

2009 – A YEAR OF CHALLENGE AND OPPORTUNITY

As we enter another New Year, there seems little doubt that everyone connected with our industry (and beyond) will be affected in some way by the current financial climate and the gloomy economic outlook.

But despite that outlook, it's imperative that we are all ready to take advantage of the career opportunities that **will** arise, both in the short and medium term. As a student, that state of preparedness must include **steady progression** through and hopefully, **completion** of, your chosen qualification.

Everyone at the CIOBS is committed to supporting you as you progress with your studies and wish you a **successful** and **happy** 2009.

ASSIGNMENTS

During 2008, a number of changes took place to the assignment procedures. Given the importance of this learning tool and the potential for **Pass Compensation**, it's worth recapping some of the key points.

- All assignments are available for download from the website
- To have the potential to be awarded **Pass Compensation**, the relevant assignment(s) must be in the hands of the subject tutor **no later than one calendar month** in advance of the date of the planned examination
- Additionally for **Pass Compensation**, the average assignment mark must be at least 60%
- The maximum permitted word count is **2,500 words**. Students who exceed this limit will be deducted **1%** for every **100** words or **part** of **100** words over the limit.
- Assignments must be emailed to the subject tutor who should acknowledge receipt
- Although tutors will mark and return assignments as soon as possible, they have up to a **maximum of 15 working days** to mark and return an assignment
- If a tutor either fails to acknowledge receipt of an assignment or to adhere to the 15 working day requirement, students must make **direct contact** with the tutor to resolve the matter – if unresolved you can contact the Senior Tutor or the CIOBS Academy team at academy@charteredbanker.com



ON-LINE EXAMINATIONS

2008 also witnessed one of the most significant and ground-breaking developments to take place for many years, with the changeover from traditional handwritten exams to **on-line examinations**, where answers are now typed.

All examinations, including the compulsory module Professionalism & Ethics, are now available on-line. Students studying Financial Management should note that, exceptionally, whilst available on-line and on-demand, this examination remains paper-based meantime.

The on-line system gives you the ability to sit your exam when it suits you and there is now a maximum period of six weeks between sitting your examination and result issue.

HOPING TO GRADUATE IN 2009?

Just a reminder that in order to graduate this November, you must have **received** your final examination result(s) by 31st July. Given the six week delay between sitting an exam and results notification, we **recommend** that you **sit** your final examination(s) by no later than **15th June**.

See you there!!

MAKE SURE YOU STAY IN TOUCH!

As email and our web site are our primary communication methods, please make sure that **your email address is up to date**. If you do not have email access, then please ensure that we have your current postal address on file.

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EXAMINATION CENTRES

We are pleased to advise that we have concluded a deal with Pitman Training Ltd which allows us to significantly improve the coverage of examination test centres throughout the UK.



Please note that whilst some centres remain available for on-line booking, the majority now require students to contact the Customer Services Team on **0131 473 7777** who will arrange the examination and provide you with all the necessary details.

Examination Centre	Day & Time(s)
CIOBS, Dalgety Bay, Fife	Monday 10am & 2pm - Weekly
Strathclyde University, Glasgow	Thursday 2pm - Weekly
Learn-IT, Aberdeen	Monday 1pm - Weekly
Moray Firth Training Group, Inverness	2 nd Tuesday of each month - 10am
CIOBS, Edinburgh	Friday 9.30am and 1.30pm
Perth College, Perth	Last Friday of each month - 1.30pm
The above centres can be booked on-line via www.charteredbanker.com	

Examination Centre	Day & Time
Belfast	Please call for details
Bradford	Wednesday 10am - Weekly
Bristol	Please call for details
Cambridge	Please call for details
Coventry	Please call for details
Derby	Please call for details
Dublin	Please call for details
Dumfries	Please call for details
Exeter	Please call for details
Isle of Man	Please call for details
Jersey	Please call for details
London, Gants Hill	Please call for details
London, Hatton Square	Please call for details
London, Regent Street	Please call for details
Manchester, Cheetham Hill	Wednesday 10am - Weekly
Manchester, Exchange Square	Please call for details
Middlesbrough	Please call for details
Newcastle	Please call for details
Nottingham	Please call for details
Norwich	Wednesday 10am - Weekly
Shrewsbury	Please call for details
Solihull	Please call for details
Southampton	Please call for details
Stevenage	Please call for details
Swindon	Please call for details
Tunbridge Wells	Please call for details
Wetherby	Please call for details
Wolverhampton	Please call for details
The above centres can be booked by telephoning the Customer Services Team on 0131 473 7777	

REVISION COURSES

As you know, revision support is being revamped, with e-revision modules being introduced as a more flexible alternative to the face-to-face model. The e-revision modules are available free of charge and on-demand via our website and, as and when these become available, they will replace the traditional courses. Face-to-face courses will however continue to be offered in the short to medium term, with the next **core subject** courses scheduled to run from April through to June 2009 (actual dates to be confirmed).

Further opportunities for face-to-face revision for the core subjects will also be available in the period **September - November 2009** (again, actual dates to be confirmed).

For most Chartered Banker **elective subjects**, a programme of face-to-face Revision Courses has also been scheduled for the period **January - March 2009**.



In order that you can effectively plan your study schedule, the provisional programme of Revision Courses for 2009 is outlined below.

Applications to attend a revision course should be made via the CIOBS website or may be advised via email to gillian@charteredbanker.com

Please note that in order to secure a guaranteed place, applications **must** be made to CIOBS **at least 2 weeks** in advance of the course date. Failure to do so may result in you missing out!

January	February
19th - Private Banking & Wealth Management 27th - Credit Risk Practice 27th - PPCCRM 29th - The Compliant Person & Regulatory Risk	6th - Managing People 11th - Operational Risk Management 12th - Corporate Finance 19th - Marketing and Selling Financial Services
March	E-revision Modules
5th - Money Laundering 5th - Financial Crime 9th - Investment 11th - Call Centre Management	CRM is available now via www.charteredbanker.com International Business and Project Management will be available by 28th February 2009.

April	May	June
Business Banking	Business Law	Financial Economics
Management Strategy & Leadership	Building Society Operations	Retail Banking
UK Financial Services	Professionalism and Ethics	Financial Management
September	October	November
Business Banking	Business Law	Financial Economics
Management Strategy & Leadership	Building Society Operations	Retail Banking
UK Financial Services	Professionalism and Ethics	Financial Management

ADVANCED DIPLOMAS

In the latter half of 2008, a number of Advanced Diplomas were introduced to enhance our range of professional qualifications.

These qualifications provide new opportunities for a variety of students. For example, students who:

- Were studying for the old Associateship exams but who have only managed to complete one or two subjects
- Are currently studying for Chartered Banker but want to gain an interim qualification
- Are already in or looking to get into a managerial role
- Are already in or looking to get into a business or corporate banking environment
- Are already in or looking to get into the area of operational risk.

Successful completion of any Advanced Diploma also gives you three credits towards Chartered Banker.

So, if you want to improve your technical skills and your career opportunities, why not enrol for an Advanced Diploma?

For more information, just visit our website or you can call Raymond Brown on **0131 473 7775** or Michael Downey on **0131 473 7782**.

Advanced Diploma in Building Society Operations

Core Subject

- Building Society Operations (1.0 credit)

Options – 2.0 credits from the following subjects:

- Management Strategy and Leadership (1.0)
- Managing People (1.0) • UK Financial Services (1.0)
- The Compliant Person and Regulatory Risk (0.5)
- Operational Risk Management (0.5)
- Money Laundering (0.5) • Financial Crime (0.5)

Advanced Diploma in Business and Corporate Banking

Core Subjects

- Business Banking (1.0)
- Corporate Finance (1.0)
- Financial Management (1.0)

Advanced Diploma in Financial Services

Core Subject

There are no compulsory subjects

Options

3.0 credits from the **full** Chartered Banker menu of subjects are required.

Advanced Diploma in Financial Services Leadership

Core Subjects

- Management Strategy and Leadership (1.0)
- Managing People 1.0

Options – 1.0 credit from the following subjects:

- Operational Risk Management (0.5)
- Project Management (0.5)
- Customer Relationship Management (0.5)
- Call Centre Management (1.0)

Advanced Diploma in Operational Risk Management

Core Subjects

- Management Strategy and Leadership (1.0)
- The Compliant Person and Regulatory Risk (0.5)
- Operational Risk Management (0.5)
- Money Laundering (0.5)
- Financial Crime (0.5)