



ACCREDITED TRAINING PROVIDER



# Course details form

## Investment Administration Qualification (IAQ™)

January – June 2010

All exams are carried out via Computer Based Testing (CBT). You must register for your examination directly with the Chartered Institute for Securities & Investment (CISI), formerly known as the SII. Booking on one of our courses does not mean you are registered for your exam with the CISI.

The Chartered Institute for Securities & Investment  
8 Eastcheap  
London EC3M 1AE

**Tel:** +44 (0)20 7645 0600 (switchboard)  
+44 (0)20 7645 0680 (examination bookings)

**Fax:** +44 (0)20 7645 0601

**Email:** [clientservices@cisi.org.uk](mailto:clientservices@cisi.org.uk)

**Website:** [www.cisi.org.uk](http://www.cisi.org.uk)

For full details of the IAQ™ syllabus, exam fees and to find out about exemptions please visit [www.cisi.org.uk](http://www.cisi.org.uk)

The qualification is achieved by passing three units. It is recommended that you take the ISI unit plus one of the regulation units and a technical unit.

### Important information

All study materials are supplied to you by BPP Learning Media, whose aim is to provide comprehensive, easy to read and exam focused materials of the highest quality for our delegates.

## Exam details

2010	Duration (hours)	No. of questions	Study hours
Core units	1	50	50
Technical units	1	50	50
Risk in Financial Services unit	2	100	100

## Simple ways to book

**Email** us at [financialservices@bpp.com](mailto:financialservices@bpp.com)

Register **online** at [www.bppfinancialservices.com](http://www.bppfinancialservices.com)

**Telephone** our Course Booking Team on **+44 (0)20 8746 4178**

Complete the booking form and **fax** it back to us on **+44 (0)20 8746 4160**

**Post** your completed booking form to:

FS Course Booking Team  
BPP Professional Education  
1st Floor Aldine House  
142-144 Uxbridge Road  
Shepherds Bush  
London W12 8AA

# Course details

IAQ™ – January to June 2010

## Core units

	January	February	March	April	May	June
<b>Introduction to Securities &amp; Investment</b> (2 days commencing)						
London	4, 25	15	8, 29	19	10	1, 21
Edinburgh		11				21
Glasgow				7		
Manchester			22			
<b>FSA Financial Regulation</b> (2 days commencing)						
London	7, 21, 28	4, 11, 18, 25	4, 11, 18, 25	8, 15, 22, 29	6, 13, 20, 27	3, 10, 17, 24
Edinburgh	21				20	
Glasgow			18			
Manchester				26		
<b>Principles of Financial Regulation</b> (2 days commencing)						
London	7, 21, 28	4, 11, 18, 25	4, 11, 18, 25	8, 15, 22, 29	6, 13, 20, 27	3, 10, 17, 24
Edinburgh	21				20	
Glasgow			18			
Manchester				26		

## Technical units

	January	February	March	April	May	June
<b>Collective Investment Schemes Admin.</b> (2 days commencing)						
London			29			
Edinburgh				29		
<b>Global Securities Operations</b> (2 days commencing)						
London			4			
Edinburgh					6	
<b>Operational Risk</b> (2 days commencing)						
London			18			3
<b>OTC Derivatives Admin.</b> (2 days commencing)						
London				6		
<b>Private Client Admin.</b> (2 days commencing)						
London				26		
<b>ISA Admin.</b> (2 days commencing)						
London			1			
<b>ISA &amp; CTF Admin.</b> (2 days commencing)						
London			1			

# Price breakdown

IAQ™ – January to June 2010

## Core packages

	BPP Prof Education	BPP Learning Media	Total
Introduction to Securities & Investment	<b>£364.25</b> (£310.00 + £54.25 VAT)	<b>£133.50</b> (£130.00 + £3.50 VAT)	<b>£497.75</b> (£440.00 + £57.75 VAT)
FSA Financial Regulation	<b>£364.25</b> (£310.00 + £54.25 VAT)	<b>£133.50</b> (£130.00 + £3.50 VAT)	<b>£497.75</b> (£440.00 + £57.75 VAT)
Principles of Financial Regulation	<b>£364.25</b> (£310.00 + £54.25 VAT)	<b>£133.50</b> (£130.00 + £3.50 VAT)	<b>£497.75</b> (£440.00 + £57.75 VAT)

## Technical packages

	BPP Prof Education	BPP Learning Media	Total
Technical units (inc. workbooks)	<b>£540.50</b> (£460.00 + £80.50 VAT)	<b>£142.63</b> (£140.00 + £2.63 VAT)	<b>£683.13</b> (£600.00 + £83.13 VAT)
Technical units (exc. workbooks)	<b>£540.50</b> (£460.00 + £80.50 VAT)	<b>£67.63</b> (£65.00 + £2.63 VAT)	<b>£608.13</b> (£525.00 + £83.18 VAT)

## Distance learning packages

	BPP Prof Education	BPP Learning Media	Total
Core units	<b>£41.13</b> (£35.00 + £6.13 VAT)	<b>£133.50</b> (£130.00 + £3.50 VAT)	<b>£174.63</b> (£165.00 + £9.63 VAT)
Technical units	<b>£58.75</b> (£50.00 + £8.75 VAT)	<b>£142.63</b> (£140.00 + £2.63 VAT)	<b>£201.38</b> (£190.00 + £11.38 VAT)

NB. All tuition and courses are supplied by BPP Professional Education. All study materials are supplied by BPP Learning Media. Up until 31 December 2009 the VAT is 15% and from 1 January 2010 the VAT rate is 17.5%.

# Terms & Conditions

These terms and conditions and the application form comprise the agreement pursuant to which BPP Professional Education Ltd provides classroom courses and BPP Learning Media Ltd supplies study material to the customer.

## 1. Payment Terms

- 1.1 Full payment or authorisation to invoice an employer, must accompany the application form.
- 1.2 Full payment or authorisation to invoice an employer is required when any study materials are ordered and prior to any materials being despatched.
- 1.3 Full payment or authorisation to invoice an employer for any online study tool is required when ordered and prior to any log on details being supplied.
- 1.4 BPP Professional Education Ltd acts as agent for BPP Learning Media Ltd in collecting payments for any study materials supplied under this Agreement.
- 1.5 Where BPP Professional Education Ltd has received authorisation to invoice employer the following payment terms apply:
  - Full payment is due within 30 days from the date of the invoice.
  - Payment is due immediately if booking is made less than 30 days before the course start date.
  - If BPP Professional Education Ltd fails to receive full payment of the invoice by the course start date the customer may be refused entry to the course.
  - BPP Professional Education Ltd and BPP Learning Media Ltd reserve the right to charge late payment interest on any outstanding invoices, at a rate of 8% above the Bank of England base rate.
  - BPP Professional Education Ltd and BPP Learning Media Ltd reserve the right to recover any reasonable debt collection costs in connection with this Agreement.
  - The employer is liable for all unpaid invoices.
- 1.6 Any credit notes issued by either BPP Professional Education Ltd or BPP Learning Media Ltd will only be valid for a maximum period of 12 months from date of issue.

## 2. Study Materials

- 2.1 All study materials, including but not limited to Distance Learning Materials, CD Rom, i-Learn CD Rom, i-Pass CD Rom, Audio Success CD, Revision/Assessment/Tool Kit, MCQ Cards, Passcards, Question Banks, Review Exercises, Mock Exams (papers and suggested solutions), Online Tests, Online Tutorials, Online Downloads and Study Texts are supplied to the customer by BPP Learning Media Ltd.
- 2.2 BPP Professional Education Ltd acts as agent for BPP Learning Media Ltd in collecting payments for any study materials supplied under this Agreement and for despatch of study materials.
- 2.3 Study materials will be despatched on receipt of full payment or authorisation to invoice an employer.
- 2.4 BPP Professional Education Ltd will refund the cost of study materials (less postage and packaging) on behalf of BPP Learning Media Ltd if returned by the customer to BPP Professional Education Ltd, 3 London Wall Buildings, London Wall, London EC2M 5PD within 14 days of receipt in a re-saleable condition (for CDs this means with the security seal intact). Proof of postage must be obtained by the customer and produced in the event of any query.
- 2.5 BPP Professional Education Ltd must be notified of any queries, complaints or short deliveries within 14 days of receipt of study materials.

## 3. Classroom Courses

- 3.1 Customers must bring the relevant course joining instructions to all sessions of the course. Failure to bring joining instructions may lead to customers being refused entry to the course.
- 3.2 BPP Professional Education Ltd reserves the right to cancel, reschedule, or change the location of a course, if in the opinion of BPP Professional Education Ltd, such an action is necessary. BPP Professional Education Ltd will notify the customer as soon as the change is made. In such circumstances, the customer has the option to reschedule the course, apply the fees to another course, or to receive a refund or credit note for the course fees paid.
- 3.3 Subject to availability, provided full payment has been received, and BPP Professional Education Ltd is informed at least 14 working days prior to the course date, it may be possible to transfer to an alternative course date, for which a course transfer fee of £25 will be charged. Such transfer may also give rise to an additional charge by BPP Learning Media Ltd for replacement study materials.
- 3.4 Under no circumstances are courses or study materials transferable between customers.
- 3.5 Customers may cancel a classroom course provided that at least 14 days' notice is given to BPP Professional Education Ltd prior to the start date of the course and a refund of the course fees will be given (less a deduction for study materials and a cancellation fee of £100). For cancellations notified less than 14 days prior to the start date of the course, no refunds will be given.

## 4. Distance Learning/Home Study Courses

Distance learning customers can upgrade to an appropriate classroom course and will be invoiced for the balance of the cost over and above the price of the distance learning course using the classroom course prices in force at the time of upgrade. There may also be an additional charge for replacement study materials.

## 5. Intellectual Property

- 5.1 BPP Learning Media Ltd grants the customer a non-transferable, non-exclusive licence to use BPP Learning Media Ltd's products (including information, training material content, software and data) under the terms of this Agreement.
- 5.2 This licence terminates upon termination of this Agreement for whatever reason.
- 5.3 The customer warrants that they shall only use BPP Learning Media Ltd's products for their own educational purposes and shall not, without BPP Learning Media Ltd's prior written consent, copy, make available, retransmit, reproduce, sell, disseminate, licence, distribute, publish, broadcast or otherwise circulate BPP Learning Media Ltd's products (or any part of them) to any person other than in accordance with this Agreement.

- 5.4 The customer shall fully indemnify BPP Learning Media Ltd in respect of any infringement of any intellectual property rights arising as a result of their use of BPP Learning Media Ltd products in breach of this Agreement.
- 5.5 This clause 5 does not apply to MyBPP.

## 6. Overseas Students

- 6.1 Customers who need a student visa in order to study with BPP Professional Education Ltd must ensure that they meet their visa requirements.
- 6.2 In the case of visa refusal, a course deferral may be allowed at BPP Professional Education Ltd's discretion, provided that at least 14 days notice is given prior to the start of the course. Alternatively, a refund may be given if BPP is supplied with a copy of the visa refusal letter and a copy of the photo page of the customer's passport. Any refund given will be subject to a deduction for study materials and a cancellation fee of £100 and will only be processed if the required paperwork is received by BPP Professional Education Ltd within 28 days of the start date of the course.
- 6.3 Customers with student visas are responsible for ensuring that their attendance at class is recorded as evidence of attendance as per Home Office requirements.
- 6.4 BPP Professional Education Ltd reserves the right to remove a customer from a course at any time for failure to comply with attendance requirements and no refunds will be given.
- 6.5 BPP Professional Education Ltd will only issue customers who wish to extend their visa with a visa support letter once they have re-enrolled on a BPP Professional Education Ltd course and have paid half of the fees for that course.

## 7. Change of Address or other Contact Details

BPP Professional Education Ltd must be notified in writing of any change in a customer's contact details, including the email address specified on the customer's application form.

## 8. Security

Personal possessions are the sole responsibility of the customer and BPP Professional Education Ltd accepts no responsibility for anything that is lost or stolen from its venues. Customers are advised to keep valuables with them at all times.

## 9. Notices

Any notices required to be served by BPP Professional Education Ltd or BPP Learning Media Ltd under this Agreement will be deemed properly served if sent via prepaid postage to the postal address, or emailed to the email address notified by the customer, at BPP's discretion.

## 10. Limitation of Liability

- 10.1 The liability for BPP Professional Education Ltd and BPP Learning Media Ltd for direct losses arising out of their negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the cash receipts from the customer (or employer) for the course or study materials.
- 10.2 BPP Professional Education Ltd and BPP Learning Media Ltd shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

## 11. Warranty

- 11.1 BPP Learning Media Ltd warrants that study materials will be of satisfactory quality but does not warrant that study materials will be error free.
- 11.2 BPP Professional Education Ltd warrants that it will perform any services under this Agreement with reasonable skill and care.
- 11.3 These warranties are provided in lieu of all other warranties express or implied which are hereby excluded to the fullest extent permitted by law.

## 12. Data Protection

- 12.1 Customers agree that, in relation to information held from time to time, BPP Professional Education Ltd and BPP Learning Media Ltd may:
  - Use the information to perform their obligations and enforce rights under this Agreement.
  - Use the information to inform customers about courses, products or services which may be of interest to them.
  - Share the information with BPP group companies to inform the customer about other products or services which may be of interest to them.
  - Use the information to inform customers of feedback and exam results.
  - Communicate with the customer's employer regarding their progress, results and attendance.
- 12.2 Customers have the right to receive details of the personal information held by BPP Professional Education Ltd or BPP Learning Media Ltd. A fee of £20 will be payable.
- 12.3 In the event that customers do not wish to receive correspondence from BPP Professional Education Ltd or BPP Learning Media Ltd, a written request should be sent to the registered office.

## 13. Validity

If any provision of this Agreement is held to be invalid or unenforceable by any tribunal of competent jurisdiction, the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

## 14. Jurisdiction

The parties to this Agreement irrevocably submit to the exclusive jurisdiction of the English Courts for the determination of disputes arising under this Agreement.