered in the retail and restricted investor market.
Unit 6: Structure of Funds
<p>This unit covers:</p> <ul style="list-style-type: none"> ● unit trusts ● investment companies ● partnerships ● open ended and closed funds.
Unit 7: Principal Participants in Investment Management
<p>This unit covers:</p> <ul style="list-style-type: none"> ● the set up and launch of a fund: <ul style="list-style-type: none"> - fund sponsors - jurisdictions and legal entities - offering documents ● the management of investment: <ul style="list-style-type: none"> - board of directors - general partners - depositary - trustees - investment advisers - analysts and research - compliance and risk ● the role of prime brokers: <ul style="list-style-type: none"> - relationship with the fund, investment manager and fund administrator ● intermediaries, IFAs, sales and marketing: <ul style="list-style-type: none"> - relationship to the fund - regulatory issues ● the role of the custodian and administrator: <ul style="list-style-type: none"> - relationship to the fund, investment manager and investors.

Fund Administration and Support

Introduction: The Growth and Development of Fund Administration Services
<p>This unit covers:</p> <ul style="list-style-type: none"> ● how fund administration services have developed to meet the changing demands of funds ● why funds can choose to outsource all or just part of their support functions and tasks.
Unit 8: Fund Operations
<p>This unit covers:</p> <ul style="list-style-type: none"> ● portfolio transaction processing ● verification, matching and settlement ● reconciliations ● record keeping and reports.
Unit 9: Fund Accounting and Cash Management
<p>This unit covers:</p> <ul style="list-style-type: none"> ● fund accounts ● valuations and pricing ● accruals ● distributions ● tax ● cash flows and forecasting ● information distribution and reports.

Unit 10: Transfer Agency
<p>This unit covers:</p> <ul style="list-style-type: none"> ● subscriptions and redemptions ● the fund register and investor records ● investor liaison ● know-your-client procedures and anti money laundering.
Unit 11: Fund and Fund Administration Compliance
<p>This unit covers:</p> <ul style="list-style-type: none"> ● external compliance with regulation and legal requirements ● internal compliance including policies, controls and risk management.
Unit 12: Operational Risk Management
<p>This unit covers:</p> <ul style="list-style-type: none"> ● the identification and management of operational risks.
Unit 13: Secretarial
<p>This unit covers:</p> <ul style="list-style-type: none"> ● AGM and investor meetings ● information compilation and distribution ● notices.

<p>Unit 14: Reports and Disclosures</p> <p>This unit covers:</p> <ul style="list-style-type: none"> ● mandatory reporting ● required disclosures.
<p>Unit 15 Agreements</p> <p>This unit covers:</p> <ul style="list-style-type: none"> ● the purpose of RFPs ● the purpose and structure of service level agreements.

<p>Unit 16: Potential Problems in Delivering Fund Administration and Support</p> <p>This unit covers:</p> <ul style="list-style-type: none"> ● analysing the workflow ● challenges, problems and issues in service delivery.
<p>Unit 17: The Future Development of Fund Administration Services</p> <p>This unit:</p> <ul style="list-style-type: none"> ● explores the response to the changing investment and regulatory environment.

Part 2A – Diploma in Fund Administration

Pathway I: Hedge Funds

<p>Unit 1: The Investment Manager</p> <p>This unit:</p> <ul style="list-style-type: none"> ● introduces the basic features of investment management and defines relevant nomenclature ● identifies who the investment manager is likely to be and examines typical licensing requirements ● illustrates how an investment manager of a collective investment fund is appointed ● analyses the duties owed by the investment manager, in particular <ul style="list-style-type: none"> - the fiduciary duty - the duty of care - contractual duties.
<p>Unit 2: The Discretionary Investment Management Agreement</p> <p>This unit:</p> <ul style="list-style-type: none"> ● discusses the format and typical content of a discretionary investment management agreement between an investment fund vehicle and its investment manager ● reviews the contractual duties and rights of the investment manager ● navigates through the agreement and construes some of the typical provisions.
<p>Unit 3: Prime Brokerage</p> <p>This unit:</p> <ul style="list-style-type: none"> ● introduces the prime broker, prime brokerage firms and the services they offer ● establishes how a prime broker is appointed ● analyses the role of the prime broker ● explores the relationship between a hedge fund and its prime broker.
<p>Unit 4: The Prime Brokerage Agreement and other Documentation</p> <p>This unit:</p> <ul style="list-style-type: none"> ● explores the contractual relationship between the hedge fund and the prime broker ● reviews the terms of a typical prime brokerage agreement and other contractual documentation.
<p>Unit 5: The Fund Administrator</p> <p>This unit:</p> <ul style="list-style-type: none"> ● introduces the fund administrator ● reviews how a fund administrator is chosen and by whom. ● analyses the legal relationship between the investment fund and its administrator

<ul style="list-style-type: none"> ● explores a typical Fund Administration Agreement and construes some of its critical terms ● introduces fund accounting, reconciliations and the NAV calculation.
<p>Unit 6: Investment Strategies</p> <p>This unit:</p> <ul style="list-style-type: none"> ● reviews classifications of funds according to investment strategy ● explains and illustrates the different types of investment strategies adopted by fund managers.
<p>Unit 7: Group Structures for Funds and Side Pockets</p> <p>This unit:</p> <ul style="list-style-type: none"> ● introduces some of the issues faced by investment funds that invite subscriptions from investors located in different legal, regulatory, currency and tax regimes ● reviews how such problems are solved by special group fund structures ● describes typical group structures, namely <ul style="list-style-type: none"> - mirror structures - master-feeder funds - umbrella funds ● outlines the prejudice caused to remaining investors by redemptions when a fund is suffering from liquidity problems ● describes how side pockets can alleviate the 'last man standing scenario' and explain the effect they have upon administration.
<p>Unit 8: The EU Savings Tax Directive</p> <p>This unit:</p> <ul style="list-style-type: none"> ● explores the origins of the Savings Tax Directive (STD) ● considers the impact of the STD ● analyses the jurisdictional application of the STD ● analyses the interpretation of the STD ● reviews the consequences of the STD for the funds industry.
<p>Unit 9: Undertakings for Collective Investments in Transferable Securities (UCITS 3)</p> <p>This unit covers:</p> <ul style="list-style-type: none"> ● an overview of the UCITS Directives - regulation of funds sold across the EEA ● consideration of the UCITS rules ● compliance with UCITS ● the management of UCITS funds ● administrative and accounting procedures in relation to UCITS funds.

Pathway 2: Retail Funds

Introduction:

This unit:

- provides an overview of retail funds compared with other funds.

Unit 1:

Regulation of Retail Funds

This unit covers:

- collective investment schemes and the Undertakings for Collective Investment in Transferable Securities (UCITS) Directives
 - overview
 - rules
 - compliance
 - management
 - administration and accounting procedures
- Markets in Financial Instruments Directive (MIFID)
- investor protection
 - client Asset Rules
 - marketing
- EU Savings Tax Directives and Other Directives
 - the origins of the Savings Tax Directive (STD)
 - the impact of the STD
 - the jurisdictional application of the STD
 - the interpretation of the STD
 - the consequences of the STD for the funds industry.

Unit 2:

Investment Companies

This unit covers:

- types of investment companies including open-ended funds, closed funds, mutual funds, SICAVs and multi share class funds
- investment objectives
- the structure of funds
- the requirements for the setting up and launching of funds in different jurisdictions and the content of the prospectus and key features documents
- the role of the investment manager including sales and marketing, portfolio construction, fund valuations and investment life cycle
- fund operations including outsource arrangements, the appointment and role of custodians and secretarial and investor relations (transfer agency)
- the valuation of funds: pricing policies, valuing illiquid or complex products, NAV calculation and publication, accruals, income share calculation and distributions

- performance measurement
- fees payable by the fund and by the manager and the payment of taxes
- accounts including accounting standards, content and the timetable for producing accounts
- the frequency and content of reports to investment managers, investors, directors and regulators
- regulation, compliance and risk management.

Unit 3:

Authorised Unit Trusts

This unit covers:

- types of unit trust
- investment objectives
- the structure of unit trusts
 - fund management companies
 - investment management
 - role of trustee
 - passive and actively managed funds
 - umbrella funds
 - fund of funds
 - protected cell companies
 - open ended
 - closed
 - dual and single priced
- the set up and launch of unit trusts including the requirements for establishing unit trusts in different jurisdictions, scheme particulars and the creation and cancellation of units
- the role of the investment manager including sales and marketing, portfolio construction, fund valuations and investment life cycle
- fund operations including outsource arrangements, the appointment and role of custodians and secretarial and investor relations (transfer agency)
- valuation of funds: pricing policies, valuing illiquid or complex products, NAV calculation and publication, accruals, income share calculation and distributions
- performance measurement
- fees payable by the fund and by the manager and the payment of taxes
- accounts including accounting standards, content and the timetable for producing accounts
- the frequency and content of reports to investment managers, investors, directors and regulators
- regulation, compliance and risk management.

Pathway 3: Private Equity and Property Funds

Unit 1:

Private Equity Funds

This unit covers:

- investment in private equity compared with public equity
- start up and venture capital funds
- buy out funds
 - leveraged buy outs
 - management buy outs
- structure of private equity funds
 - limited liability companies
 - limited liability partnerships
 - general partners
 - limited partners
 - shareholders
- set up and launch
 - examples of requirements for establishing funds in different jurisdictions
 - typical requirements and content of offering memorandum
- the role of investment advisers
 - investment life cycle
- limited partners and committed capital
- valuation of funds
 - pricing policies
 - valuing illiquid or complex products

- NAV calculation and publication
- accruals
- income
- costs
- income share calculation and distributions
- incorrect pricing.
- performance measurement
 - benchmarks
 - attributions
 - contributions
 - tactical asset allocation
- fees and costs
 - fees payable by fund and by the manager
 - payment of taxes.
- accounting
 - statutory accounts
 - accounting standards
 - timetable
 - content and production
- reporting and disclosures
 - reports to investment advisers and general and limited partners
- regulation, compliance and risk management.

Unit 2: Property Funds

This unit covers:

- property as an investment
- types of property funds
- structures, set up and launch
 - fund durations
 - exit restrictions
- asset classes and investment strategies
 - commercial property
 - retail property
 - REITS
 - property/land company shares
- portfolio management
- property derivatives
- investors and investor services
- valuation of funds
 - asset valuation frequency and content
 - rental income
 - property costs
 - fund valuation frequency and content
- performance measurement
- fees and costs
- accounting
- reporting and disclosures
- compliance and risk management.

Unit 3: Roles of Key Players

This unit covers:

- board of directors, trustees and general partners
- investment advisers, prime brokers and managers
- intermediaries and distributors
- administrators and custodians
- compliance and risk managers.

Unit 4: The EU Saving Tax Directives and Other Directives

This unit:

- explores the origins of the Savings Tax Directive (STD)
- considers the impact of the STD
- analyses the jurisdictional application of the STD
- analyses the interpretation of the STD
- reviews the consequences of the STD for the funds industry.

Unit 5: Undertakings for Collective Investments in Transferable Securities

This unit covers:

- an overview of the UCITS Directives – regulation of funds sold across the EEA
- consideration of the ICITS rules
- compliance with UCITS
- management of UCITS funds
- administration and accounting procedures in relation to UCITS funds.

Accounting and NAV (Compulsory for all Delegates)

Unit 1: Bookkeeping and Accounting

This unit:

- considers what information the fund administrator is required to record
- explains the fundamental accounting equation
- explains double entry bookkeeping
- illustrates the importance of the general ledger
- explains the importance of accounting concepts and conventions
- illustrates the accounting treatment of different types of securities.

Unit 2: Net Asset Value (NAV) Calculation

This unit:

- shows the importance of correctly calculating a fund's asset value
- considers the role played by the administrator and third-party service providers
- reviews the stages in the NAV calculation process
- highlights the importance of the administrator's independence
- describes the different ways of pricing an investment portfolio
- reviews reconciliations and control procedures
- explains the type and nature of fund expenses
- describes how the payment of performance fees can become inequitable and the mechanisms used to correct the problem
- reviews corporate actions and their effect on the NAV calculation.

About the Parties

University of Manchester Business School

Manchester Business School is the largest campus-based business and management school in the UK.

It provides world-class business and management education to undergraduates, postgraduates, experienced practitioners and those with serious academic and research ambitions. It is an international and progressive school, delivering cutting edge business thinking and teaching, informed by the contemporary commercial environment.



The University of Manchester
Manchester Business School

CLT International

CLT International is part of the global CLT Group, one of the world's largest legal, banking and financial training organisations with a presence in over 30 jurisdictions around the world.

CLT International is the experienced training provider of certificated programmes leading to professional membership of organisations, including: The Society of Trust and Estate Practitioners (STEP) and the International Compliance Association (ICA).

CLT International provides in excess of 7,000 training courses annually across the world.



CLT INTERNATIONAL

Institute of Financial Services (Malta)

Founded in 1958, the Institute of Financial Services (Malta) has been at the forefront



of the Maltese financial education for more than forty years. The Institute has developed into an independent body that has kept to its promise to support the "promotion and advancement of knowledge and education in the principles and practices of the financial services sector for the benefit of the public at large"

IFS-Malta has succeeded to position itself as a reputable organisation amongst a vast network of financial organisations, and thus enjoys a deeper relationship with the local financial services industry than any other similar organisations. This gives it a powerful resource base for producing in-depth insights into the future challenges facing the sector. These insights are a valuable service to its members and the industry as a whole to continue providing a platform of financial education whilst producing educational programmes and resources for the benefit of the financial industry.

www.clt-fundadministration.com



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