

# Chartered Banker

Leading financial professionalism

## Financial Services Qualifications for Service Leavers



A preferred supplier to the  
**career transition partnership**  
The Ministry of Defence working with Right Management



## Careers in Banking and Financial Services

The banking and financial services sector has gone through a period of unprecedented restructuring. There are, however, many career opportunities available to dedicated professionals with leadership qualities. Job options are varied, challenging and rewarding and range from positions in specialised areas such as finance, legal, risk and marketing through to customer facing roles in retail, business, private and corporate banking. A number of potential routes have been identified to assist with your transition from the Armed Services to the sector. Each will give you the opportunity of obtaining a professional qualification together with having membership of the only remaining banking institute in the UK.

The Chartered Institute of Bankers in Scotland (CIOBS) is committed to raising the standards of professionalism at all levels in banking and financial services. We shall provide you with a range of resources to study and encourage life-long learning through Continuing Professional Development (CPD). Our professional education programmes will support you in your career aspirations enabling you to achieve performance through professionalism.

### So what are my options?

You can choose to study any of our qualifications as shown in the following pages, ranging from the Professional Banker Certificate through to Chartered Banker. All of our qualifications can be started at any time of year as we do not have fixed registration dates.

#### 1. Professional Banker Certificate (PBC) & Professional Banker Diploma (PBD)

The PBC introduces areas of critical importance to the effective performance of a professional banker, including key ethical, regulatory, economic, legal and credit issues. It requires no prior learning or qualifications and is available to any individual wishing to demonstrate their commitment to professionalism.

The PBC is the beginning of a learning journey towards the PBD. This involves completing the PBC together with any 2 additional modules that you choose from the list below:

- Banking Operations
- Commercial Property
- Call Centre Operations
- Introduction to Credit
- Introduction to Business Banking
- Introduction to Risk
- Financial Crime and Money Laundering
- Sales & Service
- Team Leadership
- Generic Financial Advice (available 2011)

#### Key Facts

- The cost of £175 includes course materials, the examination entry fee (if booked within six months of registration), access to the members' section of our website and one year's membership of CIOBS, including one year's subscription to "Chartered Banker" magazine.
- You will have access to an on-line bank of mock examination questions.
- You can sit the on-line examination at one of our examination centres throughout the UK available on a weekly basis.
- Each examination will consist of 100 multiple choice questions.
- You need 60% to pass.
- You will receive an instant result.
- You have 12 months from registration to complete the course.



## 2. Advanced Diplomas

Advanced Diplomas have been developed to provide you with a wide range of essential business skills and knowledge that will appeal to employers and maximise your employment opportunities. There are a variety available however the Advanced Diploma in Financial Services is the recommended option. It is studied by distance learning and for each subject you will receive comprehensive course materials along with a wide range of support mechanisms that are designed specifically for this method of study. To gain an Advanced Diploma you must complete 3 credits worth of subjects from the following list:

Choose 3 credits from:	Credit Value		Credit Value
Building Society Operations	1.0	Marketing and Selling Financial Services	1.0
Business Banking	1.0	Retail Banking	1.0
Business Law	1.0	UK Financial Services	1.0
Call Centre Management	1.0	Customer Relationship Management	0.5
Corporate Finance	1.0	Financial Crime	0.5
Credit Risk Practice	1.0	International Business	0.5
Financial Economics	1.0	Money Laundering	0.5
Financial Management	1.0	Operational Risk Management	0.5
Investment	1.0	Private Banking and Wealth Management	0.5
Management Strategy and Leadership	1.0	Project Management	0.5
Managing People	1.0	The Compliant Person and Regulatory Risk	0.5

## 3. Chartered Banker

Chartered Banker is the leading banking qualification available to those wishing to work in financial services, and it is only available from the CIOBS, being recognised across the UK and worldwide. It is awarded on completion of 11 subject credits however if you are a graduate you will be entitled to 3 exemptions reducing your credit requirement down to 8. The subjects available for Chartered Banker are the same as that for the Advanced Diploma, with the addition of Professionalism and Ethics which is the core unit for Chartered Banker. Please also note that if you have completed any of our Advanced Diplomas the credits you gained there will be carried forward to Chartered Banker.

### Key Facts (Advanced Diplomas and Chartered Banker)

- Full credit subjects cost £750 and half credit subjects cost £435 which covers course materials, tutor and mentor support; e-mail and telephone helpline; one year's subscription to Chartered Banker magazine; and the examination fee, plus a re-sit, if required.
- It should take around three months to complete each subject.
- You can sit the on-line examination at one of our examination centres throughout the UK available on a weekly basis.



## 4. Regulatory Qualification Framework

If you provide mortgage or financial advice you must first complete an appropriate qualification, as determined by the Financial Services Authority. Each of these qualifications meets these regulatory requirements.

- The Diploma in Investment Planning (DIP) comprises of core and specialist papers and costs £950. This qualification is applicable to those going into the retail investment advice sector.
- The Mortgage Advice and Practice Certificate (MAPC) comprises two subjects and costs £350. This qualification is applicable to those giving mortgage advice to customers.

### Key Facts

- Costs include course materials, the examination entry fee, one year's membership of CIOBS and one year's subscription to Chartered Banker magazine.
- Courses are provided by distance learning.
- You will receive telephone and e-mail study support.
- You will have access to an on-line bank of mock examination questions.
- You can sit the on-line examinations at any one of our examination centres throughout the UK.

## Enhanced Learning Credits Administration Services Funding

CIOBS has worked with the Career Transition Partnership to ensure that ELCAS funding is available to assist service leavers wishing to pursue a career in banking and financial services.

Our ELC Provider Number is 3233.

## Costs

The costs for each qualification can be split into different categories e.g. examination, workbook, re-sit fee, subscription and registration. This information can be provided for your chosen qualification upon request to Sharon Allan at CIOBS.

## What do I do next?

If you are interested in any of these qualifications you should contact ELCAS in the first instance to ascertain your full funding entitlement and then contact Sharon Allan at the CIOBS.

## Who can I contact for further subject information and on how to apply?

Sharon Allan at the CIOBS  
Tel: 0131 473 7776  
Mob: 07733 120285  
Email: sharon@charteredbanker.com

A listing of all our current qualifications, learning modules and detailed subject syllabuses is available at [www.charteredbanker.com](http://www.charteredbanker.com). Where relevant, Scots and England/Wales legal variants are provided.

[www.charteredbanker.com](http://www.charteredbanker.com)

## Our Examination Centre Network

