

LIA 09/10 Prospectus



The professional association for those
who give and support financial advice



Message from LIA President Jim Barry

The financial services industry has been severely hit by the current economic crisis and large scale changes are taking place. In such circumstances pursuing your personal and professional development can help you not just survive, but thrive, and help position you for future opportunities. LIA takes pride in helping members and students achieve their potential. That is why I am delighted to introduce **LIA's Education Prospectus for 2009/2010**.

In LIA we are constantly developing and evolving our suite of educational courses in order to better facilitate you in your growth. From 2009 / 2010 most of LIA's educational programmes will be offered through The Institute of Bankers *School of Professional Finance* (SPF), a recognised school affiliated with the UCD College of Business and Law. Hence, those who successfully complete a School of Professional Finance programme from 2009/2010 will receive their educational awards from UCD.

As part of the transition to The School of Professional Finance the courses which will now be

under the School of Professional Finance will be called Professional Certificates and Professional Diplomas. The QFA course, which is as popular as ever, will now be known as the Professional Diploma in Financial Advice. This benchmark qualification will still lead to the designation QFA, a designation established and recognised inside and outside the industry, from the Financial Regulator to the consumer.

Another big development for the 2009 / 2010 academic year is the launch of an exciting new qualification called Graduate Diploma in Financial Planning, in association with the Institute of Bankers in Ireland and the Irish Taxation Institute and offered through the *School of Professional Finance*. The Graduate Diploma in Financial Planning is awarded on successful completion of six modules. While this Graduate Diploma will be an excellent qualification in its own right, it has been approved by Financial Planning Standards Board Ireland (FPSB Ireland) as meeting the educational requirement for the prestigious CERTIFIED FINANCIAL PLANNER™ or CFP® certification,

which is being introduced to Ireland for the first time. Access to CFP certification will be open to holders of this Graduate Diploma who meet additional certification requirements.

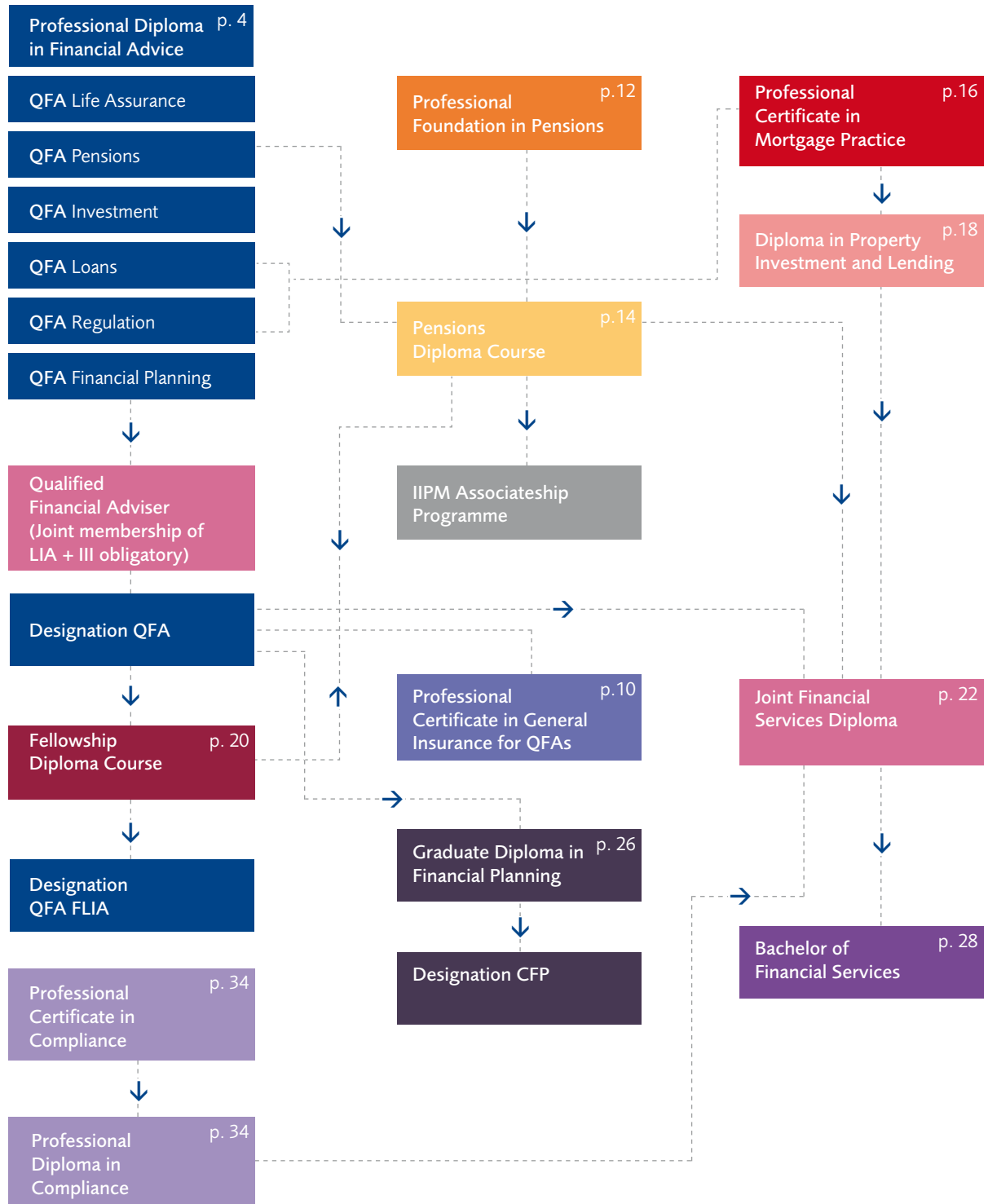
Of course we continue to offer courses in pensions and mortgages for those who wish to specialise, and our existing higher level qualifications such as the Fellowship Diploma (FLIA), Joint Financial Services Diploma (JFSD) and Bachelor of Financial Services Degree (BFS).

I have no doubt whatsoever that whichever course you choose you will find it to be an immensely rewarding experience – a path you will be grateful you started upon and one which will benefit you for years to come both personally and professionally.

Best of luck with your studies and exams, whichever course you choose.

Jim Barry QFA FLIA
LIA President 2009

Summary of Courses



Professional Diploma in Financial Advice

This diploma is the recognised benchmark qualification for those who work in the financial services industry and leads to the designation QFA.

Professional Certificate in General Insurance

This is a 'bridge' certificate for QFAs who also wish to advise / sell personal general insurance products

Professional Pensions Foundation

Relevant for individuals, working or aspiring to work within the pensions arena, the Professional Pensions Foundation Course is an excellent base.

Pensions Diploma Course

For those individuals, working or interested in working in pensions, the Pensions Diploma is a specialised qualification in this area.

Professional Certificate in Mortgage Practice

Ideal for those individuals seeking to develop and understand the basic principles and procedures in relation to mortgages.

Diploma in Property Investment and Lending

This course is for those who already hold the Certificate in Mortgage Practice and who are providing advice and support to borrowers about complex residential and commercial mortgages.

Fellowship Diploma Course

This specialist course is designed to build on your existing knowledge and skills to enable you to provide specialist advice on pension, investment and property issues for your clients.

Joint Financial Services Diploma

The Joint Financial Services Diploma (JFSD) is aimed at those who aspire to a management position in Financial Services.

Graduate Diploma in Financial Planning

A prestigious new qualification aimed at those who wish to develop their financial planning knowledge and skills to the highest international standards.

Bachelor of Financial Services Degree

Primarily for those in or aspiring to be in, a management or senior management position, this degree is essential. This course leads to the BFS Degree for LIA members who have been awarded the JFSD.

Professional Certificate and Diploma in Compliance

Ideal for individuals working or aspiring to work in a management or professional capacity within the compliance function in financial services.

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General Information

Our Mission

LIA's mission is:

"To improve the competence, standing and success of those who give and support financial advice."

We achieve this as a professional and educational association by providing education, training and development for all those working in financial services whether back office based, customer facing, providing financial advice or support.

About LIA

The Association is committed to the ongoing professionalism of the industry through the following services:

- > Competency testing and diploma courses recognised by the industry
- > Regular regional seminars with speakers of national and international renown
- > National seminars and workshops
- > The Professional - our educational and professional development journal
- > Use of designations recognised by the industry
- > Exchange of ideas with likeminded Professionals
- > The provision of a Continuous Professional Development Programme for QFAs (Qualified Financial Advisers), QFA FLIAs and CPD members
- > MyCPD - An online learning system for achieving formal CPD hours for QFAs, QFA FLIAs and CPD members. MyCPD is a joint venture of LIA and The Institute of Bankers in Ireland.

Links with other bodies

LIA has a policy of working in cooperation with other organisations on education and related matters.

This has always worked to the benefit of all concerned. LIA is happy to have formed close links with The Institute of Bankers in Ireland, The Association of Compliance Officers in Ireland, The Insurance Institute of Ireland, the Irish Brokers Association, the Professional Insurance Brokers Association, the Irish Institute of Pensions Managers, the Irish Taxation Institute and the Independent Mortgage Advisors Federation.

A number of LIA courses are now offered through The Institute of Bankers School of Professional Finance, a recognised school of University College Dublin, affiliated with the UCD College of Business and Law.

History

LIA was originally founded in the UK in 1972 and the first Irish region was established in Cork in 1978. Subsequently, regions were set up in Dublin, Limerick, Southeast, West of Ireland, Northeast, Northwest and Midlands. In May 1993, Life Insurance Association Ireland (LIA) became an autonomous body with the full support and encouragement of our colleagues in the UK.

LIA has a Board of Directors, a National Committee and eight Regional Committees which enable us to keep in contact with and carry out the wishes of our members. We have an office and staff in Dublin, who manage the day-to-day running of the Association.

Minimum Competency Requirements

On 25th July 2006, the Financial Regulator published Minimum Competency Requirements which apply to individuals who, on a professional basis, act for or on behalf of a regulated firm to provide advice to consumers on retail financial products, arrange or offer to arrange retail financial products for consumers or undertake certain specified activities.

The QFA designation is the only educational qualification that meets all* of the Financial Regulator's Minimum Competency Requirements for Retail Financial Advisors. The Professional Certificate in Mortgage Practice meets the Financial Regulator's Minimum Competency Requirements for selling or advising on housing loans and associated insurances.

* A bridge examination is required for QFAs who may offer limited advice on personal lines General Insurance products such as motor and household (See Professional Certificate in General Insurance for QFAs on page 10)

Transition to School of Professional Finance

From 2009/2010 most of LIA's educational programmes will be offered through The Institute of Bankers School of Professional Finance (SPF) (a recognised school of University College Dublin, affiliated with the UCD College of Business and Law). Hence, those who successfully complete a School of Professional Finance programme from 2009/2010 will receive their education award from UCD.

As part of the transition to The School of Professional Finance those courses which will now be under the *School of Professional Finance* will become Professional Certificates and Professional Diplomas.

Pass mark

The introduction of a single pass mark of 50% for all Professional Diploma and Professional Certificate modules has implications for MCQ assessed modules. For these modules correct responses will attract 3 marks, incorrect responses -1 mark and no response 0 mark.

Professional Diploma in Financial Advice

How Do I Apply?

Visit www.lia.ie to apply online or download an application form.

Closing dates for applications are published on the LIA website.

Modules

The Professional Diploma in Financial Advice modules are as follows:

- > QFA Life Assurance
- > QFA Pensions
- > QFA Investment
- > QFA Loans
- > QFA Regulation*
- > QFA Financial Planning*

*LIA membership required

Recognised Qualification under **Minimum Competency Requirements**

See page 3 for more details.

Those who pass the Professional Diploma in Financial Advice, previously known as the Qualified Financial Adviser Diploma (QFA® Diploma) may apply for the designation Qualified Financial Adviser. The QFA designation is the only qualification which satisfies the Financial Regulator's Minimum Competency Requirements across a broad range of financial products, for those who wish to sell, advise on, or undertake specified activities for five of the six categories of financial advice as set out by the Financial Regulator.

The QFA designation is increasingly being sought by industry employers when filling vacancies and promotional opportunities that arise in all areas of the financial services sector including management, sales support, as well as back office and administration functions.

The designation, Qualified Financial Adviser, and the designatory letters QFA are awarded to individuals who pass the Professional Diploma in Financial Advice. Continued use of this designation is subject to meeting Continuing Professional Development (CPD) requirements.

The Professional Diploma in Financial Advice with the QFA designation are the recognised benchmark qualification for all those who work in the financial services industry, and is a level 7 qualification on the National Qualifications Framework.

Who is this course for?

If you are a financial adviser, or if you aspire to becoming a financial adviser in the future, then the Professional Diploma in Financial Advice is the ideal

qualification for you to obtain. The Professional Diploma in Financial Advice will enhance the breadth and depth of your knowledge to provide consumers with sound professional advice, this knowledge is invaluable to develop a career in financial services. This Diploma will enhance your knowledge of all aspects of the financial services industry.

What are the entry requirements?

Any individual can enrol for the first five modules - QFA Life Assurance, QFA Pensions, QFA Investment, QFA Loans and QFA Regulation. However to be eligible to enrol for QFA Financial Planning candidates must have enrolled for, passed or be exempt from the first five modules.

Examinations

The Professional Diploma in Financial Advice exams are held three times a year in January, May and September and will take place in Athlone, Cork, Dublin, Galway, Letterkenny, Limerick and Waterford (subject to demand).

The exams for the first five modules are as follows:

- **Multiple-choice**
- **1 and a half hours duration**
- **80 questions**
- **Pass mark 50%**

QFA Financial Planning is as follows:

- **3 hours duration**
- **Written paper with three questions**
- **Pass mark 50%**

Students registering for QFA Financial Planning will be expected to have a working knowledge of all six modules of the Professional Diploma in Financial Advice as the examination may draw questions from any aspect of the course. Manuals for the first five modules are available to QFA Financial Planning students as reference material in the "Your LIA" section of the LIA website (www.lia.ie).

Examination dates and study information – see pages 42-44.

If applying for more than one module it is the responsibility of the student to ensure that the date and times of the exams do not clash.

Lectures

Lectures are run during each of the 3 terms for each of the modules of the Professional Diploma in Financial Advice. Four 3-hour lectures are available for Terms 1, 2 and 3. Lectures may be held separately or over the course of a weekend depending on the term.

Lecture dates and times are available in the "Education" and "Your LIA" sections of the LIA website www.lia.ie. Each student is responsible for checking when their next lecture is scheduled, even if they have yet to receive the course material.

All lectures are subject to adequate student demand.

Updates

The new manuals are available each September and will form the basis of the January (Term 1) exams. Updates for some modules will be available (following the Budget) from the end of January, free of charge in the "Your LIA" section of the LIA website. All modules may not require updates as this will be dependent on the outcome of the Budget.

Note: It is up to the individual student to check the availability of updates in the "Your LIA" section of the website at the end of January. Subsequent exams for Terms 2 and 3 (i.e. May and September) will be based on the following material:

September 2009 manual
+ January 2010 update
OR
January 2010 manual

Membership

Membership of LIA is not required for QFA Life Assurance, QFA Pensions, QFA Investment or QFA Loans. However, membership is essential when enrolling for QFA Regulation and/or QFA Financial Planning. Information on LIA membership can be found on page 39, the Membership Application Form can be downloaded from the LIA website (www.lia.ie).

Course Fees

The total cost of each module on the Professional Diploma in Financial Advice is €275 and includes examination entry, study manual and one cycle of lectures.

For those candidates re-registering from previous academic years, the fee is €170, which includes the new manual,

exam fee and a one day revision lecture session. Please note that re-registration fees only apply if registered on modules since September 2006; students registered prior to this pay full registration fees.

The cost for candidates wishing to repeat or defer within an academic year is €50, which covers the exam fee.

Fees are non-refundable and non-transferable.

Application for use of the QFA Designation and Membership

Candidates who have successfully completed the Professional Diploma in Financial Advice will receive a Diploma from UCD. A Graduation Ceremony takes place every Autumn.

In order to use the designation Qualified Financial Adviser – QFA candidates must apply to the QFA Board within a specified time frame upon successful completion of the final module of the Professional Diploma in Financial Advice.

QFA membership automatically includes membership of The Insurance Institute of Ireland (III). LIA administers the III portion of the fee on your behalf. The designation QFA is awarded jointly by these bodies, in conjunction with The Institute of Bankers in Ireland.

Qualified Financial Advisers are required to pay their annual III / LIA membership subscription by direct debit unless arrangements have been made through a Company Bulk Payment Scheme.

Course summary

QFA Life Assurance

- > Personal Financial Needs
- > Life Assurance Companies
- > Temporary Assurances
- > Whole of Life Assurances
- > Serious Illness Cover
- > Business Insurances
- > Savings and Investment Policies
- > Pension Policies
- > Annuities
- > Taxation
- > Starting a Policy
- > Paying Out Benefits
- > Wills and Succession Act Rights
- > Inflation and Compound Interest

QFA Pensions

- > The Need for Retirement Provision
- > Taxation
- > State Pension Benefits
- > Personal Pension Plans
- > Personal Retirement Savings Accounts (PRSAs)
- > Occupational Pension Schemes
- > AVCS
- > Small Self Administered Pension Schemes
- > Annuities
- > Approved Retirement Funds
- > Pension Fund Limits
- > Pension Fund Investment
- > Investment Restrictions
- > Pension Adjustment Orders
- > Regulation
- > Other Employee Benefits

QFA Investment

- > Financial Services Market
- > The Economy
- > Asset Classes
- > Deposits
- > Shares
- > Tracker Bonds
- > Bonds
- > Collective Investment Schemes
- > Offshore Funds
- > FILM and BES
- > Employee Share Incentives

QFA Loans

- > Introduction to Loans
- > Housing Loans
- > Comparing Housing Loans
- > Housing Loan Insurances
- > Arranging A Housing Loan
- > Debt Restructuring & Equity Release
- > Handling Arrears
- > Consumer Credit

QFA Regulation

- > Regulatory Bodies
- > Intermediaries
- > Consumer Protection Code
- > Markets in Financial Instruments Directive (MIFID)
- > Money Laundering
- > Distance Marketing
- > Data Protection and Privacy
- > Financial Services Ombudsman
- > Pensions Ombudsman
- > Investor Compensation
- > Competence
- > Unfair Terms in Consumer Contracts
- > Tax Evasion

Course summary continued

QFA Financial Planning

- > Factfinding
- > Financial Needs and Objectives
- > Taxation
- > Retirement Benefit Options
- > Marriage Breakdown
- > Comparing Products
- > Investment Risk
- > Investment Restrictions
- > Making a Recommendation
- > Case Studies
- > Client Review

This is a summary of the syllabus and is not a full statement of content.

Continuous Professional Development – CPD

All qualified QFA designation holders are required to comply with their CPD requirements as set out in the Continuous Professional Development (CPD) Programme, which is run under guidelines issued by the QFA Board.

Further details on the CPD Programme for QFA designates can be obtained from the website www.qfaboard.ie or by calling 01 4553018.

Failure to comply fully with the CPD programme will ultimately result in the loss of your QFA designation.

Credits and Exemptions for QFA Modules

Candidates, availing of credits or exemptions, should be aware that all students registering on QFA Financial Planning will be expected to have a very good working knowledge of all six modules of the Professional Diploma in Financial Advice as the examination may draw questions from any aspects of the course. Please note exemptions are not given against the QFA Financial Planning module.

Exemptions from non-LIA courses

All claims to LIA for exemptions from the Professional Diploma in Financial Advice modules due to UK or other qualifications already awarded, will be treated on a case-by-case basis.

You will need to supply LIA with such information as:

- **Qualification Name**
- **Awarding body, organisation or institution**
- **Detailed transcript of results**
- **Date award was granted**
- **Relevant course syllabus**
- **Exemption fee**

The relevant exemption application form is available to download from www.lia.ie.

Once LIA have this information a decision will be made regarding your claim for exemptions and you will receive a response as soon as possible.

Exemption fees are non-refundable even if the exemption(s) is not awarded.

See page 8 for Table of Exemptions.

Credits

Credits for those who have completed part of the old QFA Course:

Old course	Equivalent New Course
QFA 1	QFA Life Assurance and QFA Pensions
QFA 2	QFA Investment and QFA Loans
QFA 3	QFA Regulation
QFA 4	QFA Financial Planning
Pensions Foundation	QFA Pensions
FPD 1	QFA Life Assurance and QFA Pensions

Table of Exemptions

Achievement or Qualification

Financial Planning Certificate or Certificate in Financial Planning – (UK – CII)

Diploma in Financial Planning – (UK – CII)

Certificate in Financial Planning and Lifetime Mortgage Activities – (UK – CII)

Certificate in Financial Planning and Long Term Care Insurance (UK – CII)

Certificate in Mortgage Advice – (UK – CII)

Certificate for Financial Advisers – (UK – IFS)

Diploma for Financial Advisers – (UK – IFS)

Certificate in Mortgage Advice and Practice – (UK – IFS)

Certificate in Lifetime Mortgages – (UK – IFS)

Certificate in Investment Planning – (UK – CIOBS)

Mortgage Advice and Practice Certificate – (UK – CIOBS)

Associate of the Life Insurance Association by diploma, ALIA(dip) – (LIA)

Fellow of the Life Insurance Association by diploma, FLIA(dip) – (LIA) (Please note that holders of the FLIA(dip) will need to complete QFA – Financial Planning and also one of the mandatory modules of the Fellowship i.e. Pensions or Investment to obtain the QFA FLIA designation.)

Certificate in Investment Advice – Republic of Ireland – (IoB)

Certificate in Investment Planning – Northern Ireland – (IoB)

Graduate Diploma in Financial Planning – (IoBSPF, LIA, ITI (awarded by UCD))

Associate or Fellow of the Chartered Insurance Institute – (CII / III)

Diploma or Certificate of Insurance Practice (Life) – (III)

Diploma or Certificate of Insurance Practice (General) – (III)

Certificate in Mortgage Practice, Pre September 2006 – (IoB)

Certificate in Mortgage Practice, Post September 2006 – (IoB)

Mortgage Diploma Course (either old LIA Property & Mortgages or Mortgage Practice 1 and 2), Pre September 2006 – (LIA)

Mortgage Diploma Course, Post September 2006 – (LIA)

LIA Foundation Course – (LIA)

Certificate of Proficiency (Life) – (III)

Appropriate Test for the IIF Competency Scheme

Pensions Foundation Course (LIA / III / IIPM)

Investment Advice Module of LIA Pensions or Fellowship Diploma – (LIA)

Specialist Diploma in Pensions and Retirement Planning – (IoB)

Associate or Fellow of the Society of Actuaries in Ireland – (SAI)

Member, Associate or Fellow of the Irish Institute of Pension Managers – (IIPM)

Chartered Financial Analyst – (CFA Institute)

Registered Representative – Irish Stock Exchange or Specialist Certificate in Stockbroking – (IoB)

Associate of the Society of Investment Analysts in Ireland – (SIAI)

Certificate in Investment Management – (SIAI)

Registered Person: Securities Representative – (UK – SFA)

Certificate in Investment and Securities Level 3 : Unit 1 and 2 – (UK – Securities and Investment Institute)

NASD Series 7 Examination – (USA – NASD)

FINRA Series 7 Examination – (USA – FINRA)

Foundation Certificate in Compliance – (ACOI / IoB / LIA / III)

Professional Diploma in Compliance – (ACOI / IoB / LIA / III)

	Life Assurance	Pensions	Investment	Loans	Regulation	Financial Planning
	✓	✓	✓			
	✓	✓	✓			
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Professional Certificate in General Insurance for QFAs

How Do I Apply?

Visit www.lia.ie to download an application form.

Closing dates for applications are published on the LIA website.

Recognised Qualification under **Minimum Competency Requirements**

See page 3 for more details.

This is a one module course.

The Professional Certificate in General Insurance for QFAs expands on the Professional Diploma in Financial Advice to explain the concept of general insurance, legal and insurance principles and details insurance policies within the market. It explains the underwriting procedures and policy wordings, the claims procedure and details the risk management process of general insurance policies.

Who is this course for?

The Professional Certificate in General Insurance for QFAs has been designed as a "bridge" for QFAs to also meet the Financial Regulator's Minimum Competency Requirements to advise on / sell personal general insurance products (e.g. motor, health, property and travel).

Those holding the designation QFA already meet the Financial Regulator's Minimum Competency Requirements to advise on / sell the other five categories of retail financial products:

- > Life Assurance Protection Products
- > Shares, Bonds and other Investment Instruments
- > Savings, Investment and Pension Products
- > Housing Loans and Associated Insurances
- > Consumer Credit and Associated Insurances

What are the entry requirements?

Candidates must have already successfully completed the Professional Diploma in Financial Advice and hold the QFA designation.

Examinations

Exams are held three times a year in January, May and September, and take place in Athlone, Cork, Dublin, Galway, Letterkenny, Limerick and Waterford (subject to demand) and are as follows:

- **Multiple choice**
- **1 and a half hours duration**
- **80 questions**
- **Pass mark 50%**

For examination dates and study information see pages 42-44.

If applying for more than one module it is the responsibility of the student to ensure that the dates and times of exams do not clash.

Lectures

Four 3-hour lectures are available for Terms 1 and 2. The lectures for Term 3 are held over two full days.

Lecture dates and times are available in the "Education" and "Your LIA" sections of the LIA website www.lia.ie. Each student is responsible for checking when their next lecture is scheduled, even if they have yet to receive the course material.

All lectures are subject to adequate student demand.

Course Fees

The total cost is €275 and includes examination entry, study manual and one cycle of lectures.

For those candidates re-registering from previous academic years, the fee is €170, which includes the new manual and exam fee.

The cost for candidates wishing to repeat or defer within an academic year is €50, which covers the exam fee.

Fees are non-refundable and non-transferable.

Course Summary

(This is a one module qualification)

Section 1 – General Insurance and the Insurance Market

- > Risk and General Insurance
- > The General Insurance Market

Section 2 – General Insurance Market Regulation

- > Compulsory Insurance
- > Statutory Regulation
- > Industry Organisations

Section 3 – General Insurance Products and Associated Services

- > Insurance Products
- > Non-Insurance Services

Section 4 – General Insurance Legal Principles

Section 5 – General Insurance Procedures and Policy Wordings

- > General Insurance Underwriting Procedures
- > Premium Payment
- > General Insurance Policy Wordings

Section 6 – General Insurance Claims

- > Valid Claims
- > General Insurance Claims Settlement

This is a summary of the syllabus and is not a full statement of content.

Professional Foundation in Pensions

How Do I Apply?

Visit www.lia.ie to apply online or download an application form.

Closing dates for applications are published on the LIA website.

This is a one module course.

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The Professional Foundation in Pensions is essentially the QFA Pensions module of the Professional Diploma in Financial Advice. It provides an independent assessment of basic competency in pensions and related areas. Successful candidates can, if they wish, continue their education by then enrolling for the LIA Pensions Diploma or the IIPM's Associateship Programme which leads to the designation AIIPM.

Who is this course for?

For those working in, or aspiring to work within, the pensions arena, the Professional Foundation in Pensions is an excellent base providing specialist pensions knowledge.

Examinations

The Professional Foundation in Pensions exam is held three times a year in January, May and September, and takes place in Athlone, Cork, Dublin, Galway, Letterkenny, Limerick and Waterford (subject to demand) and is as follows:

- **Multiple-choice**
- **1 and a half hours duration**
- **80 questions**
- **Pass mark 50%**

For examination dates and study information see pages 42-44.

If applying for more than one module it is the responsibility of the student to ensure that the dates and times of exams do not clash.

Lectures

Lectures are run during each of the three terms with four 3-hour lectures available for Terms 1, 2 and 3. Lectures may be held separately or over the course of a weekend depending on the term.

Lecture dates and times are available in the "Education" and "Your LIA" sections of the LIA website www.lia.ie. Each student is responsible for checking when their next lecture is scheduled, even if they have yet to receive the course material.

All lectures are subject to adequate student demand.

Updates

The new manual is available each September and will form the basis for the January (Term 1) exams. An update may be made available (following the budget) from the end of January, free of charge, in the "Your LIA" section of the LIA website www.lia.ie. The Professional Foundation in Pensions may not always require an update as this will be dependent on the outcome of the Budget.

Note: It is up to individual students to check the availability of the update in January. Subsequent exams for terms 2 and 3 (i.e. May and September) will be based on the following material:

September 2009 manual
+ January 2010 update
(where applicable)
OR
January 2010 manual

Course Fees

The total cost of the Professional Foundation in Pensions is €275 and includes examination entry, study manual and one cycle of lectures.

For those candidates re-registering from previous academic years, the fee is €170, which includes the new manual and exam fee and a one day revision lecture session.

Please note that re-registration fees only apply if registered on the Pensions Foundation course since September 2006. All other students registered prior to this pay full registration fees.

The cost for candidates wishing to repeat or defer within an academic year is €50, which covers the exam fee.

You are not required to be a member of LIA to study for the Pensions Foundation course.

Fees are non-refundable and non-transferable.

Course Summary

- | | |
|--|-----------------------------|
| > The Need for Retirement Provision | > Annuities |
| > Taxation | > Approved Retirement Funds |
| > State Pension Benefits | > Pension Fund Limits |
| > Personal Pension Plans | > Pension Fund Investment |
| > Personal Retirement Savings Accounts (PRSAs) | > Investment Restrictions |
| > Occupational Pension Schemes | > Pension Adjustment Orders |
| > AVCS | > Regulation |
| > Small Self Administered Pension Schemes | > Other Employee Benefits |

This is a summary of the syllabus and is not a full statement of content.

Pensions Diploma Course

How Do I Apply?

Visit www.lia.ie to download an application form.

Closing dates for applications are published on the LIA website.

Modules

This distance learning course comprises the following modules:

- > QFA Pensions/Pensions Foundation
- > Retirement Provision*
- > Retirement Planning Advice*

* LIA membership required

The Pensions Diploma is granted to students who successfully pass all examinations within 2 years of registering for the Pensions Diploma Course. A Graduation Ceremony takes place every Autumn and successful candidates will be invited to receive their diplomas there.

Who is this course for?

For those working, or aspiring to work within, the pensions arena, the Pensions Diploma is an excellent specialist qualification.

Examinations

QFA Pensions / Pensions Foundation exams are held 3 times a year in January, May and September and will take place in Athlone, Cork, Dublin, Galway, Letterkenny, Limerick and Waterford (subject to demand), and are as follows

- **Multiple Choice**
- **1 and a half hours duration**
- **80 questions**
- **Pass mark 50%**

Retirement Provision and Retirement Planning Advice exams are held twice a year in February and July and will take place in Cork, Dublin, Galway, Limerick and Waterford (subject to demand) and are as follows:

- **3 hour written paper**
- **6 questions**
- **Pass mark 50%**

For examination dates and study information see pages 42-44.

If applying for more than one module it is the responsibility of the student to ensure that the dates and times of exams do not clash.

Lectures

QFA Pensions / Pensions Foundation

Lectures are run during each of the 3 terms. Four 3-hour lectures are available for Term 1, 2 and 3. Lectures may be held separately or over the course of a weekend depending on the term.

Lecture dates and times are available in the "Education" and "Your LIA" sections of the LIA website. Each student is responsible for checking when their next lecture is scheduled, even if they have yet to receive the course material.

Retirement Provision and Retirement Planning Advice

Lectures are optional and are usually offered a month to six weeks in advance of each exam (subject to minimum numbers, at an additional cost to the course fees). Notification of dates, times and venues will be issued to all registered students.

Membership of LIA

Membership of LIA is required for enrolment in Retirement Provision and Retirement Planning Advice. See page 39-41 for membership details, the Membership Application Form can be downloaded from the LIA website (www.lia.ie).

Course Fees

The total cost of QFA Pensions/ Pensions Foundation is €275 and includes course material, examination fee and one cycle of lectures. The remaining modules cost €305 each and includes course material and examination fee. Lectures can be taken for an additional fee.

For those candidates re-registering from previous academic years the fee is €170 which includes the new manual and the exam fee. For candidates re-registering on the QFA Pensions / Pensions Foundation module the re-registration fee also includes a one day revision lecture session.

Please note that re-registration fees only apply if registered on the Pensions Foundation course module since September 2006. All other students registered prior to this pay full registrations fees.

Credits

Credits for those who have completed part of the previous Pensions Diploma Course:

Old course	Equivalent New Course
Pensions Foundation	QFA Pensions
QFA 1	QFA Pensions
Pensions module	One of the new Retirement options
Investment Advice	One of the new Retirement options

The cost for candidates wishing to repeat or defer within an academic year is €50, which covers the exam fee.

Fees are non-refundable and non-transferable.

Course Summary

QFA Pensions / Pensions Foundation

- > The Need for Retirement Provision
- > Taxation
- > State Pension Benefits
- > Personal Retirement Savings Accounts (PRSAs)
- > Occupational Pension Schemes
- > AVCS
- > Small Self Administered Pension Schemes
- > Annuities
- > Approved Retirement Funds
- > Pension Fund Limits
- > Pension Fund Investment
- > Investment Restrictions
- > Pension Adjustment Orders
- > Regulation
- > Other Employee Benefits

Retirement Provision

- > Pension Coverage
- > The National Pensions Reserve Fund
- > Retirement Funding
- > Funding Calculations
- > Defined Benefit Scheme Funding
- > Investment Asset Classes
- > Investment Management
- > Collective Investment Schemes

Retirement Planning Advice

- > Setting up an Occupational Pension Scheme
- > Employee Benefit Design
- > Employee Obligations
- > Investment Fund Choice
- > Transferring Retirement Benefits
- > Retirement Benefit Options
- > Resolving Disputes

This is a summary of the syllabus and is not a full statement of content.

Professional Certificate in Mortgage Practice

How Do I Apply?

Visit www.lia.ie to download an application form.

Closing dates for applications are published on the LIA website.

Modules

The Professional Certificate in Mortgage Advice comprises the following modules:

- > QFA Loans
- > QFA Regulation*
- > Mortgage Advice*

*LIA membership required

Recognised Qualification under **Minimum Competency Requirements**

See page 3 for more details.

Mortgage providers have developed a wide range of products to meet market needs. A thorough understanding of underlying principles is essential if you are working in the area. Understanding and establishing customer needs and capability is fundamental and when complimented with appropriate experience, ensures that you are in a position to deal comprehensively with enquiries and applications for residential mortgages and related investment products.

The Professional Certificate in Mortgage Practice is granted to students who successfully pass the examinations for the three modules within 2 years of registering for this course.

The Professional Certificate in Mortgage Practice is a Level 7 qualification on the National Qualifications Framework.

A Graduation Ceremony takes place every Autumn and successful candidates will be invited to receive their certificates there.

This course is offered in partnership with The Institute of Bankers in Ireland.

Who is this course for?

The course is designed for those seeking to develop and understand the basic principles and procedures in relation to mortgages and loans in general. The course also looks at the regulation of financial service providers. As a result of the current financial crisis and the changing property market, a new area covered in this course includes debt mediation and account management.

What are the entry requirements?

To enrol for the Mortgage Advice module, candidates must have registered for, passed or be exempt from QFA Loans and QFA Regulations.

Examinations

QFA Loans and QFA Regulation exams are held three times a year in January, May and September and will take place in Athlone, Cork, Dublin, Galway, Letterkenny, Limerick and Waterford (subject to demand). They are as follows:

- **Multiple choice**
- **1 and a half hours duration**
- **80 questions**
- **Pass mark 50%**

Mortgage Advice exams are held twice a year in May and September and will take place in Athlone, Cork, Dublin, Galway, Letterkenny, Limerick and Waterford (subject to demand) and are as follows:

- **2 hour written paper**
- **3 written questions**
- **Pass mark 50%**

For examination dates and study information see pages 42-44.

If applying for more than one module it is the responsibility of the student to ensure that the dates and times of exams do not clash.

Lectures

QFA Loans and QFA Regulation

Lectures are run during each of the 3 terms. Four 3-hour lectures are available for Terms 1, 2 and 3. Lectures may be held separately or over the course of a weekend depending on the term.

Lecture dates and times are available in the "Education" and "Your LIA" sections of the LIA website www.lia.ie. Each student is responsible for checking when their next lecture is scheduled, even if they have yet to receive the course material.

All lectures are subject to adequate student demand.

Mortgage Advice

One set of four 3-hour lectures will be held in Term 2. The lectures for Term 3 are held over 2 full days.

Lecture dates and times are available in the "Education" and "Your LIA" sections of the LIA website. Each student has responsibility for checking when their next lecture is scheduled, even if they have yet to receive the course material.

All lectures are subject to adequate student demand.

Course Fees

The cost per module for QFA Loans and QFA Regulation is €275, Mortgage Advice is €390. These fees include course material, exam fee and one cycle of lectures.

For those candidates re-registering from previous academic years the fee is €170, which includes the new manual and exam fee. For candidates re-registering on the QFA Loans and QFA Regulation modules the re-registration fee also includes a one day revision lecture session. Please note that the re-registration fees only apply if registered on the Certificate in Mortgage Practice since September 2006, all other students registered prior to this pay full registration fees.

Credits

Credits for those who have completed part of the old Mortgage Diploma Course:

Old course	Equivalent New Course
Mortgage Practice 1	QFA Loans
Mortgage Practice 2	Mortgage Advice

The cost for candidates wishing to repeat or defer within an academic year is €50, which covers the exam fee.

Fees are non-refundable and non-transferable.

Membership of LIA

Membership of LIA is required when registering for QFA Regulation and/or Mortgage Advice. See page 39-41 for membership details, the Membership Application Form can be downloaded from the LIA website www.lia.ie.

Course Summary

QFA Loans

- > Housing Loans
- > Comparing Housing Loans
- > Housing Loan Insurances
- > Arranging A Housing Loan
- > Debt Restructuring & Equity Release
- > Handling Arrears
- > Consumer Credit

QFA Regulation

- > Regulatory Bodies
- > Intermediaries
- > Consumer Protection Code
- > Markets in Financial Instruments Directive (MIFID)
- > Money Laundering
- > Distance Marketing
- > Data Protection and Privacy
- > Financial Services Ombudsman

- > Pensions Ombudsman
- > Investor Compensation
- > Competence
- > Unfair Terms in Consumer Contracts
- > Tax Evasion

Mortgage Advice

- > The Irish Residential Mortgage Market
- > Statutory Bodies & Legislation
- > Property & Land Ownership
- > Matching the Borrowers Needs
- > Specialised Lending
- > Mortgage Underwriting & Lending process
- > Taxation & Reliefs
- > Mortgage & Property Completion Process
- > Debt Mediation & Account Management
- > Handling complaints
- > Case Studies

This is a summary of the syllabus and is not a full statement of content.

Diploma in Property Investment and Lending

How Do I Apply?

Visit www.lia.ie to download an application form.

Closing dates for applications are published on the LIA website.

Modules

The Diploma in Property Investment and Lending comprises the following modules:

- > Alternative Residential Lending and Residential Property Investment
- > Commercial Property Investment

The course is a natural progression from the Professional Certificate in Mortgage Practice, and covers the more complex areas of mortgage lending for Residential Investment and Commercial purposes.

New products and services have developed, tailored to the needs of an increasingly diverse customer base, within the Irish residential and commercial mortgage markets, in recent years.

There is an increasing need to ensure that quality, customer specific, advice is provided. This course has been designed to deepen the knowledge and understanding of more complex residential mortgages, with particular emphasis on sub-prime mortgages and residential property investments. The course will also equip participants with the necessary knowledge of the main commercial property sectors.

Who is this course for?

This course is for those who already hold the Professional Certificate in Mortgage Practice and who are providing advice and support to borrowers about complex residential and commercial mortgages.

This Diploma will:

- > Develop your understanding of the Irish residential investment market and of the mortgage products suitable for the residential property investor.
- > Expand your knowledge of the developing Irish sub-prime mortgage sector.
- > Build understanding of the various sectors of Commercial Property (development land, offices, shops and industrial property) and the mortgage products which are appropriate.
- > Provide further insight into the legal and taxation issues arising for investors.

What are the entry requirements?

Candidates must have successfully completed the Professional Certificate in Mortgage Practice.

Examinations

Alternative Residential Lending and Residential Property Investment exams are held twice a year in January and May; Commercial Property Investment exams are held twice a year in May and September. Exams for both take place in Cork, Dublin, Galway, Limerick and Waterford (subject to demand) and are as follows:

- **3 hour written paper**
- **3 written questions**
- **Pass mark 50%**

For examination dates and study information see pages 42-44.

If applying for more than one module it is the responsibility of the student to ensure that the dates and times of exams do not clash.

Lectures

Alternative Residential Lending and Residential Property Investment

One set of four 3-hour lectures will be held in Term 1 and Term 2.

Commercial Property Investment

One set of four 3-hour lectures will be held in Term 2 and Term 3.

Lecture dates and times are available in the 'Education' and 'Your LIA' sections of the LIA website. Each student is responsible for checking when their next lecture is scheduled, even if they have yet to receive the course material.

All lectures are subject to adequate student demand.

Please note students are required to have an excellent working knowledge of

the Professional Certificate in Mortgage Practice as the examination may also draw on your knowledge from this course.

Course Fees

The total cost per module is €680 and includes examination entry, study manual and one cycle of lectures.

For those candidates re-registering from the previous academic year the fee is €170 which includes the new manual and the exam fee.

The cost for candidates wishing to repeat or defer within an academic year is €50, which covers the exam fee.

Membership of LIA is essential for enrolment in the Diploma in Property, Investment and Lending.

Fees are non-refundable and non-transferable.

Course Summary

Alternative Residential Lending and Residential Property Investment

- > Irish Property Investment Market
- > Specialised Lending
- > Application & Approval Process
- > Taxation – Investment Property
- > Landlord Obligations
- > Residential Tenancies Act 2004
- > Legal Process in Property Purchase
- > Tax Incentive Schemes
- > Property Management

Commercial Property Investment*

- > Commercial Property Investment
- > The Irish Commercial Property Market
- > The Legal, Regulatory and Tax Environment
- > Overview of the Lending Process
- > Commercial Mortgage Products
- > Commercial Property Loan Application Process
- > The Planning Process
- > Property Development
- > Property Development Loan Application Process

*This is the 2008/2009 course content and is subject to change in order to ensure the material reflects the current environment.

This is a summary of the syllabus and is not a full statement of content.

Fellowship Diploma Course

How Do I Apply?

Visit www.lia.ie to download an application form.

Closing dates for applications are published on the LIA website.

Modules

Candidates for the Fellowship Diploma must successfully complete 4 of the following modules:

- > Retirement Provision
- > Retirement Planning Advice
- > Investment Advice
- > Alternative Residential Lending and Residential Property Investment
- > Commercial Property Investment

Who is this course for?

This course is aimed at those who have already achieved the benchmark level of competence in financial services i.e. Qualified Financial Advisors (QFAs). This specialist course is designed to build on your existing knowledge and skills to enable you to provide specialist advice on pensions and investment issues for your clients.

Entry Requirements

QFA status must have been attained in order to be eligible to study for the Fellowship Diploma.

Examinations

The Fellowship examinations are held twice a year and are 3 hour written papers with exams being held in Cork, Dublin, Galway, Limerick and Waterford (subject to demand).

For examination dates and study information see pages 42-44.

If applying for more than one module it is the responsibility of the student to ensure that the dates and times of exams do not clash.

Lectures

Retirement Provision, Retirement Planning Advice and Investment Advice

These lectures are optional and the relevant details (including lecture fees) will be issued to registered students later in the academic year.

Alternative Residential Lending and Residential Property Investment

One set of four 3-hour lectures will be held in Term 1 and Term 2.

Commercial Property Investment

One set of four 3-hour lectures will be held in Term 2 and Term 3.

Please note that students are required to have an excellent working knowledge of the Professional Certificate in Mortgage Practice as the examination also draws on your knowledge of this course. The Mortgage Advice manual will be available to download from 'Your LIA' free of charge.

Examination questions may be drawn from this module, it is vital one reads the manual as reference.

Course Fees

The cost of Retirement Provision, Retirement Planning Advice and Investment Advice is €305 per module. Fees include course material and examination fee. Alternative Residential Lending and Residential Property Investment, and Commercial Property Investment are €680 per module and includes course material, examination fee and one cycle of lectures.

For those candidates re-registering from previous years the fee is €170 which includes the new manual and the exam fee.

The cost for candidates wishing to repeat or defer within an academic year is €50, which covers the exam fee.

Membership of LIA is essential for enrolment in the Fellowship Course.

Fees are non-refundable and non-transferable.

Qualification and Designation

When you have passed the Fellowship Diploma you will have attained a recognised professional qualification. You will be entitled to use the designation QFA FLIA as long as you remain a paid up member of LIA and The Insurance Institute of Ireland (LIA qualified membership automatically includes membership of the III) and partake in the CPD Programme (see page 9 for details).

Successful candidates will be invited to receive their diplomas at a Graduation ceremony. The ceremony takes place every Autumn.

Credits

Credits for candidates who have completed part of the old Course:

Old course Financial Subjects	Equivalent New Course
Pensions	One of the 2 pensions modules (Retirement Provision or Retirement Planning Advice)
Investment Advice	Investment Advice

Course Summary

Retirement Provision

- > Pension Coverage
- > The National Pensions Reserve Fund
- > Retirement Funding
- > Funding Calculations
- > Defined Benefit Scheme Funding
- > Investment Asset Classes
- > Investment Management
- > Collective Investment Schemes

Retirement Planning Advice

- > Setting Up an Occupational Pension Scheme
- > Employee Benefit Design
- > Employers Obligations
- > Investment Fund Choice
- > Transferring Retirement Benefits
- > Retirement Benefit Options
- > Resolving Disputes

Investment Advice

- > The Nature of Investment
- > Investment Assets
- > The Real Economy and Markets
- > Speculation, Euphoria, Bubbles and Crashes
- > Investment Guidelines
- > Pension Schemes
- > Pension Fund Investment Requirements
- > Pension Fund Investment Strategy
- > The Investment Mandate for a Pension Fund
- > The Investment Manager
- > Investment Management Styles

- > Investment Decision Making
- > Active Investment Management
- > Risk Control
- > Appointing the Investment Manager
- > Fund Performance Measurement
- > Safekeeping the Investment Portfolio's Assets

Alternative Residential Lending and Residential Property Investment

- > Irish Property Investment Market
- > Specialised Lending
- > Application & Approval Process
- > Taxation – Investment Property
- > Landlord Obligations
- > Residential Tenancies Act 2004
- > Legal Process in Property Purchase
- > Tax Incentive Schemes
- > Property Management

Commercial Property Investment*

- > Commercial Property Investment
- > The Irish Commercial Property Market
- > The Legal, Regulatory and Tax Environment
- > Overview of the Lending Process
- > Commercial Mortgage Products
- > Commercial Property Loan Application Process
- > The Planning Process
- > Property Development
- > Property Development Loan Application Process

*This is the 2008/2009 course content and is subject to change in order to ensure the material reflects the current environment.

Joint Financial Services Diploma

How Do I Apply?

Visit www.lia.ie to download an application form.

Closing dates for applications are published on the LIA website.

The Joint Financial Services Diploma is a joint qualification of the LIA, The Institute of Bankers in Ireland and The Insurance Institute of Ireland. Within a common framework LIA and the other bodies provide subjects designed for their own members as well as common subjects.

The JFSD is a 12-module qualification with a mix of Business Studies subjects

and Financial Services subjects. A key feature of the JFSD is that you receive credits for modules passed. The Joint Financial Services Diploma is awarded on successful attainment of 60 ECTS (European Credit Transfer System) credits, with 30 credits coming from Financial Services modules and 30 credits coming from Business Studies modules. Five credits are attained on passing each module.

This qualification gives the opportunity to apply for direct entry to Level 2 of the Bachelor of Financial Services, subject to matriculation (See BFS level 2 page 30 for matriculation requirements).

Who is this course for?

The Joint Financial Services Diploma (JFSD) is aimed at those who aspire to a management position in financial services and also offers a route to life-long learning. It is recognised in all sectors of the industry as a relevant qualification and is an excellent educational foundation for a management career in the industry.

Modules

The Joint Financial Services Diploma is awarded on successful attainment of 12 modules / 60 ECTS (European Credit Transfer System) credits. Five ECTS are attained on passing each module, therefore 12 modules are required in order to be awarded the Joint Financial Services Diploma, 6 financial services modules and 6 business modules.

Financial Services Modules

- > Professional Diploma in Financial Advice (6 modules)
- > Professional Certificate in General Insurance for QFAs
- > Professional Foundation in Pensions
- > Retirement Provision
- > Retirement Planning Advice
- > Investment Advice
- > Mortgage Advice
- > Professional Certificate in Compliance (2 modules)
- > Professional Diploma in Compliance (2 modules)
- > Alternative Residential Lending and Residential Property Investment
- > Commercial Property Investment

Business Modules

- > Marketing (1 and 2)
- > Economics (Micro Economics and Macro Economics)
- > Financial Information (An Introduction to Financial Accounting Information and Information for Management Decision Making)
- > Managing People (Management & Organisational Behaviour 1 and 2)

Note: Both Financial Information modules along with Micro Economics and Macro Economics are all pre-requisites for those wishing to progress on to Stage 2 of the BFS)

What are the entry requirements?

To enrol for the Joint Financial Services Diploma candidates must have:

- **School leaving qualification; or**
- **A Certificate or Diploma from a third level college; or**
- **A non-business Degree**

Examinations

Examinations for Financial Services modules are detailed elsewhere in this prospectus:

- **Professional Diploma in Financial Advice (page 4)**
- **Professional Certificate in General Insurance (page 10)**
- **Professional Foundation in Pensions (page 12)**
- **Pensions Diploma Course (page 14)**
- **Professional Certificate in Mortgage Practice (page 16)**
- **Diploma in Property Investment and Lending (page 18)**
- **Professional Certificate in Compliance (page 36)**
- **Professional Diploma in Compliance (page 36)**

Business Examinations:

Each module comprises a two hour written paper and takes place twice yearly. Examinations are held in Athlone, Cork, Dublin, Galway, Letterkenny, Limerick and Waterford (subject to demand).

For examination dates and study information see pages 42-44.

If applying for more than one module it is the responsibility of the student to ensure that the dates and times of exams do not clash.

Is there any particular sequence in which I ought to take JFSD modules?

You may sit any number of modules at an examination sitting subject to examination timetables. However, you should note the following when selecting modules:

- a) Management & Organisational Behaviour 1 **must** be taken before Management & Organisational Behaviour 2.
- b) Introduction to Financial Accounting Information **must** be taken before Information for Management Decision Making.
- c) Marketing 1 **must** be taken before Marketing 2.
- d) As some modules are examined at the same time you should select your modules carefully (see examination schedule). If you select modules that are examined at the same time, one module must be re-registered to the second sitting. However, you should note that the second sitting examinations are resits for the originals first sitting examinations. There are no resits for the second sitting of the examinations.

Lectures

Lectures are included in the course fees. Lectures for the Business subjects are only held for the first exam sitting in the academic year.

Lecture dates and times are available in the "Education" and "Your LIA" sections of the LIA website www.lia.ie. Each student has responsibility for checking when their next lecture is scheduled, even if they have yet to receive the course material.

All lectures are subject to adequate student demand.

Exemptions

Holders of other relevant qualifications may apply for exemptions from JFSD modules.

You must apply for any exemption(s) prior to submitting your module application (do not submit along with your module application). Exemption application forms and details of exemptions from the JFSD are available on the LIA website www.lia.ie

All claims to the exemptions will be treated on a case-by-case basis.

You will need to supply LIA with such information as:

- **Qualification name**
- **Awarding body, organisation or institution**
- **Detailed transcript of results**
- **Date award was granted**
- **Relevant course syllabus**
- **Exemption fee**

Once LIA have this information, a decision will be made regarding your claim for exemptions and you will receive a response as soon as possible.

Exemption fees are non refundable even if the exemption is not awarded.

Course Fees

Course fees for financial services subjects are listed under the relevant course. The total cost of each business subject is €390 and includes course material, examination fee and one cycle of lectures.

For those candidates re-registering from previous academic years the fee is €170 which includes the new manual and exam fee.

The cost for candidates wishing to repeat or defer within an academic year is €50, which covers the exam fee.

Membership of LIA is required when undertaking most modules of the JFSD.

Fees are non-refundable and non-transferable.

Course Summary

Financial Services subjects

Contents of Financial Services modules are detailed elsewhere in the Prospectus.

- > Professional Diploma in Financial Advice (page 4)
- > Professional Certificate in General Insurance (page 10)
- > Professional Foundation in Pensions (page 12)
- > Pensions Diploma Course (page 14)
- > Professional Certificate in Mortgage Practice (page 16)
- > Diploma in Property Investment and Lending (page 18)
- > Professional Certificate in Compliance (page 36)
- > Professional Diploma in Compliance (page 36)

Business Studies subjects

Micro Economics

- > Overview of Economic Systems
- > Resource Allocation
- > Price, Demand, Supply
- > Elasticity
- > Competition
- > Markets

Macro Economics

- > Economic Growth
- > Inflation
- > International Trade
- > Employment
- > National Income
- > Money and Banking
- > Monetary and Fiscal Policy
- > Balance of Payments
- > Monetary Union

Course Summary continued

Introduction to Financial Accounting Information

- > Users of Accounts and Their Needs
- > Fundamental Principles and Concepts of Accounts and Reporting
- > Primary Financial Statements
- > Interpretation
- > Audit Reporting

Information for Management Decision Making

- > Management Accounting
- > Techniques for Use in Decision Making
- > Costs and Their Management
- > Cost/Value/Profit
- > Budgeting, Planning & Control
- > Investment Appraisal

Marketing 1

- > Role of Marketing in Financial Services
- > Marketing Implementation – the 4 Ps
- > Marketing Communications

Marketing 2

- > Marketing Plan
- > Competitor Analysis
- > Consumer Behaviour
- > Relationship Marketing
- > Marketing Information and Research
- > Target Marketing
- > Contemporary Issues in Marketing Including Reputation, Corporate Social Responsibility, and E-Commerce

Management and Organisational Behaviour 1

- > Organisations
- > Behaviour, Attitudes, Perception and Motivation
- > Communication and Decision Making
- > Reward Systems and Appraisal
- > Recruitment and Selection

Management and Organisational Behaviour 2

- > Group Behaviour and Organisation
- > Formation, Communication and Decision Making of Groups
- > Conflict, Culture and Change
- > Leadership
- > Ethics

The above is a summary of the syllabi and is not a full statement of content.

Graduate Diploma in Financial Planning

How Do I Apply?

Visit www.lia.ie to download an application form

Closing dates for applications are published on the LIA website.

Modules

Year 1

- > Principles and Ethics of Personal Financial Planning
- > Asset Management
- > Retirement Planning
- > Tax and Estate Planning

Year 2

- > Financial and Risk Management
- > Integrated Personal Financial Planning

Who is this course for?

The Graduate Diploma in Financial Planning is a prestigious new qualification aimed at those who wish to develop their financial planning knowledge and skills to the highest international standards. This is a joint initiative of LIA, The Institute of Bankers in Ireland, and the Irish Taxation Institute.

This new Graduate Diploma in Financial Planning is being delivered by the Institute of Bankers School of Professional Finance (a recognised school of UCD, affiliated with the UCD College of Business and Law).

This Graduate Diploma is ideal for Qualified Financial Advisers (QFAs), AITI qualified Registered Tax Consultants, Accountants, Business Graduates and other professionals who wish to enhance their knowledge and skills to postgraduate level. It will help them develop careers as professionals providing complex and wide-ranging financial planning for their clients.

On successful completion of the Graduate Diploma in Financial Planning candidates will be able to:

- > Employ the constituent disciplines underpinning financial planning, including investments, pensions, taxation and estate planning
- > Apply the analytical, problem solving and decision making skills required to undertake complex and comprehensive financial planning
- > Evaluate economic, financial and other relevant data to create integrated financial plans
- > Integrate a deep understanding of professional values and ethical issues with excellence in financial planning execution

What are the entry requirements?

Admission to this course will be open to the following:

- > Honours Business graduates
- > QFAs with three years' relevant work experience
- > AITI qualified Registered Tax Consultants
- > ACIIs/FCIIs
- > Solicitors and Barristers
- > Members of the professional accountancy bodies (ICAI, ACCA, CIMA, ICPA)

Examinations

Students will be assessed by a combination of examinations and continuous assessment, based on assignments and case studies.

Lectures

The Graduate Diploma in Financial Planning will commence in September 2009. It is an 18 month programme consisting of 6 modules, delivered over 2 evenings per week for three semesters.

- **Semester One Sept 2009 – Jan 2010**
- **Semester Two Feb 2010 – May 2010**
- **Semester Three Sept 2010 – Jan 2011**

Each module will be delivered by way of twelve 2 and a half hour lectures/workshops. Dublin lectures will be held on two evenings per week while lectures outside Dublin may be offered at weekends for convenience. Subject to operational constraints and academic requirements, students may opt to take either one or two modules each semester. Students commencing in September 2009 (and taking 2 modules per semester) may, therefore, expect to complete the Diploma in January 2011.

Successful candidates who wish to proceed to CFP certification will then have to meet the requirements laid down by FPSB Ireland, which include a final certification examination.

A detailed course timetable will be available on www.lia.ie.

Exemptions

Holders of the AITI qualification are eligible to apply for an exemption from the Tax and Estate Planning module of the Graduate Diploma. If you wish to apply for this exemption, please indicate accordingly on the application form. (An administration fee of €50 will be payable in respect of processing any exemption applications).

It has been agreed by the QFA Board that holders of the Graduate Diploma in Financial Planning will, on application, receive exemptions from the following QFA Modules: QFA Investment, QFA Life Assurance, QFA Pensions and QFA Financial Planning.

Course Fees

A fee of €1,000 per module will be payable.

Location

The course will be delivered by lectures in Dublin city centre and in one location outside Dublin (subject to demand and ease of access).

Award

Those who successfully complete the course will be awarded the Graduate Diploma in Financial Planning by UCD. This is a Level 9 qualification on the National Framework of Qualifications and carries 60 ECTS credits.

Gateway to Prestigious International Designation – Certified Financial Planner™ (CFP™)

The CFP certification is the world's most widely respected financial planning designation and it marks the individual CFP professional as being knowledgeable, competent, ethical and professional to the highest global standards. At present there are 118,000 CFP professionals in 22 countries around the world and this number is expected to continue to grow at a steady pace.

Candidates for CFP certification must pass the Certification Examination of the Financial Planning Standards Board Ireland Limited (FPSB Ireland). To meet the educational requirements for sitting the Certification Examination, individuals must hold both the Qualified Financial Adviser (QFA) designation and the Graduate Diploma in Financial Planning (See "Certification Requirements for Certified Financial Planner Professionals" below).

Course Summary

Year 1

Principles and Ethics of Personal Financial Planning

- > Economic Concepts
- > Legal Concepts including Contract, Company and Partnership Law;
- > Time Value of Money Concepts & Calculations;
- > Financial Planning Process;
- > Regulatory and Ethical Environment;
- > Assessment of Risk Tolerance;
- > Soft Skills.

Asset Management

- > Role of Investment;
- > Asset Classes;
- > Investor Types;
- > Investment Structures & Markets;
- > Market Equilibrium;
- > Fundamental Market Value;
- > Derivatives;
- > Efficient Markets;
- > Risks - Types & Measurement;
- > Modern Portfolio Theory;
- > Behavioural Finance;
- > Portfolio Management;
- > Property Management;
- > Alternative & Socially Responsible Investing;
- > Portfolio Construction;
- > Investment Management & Measurement.

Retirement Planning

- > Need for Retirement Provision;
- > State Pensions;
- > Personal Retirement Provision;
- > Employer/Employee Pension Schemes;
- > Retirement Benefit Arrangements;
- > Pension Fund Limits;
- > Pension Fund Investment;
- > Investment Restrictions;
- > Marriage Breakdown and Pension Adjustment Orders;
- > Regulation of Pension Arrangements;
- > Other Employee Benefits;
- > Fact-finding for Retirement Planning;
- > Retirement Planning Case Studies.

Tax and Estate Planning

- > Income Tax;
- > Capital Gains Tax;
- > Capital Acquisitions Tax (including taxation of gifts and inheritances);
- > Succession and Estate Planning;
- > Philanthropy;
- > Fundamentals of Corporation Tax and Stamp Duty;
- > International issues.

Year 2

Financial and Risk Management

- > Personal Financial Ratios;
- > Financing Strategies;
- > Cash Flow Management;
- > Financial Statements;
- > Business Financial Statements;
- > Personal Protection Needs;
- > Temporary Insurance;
- > Whole of Life Assurances;
- > Serious Illness Insurance;
- > State Ill Health Benefits;
- > Savings and Investment Policies;
- > Taxation of Policy Benefits;
- > Legal Issues Regarding Life Insurance.

Integrated Personal Financial Planning

- > Fact-finding;
- > Use of Financial Mathematics and Spreadsheets in Financial Planning;
- > Segmented Financial Planning for Special Circumstances;
- > Comprehensive Financial Planning;
- > Multi-disciplinary Case Studies.

Bachelor of Financial Services Degree

How Do I Apply?

Visit www.lia.ie to download an application form.

Closing dates for applications are published on the LIA website.

The Degree of Bachelor of Financial Services (BFS), a level 8 qualification, is offered on a part-time basis and is the only part-time financial services degree accredited by both European and American Academic Accreditation bodies (EQUIS and AACSB respectively). It was originally established in 1990 as a joint course of

The Institute of Bankers in Ireland and University College Dublin. It is provided on a distance learning part-time basis and designed for members employed in Financial Services. The Curriculum of the Degree has now been broadened and is available to members of LIA and The Insurance Institute of Ireland employed in Financial Services.

The BFS provides a unique opportunity to acquire a degree:

- > From UCD, a major internationally recognised University;
- > Which has industry recognition and support;
- > Developed and modified by industry and academic subject leaders;
- > Combining the Professional and Academic;
- > Focusing on Financial Services;
- > Which is accessible irrespective of working location.

At Stage 1 all modules are provided as 5 European Credit Transfer System (ECTS) credit modules. At stages 2 and 3 modules are provided as double modules and earn 10 ECTS credits each. 60 ECTS credits are required to complete each stage.

Who is this course for?

The BFS aims to address the needs of those who aspire to management and senior management careers in financial services for rigorous and relevant education and development. It allows members to combine study for a university degree and professional examinations in an educationally effective way and its major objectives are:

Modules

The BFS has three stages, which must be undertaken sequentially.

Stage 1

Stage 1 has 12 modules. Holders of the Joint Financial Services Diploma can apply for direct entry to Stage 2. Full details of the Joint Financial Services Diploma are given on pages 22.

Stage 2

Candidates must pass six modules, three core modules and three from the four optional modules.

Core Modules

- > Finance
- > Investment
- > Management Information Systems

Optional Modules (3 from the following 4 modules)

- > Lending Assessment & Management
- > Treasury & Risk Management
- > Business Law
- > Nature & Role of Insurance & Reinsurance Markets

Stage 3

Candidates must pass six modules to complete Stage 3.

- > Strategy Formulation
- > Strategy Implementation
- > Corporate Responsibilities & Business Ethics
- > European Studies
- > Management of Financial Institutions
- > Strategic Human Resource Management

- > To develop knowledge of the major disciplines underpinning financial services at a practical and conceptual level.
- > Be able to apply analytical, interpretive, communication and problem solving skills in different contexts;
- > Appreciate the critical elements of management in a financial services environment, including strategy formulations and implementation as well as contemporary issues facing the industry;
- > Be able to apply disciplines, skills and judgements to practical problems.

The BFS provides a particularly effective approach to gaining a degree for LIA members who have been awarded the Joint Financial Services Diploma.

Entry Requirements

Only candidates who are members of The Institute of Bankers in Ireland, LIA or the Insurance Institute of Ireland and hold the Joint Financial Services Diploma can apply for direct entry. University College Dublin requires all degree course candidates to matriculate either on the basis of Leaving Certificate or GCE/GCSE results or as mature candidates.

Candidates applying for matriculation on the basis of the Leaving Certificate are required to have a pass in six subjects: Irish, English, Maths, a third language, plus two other subjects. Two of the six passes have to beat Grade C on a higher level paper.

Candidates applying for Matriculation on the basis of the General Certificate of Education and General Certificate of Secondary Education (Northern Ireland) are required to obtain a pass in six subjects, two grad Cs in the GCE advanced level and four grade Cs in the GCSE. Candidates who receive their Primary or Secondary education in Northern Ireland are exempt from the requirement to have Irish as a subject.

As BFS is a part-time course, candidates of 21 years of age may also apply for matriculation on mature grounds.

There is a NUI fee for matriculation of €150 which must be submitted with the registration forms when registering for a module at Stage 2.

Examinations & Assessment

For all modules, assessment is by way of continuous assessment and end of term examinations (except Strategy Formulation and Strategy Implementation where assessment is 100% project based). The proportion of marks available for continuous assessment and examination will be advised to candidates at the beginning of each term along with details of continuous assessment assignments / questions, submission dates, grading system and regulations.

The examinations will be held in January 2010 for Term 1 and May 2010 for term 2. Resits for all modules will be held in September 2010. Examination dates and times are listed on page 44. If it is necessary to change any of these dates as much notice as possible will be given.

Examinations will take place in Athlone, Dublin, Cork, Galway, Letterkenny, Limerick, Newbridge and Waterford.

Is there any sequence in which I should take the modules?

Modules may be taken in whatever sequence suits best. However, some modules are closely related and should be taken together or sequentially. Lending Assessment and Management assumes knowledge of Finance and it would, therefore, be advisable to take Finance prior to Lending Assessment and Management. In the same way, Finance is closely associated with the subject matter of Investment. The latter should be taken subsequent to Finance. You are strongly advised to take no more than two modules in any one term.

Exemptions

There are no exemptions from modules in Stage 2 and Stage 3 of the BFS.

Learning Supports – BFS Stages 2 and 3

When your registration has been processed you will have access to the following learning supports for each module:

- > Text books
- > Study guide which contains lesson plans, assignments and a sample or past examination paper with solutions. Access to online student resource centre (using your password which will be sent to you following registration), including:
 - **Online study guide**
 - **Individual seminar schedule**
 - **Lecture notes and handouts (where available)**
 - **Past exam papers and/or pilot exam papers**
 - **Individual examination schedule**
 - **Secure access to your examination results**
- > Lecture contact through an email helpline.
- > 18 hours of seminars per module to be held in Dublin on Saturdays (Stage 2) and weekdays (Stage 3) over the course of each term.

Lectures – BFS Stage 2 and Stage 3

Each term is 18 weeks in duration. Term 1 runs from September 2009 to January 2010. Term 2 runs from late January 2010 to late May 2010. There are 18 hours of class contact per module. Lectures in Term 1 generally run in October, November and December and lectures in term 2 generally run from February, March and April. Lectures for BFS Stage 2 modules take place on Saturdays during the term. Lectures for BFS Stage 3 modules take place midweek during the term. Students should also note that Stage 3 lectures tend to run in blocks (for example, modules in term two will run sequentially on Monday, Tuesday, Wednesday and Thursday in a particular week). Students should make allowances for the lecture timings when planning annual leave and/or holidays. Lectures for all modules at Stages 2 and 3 run all day (generally 9am – 5pm).

Course Fees

The registration fee is €630 per module which includes all of the above supports and entry to the examination.

Candidates who enter for the initial examinations may resit, subject to payment of the re-registration fee (€115 per module), any module in which they were unsuccessful, irrespective of the mark obtained and irrespective of whether they sat the module in question.

Where non-attendance at an initial examination is caused by illness, the fee paid will be carried forward to the resit examination in the same examination year provided an application, supported

by medical evidence, is submitted within one week of the date of the relevant initial examination.

Please note that fees are non-refundable and non-transferable once lectures commence.

Award

On successful completion of all 3 levels the Degree of Bachelor of Financial Services is awarded by UCED-NUI Dublin. The degree is awarded with either First Class Honours; 2nd Class Honours – Grade 1; 2nd Class Honours – Grade 2; Pass. The Graduation Ceremony takes place in University College Dublin, usually on the Belfield Campus

BFS Stage 2 exams

Term 1	Date	Time
Business Law	23rd January 2010	10am – 1pm
Finance (core module)	9th January 2010	10am – 1pm
Management Information Systems (Core module)	30th January 2010	10am – 1pm
Treasury and Risk Management	16th January 2010	10am – 1pm
Term 2	Date	Time
Investment (core module)	8th May 2010	10am – 1pm
Lending Assessment & Management	22nd May 2010	10am – 1pm
Nature & Role of Insurance & Reinsurance Markets	15th May 2010	10am – 1pm

Stage 3 Exams

Term 1	Date	Time
Core Responsibilities and Business Ethics	16th January 2010	2pm – 5pm
European Studies	9th January 2010	2pm – 5pm
Term 2	Date	Time
Management of Financial Institutions	29th May 2010	2pm – 5pm
Strategic Human Resource Management	8th May 2010	2pm – 5pm
Strategy Formulation	15th May 2010	2pm – 5pm
Strategy Implementation	22nd May 2010	2pm – 5pm

Course Summary – Stage 2

The following is a summary of the syllabi and is not a full statement of content:

Finance (Core Module)

- > Investment Appraisal
- > Portfolio Theory
- > Capital Structure
- > Dividend Policy
- > Working Capital Management
- > Mergers & Takeovers
- > Sources of Finance
- > International Finance

Investment (Core Module)

- > Investment Techniques
- > Investment Risk and Return
- > Valuation of Securities
- > Share Valuation Models
- > Fixed Income Securities
- > Derivatives

Management Information Systems (Core Module)

- > Strategic Information Systems
- > Components of ICT
- > Taxonomy of Information Systems
- > Information & Systems Planning Methodologies
- > Information Architecture & Infrastructure (including the Internet), Information Systems Development
- > Management Information Systems Organisation
- > Management Support Systems (incl. Knowledge Management Systems)
- > Interaction of Systems & Organisations

Lending Assessment & Management

- > Risk Assessment
- > Repayment Capacity
- > Specialist Support Services
- > Security, Value, Suitability and Form
- > Matching Customer Needs with Suitable Finance
- > Monitoring and Review
- > Insolvency

Treasury & Risk Management

- > Environment of International Financial Management
- > Foreign Exchange Risk Management
- > Multinational Working Capital Management
- > Treasury Products and the Management of Risk

Business Law

- > Law of Contract
 - **Nature and Formation**
 - **Invalidity and Illegality**
 - **Discharge and Remedies for Breach**
- > Company Law
 - **Company Formation**
 - **Membership, Administration**
 - **Meetings**
- > Insolvency

Nature & Role of Insurance & Reinsurance

- > Role of Insurance and Reinsurance Markets
- > Nature of Risk and Uncertainty as Applied to Insurance
- > Analysis and Management of Risk in Insurance Markets
- > Regulation and Practical Workings of Insurance Markets
- > Purpose and Process of Reinsurance
- > Role of Insurance in Providing Financial Security

Course Summary – Stage 3

The following is a summary of the syllabi and is not a full statement of content:

Strategy Formulation

- > Meaning of Competitive Advantage
- > Developing Corporate Missions and Setting Strategic Objectives
- > Environmental Analysis
- > SWOT Analysis
- > Core Competencies
- > Value Chain analysis
- > Strategic Alternatives

Strategy Implementation

- > Organisation Structure and Design
- > Processes and Process Design
- > Control and Review
- > Change Management
- > Leadership

Corporate Responsibilities & Business Ethics

- > The Role of Ethics and Corporate Social Responsibility in Business and Society
- > Best Practice for Corporate Governance
- > Identification of Ethical Dilemmas
- > Approaches and Theories to Ethics in a Business Environment
- > Ethical Assessment and Decision Making for Sustainable Business Performance and Integrity

European Studies

- > Development of the European Union
- > Institutions of the European Union
- > Policy Making in the European Union
- > The Single Market
- > The European Union and its external relations
- > The Future Direction of the European Union

Management of Financial Institutions

- > Introduction to Bank Financial Management
- > Strategy and Financial Management and the Measurement of Bank Performance
- > The Portfolio Risks of Banks and their Management
- > Managing the Bank Lending Function
- > Bank Capital - Theory, Management and Regulation

Strategic Human Resource Management

- > Human Resources Cycle
- > Resources
- > Performance
- > Reward
- > Training/HR Development
- > Culture
- > Employee Commitment
- > The Flexible Firm
- > HRM and Trade Unions

Professional Certificate and Diploma in Compliance

How Do I Apply?

Visit www.acoi.ie/register to apply online or to download an application form.

Semester 1 closing date:
Friday 11th September 2009

Modules

The Professional Certificate in Compliance is comprised of:

- > PDC 1
- > PDC 2

The Professional Diploma in Compliance is comprised of:

- > PDC 3
- > PDC 4

Recognised Qualification under **Minimum Competency Requirements**

See page 3 for more details.

The Professional Certificate and Professional Diploma in Compliance are offered jointly with the Association of Compliance Officers in Ireland (ACOI), LIA, the Insurance Institute of Ireland and the Institute of Bankers in Ireland.

The Professional Certificate in Compliance is awarded on successful completion of the first two subjects (PDC1 & PDC2). The Professional Diploma in Compliance is awarded on successful completion of a further two subjects (PDC3 & PDC4).

The Professional Diploma in Compliance satisfies the Financial Regulator's Minimum Competency Requirements for those who are "acting for or on behalf of a regulated firm in adjudicating on any complaint communicated to that provider by a consumer which relates to advice about a retail financial product given to that consumer or the arranging of a retail financial product for that consumer by an individual acting for or on behalf of that provider"*

* Subject to meeting Continuing Professional Development requirements.

Who is this course for?

The Professional Certificate, a level 7 qualification in its own right, is for those who would like a core understanding of the compliance function.

The Professional Diploma, also a level 7 qualification, is designed to be the benchmark qualification for compliance professionals in all sectors of the financial services industry. It is aimed at people who work (or who aspire to work) in a management or professional capacity within the compliance function in financial services.

The Professional Certificate and Professional Diploma are designed to provide candidates with an understanding of:

- > The theory and practice of regulation;
- > The role and management of the compliance function;
- > Fiduciary and ethical issues;
- > The legal and regulatory environment – national and international;
- > Compliance practice and corporate governance.

It also enhances your skills, judgement and ability to deal with practical issues in the management and practice of compliance in the financial services industry.

What are the entry requirements?

The Professional Certificate in Compliance is a general entry point to the School of Professional Finance's qualification structure and is open to both school-leavers and graduates. In addition, you must be a full or affiliate member of the ACOI. You can apply for membership or affiliate membership at the same time as registering for the course.

Entry to the Professional Diploma in Compliance is limited to those who have successfully completed the Professional Certificate in Compliance.

The second level educational requirements for employment in Financial Services institutions are the normally accepted educational requirements. The minimum second level educational requirements are 5 passes in the Leaving Certificate including English and Maths or 5 O-Level / GCSE passes including English Language and Mathematics.

Examinations

Exam venues provided in Athlone, Cork, Dublin, Dundalk, Galway, Letterkenny, Limerick, Newbridge and Waterford (subject to adequate student demand).

The closing dates for registrations (i.e. the date in each term on which we will guarantee places to all qualified applicants) for this qualification are as follows:

Term 1 Closing Date: Friday, 11th September 2009

Where places are available, ACOI will continue to accept applications for Term 1 modules until Friday, 13th November 2009 (a late fee of €50 per module will apply from Friday, 23rd October 2009).

Please note that all registration fees are non-refundable and non-transferable after the "Late Fee Date" for the relevant term.

For examination dates see page 44.

Learning Supports

When your registration has been processed, you will have access to the following learning supports for each module:

- > Specifically written comprehensive and user-friendly study manual
- > Access to online student centre (using your password which will be sent to you following registration), including:
 - **Online study guide**
 - **Individual lecture and examination schedule**
 - **Lecture notes and handouts**
 - **Sample exam paper**
 - **Secure access to your examination results**
- > Lecture contact through an email helpline
- > Four lectures per module to be held in Dublin – subject to adequate student demand

Exemptions

This is a broad ranging qualification and the Board of ACOI have decided not to grant exemptions for other qualifications or extensive and high level experience in the area.

Course Fees

The registration fee is €680 per module which includes all of the above supports and entry to the examination.

Candidates who enter for the initial examinations may resit, subject to payment of the re-registration fee, any module in which they were unsuccessful, irrespective of the mark obtained and irrespective of whether they sat the module in question.

Fees are non-refundable and non-transferable.

Designation

Individuals who pass the Professional diploma in Compliance are entitled to apply for the designation "Licentiate of the Compliance Officers in Ireland" and use of the designatory letters LCOI. Continued use of this designation is subject to meeting ACOI's Continuing Professional Development requirements. LCOI is the leading professional designation for compliance professionals in all sectors of the financial services industry in the Republic of Ireland.

Course Summary

PDC 1

- > Role and Management of Compliance Functions
- > Fiduciary Responsibility
- > Ethics
- > Regulation Theory and Practice
- > Statutory Bodies and Regulators

PDC 2

- > The Consumer Credit Act 1995
- > Anti Money Laundering Requirements / Terrorist Offences
- > Data Protection
- > Markets in Financial Instruments Directive

PDC 3

- > Authorisation and Supervision
- > Legal Environment
- > Insider Dealing and Market Abuse
- > Non Statutory Rules
- > International Issues

PDC 4

- > Compliance Practice and Promotion
- > Audit
- > Ethics and Integrity
- > Corporate Governance

This is a summary of the syllabus and not a full statement of content

LIA Membership

LIA is a professional and educational association with over 8,000 members.

We provide education and personal & professional development for our members regardless of whether their role is in providing or supporting financial advice, in customer service or in back office administration. This is embodied by our mission *“to improve the competence, standing and success of those who give and support financial advice”*.

By joining LIA, you demonstrate your commitment to your chosen profession.

An annual fee is payable to join your professional association, LIA. See table below for membership rates. A discount of €50 will apply to annual subscriptions paid by direct debit or by company group payment arrangement. There has been no increase in membership rates since 2005.

See the LIA website (www.lia.ie) for membership application forms or to apply using our online facility.

Types of Membership

The types of LIA membership are:

Standard Members

Standard Membership applies to those who do not hold an LIA qualification but who wish to avail of our many benefits, and also to students where Standard Membership is required.

Qualified Members

Qualified Membership applies to those holding one or more of the following qualifications: QFA, QFA FLIA, LIAM(dip), LIAP(dip), ALIA(dip), or FLIA(dip). It also applies to those who have completed one or more of the following: the Professional Certificate in Mortgage Practice course, Certificate in Mortgage Practice course, the Diploma in Mortgage Practice course, the Diploma in Property Investment and Lending course and the new Pensions Diploma course. Anyone in the process of completing their first diploma course will be deemed to be unqualified until such time as they have successfully completed all modules.

CPD Members

CPD Membership applies to those who have been accredited by the Financial Regulator as meeting the minimum standards through their years of experience in various areas of the Industry. These members may apply to LIA as a grandfathered individual i.e. CPD Member. The final date for grandfathered accreditation was 31 December 2007. Those who were accredited by the due date may still apply for CPD Membership of LIA. CPD Members participate in LIA's valuable CPD Programme.

Membership Rates From 01/09/2009 - 31/08/2010

	Normal Rate	Direct Debit/ Company Group Rate
Standard Membership	€190	€140
CPD Membership	€200	€150
Qualified Membership (except Fellowship and JFSD)	€200	€150
Fellowship Membership	€237	€187
JFSD Membership	€237	€187

Benefits of LIA Membership

The following benefits are available to **Standard Members**:

- > **Professional recognition**
 - widely respected education courses
- > **Access to updated course reference material** at reduced rates (order form available on www.lia.ie)
- > **Regional and National Events**
 - **CPD Seminar Programme** providing professional and technical knowledge
 - **Sales Idea and Motivational Seminars / Workshops**
 - Opportunity to share experience and **develop business and personal relationships**
 - Active regional social events in 8 regions nationwide
 - **Discounts** on our programme of CPD seminars and other events
- > **The Professional** our quarterly educational and professional development journal with
 - Factsheet pull out with every issue, and
 - Long Term Asset Returns once a year

- > **LIA website facilities**, particularly the members' section, called "**Your LIA**", which offers:
 - **previous exam results**
 - capability to print result transcript for your records
 - access to back issues of *The Professional* and *Factsheets*
 - and much more...simply log on to www.lia.ie
- > Regular updates through the quarterly LIA email **Newsletter**
- > **Wall Planner** – highlighting LIA dates to help you plan your year
- > Membership of LIA qualifies you to apply for membership of the **Million Dollar Round Table (MDRT)**
- > **FREE** membership of the **LIA Golf Society**. Members wishing to join the Golf Society should contact the LIA office, or update their profile options in Your LIA.
- > **10% discount** on subscriptions to VHI Healthcare and Hibernian Aviva Health. Information available to LIA Members on request.
- > **Special offers** on home heating oil with Topaz Home Heat. Call 1800 250 650 quoting your name and LIA membership number.

Qualified Members gain the following benefits **in addition** to those outlined for Standard Members:

- > Use of **designations recognised** by:
 - the **industry**,
 - the **Financial Regulator**, and on an increasing basis,
 - by **consumers**
- > **Additional LIA website facilities**, in the member's section, "**Your LIA**":
 - **FREE** updated **course reference material** specific to your LIA qualifications
 - the ability for QFA, QFA FLIA and CPD members to **monitor and log** their CPD hours on line
- > **FREE access to MyCPD** – the online learning system for achieving formal CPD hours. This is available to QFA, QFA FLIA and CPD members. MyCPD was developed in partnership between LIA and The Institute of Bankers in Ireland with over 20,000 users having access to achieve some or all of their annual formal CPD requirements.
- > The QFA Board Annual Update document with 4 formal CPD hours applying.
- > Facility for employers, consumers, clients etc to verify your accreditation (in compliance with the Financial Regulator's Minimum Competency Requirements) as a QFA or QFA FLIA via the QFA Register on the QFA Board website (www.qfaboard.ie).

Benefits of LIA Membership

CPD Members gain the following benefits **in addition** to those outlined for Standard Members:

- > **Additional LIA website facilities**, in the member's section, "**Your LIA**":
 - the ability for QFA, QFA FLIA and CPD members to **monitor and log** their CPD hours on line
- > **FREE access to MyCPD** – the online learning system for achieving formal CPD hours. This is available to QFA, QFA FLIA and CPD members. MyCPD was developed in partnership between LIA and The Institute of Bankers in Ireland with over 20,000 users having access to achieve some or all of their annual formal CPD requirements.
- > The QFA Board Annual Update document with 4 formal CPD hours applying.
- > Facility for employers, consumers, clients etc to verify your accreditation (in compliance with the Financial Regulator's Minimum Competency Requirements) as a CPD Member of LIA via the CPD Register on the LIA website.

Study and Examination Information

Your Commitment

This obviously depends on the course you are going to study. Experience over many years has shown that those who were unsuccessful in their studies, generally speaking, do so because they do not take the courses seriously enough. Success requires commitment to a tough study regime. The commitment required is considerable and whilst a couple of hours a week may suffice at the early stage this needs to build up, on a gradual basis to a couple of hours a day as the curriculum year progresses. Regular attendance at lectures is vital and statistics have shown that attendance has a very positive impact on exam results.

Exam Procedures

When candidates initially register for their course, they will receive a registration letter containing the details of the registration along with the course material.

Lecture information (where applicable) will be available in the "Your LIA" section of the LIA website.

An exam attendance letter will be available in "Your LIA" two weeks in advance of the chosen examination date. Candidates must bring this letter plus photographic ID to the examination venue allocated to them.

Examination Regulations

All those who register to sit examinations are advised that the conduct of the examinations is governed by the Examination Regulations of the LIA /School of Professional Finance. Candidates are asked to read these regulations (available on www.lia.ie) before sitting their exam and will be asked to sign a declaration stating that they have read, understood and agree to be bound by the examination regulations. For that reason all candidates should ensure that they are familiar with these regulations.

Exam Results

Results will be issued PROVISIONALLY via "Your LIA". Provisional Results are then taken to the Examination Board where the results and any awards accruing there are ratified. **Following the release of the provisional results it is recommended that unsuccessful candidates re-register at that point rather than wait for the ratified results.**

Ratified results for examinations are released following the meeting of the Examination Board approximately eight weeks following the examination sitting.

Due to the confidential nature of results they are not issued by phone or to personal callers.

Rechecks and Reviews

Applications for rechecks / reviews of results MUST be in accordance with the examination regulations and be made within 10 days of the release of the provisional results using the appropriate application form (available on our website www.lia.ie) and accompanied by the appropriate fees (€40 for recheck and €70 for a review).

Recheck

A recheck involves an examination of each of the marks allocated on the exam paper. Candidates will be informed by letter of the result of the recheck, which will indicate if the original mark has been upgraded to a pass or remains unchanged.

Review

A review entails an analysis of the answers and marks given and provides the candidate with a written report giving details of those areas that may have posed problems.

Answer books are not returned to students under any circumstances.

Study and Examination Information

Cancellation of Course and Exam Enrolments

Where companies enrol and pay for candidates and subsequently need to cancel that enrolment, such a request can only be deemed valid if submitted in writing by the student concerned. Fees are non-transferable and non-refundable.

Re-registration fees for those changing to a new academic year

Where a candidate is switching from a previous academic year, then a re-registration fee will apply. This includes an updated manual, the exam fee and lectures in some cases. The exception to this rule is students registered for modules of the QFA Diploma and the Certificate in Mortgage Practice prior to September 2006 – where full course fees apply.

Exam fees

Exam fees of €50 are applicable for all those who change their exam date, within the academic year, for the following reasons:

- > Failure to attend on chosen exam date
- > Unsuccessful in exam
- > Deferring to alternative exam sitting (within the academic year only)

Students who do not attend on the day will be marked as "Did Not Sit".

Credits and Exemptions

Exemptions may be awarded if there is 80% plus overlap in course content between the LIA module and the module successfully completed through another education body.

A credit is awarded when an individual has completed another LIA module which gives credit against having to do another LIA module.

Deferring Lectures booked

If candidates enrol on a particular lecture cycle and decide to defer after the chosen cycle has commenced to a later cycle of lectures, an additional lecture fee of €80 will apply.

Repeat candidates

If repeat candidates wish to avail of lectures for their new exam date (where available), an additional lecture fee of €80 will apply.

Online Resources - Your LIA

To help you get the most from your studies there are a number of resources available to students via our website www.lia.ie. To access this area candidates must log on to the "Your LIA" section of our website using your member number and password.

In "Your LIA" you can access:

- > Important updates to course material following the Budget (if applicable)
- > Comprehensive Examination / Study Guides
- > Lecture details
- > Lectures Notes
- > Examination Attendance Letters
- > Provisional and ratified results
- > Result Analysis Reports (for unsuccessful candidates on MCQ exams)
- > Examination Regulations
- > Past papers (for written exams)
- > Sample paper (for MCQ exams)
- > Feedback analysis from previous exam sittings for MCQ exams.
- > Tips for written exams
- > QFA Financial Planning students have access to download the previous five manuals.
- > QFA Financial Planning Case Study Handbook.
- > Additional Multi Choice Questions.
- > Mock Exam Facility for Multiple Choice Exams (effective October 2009).
- > Diploma in Property Lending & Investment students have access to download the Mortgage Advice manual.

As well as the above in "Your LIA" you can update your contact details, view seminar slides, etc.

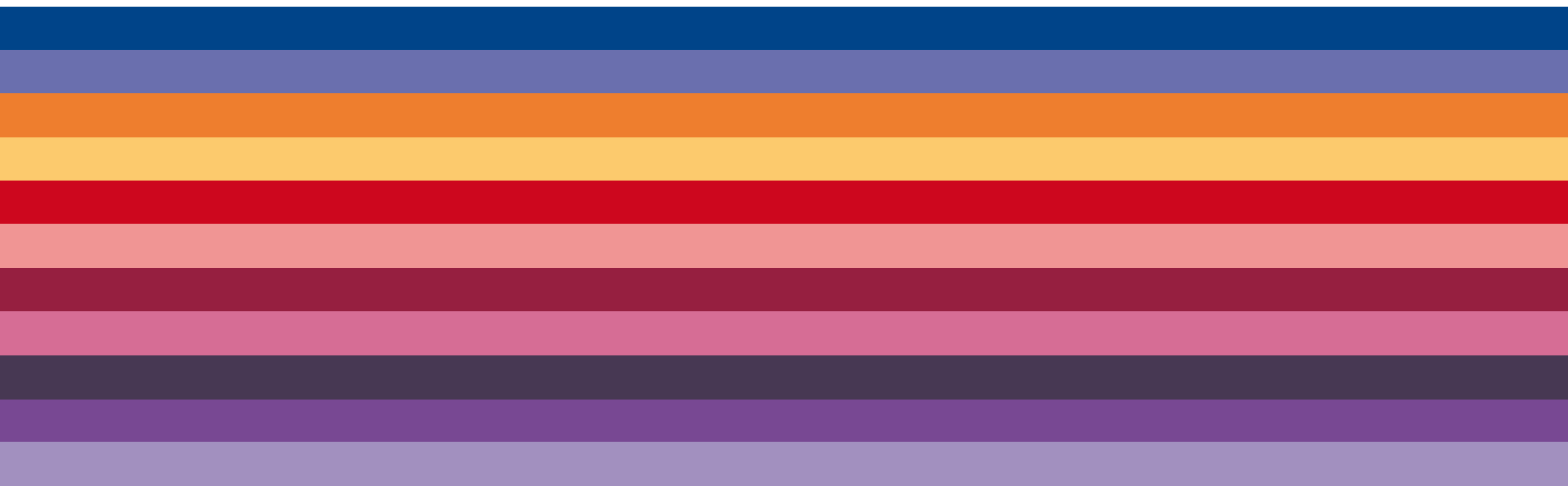
Examination Schedule 2009 / 2010

Course	Term 1	Term 2	Term 3
Professional Diploma in Financial Advice Modules			
QFA Life Assurance	9th January 2010 (PM)	8th May 2010 (PM)	4th September 2010 (PM)
QFA Pensions	23rd January 2010 (AM)	22nd May 2010 (AM)	18th September 2010 (AM)
QFA Investment	16th January 2010 (PM)	15th May 2010 (PM)	11th September 2010 (PM)
QFA Loans	16th January 2010 (AM)	15th May 2010 (AM)	11th September 2010 (AM)
QFA Regulation	23rd January 2010 (PM)	22nd May 2010 (PM)	18th September 2010 (PM)
QFA Financial Planning	9th January 2010 (AM)	8th May 2010 (AM)	4th September 2010 (AM)
General Insurance, Pensions, Mortgage, Property Investment and Lending, & Fellowship modules			
Professional Certificate in General Insurance	16th January 2010 (PM)	15th May 2010 (PM)	11th September 2010 (PM)
Professional Foundation in Pensions	23rd January 2010 (AM)	22nd May 2010 (AM)	18th September 2010 (AM)
Investment Advice	n/a	18th February 2010 (AM)	29th July 2010 (AM)
Mortgage Advice	n/a	8th May 2010 (AM)	4th September 2010 (AM)
Alternative Residential Lending and Residential Property Investment	9th January 2010 (AM)	22nd May 2010 (AM)	n/a
Commercial Property Investment	n/a	8th May 2010 (AM)	4th September 2010 (AM)
Retirement Provision	n/a	16th February 2010 (AM)	27th July 2010 (AM)
Retirement Planning Advice	n/a	17th February 2010 (AM)	28th July 2010 (PM)
Joint Financial Services Diploma Modules			
Introduction to Financial Accounting Information	16th January 2010 (AM)	n/a	18th September 2010 (PM)
Information for Management Decision Making	n/a	15th May 2010 (AM)	4th September 2010 (PM)
Marketing 1	16th January 2010 (PM)	n/a	25th September 2010 (AM)
Marketing 2	n/a	15th May 2010 (PM)	11th Sept 2009 (AM)
Management & Organisational Behaviour 1	9th January 2010 (AM)	n/a	25th September 2010 (PM)
Management & Organisational Behaviour 2	n/a	8th May 2010 (AM)	11th September 2010 (PM)
Micro Economics	9th January 2010 (PM)	n/a	18th September 2010 (AM)
Macro Economics	n/a	8th May 2010 (PM)	4th September 2010 (AM)
Compliance modules			
PDC 1	23rd January 2010 (PM)	29th May 2010 (AM)	n/a
PDC 2	n/a	22nd May 2010 (AM)	11th September 2010 (PM)
PDC 3	9th January 2010 (PM)	22nd May 2010 (AM)	n/a
PDC 4	n/a	8th May 2010 (PM)	4th September 2010 (PM)

These dates and times are provisional at the time of going to print and subject to change.









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