



MALTA INTERNATIONAL TRAINING CENTRE



INSTITUTE OF FINANCIAL SERVICES - MALTA

In conjunction with the
UNIVERSITY OF READING – UK



Diploma in Corporate Finance, Treasury and Portfolio Management

Any enquiries on this proposal are to be addressed to the following Institutions:

TG Complex, Suite 3 Level 1,
Brewery Street, Mriehel BKR 3000

Tel: (+356) 21230831, 21233931
Fax: (+356) 21244638

E-mail: info@mitcentre.com
Website: www.mitcentre.com

60, G'Mangia Hill,
Pieta PTA 1316

Tel: (+356) 21240335
Fax: (+356) 21241374

E-mail: info@ifsmalta.org
Website: www.ifsmalta.org

Objectives

To provide the participant with a thorough understanding of Securities and Derivatives with particular focus on practical aspects related to both instruments.

Course Organisers

The Malta International Training Centre and the Institute of Financial Services – Malta

Intended Participants

- Corporate Finance Professionals
- Business Development Executives
- Investment Advisers
- Lawyers
- Accountants/ Auditors*

**For the latter category of participants we strongly suggest prospective students to contact the Malta Institute of Accountants, to seek relevant CPE accreditation.*

The course is geared towards students graduating in financial services and related disciplines. It will also be suitable for employees within the financial services sector who wish to undertake a career in Corporate Finance, Treasury and Portfolio Management and former employees within the same sector who have similar career objectives.

Entry Requirements

Minimum entry requirements for this course:

1) Holders of a **Degree** (*finance-related*) (EQF Level 6)

OR

2) Holders of a professional **Diploma** (*finance-related*) (EQF Level 5)

OR

(3) 5 (or more) years of relevant experience

Course Assessment

There will be an exam towards the end of the course, assessing the candidates on the whole programme. The exam will consist of 75 Multiple Choice Questions covering 4 main Modules. The allotted time for this exam will be 2 hours. Moreover, students will be required to prepare an assignment of not more than 2,500 words on a specific subject interim of the course. Title will be provided along the course.

Certification

The Diploma will be jointly awarded by the Malta International Training Centre ("**MITC**") and the Institute of Financial Services – Malta ("**ifs Malta**"); recognized and supported by the Malta Financial Services Authority ("**MFSA**"). Certificates will bear reference to the involvement of the ICMA Centre (University of Reading – UK).

The Malta Qualifications Council deems this customized training award of **7 credits** at **EQF Level 4** of the Malta Qualifications Framework and the European Qualifications framework for lifelong learning.

Course Venue

Malta International Training Centre, Suite 3 Level 1, TG Complex, Brewery Street, Mriehel BKR 3000

Duration

Local Content based on Module 1: 4 day sessions of 6 hours each.

International Content: 3 tutorial sessions of up to 1.5 hours each per Module

Fee

€1,200

Discounts and Cancellation Policy

Companies effecting group bookings (four or more participants) are entitled to a 10% discount.

A 25% cancellation fee is payable for cancellations received within 15 days of the start of the programme.

Terms of Payment

In full upon registration unless otherwise agreed with MITC and/or ifs Malta

Application

Application forms together with an applicant's CV must be submitted by 30th September 2011 to the attention of the **Administration Secretary, ifs Malta**, on **60, G'Mangia Hill, Pieta PTA 1316**

Programme Schedule

The Workshop Days earmarked for Module 1:

- 3rd November 2011
 - 4th November 2011
 - 1st December 2011
 - 2nd December 2011
- * (9.00 am – 12.00pm & 1.00pm – 4.00pm)

In December the participants will be given a set of 3 DVDs covering the international modules.

There will be 3 flexible tutorial sessions covering the DVD-based international modules. These shall be delivered during the months of January and February, 2012 and will entail a 1.5 hour tutorial delivery per Module. The examination will be schedule during March 2012.

Syllabus

Local Content: MODULE 1 (this module shall offer the basis for the remaining modules)

Module 1

Session 1

Introduction: Overview of the Diploma
International Capital Markets
Traditional Asset Classes (equities, bonds, money markets, Forex, collective investment schemes)
Alternative Asset Classes (derivatives, hedge funds, property)

Session 2

Risk and Return
Risk Analysis
Portfolio Theory and Portfolio Diversification

Session 3

Equities
Shareholder Value and Risk
Equities and Corporate Governance
Evaluating Corporate Strategy
Valuation of Equities
Financial Statements Analysis

Session 4

Bonds and Money Markets
The Yield Curve
Bond Prices and Yields
Term Structure of Interest Rates

Session 5

Collective Investment Schemes and Hedge Funds

Session 6

Options (*introductory*)

Session 7

Futures, Forwards and Forward Rate Agreements (*introductory*)

Session 8

Swaps (*introductory*)

Session 9

Complex Financial Derivative Instruments (*introductory*) - CDS, Exotics etc

Session 10

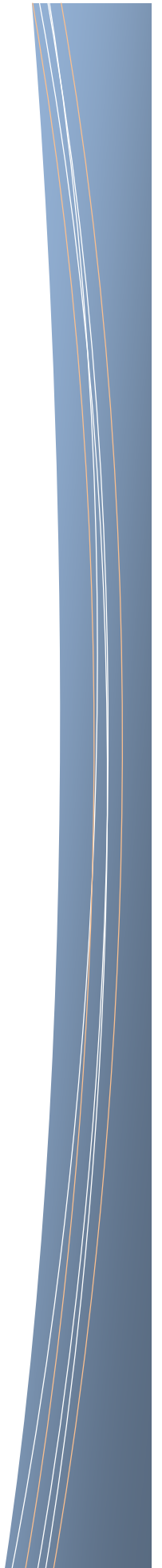
Investment advice in Portfolio Management

Session 11

Regulatory Aspects

Session 12 (electives)

Legal Aspects or Accounting for Derivatives



International Content (University of Reading): Modules 2, 3 and 4 covering aspects of various financial instruments. (naturally, certain areas will build on "Local Content"):

Module 2

Money Market Instruments

The Money Markets

Accrued Interest

Present & Future Value

Pricing CDs

Pricing Discount Paper

Yield Conversions

Bonds

Overview

Pricing on a Coupon Date

Pricing off a Coupon Date

Clean and Dirty Prices

Accrued Interest

Current Yield

Yield to Maturity

The Yield Curve

Yield to call/ put

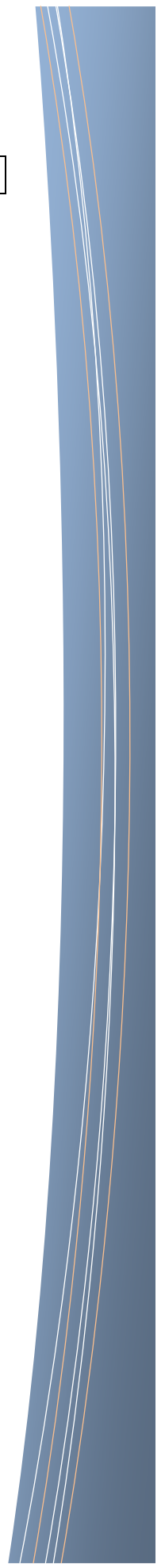
Yield Conversions

Inflation-linked Bonds

Macaulay Duration

Using Duration

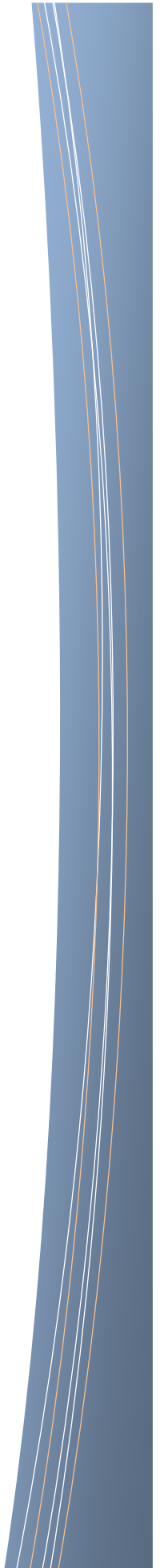
Modified Duration



Module 3

Options
Option Markets
Option Valuation
Volatility
Trading Strategies
Currency Options
Futures
Futures Markets
Trading Procedures
Futures Exchanges
Initial Margin
Variation Margin
Settlement
Bond Futures
Contract Terms
Contract Months
Settlement
Delivery Settlement
Cheapest to Deliver
Index Futures
Contract Terms
Contract Months

Settlement
Commodity Futures
Contract Terms
Contract Months
Settlement
Swaps
Interest rate swaps
Overview
Generic Structure
Applications
Currency Swaps
Overview
Generic Structure
Applications
Credit Default Swaps
Overview
Generic Structure
Applications
Total Return Swaps
Overview
Generic Structure
Applications



Module 4

Structured Products

Callable Bonds

Structure

Convertible Bonds

Structure

Asset Backed Securities

Structure

Collateralised Debt Obligations

Structure

Capital Guaranteed Notes (linked to a basket of securities, indices etc.)

Structure

Portfolio Management

Diversification

Passive vs Active

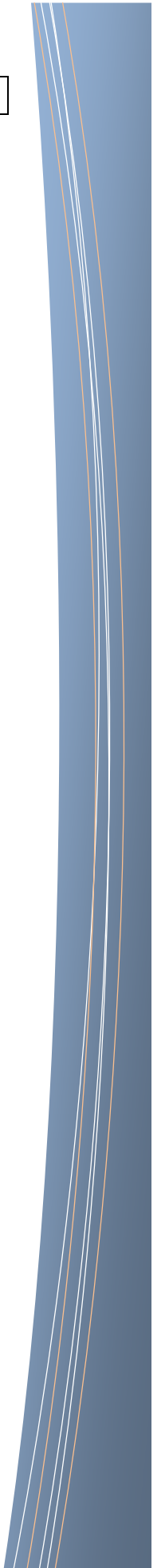
Tracking an Index

Bond Portfolio Management and Duration

Performance Measurement

Portfolio Insurance

Investment Styles



Diploma in Corporate Finance, Treasury & Portfolio Management – Enrolment Form



Personal Details

Title: _____ First Name: _____
 Middle Name: _____ Surname: _____
 Sex (M/F): _____ Date of Birth: ____ / ____ / ____
 Email address: _____
 Job Title: _____
 Daytime Telephone Number: _____
 Mobile/Evening Telephone Number: _____

Education Details & Professional Memberships

Please provide details of relevant experience, education and professional membership.

Employer Details

Do you want your employer to know that you are taking this course?
 If answer is NO leave this section blank and proceed to next sections.

Name: _____
 Address: _____

 Country: _____ Post Code: _____
 Employer/HR Contact Name: _____
 Employer/HR Email Address: _____

Career Details:

Brief description of current roles & duties:

How did you find out about this course programme?

- Current/Previous Student Newspaper Adverts
 HR/Training Department Post / Mailing Letter
 Email Marketing Other (*please specify below*):

Course Details

Specialist Area	Fee (€)	Workshop Date/s	Course Location
Diploma in Corporate Finance, Treasury and Portfolio Management + Tutorial Sessions:	€ 1,200	3rd & 4th November 2011 1st & 2nd December 2011 January & February	MITC

Payment Method

Payments can be made by cash or cheque and submitted together with the respective completed enrolment form.

Please return your completed enrolment form to ifs Malta by post, fax or email on the contact details hereunder:

**The Administrative Secretary,
 The Institute of Financial Services – Malta
 60, G'Mangia Hill,
 Pieta PTA 1316**

T: +356 21240335

E: info@ifsmalta.org

Terms and Conditions

MITC and ifs Malta reserve the right to cancel a workshop where the occasion necessitates. MITC and ifs Malta accept no liability if, for whatever reason, a workshop does not take place. The programme must be completed within one year from the course start date. Where the delegate is not sponsored by their employer, MITC and ifs Malta require full payment of course fees with the enrolment form, prior to the sending of the course materials, unless a payment plan has been agreed with either MITC or ifs Malta. Delegates will not be permitted to attend the workshops or receive exam results if payment is outstanding.

Refunds

If a delegate withdraws from the programme after the start date of the course no refund will be paid. If a delegate fails to attend the workshop or examination, no refund will be paid.

Cancellations

ifs Malta and MITC reserve the right to cancel your enrolment if you have not complied with the terms and conditions.

Data Protection

ifs Malta and MITC holds and processes your personal data in order to give you the full benefits of being a student, for administration purposes and to inform you of any future events, services or products and other related information. Records of results and qualification attained will also be kept. For this purpose a file on every student will be kept with the above-mentioned data, together with any correspondence between the training institution and the data-subject. In instances where employers sponsor their employees for all or parts of the courses and examinations, then, MITC and ifs Malta are bound to inform such employers upon the performance and results of their relevant employees. ifs Malta and MITC do not sell or give your personal data to any other third party. In the eventuality that ifs Malta and/or MITC would need to give any personal data to a third party, you will on a case-by-case basis, be duly informed of this and you will also be given the opportunity to refuse that such data is given. You have the right to request access to, and rectification of the personal data concerning you that is held by the ifs and MITC.

Declaration

Please read the terms and conditions carefully before signing the declaration.

I have read the Terms and Conditions and agree to their content (enrolment forms cannot be processed if left unticked)

Signature of Delegate: _____ Print Name (Capital Letters) _____ Date: ____ / ____ / ____

Signature of Employer: _____ Print Name (Capital Letters) _____ Date: ____ / ____ / ____

IMPORTANT: If your employer is paying for your course then a signature is required before the booking can be processed.

Registration entitles you to become a full registered local member of the Institute of Financial Services – Malta. This membership is free of charge and is valid for a maximum period of 12 months, after which the Committee will evaluate and consider whether to extend such membership for another fixed period or for an indefinite period of time. Renewal of membership is valid for an additional period of twelve months. The local membership is subject to review by the Committee at any time.



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