

Luxembourg, 10 January 2022

**Online “Capital Markets Back-Office Certification (CAMBOC)”
21 March – 1 April 2022**

Dear Madam,
Dear Sir,

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 CAMBOC programme offers you the opportunity to become a fully skilled and knowledgeable back-office professional.

The programme combines 2 parts:

PART 1: E-Learning preparation course “International Financial Markets”

The E-learning course is a **prerequisite** for the “CAMFIN Certificate”. It will be made available a few weeks before the start of the online course. Estimated duration: 2 hours.

PART 2: Principal online seminar

The course will be delivered online in 8 sessions of 4 hours each, **from 21 to 25 March & from 28 to 30 March 2022**. The programme will end with an **online exam on 1 April 2022**. All successful candidates will be granted an electronic certificate of achievement.

This certification programme, supported by the **Luxembourg Ministry of Finance**, will be delivered by senior experts with an in-depth experience in back-office and willing to share their expertise in this field.

Up to 12 candidates will be selected among applicants from the different invited countries. The selection will be made by the House of Training and its experts, according to the relevance of the participants' profile (which will have to correspond to the programme target audience) and motivations. The participants are requested to have a **sound knowledge of English**. All the selected candidates will have to be equipped with a well-functioning microphone and a **webcam**.

We invite you to have a look at the attached documents to get more details on the programme and the financial conditions. In order to promote access to this unique learning opportunity, we have made sure that the financial support of the Luxembourg Ministry of Finance is kept at its highest level.

The sessions details/schedule can be found on our website. All times indicated are Luxembourg times – candidates are requested to check the time difference with their own country:

https://www.houseoftraining.lu/en_GB/training/capital-markets-back-office-certification-camboc-certified-path-6230



HOUSE OF
TRAINING



If you are interested in this programme and have **at least 3 years of experience** in back-office operations or a similar area in financial services, please fill in the attached application form and send it back to the House of Training-ATTF official partner in your country **by 11 February 2022, at the latest**. Please note that only fully completed forms will be considered.

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 our virtual classroom for this exciting programme.

Yours sincerely,

Hilda Lutgen
Senior Project Manager

Ben Lyon
Director Banking & Finance

Appendices:

- ✓ Programme description
- ✓ Financial conditions
- ✓ Application form