

# SGX Academy

## Certified Securities Professionals Programme (IBF Level 1)



## About This Programme

The **Certified Securities Professionals (CSP) Programme** is designed for those seeking a successful career in the securities industry. The robust and applied nature of this curriculum empowers participants with both technical and soft skills to engage clients with confidence.

**Learn** from well-established practitioners in the securities and wealth management industries as well as SGX Academy's specialist trainers. This programme amalgamates core skills from various disciplines to deliver a holistic training outcome.

**Be equipped** with skills to conduct investment analytics and use of sales support tools to engage clients effectively to grow your business.

**Get certified** under the IBF Standards which are a set of competency standards for financial skills. It is a comprehensive quality assurance framework with both an accreditation and a certification system. Developed by the industry, for the industry, the IBF Standards are benchmarked against international standards.

**Benefit** from network of trainers and fellow participants, as well as networks you can access through SGX Academy's extensive alumni.

## Programme Structure

This Programme consists of 4 modules with corresponding training and assessment modules which focus on practical application of knowledge through case studies, client engagement role-play sessions, investment analysis and portfolio construction exercises.

Training duration for each module ranges from 3 to 15 hours of classroom lessons and selected modules are supplemented with self-study components. Each classroom lesson is made up of several short 1-3 hour sessions to meet participants' hectic schedule. Individuals can expect to complete this programme and achieve accreditation within one year. Individuals may also sign up for the programme on a modular basis.

## Curriculum

Modules	Objectives
<p>SGX CSP Module 1: <b>Financial Markets, Regulations, Ethics &amp; Risk Management*</b></p> <p>Training Duration: 12 Hours of Classroom Training and 7 Hours of Self-Study Module Fee: S\$950</p> <p>Or</p> <p>3 Hours of Classroom Training and 4 Hours of Self-Study (with relevant CMFAS exemptions) Module Fee: S\$430</p>	<p><b>Industry Knowledge: Financial Markets</b> This section covers the financial market ecosystem and reviews impact of its evolution and developments on the market's operating model and regulatory activities from a securities professional's perspective. It enables participants to understand the relevant sources of research to help them keep up to date with major market trends.</p> <p><b>Industry Knowledge: Laws and Regulations</b> This section facilitates participants' learning on how to adhere to relevant laws and regulations when carrying out dealing and client activities. The knowledge will help minimise risks of dispute and ensure both clients' and firm's interests are protected.</p> <p><b>Industry Knowledge: Ethics</b> Participants will get to understand the duty of care required of a securities professional which is guided by ethical principles and 'best execution' principles when dealing with clients under various circumstances.</p>

**Industry Knowledge: Financial Products**

Participants will be equipped with working knowledge of Singapore's listed securities, their features and utilities, including their risks and return characteristics and how trades are executed through the exchange and trading platforms.

**Risk Management and Compliance**

Participants will gain an understanding of risk management policies and procedures to help manage their own and firm's exposure to operational risks, security risks, regulatory compliance risks and credit risks that are associated with dealing/broking activities.

SGX CSP Module 2:  
**Client Acquisition & Execution Management\***

Training Duration:  
15 Hours of  
Classroom Training  
and 3 Hours of  
Self-Study  
Module Fee: S\$850

**Client Acquisition, Acceptance and On-boarding**

This section focuses on sales skills development to help participants grow their business. Participants will learn about industry best-practices in acquiring new clients and how to perform client acceptance and on-boarding procedures, including establishing the client's investment profile. It also includes a section on procedures to evaluate client's situation for the prevention of financial crimes.

**Client Order Taking and Execution**

This section provides participants with an understanding of pre-trade, trade and post-trade procedures, trading process flow and types of orders, as well as the implications of these various processes. It also reinforces their skills in order taking and execution to help them manage the processes efficiently to support their business.

**Client Servicing**

This section covers the essential sales and account servicing skills in order to provide a client-centric service as well as provide cross/up-selling opportunities. It also familiarises participants with the processes for periodic review of client accounts and due diligence to identify suspicious transactions.

SGX CSP Module 3:  
**Fundamental Analysis\***

Training Duration:  
6 Hours of  
Classroom Training  
Module Fee: S\$310

This module will help participants gain the skills needed to perform fundamental analysis (FA) and apply FA confidently in their daily work. It covers (i) market and sector analysis, (ii) evaluating businesses and their management, governance and risk management, (iii) assessing quantitative factors of a company through relevant financial statements and reports, (iv) understand corporate actions, capital raising options and corporate structures and the impact on performance, (v) accounting concepts to derive intrinsic value of companies to generate investment ideas or trading strategies, (vi) accounting red flags and business warnings, (vii) valuation methodologies, and (viii) monitoring major markets and the impact on investment ideas or trading strategies.

SGX CSP Module 4:  
**Technical Analysis\***

Training Duration:  
6 Hours of  
Classroom Training  
Module Fee: S\$310

Participants will acquire the knowledge on how to perform technical analysis (TA) to determine market trends to forecast price movements and market positions to take. This module will cover (i) various TA indicators, (ii) recognising importance of volume in assessing strength in trends and chart patterns, (iii) interpretation of chart patterns, and (iv) formulation of trading strategies through TA.

\* Exemptions available for holders of CMFAS 1A/1B, 6, 6A and 8

# Waivers for selected training sessions available for individuals who have completion of SGX Academy's Sales 1 and FATA 1 courses



## Assessment

Minimum 70% attendance of required hours of training is required before an individual can sit for the corresponding assessment.

Participants will be assessed with multiple choice questions (MCQs) and case studies to demonstrate competence in the required learning outcomes.

A Certificate of Completion is awarded upon completion of each individual module.



## Programme Fees

### Full Programme Fees

S\$2,420

### Programme Fees after 70%

#### IBF-STF Funding

S\$726

### Programme Fees after 90%

#### IBF-STF Funding

S\$242

Fees are inclusive of first-time assessments and GST

Programme fees for participants with exemptions or waivers will be lower

## IBF Certification

An individual who successfully completes all 4 modules will be conferred the IBF Qualified (IBFQ) certification status. The certificated practitioner is entitled to use the qualification title "IBFQ".

## Continuing Education Programme (CEP)

Trading Representatives taking the program will qualify for CEP Credits by completing training hours through the modules.

## IBF-STF Funding

Accredited modules under the IBF Standards are eligible for funding under the IBF Standards Training Scheme (IBF-STF).

IBF-STF provides 70% funding for direct training costs subject to a cap of S\$7,000 per participant per programme and subject to all eligibility criteria being met. In addition, for Singapore Citizens aged 40 years old and above, IBF-STF provides 90% co-funding of direct training costs, subject to a cap of S\$7,000 per participant per programme.

For more information on funding requirements, please visit: [www.ibf.org.sg](http://www.ibf.org.sg)

## SkillsFuture Credit

With effect from January 2016, Singaporeans aged 25 years and above who received their SkillsFuture Credit account activation letter will be eligible for an initial credit of S\$500 which can be used to pay for course fees for a range of eligible courses. SkillsFuture Credits can be used for this course. Please refer to [www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit) for more information on the terms and conditions.

## Contact

For more information, please visit [www.sgx.com/academy](http://www.sgx.com/academy), email [register@sgxacademy.com](mailto:register@sgxacademy.com) or call **6327 5438** (Operating Hours: Mon to Fri, 9.00am to 5.00pm)

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