

Apprenticeship Standard: Investment Operations Specialist Level 4



Overview

Investment Operations Specialists work within the operational and administrative areas of businesses in the Financial Services sector that engage in investment management, investment consulting, trading and reporting activities. Millions of investment transactions are conducted within the UK Financial Services sector every day on behalf of institutional and retail clients, ranging from private individuals and small businesses to unit trusts, pension funds, charities, corporations and governments within the UK and overseas. The financial instruments and products are varied and increasingly complex, requiring specialist skill to ensure that they are efficiently processed, registered, reported and valued within the employing organisation, between counterparties and to end clients.

Knowledge and skills:

Include: understanding the Financial Services industry, regulatory frameworks, investment products, and company structures.

Key information:

Duration	Typically this apprenticeship will take 18 months.
Qualifications	BPP offer a choice of two qualifications, as considered most relevant by the employer: <ul style="list-style-type: none">• CISI Investment Operations Certificate; or• CISI Investment Management Certificate
Progression	Completion will enable the apprentice to apply for membership to the Chartered Institute of Securities and Investment (CISI). Future careers could include Investment Analysis, Risk Controller, Manager of Modeller, dealing and/or advising in Securities, Derivatives or Packaged Products.
Delivery	Our guided teaching is delivered through a mix of live webinars delivered by a BPP University tutor, 24/7 access to recorded lectures and online lecture notes. Including online teaching sessions with face-to-face inductions and masterclasses. Students take part in live discussion with fellow learners during live webinars and via course forums.
Assessment	On completion of all aspects of the programme, Apprentices will begin the End Point Assessment (EPA). The EPA lasts 3 months, where BPP will provide support to prepare for the final assessment to gain the Apprenticeship Award. EPA is conducted by an external organisation.
Entry requirements	The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher.
	Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.
Key responsibilities	Likely to include processing and settlement of derivatives, valuation of complex investment portfolios, preparation of investment performance reports, resolving complex issues.
Confirmed Funding Cap	£9,000

Requirements

Employer

- Provide apprentices with a contract of employment for the duration of the apprenticeship on the first day of their apprenticeship and be paid at least a wage consistent with the law for both the time they are in work and in off-the-job learning
- Employer must not ask the apprentice to contribute financially to the direct cost of learning
- Provide the apprentice with paid time to attend off-the-job training, including additional support for English and Maths, or support accessed for learning difficulties and/or disabilities
- Recognise that the apprentice must complete the apprenticeship within their working hours
- Ensure apprentice spends at least 20% of their time in off the job training
- Enter into a contract with BPP University
- Support the apprentice to gain new skills

Apprentice

- Be in full-time employment for at least 30 hours a week
- Be an employee (have a contract of employment for the duration of the apprenticeship) on the first day of their apprenticeship and be paid at least a wage consistent with the law for both the time they are in work and in off-the-job learning
- A citizen of a country within the European Economic Area (EEA) or have the right of abode in the UK, and have been ordinarily resident in the EEA for at least the previous three years on the first day of learning
- Not be enrolled on another apprenticeship at the same time
- Has the right to work in England
- Able to complete the apprenticeship in contracted working hours
- Be in a new job role (nine months or less), or in an existing job role, where significant new Knowledge and Skills are needed – employer statement of justification needed (relevant to the apprenticeship)






Programme outline

TModule and programme detail will depend on the chosen path: CISI Investment Operations Certificate, or Investment Management Certificate



Programme support

 <p>Induction support</p>	 <p>On programme support</p>	 <p>End Point Assessment support</p>	<p>Right start</p> <p>Ensuring employers and apprentices have everything they need before the programme begins</p> <p>Apprenticeship Support Team</p> <p>Our dedicated support team provide monthly status updates for learners and line managers to highlight progression and engagement, with additional meeting support where necessary.</p> <p>Skills Development Coach</p> <p>An industry experienced and professional coach who will guide Apprentices through the programme. Through regular webinars and one-to-one calls, they will ensure the Apprentice is meeting learning and professional development outcomes.</p> <p>Skills workshops</p> <p>Delivered throughout the year, our interactive face-to-face sessions are designed to improve Knowledge, Skills and Behaviours as well as promote relationship building and networking within the Learner Community.</p>
<p>On boarding</p> <p>Induction information</p> <p>Introductory sessions</p>	<p>Regular 1:1 Progress reviews</p> <p>Monthly MI</p> <p>KSB feedback and support</p> <p>Proactive engagement</p> <p>Virtual Learning Environment</p> <p>Learning support</p> <p>Knowledge tuition</p> <p>Learner community</p>	<p>Gateway review</p> <p>EPA booking</p> <p>EPA support</p>	



Off the job training

The below table shows what 20% off the job training will typically look like, assuming a 7.5 hour working day, with 233 working days each year. The 20% allocation does not include additional time which may be required for functional skills or on programme resits.

Programme module	Required hours	Timetabled lectures	Flexible self-study (hours)	Required days	Notes
Professional qualification	234	72	162	31	36 weeks of 2 hour weekly webinars plus self-study and mock exams.
Knowledge Into Practice modules	114	24	90	15	Attendance at webinars, self-study and guided and supported development.
Employer supported workplace learning and independent study prior to Gateway	75	-	75	10	Employer directed learning such as technical training, shadowing and mentoring.
Gateway review preparation	15	-	15	2	Evidence gathering and authentication to pass Gateway review.
Total	438	96	342	58	

Role suitability

Elements of this role may include: derivatives, complex investments, investment portfolio management, investment performance reporting, management reporting, resolving complex issues.

Trailblazer group

Includes: AON Hewitt, Charles Stanley Barnett, Waddingham LLP, Castlefield, JP Morgan, Mercer, BNY Mellon, International Financial Data Services, M&G Investment, Rathbones, Royal Bank of Scotland, Chartered Institute for Securities & Investments, CFA Institute.