

Certificate in Offshore Administration

Investment & Fund Administration

Autumn Term 2017

Highlands College, Campus: Turner Building, Room: TU 226

This module consists of 10 weekday evening classes and 1 Saturday revision day

All evening classes will start at 18:00 and finish at 20:30 unless otherwise stated

Session Number	Date	Session Number	Date
1	Tuesday 29 August	6	Tuesday 3 October
2	Tuesday 5 September	7	Tuesday 10 October
3	Tuesday 12 September	8	Tuesday 17 October
4	Tuesday 19 September	9	Tuesday 24 October
5	Tuesday 26 September	10	Tuesday 31 October

Revision Sessions	Saturday 4 November 2017 9.00am – 3.00pm
Exam Date	Wednesday 22 November at 2.00pm
Exam Venue	Highlands College Examination Centre
Business Development Centre Team	Email: bdc@highlands.ac.uk Tel: 01534 608708
Tutor	Robert Le Corre
Cost	Full cost: £488.00 Registered ISE (GST) exempt companies: £465.20 Includes: Examination fee, revision day workshop & study text
Course Code	1666OIFA03



Investment & Fund Administration

Who is this course for?

The Certificate in Offshore Administration (COA) is aimed at administrators in the Finance Industry and people looking to join the sector. It provides a broad introduction to the sector, its regulations and services, and develops the essential knowledge and skills required by those in administrative roles.

How long is this course and when does it run?

The qualification consists of five compulsory modules which must be completed within five years. The programme is part-time, one weekday evening session per week for 10 weeks (6.00pm – 8.30pm) and one Saturday Revision Day (9.00am – 3.00pm). Three modules start at the beginning of each term, September, January and April. Please refer to the Study Planner overleaf.

Where is this course run?

Highlands College

What are the entry requirements for this course?

The programme is open to anyone with an interest in the offshore finance industry. To pass the programme you will need to successfully complete five modules within five years.

What will I study on this course?

To gain the full qualification, delegates must complete 5 compulsory modules:

- *Offshore Finance Industry*
- *Regulations and Compliance*
- *Trust and Company Administration*
- *Investment and Fund Administration*
- *Fundamentals of Accounting*

How will it be assessed?

All modules are assessed through an end of module examination, lasting two hours.

What does this course lead on to?

Highlands College Certificate in Offshore Administration is relevant for Category C trust company business employees. It is a “Table 5” qualification.

On completion of the full qualification students are usually exempt from the ICSA Certificate and STEP Foundation Certificate enabling direct access onto Diploma Level (this needs to be checked with ICSA and STEP at the time of completion).