COA

Highlands College

Certificate in Offshore Administration
Trust and Company Administration
Spring Term 2018

Highlands College, Campus: Turner Building, Room: UC 214
This module consists of 10 weekday evening classes and 1 Saturday revision day
All evening classes will start at 6.00pm and finish at 8.30pm unless otherwise stated.

Session Number	Date	Session Number	Date
1	Thursday 11 January	6	Thursday 8 February
2	Thursday 18 January	7	Mon 12 February
3	Thursday 25 January	8	Thursday 15 February
4	Thursday 1 February	9	Thursday 22 February
5	Mon 5 February	10	Thursday 1 March

Revision Session	Saturday 24 February 2017, 9.00am – 3.00pm
Exam Date	Thursday 22 March at 2.00pm
Exam Venue	Highlands College Examination Centre
Business Development Centre	Email: bdc@highlands.ac.uk Tel: 01534 608708
Tutor	Andy Webb
Cost	Full cost: £500.00 Registered ISE (GST) exempt companies: £476.19 Includes: Examination fee, revision day workshop & study text
Course Code	1766OITC01

Regulations and Compliance

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 request a copy of the Study Planner for details of each term's modules.

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 and pass each exam.

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 verified with ICSA/STEP at the time of completion).