



HOUSE OF
TRAINING



THE GOVERNMENT
OF THE GRAND DUCHY OF LUXEMBOURG



Luxembourg, 11 February 2019

**Multinational "Capital Markets Back-Office Certification (CAMBOC)"
Luxembourg 6 – 14 May 2019***

Dear Sir / Madam,

You have been working in back-office for some time and would like to enhance your business knowledge of securities back-office but also to be exposed to operational risk management?

Fully understanding the logics behind the financial instruments and the consequences of the actions taken by the back-office is essential to lead to excellence.

In order to help you getting there, **the House of Training and the International Capital Market Association, Luxembourg** (ICMA Committee Luxembourg – www.icma-group.org) have prepared the perfect course for you!

By applying an innovative blended learning approach, the training programme offers you the opportunity to become a fully skilled and knowledgeable back-office professional.

On behalf of the Luxembourg Ministry of Finance, the House of Training-ATTF is pleased **to offer up to 10 scholarships for this programme**, covering the subscription fees of 2.200€**.

The programme combines 2 parts:

PART 1: E-Learning preparation course "International Financial Markets"

The E-learning course, which focuses on the fundamentals of financial products, is a **prerequisite** for the "CAMBOC Certificate".

It will be available shortly after the candidates' selection. Participants will have access to the E-learning course on a 24/7 basis through the Internet for a period of 6 months. They will be able to log-on and log-off the course as many times as they wish.

The estimated duration for the course is **12 hours**, divided into sessions of 30-40 minutes each.

The last chapter of the E-learning course is a final non-elimatory test. **Participants are required to take this course and pass the test** with a minimum recommended score of 60 % before the beginning of part 2 (participants are allowed to retry the final test as often as they want).

PART 2: Instructor-Led Training (ILT)

The course will end with an exam on the last day (afternoon) of the programme. **All successful candidates will be granted a certificate of achievement.**

Please find below the link with the programme description:
<https://www.houseoftraining.lu/training/capital-markets-back-office-certification-camboc-2525>



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Selection process

Up to 10 candidates will be selected among applicants from the different invited countries. The selection will be made by the Ministry of Finance, the House of Training and its quality circle, according to the relevance of the participants' profile, which will have to correspond to the programme target group. The participants are also requested to have a **sound knowledge of English**.

A minimum of 3 years of experience in back-office operations or a similar area in financial services is requested.

For trainings with scholarship support like this one, **selected participants are required to manage all their arrangements autonomously (accommodation, transport, etc)**.



We invite you to take this unique opportunity to **be granted one of the limited scholarships available** and become **CAMBOC certified!** We invite you to fill in the attached application form and send it back to the House of Training official partner in your country (by whom the present invitation was received) **by 15 March 2019, at the latest**.

Should you need any further information on the programme, please feel free to contact us. We hope to have the chance of welcoming you to Luxembourg for this exciting programme.

Yours sincerely,

Corine Klip
Programme Coordinator

Ben Lyon
Director House Training
Head of ATTF Services

** This session is planned to take place in Luxembourg from 6 to 14 May 2019. Please be aware that the newly re-elected Luxembourg Government announced in January this year that it intends to add **Thursday 9 May 2019** to the official list of public holidays in Luxembourg. This change to the national calendar has, however, not been confirmed yet. This is an unexpected and unique situation, over which we regret that we do not have any control. Should this public holiday be confirmed, Thursday 9 May will be a free day in the programme, which participants may use for their individual study and the course will be given on **Saturday 11 May 2019 instead**. We will keep you informed about this matter as soon as possible.*

***please refer to the Financial Conditions appendix*