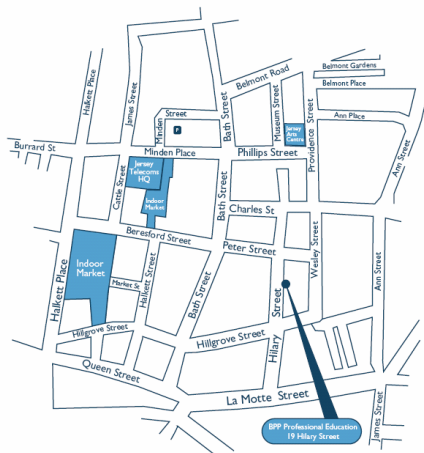


OPEN EVENING

Come to our Open Evening on 26 March at 5.15pm at BPP. Meet the team, ask questions and learn more about the qualification and view materials

BPP Professional Education
19 Hilary Street
St Helier
Jersey JE2 4SX

Please advise Maxine Preddy if you would like to attend on 711803 or e mail maxinepreddy@bpp.com



The Financial Services Team



Kléber Chapon,
Programme Manager,
Financial Services

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 a Member of The Securities Institute.

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



Maxine Preddy,
Customer Service Administrator,
Financial Services

Maxine has worked at BPP since April 2005. Maxine previously worked at Standard Chartered Bank in the lending department (dealing with mortgages and credit risk) and is student adviser for both investments and the ICSA Programme.

Qualifications: IAC Papers 1 and 2.

Maxine will be the main point of contact for you during your studies. Please contact her for advice on your qualification.

BPP Professional Education

19 Hilary Street
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01534 711800
01534 711801
www.bppoffshore.com

Training Professionals locally for 10 years



CERTIFICATE IN FUND ADMINISTRATION



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19 Hilary Street
St Helier
Jersey JE2 4SX

Tel No. 01534 711800
Fax No. 01534 711801
E mail jerseybpp@bpp.com



What is the Certificate in Fund Administration Qualification?

In association with the Jersey Funds Association, BPP Professional Education is pleased to be offering the Certificate in Fund Administration. This qualification is for fund administrators or anyone working in the funds industry. The objective of the qualification is to give those new to the industry a good all round knowledge of the type, structure and use of funds in Jersey; an overview of the roles and responsibilities of the key players and an understanding of good corporate governance. For those working in Compliance and Trust, it will be of particular interest in their role and will help develop their skills. For more experienced employees it will widen their perspective of the funds industry, giving an holistic view and build confidence and good practice outside their specialist area.

The Certificate in Fund Administration contains five modules:-

- Module 1—Introduction—Funds and the Client
- Module 2—How Funds are created
- Module 3—Administration of a Fund
- Module 4—Software Systems for Fund Administration
- Module 5—Accounting For Funds

There are no specific entry requirements, although a good all round level of education would be asset, as would a working knowledge of the funds industry.

Course Structure

All sessions will be taught as evening classes from 4.30pm to 7.30pm over three months at BPP Professional Education:-

16, 27 April **13, 20 May**
8, 15 June **6 July**

Exam Format

There will be a 2 hour examination at the end of the course including multiple choice, short form and long form questions. **Exam 16 July 2009**

Cost

£485 for tuition, and material— study notes, power point slides, question bank and pilot paper.

£85 Exam Fees

Certificate

A BPP Accredited Certificate will be awarded on successful completion of the Certificate in Fund Administration examination.

BPP Professional Education

Europe's leading examination and professional development financial services training provider.

Our tutors are industry experienced and combine first hand work experience with in-depth knowledge of the subject matter to really bring the topic to life.

All BPP students can contact our tutors directly for general enquiries, help to get to grips with specific topics or even some last minute exam tips and motivation.

Our study material is written by our full time tutors and will provide you with everything you need to prepare you fully for first time exam success.

Jersey Funds Association

The Jersey Funds Association ("JFA") represents the Island's well established but growing funds industry. It is a highly influential and informed body that works with the industry, regulators and legislators both locally and globally.

Mike Capraro, Chair of JFA Education Committee said:-

"The JFA are delighted with the establishment of this programme in fund administration. It fills an educational gap which will hopefully benefit new entrants into the fund administration industry and also provide a valuable overview to people that work in a specialised function within the Industry".

For information about the Jersey Funds Association, please contact Caroline Harrington

Tel No: 862983 E Mail—charrington@jerseymail.co.uk

How to Register with BPP

Complete and send BPP registration form (or download from www.bppoffshore.com) - at least 2 weeks prior the start of the course.

BPP will forward joining instructions to you and invoice your training manager/you.



Material will be distributed to students on the first day of the course.



Please contact:- Kleber Chapon, Investments Programme Manager on 711813 or Maxine Preddy on 711803 for further details.

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