



**Lywood David
International
Limited's**

ACI ACADEMY



ACI Operations Certificate

Training course

Monday 31st October to Wednesday 2nd November 2011

(Note: **ACI Dealing Certificate** and **ACI Diploma** training courses are also being presented at the IoD London the same week – see www.lywood-david.co.uk for full details)

Venue:

**Institute of Directors
116 Pall Mall, London, SW1Y 5ED**



Level 1 ACI OPERATIONS CERTIFICATE COURSE



A well-trained and efficiently organised Treasury Operations Department is essential to complete every transaction. The Operations Department provides a vital service to the Front-Office by ensuring that all funds flow in a timely and correct manner and that all the necessary documentation is completed. Taking into consideration the wider job function of the Operations Staff, the **ACI Operations Certificate** examination has been designed to provide a benchmark for competency in all aspects of the operations and settlement processes. It aims

to test candidates' knowledge of the underlying instruments involved in the international financial markets, the processes for efficient settlements and related basic financial calculations. Candidates should also be able to demonstrate appreciation of the scope, importance and the role of Operations, particularly in ensuring an autonomous service to the Front-Office.

The programme is designed for the following groups...

Recent entrants to the Operations Department (Back-Office);
Other trading room support areas;
Internal and external auditors;
Compliance and risk officers;
Product Control;
Vendors

The ACI Operations Certificate is a precursor to the ACI Diploma.

ACI QUALIFICATIONS

The ACI education programme represents the highest standards of professionalism and market expertise in the global financial markets. The ACI Board of Education has decided that ACI Operations Certificate holders will automatically be awarded the title **ACI OC** which may be put on their business cards. The title reveals that the candidate was successful and that he/she has become a part of the ACI community of excellence. **Lywood David International Limited's** ACI Operations Certificate course (3 days) is designed to ensure that candidates achieve a solid grounding in processing and settlement of dealing activities in the financial markets. The course follows the current 310-010 syllabus, so those delegates who wish to pursue the professional qualification are well-equipped to do so, providing they combine this with the **40 hours** personal study time recommended by ACI. Personal revision after the course is facilitated by the provision of **WinFOREX 'Lite'** and continuing mentoring available from the company by e-mail up to the date of each candidate's public examination. Please note the course fee does not include the ACI examination entrance fee.

Topics covered by the 310-010 syllabus...

Overall financial market and front to end treasury view
Deal capture, trade entry and confirmations
Settlement, netting and clearing
Reconciliations and investigations
Treasury systems and data management
Risk management, controls, compliance and documentation
Foreign exchange
Money market
Derivatives
Short term bonds and notes

**Lywood David International Limited, Warren Cottage, Melfort Road, Crowborough,
East Sussex, TN6 1QT, United Kingdom**

Phone: +44 1892 652806

e-mail: training@lywood-david.co.uk

PRACTICAL & EASY TO FOLLOW

The format of the **Lywood David International Limited** course is a mix of PowerPoint supported presentations and practical exercises including intensive use of WinFOREX - the unique PC based study aid for ACI qualifications giving participants vital first hand experience of the skills required to approach the Prometric electronic delivery exams with confidence. Comprehensive training notes and hard copy workpapers/revision material are provided to all participants.

All sessions are delivered in **English**.

IMPRESSIVE PASS RATES

For those wishing to go on and take the ACI Operations Certificate, the company's course formats have been proven to work with a near 100% pass rate (including many Distinctions and Passes with merit) being achieved by candidates from many different cultural and language backgrounds following attendance on previous similar training events.

WHAT IS INCLUDED IN THE COURSE FEE of GBP 995.00 plus VAT?

3 full days training presentation and all training materials (sample exam questions and answers)
Accompanying published textbook "**Treasury Operations Handbook**" (400 pages)
Complimentary copy of **WinFOREX 'Lite'** (Can be upgraded to the full version during the course)
Daily refreshments & Lunch
Mock (trial) examination
Post course mentoring by email up to the date of each candidate's public examination.
(ACI exam fees not included)

CENTRAL LONDON VENUE

Institute of Directors (www.iod.com), 116 Pall Mall, London. SW1Y 5ED, Directions to and a map of the venue's central London location (just off Trafalgar Square) available on the company's website: www.lywood-david.co.uk and www.streetmap.co.uk.

HOW DO I TAKE THE ACI EXAM?

Once you have completed the course and are confident of passing the ACI examination, full booking details and the location of your local Prometric examination centres can be found on the ACI website. Current ACI Dealing Certificate entrance fee: **EUR 250.00** plus local VAT (not included). See website: www.aciforex.com

WOULD YOU PREFER AN IN-HOUSE PRESENTED COURSE?

The formal courses have also been presented on behalf of a number of financial institutions and ACI /Forex Associations in their local centres on a **FIXED PRICE** basis. If this approach is preferred please contact the company. As well as the ACI Education training courses, **Lywood David International Limited** offers a range of practical Treasury and Capital markets dealing and Operations courses. For more information contact **Phil Parker** on **+44 1892 652806** or e-mail: training@lywood-david.co.uk or visit www.lywood-david.co.uk.

A recent course participant's comments...

"I passed the ACI Operations Certificate with distinction, my score was 77.50%. Thanks to the teaching and the Winforex module, I really gathered useful knowledge to succeed that exam. Many thanks to all of you"

Maryse Chuillet, Client Training Executive, Thomson Reuters, Paris

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WHAT IS WinFOREX?



WinFOREX is the UNIQUE PC based study aid designed to replicate the multiple choice question style of the Prometric examination delivery system.

WinFOREX features prominently on the course and all participants will be given a complimentary copy of WinFOREX 'Lite' and will have the opportunity to upgrade it to the full version at a discounted rate of GBP 105.00 usually GBP 180.00.

WHAT IS ACI?

ACI was founded in 1955 as Association Cambiste Internationale. It was originally established as the umbrella body for the growing number of national Forex Clubs but has since broadened its membership base to cover front, middle and back office staff working in a wide range of financial market areas. To reflect this widened base of membership the association changed its name, in 1995, to ACI - The Financial Markets Association. The Association has a clear mission statement to be a leading global association of wholesale financial market professionals contributing to the market development through education, market practices, technical advice and networking events. ACI has the largest membership of any of the international associations in the wholesale financial markets with members in over 70 countries of which 63 currently have affiliated national associations. See the website: www.aciforex.com for further information.

WHO IS LYWOOD DAVID INTERNATIONAL LIMITED?

Lywood David International Limited – a financial markets training company established in 1992 has been presenting training towards the ACI qualifications for over 15 years. The course offers a unique approach to candidates' preparation for the **ACI Operations Certificate**. With a stated overall pass mark and minimum percentages per topic now required in the examination, candidates for this industry standard qualification need a much broader understanding of FX, Treasury, Derivatives, Fixed income, Fundamental and Technical Analysis and Risk issues than ever before. Experience in one particular market discipline must now be matched with a similar grasp of the wider range of products and dealing/processing techniques covered in the full ACI Operations Certificate syllabus.

Such training has been delivered on a regular basis over recent years as public courses and in-house for client institutions in London and elsewhere. Additionally many local **ACI / Forex Associations** in international centres have used the company's services with training courses having been held in Basel (BIS), London (18), Jersey (2), Katowice (4), Poznan, Rovinj, Bratislava (2), Bucharest (2), Dublin (2), Prague, Stockholm, Doha (2), Dubai (3), Riyadh, Tel Aviv (2), Tunis (3), Casablanca (3), Moscow, Nicosia, Accra (4), Lusaka, Kuwait (4) and Tripoli (2).

Lywood David International Limited's standard **3 day ACI Operations Certificate** course permits intensive training and revision of all syllabus topics away from the pressures of day to day market activities. To ensure candidates are up to speed in all aspects of the syllabus and examination format much use of **WinFOREX** Module OPS, **Multimedia TradeWind Limited's** unique PC based distance learning product, is included during the course which ends with a mock (trial) examination giving participants an excellent idea of the level achieved and pointers towards areas for further revision.

Participants on the company's previous **ACI Academy** training programmes have found the experience invaluable in their preparations for **ACI** qualifications with consistently high marks being scored by candidates from a wide range of cultural backgrounds.

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THE TRAINERS



Phil Parker, Managing Director of **Lywood David International Limited** - spent his 25 year banking career associated with the London and global dealing operations of the Lloyds Bank Group. Having actively traded for 10 years, Phil became the bank's first Treasury Auditor, afterwards going on to design and develop Treasury IT systems. He then set up the bank's specialist treasury training department and has been running his own highly successful commercial training company since 1992. Phil is author of the FT Prentice Hall "Mastering the ACI Dealing Certificate" textbook, published in 2003, "The ACI Dealing Certificate and How to Pass it" published by Riskmatrix in 2009 and "Treasury Operations Handbook" published via Lulu in 2010. Phil presents FX, Money market and Derivatives topic sessions on the company's ACI Dealing Certificate course.



Muj King, Principal Consultant of **MJK Consultants**, is a market practitioner with over 30 years' experience in the global foreign exchange, money and derivatives markets having managed dealing rooms of active international banks in London and New York. He has also worked extensively as a training consultant and now runs his own consultancy company specialising in ACI Education training. Muj, author of "Back Office and beyond" published in 1999 by Gilmour Drummond Publishing and Back Office and Operational Risk published in 2010 by Harriman House, presents the **3 day ACI Operations Certificate** course and Options, Principles of Risk and Model Code topic sessions on the ACI Dealing Certificate course.

BOOKING FORM

Please book by e-mail: training@lywood-david.co.uk. But should you prefer please complete the booking form and mail it to the company (address below). On receipt of your booking we will issue a confirmation letter and invoice.

ACI Operations Certificate course (3 days) **GBP 995.00 plus UK VAT (20.0%)**
Monday 31st October to Wednesday 2nd November 2011

Delegate name:..... Position:.....

Bank / Company:..... Address:.....

City:..... Postcode:..... Country:.....

Telephone:..... e-mail:.....

PAYMENT TERMS AND CONDITIONS

A 15% discount is offered for two or more participants from the same institution on the same course. Payment must be received in full prior to attendance on the course. Cancellations and substitutions: All cancellations will be subject to a 25% administration fee. Cancellations must be made in writing. Regrettably, no refund can be made for cancellations less than 7 days prior to the course date. Any substitutions must be made in writing no less than 14 days prior to the course.

COURSE CHANGES

Lywood David International Limited reserves the right to alter the contents, timing and venue of the courses or the identity of the trainers without notice, due to any circumstances beyond its control.

ACCOMMODATION

Hotel accommodation and travel costs are not included in the participation fee and arrangements will need to be made separately by the attendee or his/her employer as required. Assistance with locating and booking hotels, once the venue has been confirmed, will be available from our local agent by e-mail: westerhamtravel@btconnect.com. Visa support letters can be arranged once a delegate's participation fee has been received by the company.

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