



SECURITIES OPERATIONS FOUNDATION COURSE

CE Approved
Provider



CFA Institute



“

The material was extremely high quality, which I have used regularly for reference in my role of designing new solutions to improve post trade processes.

”

Sam Romilly

Program Manager, Post Trade
SWIFT



INTERNATIONALLY RECOGNISED
QUALIFICATIONS FOR THE
FINANCIAL MARKET

COURSE OVERVIEW

The Securities Operations Foundation Course is an introductory level qualification intended for anyone entering a career in the securities operations area of the financial markets.

The course has been specifically designed to provide the essential information necessary for delegates to develop a thorough understanding of both the debt and equity markets and, in particular, securities operations concepts.

The course conveys numerous conceptual points, which are combined with emphasis on the practical aspects of securities operations, including day-to-day challenges.

By completing the programme you will:

- Understand the primary components of the securities trade life-cycle
- Comprehend the similarities and differences between equities and bonds
- Be able to demonstrate an understanding of how equities and bonds are brought to the marketplace
- Appreciate the roles of the major securities market participants

“

The course provided me with a full insight into the securities settlement process. It was extremely beneficial.

”

Amel Marzoug

Operations Manager,
Ikano Fund Management

COURSE CONTENT

The course content is divided into two specific topic areas, which are then broken down into multiple subtopics:

1. **Generic Operations Concepts**
 - The financial services environment
 - Fundamental banking operations concepts
2. **Securities Operations Concepts**
 - Securities products
 - Equity and debt issuance
 - Trade and settlement concepts
 - External trading infrastructure
 - Internal trading infrastructure
 - External settlement infrastructure
 - Internal operations infrastructure
 - Trade cash value calculation
 - The securities trade life-cycle - an overview
 - Repos - an overview
 - Securities lending and borrowing - an Overview

COURSE FORMAT

The Securities Operations Foundation Course is available in two formats:

- **Classroom-based:** Three day course held four times a year, taking place in destinations across Europe. The course concludes with the SOFC examination.
- **Online:** This option allows total flexibility as candidates work at their own pace (subject to a three month exam deadline), in their own time and location; there is no need to take time off work or spend time away from home.

Both formats entitle candidates to access the SOFC Online Campus for course preparation. Candidates who choose to study via the online platform will receive ongoing support, including regular web based review sessions with an expert e-tutor and the ability to discuss course topics with fellow candidates.

TARGET AUDIENCE

This course is directly relevant to people entering the world of securities operations and personnel currently working within this field who wish to gain a broader view of the subject. Although not a formal prerequisite for any other ICMA training course, the SOFC provides useful background study for those wishing to take the intermediate ICMA Operations Certificate Programme (OCP) and specialist 1-2 day operations courses.

COURSE DIRECTOR

Mike Simmons is an operations specialist and the Programme Director for ICMA's Operations stream of training courses. He has been involved with the capital markets and operations throughout his career, focusing originally upon securities settlement and more recently on the broader aspects of operations.

Mike is the author of several books on operations including 'Securities Operations: A Guide to Trade & Position Management' which is provided as pre-course reading for the course. In addition to the SOFC, Mike is the Programme Director for the Operations Certificate Programme (OCP) and teaches various specialist operations courses including Collateral Management and Corporate Actions.

“

Despite my previous experience, this course vastly enriched my knowledge and skills in my day to day business activities.

”

Omar Alzeer

Operations Manager,
Gulf Investment Corporation

ICMA EXECUTIVE EDUCATION

For many years ICMA Executive Education has been regarded as the benchmark in training for both the front office and operations areas of business. Our courses are internationally recognised and are required training by many of our member firms. ICMA Executive Education is unique in that ICMA and the ICMA Centre, Henley Business School, University of Reading work together to deliver training courses, taught by current and former financial markets practitioners which blend practical and academic know-how, so that candidates have a thorough understanding of the topics being discussed.

Five Certificate Programmes are offered:

- Financial Markets Foundation Course (FMFC)
- Securities Operations Foundation Course (SOFC)
- Fixed Income Certificate (FIC)
- Operations Certificate Programme (OCP)
- Primary Market Certificate (PMC)

All are recognised as certificates of competence in the capital markets and are successfully completed by large numbers of international participants each year. In addition to our certificate programmes, we also offer a selection of specialist courses throughout the year. These programmes are single topic subjects, covered within our intermediate courses, but in much more depth. The courses are focussed and provide an opportunity to network and discuss the issues affecting the financial markets with your industry peers.

ICMA Executive Education is able to provide any of our public courses on an in-house basis if required, if an organisation wishes a number of delegates to attend a specific course.

ICMA CENTRE

The ICMA Centre, University of Reading has an international reputation for providing quality teaching programmes tailored to the capital markets industry. Established in 1991 with funding provided by the International Capital Market Association (ICMA), the Centre is housed in a purpose-built modernist building with state-of-the-art facilities including two dealing rooms. In 2008, ICMA enabled an expansion to the building that now includes an additional 50 seat dealing room, 170 seat lecture theatre as well as new seminar rooms and a dedicated research area.

THE INTERNATIONAL CAPITAL MARKET ASSOCIATION

The International Capital Market Association is the trade association representing constituents and practitioners in the international capital market worldwide. ICMA's members are located in over 50 countries across the globe, including all the world's main financial centres, and currently number in excess of 470 firms. ICMA performs a crucial central role in the market by providing and enforcing a self-regulatory code of industry-driven rules and recommendations which regulate issuance, trading and settlement in the international fixed income and related instruments.

FURTHER INFORMATION AND COURSE REGISTRATION

For further information and to register for any of our courses, please visit:

www.icmagroup.org/education

or contact us at: education@icmagroup.org

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**European Institute
of Management & Finance**