



Fundamental Securities Operations Concepts

Development for Finance Professionals™

A Blended-Learning Program from ACF Consultants



Welcome to ACF Academy's Open Enrollment Programs

ACF Consultants have a solid reputation for delivering innovative, top-quality training for some of the largest and most demanding financial institutions in the world. ACF Consultants are global leaders in the creation of cutting-edge financial simulations and interactive eLearning for the global financial markets.

We are the first premier financial training company to offer open seminars using our uniquely blended learning techniques.

Blended learning is a fundamental principle of the ACF approach to training. Our seminars offer a fully integrated, multi-faceted learning experience which ensures that knowledge is applied in practice and retained effectively. We limit the numbers attending each program to maximise the benefit for each delegate. Passive learning is kept to a minimum, and the emphasis is on delegates achieving a true understanding of the key concepts, and how they are applied in the real world.



Blended Learning

Blended learning is at the heart of our training philosophy. A dynamic blend of highly interactive **eLearning** using **Acumen**, top quality **instructor-led training**, and realistic and exciting **simulations** creates the most effective and motivating training methodology available anywhere.

Firm foundations are laid with highly interactive eLearning and dynamic instructor-led training. Hands-on workshops and simulation are then used throughout the programs allowing delegates to put theory into immediate and realistic practice.



Instructor Led Training

Our instructor-led training is of the highest quality, and we invest heavily in research and development. Our professional written materials complement trainers with first-rate communications skills, an excellent academic background and sound markets knowledge.

Our expert instructors are skilled in the art of transferring knowledge, and we make use of a variety of creative training techniques to maintain energy and focus.

We are committed to achieving exceptional results.



Fundamental Securities Operations Concepts


The principal objectives of this one-day seminar, viewed from an operations perspective, are to:

- Facilitate a more complete understanding of the securities trade lifecycle
- Examine aspects of the global securities industry which impact the management of trades
- Describe similarities and differences between equity and debt securities
- Explain how securities positions are managed, and the impact of new trades on positions
- Explain what causes (and prevents) Straight Through Processing

Course Outline

- Equity Fundamentals:
 - Common/ordinary, preference, convertible
 - Status of investor's capital & income
- Debt Types:
 - Fixed, floating, zero, convertible.
 - Status of investor's capital & income
- Where securities are held:
 - Central Securities Depositories (national, international)
 - Local custodians
 - Global custodians
- Services provided by CSDs and custodians:
 - Securities safekeeping
 - Electronic book-entry
 - Cash management
 - Asset servicing
- Security forms:
 - Registered versus bearer versus electronic
 - Certificated versus dematerialised
 - Registrars and coupon paying agents
- Trade & Position Concepts:
 - What is a trade?
 - What is a position?
 - How trades impact positions
- Date Concepts on Trades:
 - Meaning of trade date, value date, and settlement date.
 - Explanation of settlement cycles and reasons for reduction.
- Settlement Methods:
 - Delivery versus Payment (DvP)
 - Free of Payment (FoP)
- Trading Methods:
 - Exchange-traded
 - OTC
 - Implications for settlement
- Trading Capacity:
 - Proprietary trading
 - Market making
 - Agency broking
 - Risk outlook
 - Implications (e.g. funding)



- Trading Books:
 - Purpose
 - Structure,
 - Implications on operations
- Transaction Types:
 - Securities
 - Principal
 - Agency
 - Book transfer
 - Repo
 - Securities lending/borrowing
 - Depot transfer.
 - Cash borrow/lend (secured/unsecured)
 - FX
- Static Data:
 - Purpose
 - Importance
 - Methods of updating
 - Maintenance
 - Risks
 - Controls
- Securities Static Data (equity/debt):
 - Types
 - Sources (including data vendors)
- Counterparty Static Data:
 - Standing settlement instructions
 - Purpose
 - Importance
 - Sources
-  Trade Cash Calculation:
 - Equity: calculation method, market charges (e.g. stamp duty, sales tax).
 - Debt: calculation method, accrued interest principles.

NB All practical sessions are highlighted like this:

 means a Workshop or Simulation

 means a Case study

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www.ACFacademy.com

Registration Form

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Fax: +44 (20) 7491 3386 + 1 (212) 422-4640

If you are interested in any financial training seminars, please visit our website(s) at:

www.acfacademy.com
www.acfconsultants.com

Accreditation: ACF Consultants Ltd is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors.

State Boards of Accountancy have final authority on the acceptance of individual courses for CPE Credit.

Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Website: www.nasba.org.

Fees: The fee for each seminar is per participant, inclusive of refreshments, lunches and seminar materials.

Course fees do not include applicable tax, transportation, or hotel accommodation, unless otherwise indicated.

Preferential rates may be available; please mention our seminar when booking with the hotel.

Payment must be received in full at least 30 days prior to the start of the seminar.

Special prices

(participants are only eligible for one of the following):

- 5% reduction when an individual registers 60 days or more prior to the commencement of a seminar
- 10% reduction when 2 or more individuals from an organization register for the same seminar
- 10% reduction when an individual registers for more than one seminar at a time

Cancellation Policy:

Cancellations may be made up to 30 days in advance of the seminar, after which date refunds cannot be given.

Notification must be received in writing by letter, fax, or email. In the event of a participant not being able to attend, a substitution may be made at no extra cost. We reserve the right to amend the prices, or cancel a seminar at any time.

Refund Policy: For further information on our refund and complaint policy, please contact us.

I WISH TO ATTEND THE FOLLOWING PROGRAM

- London Chicago
 New York Toronto

Dates: _____

Course Schedule - Classes run from 9am - 5pm. Lunch, and morning and afternoon refreshments are provided daily. Venue details will be provided on receipt of registration form.

HOW DID YOUR HEAR ABOUT THE PROGRAM?

- Colleague Client's Company Email Google
 ACF's Event ACF's Rep ACFacademy.com
 NASBA Advertising Financial Times

DELEGATE DETAILS

Name: _____
Title: _____
Department: _____
Company: _____
Address: _____
City: _____ State/County: _____ Zip/Postcode: _____
Country: _____
Telephone: _____ Fax: _____
E-mail: _____

ADDITIONAL DELEGATE DETAILS

Name: _____
Title: _____
Department: _____
Company: _____
Address: _____
City: _____ State/County: _____ Zip/Postcode: _____
Country: _____

PAYMENT DETAILS

Payment Method: VISA Master Card Invoice me at the address listed above

Card #: _____ Expiration: _____
CVC: _____

Cardholder Name: _____

Signature: _____
(signature required)

