



BPP Professional Education

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BPP Professional Education (the UK's largest professional training provider)

Information Brochure



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BPP Professional Education

BPP Professional Education in Jersey, provide world class, professional training and business development programmes for the offshore regions. Our range of professional staff enable us to deliver a total training and consultancy package from basic induction training in essential business skills, through to professional examinations, strategic consultancy and continuing professional development programmes.

Our results continue to exceed the national average, with outstanding achievements from many of our students, including several national & international prizewinners.

All of our team of full time professional trainers are experts in their fields and highly skilled at delivering examination courses, offering training that we believe is second to none.

The management, programme managers, course tutors and operations support team remain, as always, dedicated to helping our students fulfil their career ambitions and local businesses achieve their organisational objectives.

If there are any courses you are interested in which we are not currently offering, please let us know. In fact ,if you have any comments or queries about our services, we would be pleased to hear from you.

Gary Millns

Managing Director and the Team

Customer Services Team



Tracey Bull—Operations Director

Qualifications : NVQ Business Administration 4, Assessors/Verifiers Awards/ ICSA Diploma Business Management Theory & Practice and CIM Professional Diploma in Marketing

Contact Details : 711802 e mail traceybull@bpp.com



Mary Snell—ACCA/CAT Administrator

Qualifications : NVQ Business Administration 2

Contact Details : 711800 e mail marysnell@bpp.com

Maxine Preddy—ICSA/EBS/Investments Course Administrator

Qualifications : IAC papers 1 and 2



Contact Details : 711803 e mail maxinepreddy@bpp.com

Sarah Sutton—EBS Course Administrator



Contact Details : 711805 e mail sarahsutton@bpp.com

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Fran Bisson—Essential Business Skills Tutor



Fran has recently joined BPP Professional Education after 21 years with Barclays Private Clients International where she worked in Training & Development. Her main focus was in delivering Leadership programmes for managers examined by the Chartered Management Institute.

Fran designs and delivers Personal Effectiveness and Management

Development programmes on a public basis at BPP and also tailored, in-house programmes to meet individual client objectives. Her current areas of interest are within coaching and she is also a Neuro-linguistic practitioner.

Fran also teaches on the BPP's professional qualification courses for CAT, ACCA, and ICSA.

Contact Details : 711804 e mail franbisson@bpp.com

Felicity Waggot—Tutor—ACCA/CAT



Felicity joined Ernst & Young LLP after completing her 'A' levels. During her time with the firm enjoyed a diverse professional life predominantly working in the Audit department, however also enjoyed an extended spell in the Tax department dealing with a range of tax issues for a range of large trust/company structures.

Papers taught: CAT 2,4,5,9,10 ACCA F2
ICSA Cert. – Accounting Fundamentals

Contact Details : 711810 e mail felicitywaggot@bpp.com

Cherry Sullivan Accounts Officer, CAT Tutor



Qualifications : ATT Qualified, working toward ACCA

Contact Details : 711812 e mail cherrysullivan@bpp.com

What does BPP offer?

Experienced Tuition:-

- Qualified, supportive, full-time, industry experienced tutors
- Over 60 years combined teaching experience
- At least two tutors available for each subject (for unexpected events)
- Individual tutorials available on request

Study Material:-

- Official Publisher of ICSA Certificate and Diploma in Offshore Finance & Administration texts
- BPP Learning Media—in house publishing department producing quality study materials for professional accountancy and business qualifications

Facilities:-

- Convenient central position in St Helier
- State of the art technology in class rooms
- Access to rooms for individual study
- Internet access
- Library with relevant subject matter
- Computer exam room for accountancy qualifications

Qualifications/Course Overviews



ACCA Professional scheme

This qualification enables you to become a Chartered Certified Accountant, use the designatory letters ACCA, and work in **any** aspect of finance or management in any business. Entry requirements - professional route (NVQ3/4, Degree, BTEC, various others) , mature student entry route (over 21 years old), Certificate Accounting Technician (direct entry to ACCA Part 2)



Certified Accounting Technician scheme

The Certified Accounting Technician scheme is an introduction to accountancy. With this qualification you will be able to support financial managers in any type of business all over the world. On completion of the examinations you will be able to call yourself a Certified Accounting Technician and use the designation CAT after your name.

ICSA Professional



Passing the examinations of the ICSA Qualifying Scheme and satisfying work experience and membership requirements will enable you to become a Chartered Secretary, a Member of the Institute and to use the designatory letters ACIS and ultimately FCIS. ICSA's Qualifying Scheme is the only professional qualification specifically for company secretaries. Natural progression from ICSA Diploma.

ICSA Diploma in Offshore Finance and Administration



With a syllabus developed by industry leaders and a programme which emphasises the acquisition of skills of direct relevance to the workplace, ICSA Diploma is the global benchmark in offshore finance industry training. For those wishing to move up the career ladder or build on skills and knowledge from certificate level. The designation Dip.ICSA can be used after your name

BPP Jersey

Richard Hardy-Bishop



Richard Hardy-Bishop joined BPP in July 2007 as ICSA Programme Manager. He teaches on the Certificate, Diploma and Professional level programmes as well as our ACCA programme and offers short courses on our essential business skills programme.

Richard's background has been in education and training. He joined us from Finalsys where he worked as a trainer on their Trust & Company Software packages. Previous to this he was a teacher at Hautlieu School.

Richard gained his BSc from the University of Wolverhampton has recently been studying for an MSc in Corporate Governance which he gained with distinction from Bournemouth University. He is also a member of the ICSA

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Richard McCann - CAT Programme Manager/Tutor



Qualified in 2003 whilst working for a small firm of Chartered Accounts in Teesside called Baines Jewitt Chartered Accountants.

Moved to Jersey in November 2005, to work in the Accounts Preparation department of Royal Bank of Canada's Trust Company. Joined BPP in June 2006, as an Accountancy Lecturer.

Papers taught: CAT 1, 2,3,4,5 and 8 ACCA 1.3, 2.6, 3.1

Qualifications : ACA, BA(Hons) Accounting and Finance 2:1

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Kleber Chapon – Investments Manager – Tutor

Kléber has over 25 years of experience within the finance industry with Barclays and Standard Chartered Grindlays where he was employed as a Senior Client Relationship Manager. He is both an Associate of the Chartered Institute of Bankers and an Member of The Securities Institute.

Kléber is responsible for the delivery of Investment and Banking modules.

Qualifications:
IAC

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Ian Lucas – Essential Business Skills – Manager



Ian Lucas joined BPP in April 2007 as a Tutor for the Essential Business Skills programme and is now the Programme Manager for EBS.

Ian previously worked as the Training Manager for a leading National Retailer with stores throughout the UK. In this role Ian was responsible, with his team, for analysing, planning and delivering training for 600 retail staff across over 150 stores, 400 distribution staff across 9 depots and over 100 Head Office staff in a variety of departments. Courses covered included: induction, sales techniques, time management, customer service, recruitment, team building, supervisory skills, appraisals and performance management, leadership skills including a course developing potential leaders of the future as part of the company Talent Management Scheme. Ian has also set up and delivered a successful Management NVQ programme for a leading UK training provider.

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ICSA Certificate in Offshore Finance and Administration

With a syllabus developed by industry leaders and a programme which emphasises the acquisition of skills of direct relevance to the workplace, ICSA Certificate is the global benchmark in offshore finance industry training. For those new to the trust industry or wishing to change career. The designation Cert.ICSA can be used after your name

Investment Administration Qualification



The IAQ™ is a practitioner led programme for administration and operations staff. It equips individuals with an overview of the financial services industry and its regulation as well as providing a detailed picture of their particular industry sector. Candidates who complete the Certificate in Investment Ad-

Securities Investment Institute Masters in Private Wealth qualification



The SIIM (Wealth Management) represents the natural evolution of the existing SII Diploma for Wealth Managers, Private Client Managers and IFAs, and has allowed the SII to blend together aspects from existing Diploma modules into a package that offers Wealth Management firms and practitioners a dedicated professional qualification.

The new programme will comprise three 3 hour narrative modules:

- 1.) **Financial Markets** - the environment in which wealth management operates
- 2.) **Portfolio Construction Theory** - the theory of portfolio construction and behaviour
- 3.) **Applied Wealth Management** - practical portfolio construction

Investment Management Certificate



The IMC is recognised by the Financial Services Sector Skills Council as an appropriate examination for a number of regulated activities including:

Managing investments, Advising on investments, Overseeing the safeguarding and administering of investments, Acting as a broker fund advisor.

Candidates who complete their IMC and become members of UKSIP can use IMC after their name.



Essential Business Skills (Management Development, Personal/Technical Skills)

The essential business skills courses, run as either public or in house courses, offer technical and personal courses at introductory, supervisory or management levels. These courses can also be used as CPD for those professionally qualified. Within this programme we also offer coaching and NVQs in training and development, business administration, customer service and advice and guidance.



Continuing Professional Development

Our CPD programme has been established to reflect the latest developments and the professionals needs as a professional to ensure that they gain maximum benefits from time invested in training. We are offering lunchtime sessions, one at each level each month during 2007.

Course materials will be provided upon arrival at the course.

A Certificate of Attendance for each course will be automatically provided.

Platinum Level—Partners and Directors

Interactive, round table discussion, broad topics, expert speakers

Gold Level—Management, Supervisory, Newly Qualified

Convenient lunchtime sessions, across broad topics, BPP tutors

BPP Jersey

Gary Millns— Managing Director—Jersey



Gary joined BPP in 1999 as Senior Lecturer on the Personal Effectiveness and Management Development programme and became Centre Manager in 2003. He has over 18 years international experience in Personnel, Training and Staff Development gained from the Financial, Tourism and Hospitality sectors.

His particular skills include the delivery and implementation of bespoke In-House Management Development programmes and change initiatives. He has extensive international experience working for several years as a Training Consultant in the Caribbean, developing and implementing attitude based courses to improve customer service both at staff and managerial level. He also works with organisations and individuals as their Corporate or Life Coach. Gary lectures on our ACCA, CAT & ICSA programmes and is an NVQ Assessor.

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Louise Jordan— ACCA Programme Manager

Louise moved to Jersey in 1998 having graduated from Dublin City University with a degree in Accounting and Finance. She spent 4 years working in industry in Jersey and studying towards her ACCA qualification which she completed in 2001.

Louise lectures on the ACCA professional qualification, CAT programme, ATT, ICSA professional scheme.

Qualifications: BA (Hons) Accounting and Finance
Member of the Association of Chartered Certified Accountants
April 2004 Associate Member of Corporate Treasurers - AMCT

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