



Agence de Transfert
de Technologie Financière,
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Société anonyme

Financial Technology
Transfer Agency,
Luxembourg
Stock company

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**Multinational Programme, second edition
"CERTIFIED PRIVATE BANKER
FOUNDATION COURSE"**

Part 1 : E-Learning Preparation Course : from selection until May 03, 2015 (about 10 hours)

Part 2 : Instructor-Led Training :Luxembourg: 04-12 May 2015 (6,5 days)

Luxembourg, 23 January 2015

«The most successful private bankers are those who can demonstrate trust and integrity, built over long periods of time »

Dear Madam,
Dear Sir,

If you are a young executive and specialist of a commercial bank or of another financial institution with an interest in Asset Management, Private Banking, Investment advisory, relationship management, risk management and portfolio management and you want to pass the Foundation Level of the Private Banker certification...

then this is the programme for you!

The "**Financial Technology Transfer Agency**" (ATTF – www.attf.lu) has been mandated by the Luxembourg Ministry of Finance to implement this training programme, co-organised and developed by the **Institute for Training in Banking, Luxembourg** (IFBL – www.ifbl.lu) and its quality circle in Private Banking, Financial Product and Risk Management.

This programme, which is based on innovative blended learning approach combines 2 parts:

PART 1: E-Learning preparation course "International Financial Markets"
When will it take place?

The E-learning course "International Financial Markets", which focuses on the fundamentals of financial products, is a **prerequisite** for the programme "Certified Private Banker Foundation level".

It will be available from the selection date until May 03, 2015.

The estimated duration for the E-Learning course is **approximately 10 hours**, which are divided into sessions of 30-40 minutes each.

The last chapter of the E-learning course is a test, which **participants are expected to pass** to confirm the knowledge that they acquired before the beginning of the part 2 (participants are allowed to retry the final test as often as they want).

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PART 2: Instructor-Led Training (ILT)

When and where will the part 2 take place?

The seminar will be held in **Luxembourg from Monday 04 to Tuesday 12 May 2015** (arrival date: Sunday May 03, departure date: Tuesday 12 May afternoon or Wednesday 13 May). This face-to-face training will end with a written exam based on all covered topics (duration of the exam: 3 hours). **All successful candidates will be granted a certificate of success and be certified Private Banker, Foundation Course.**

We send you herewith the programme description (organisation sheet & content) and application form.

Fees

ATTF is asking for a contribution for the participation in this multinational seminar:

- **Contribution fees (E-learning and ITL): 200 € excl. VAT** per participant per working day ($6.5 \times 200 \text{ €} = 1300 \text{ €} + 3\% \text{ VAT}$);
- **Contribution to a compulsory travel insurance** valid in the Schengen area: **15 € excl. VAT (3%)**. It will cover medical costs, repatriation and physical injury.

This contribution will have to be paid at the **latest by 13 April 2015**. There will be no refund in case of cancellation after that date.

⚠ Please note also that the amount of **170 € + 3% VAT** that corresponds to the E-learning registration fees **will NOT be refunded** once the participant has received his/her access code to the E-learning environment (this amount remains due even in case of cancellation before 13 April 2015).

In addition the participants will have to pay their flight tickets, dinners on seminar days, lunches and dinners during the weekend, additional services in the hotel (telephone, pay TV) and transportation for their personal needs.

The Luxembourg Ministry of Finance will cover the experts' and management fees, the accommodation (10 nights incl. breakfast) in Luxembourg, the lunches on seminar days, the closing lunch, the visit of the city, the transportation (by taxi or public bus) within the framework of the programme (transfer from the airport, and to and from the closing lunch venue).

Who can apply? (selection process)

Up to 15 participants will be selected among applicants from the different invited countries. The selection will be made by the Ministry of Finance, ATTF, IFBL and its quality circle, according to the relevance of the participants' profile, which will have to correspond to the programme target group. The geographical criterion will NOT be considered. The participants are requested to have a **sound knowledge of English**, as the whole seminar will be held in this language with no translation.

☞ In order to make sure that the selected participants have enough time to complete the E-learning part, **we will process according to the "first in, first served" principle**. Within a few days after their selection confirmation, the participants will get an access code to the E-learning environment and be able to start their preparation.



Deadline for application according to the process
"First In, First Served" and the latest by 06 March 2015

Grab this unique opportunity to pass the Foundation Level of the Private Banker Certification and apply for this seminar now!

But before doing so, please check that your profile matches the target group. If it does, you are kindly requested to fill in the attached application form and send it back as soon as possible to ATTF official contact in their country (from which the present invitation was received) and **the latest by 06 March 2015**.

We will process according to the principle "first in, first served" based on the criteria stated in the organisation sheet. Once selected, the participant will access to the E-Learning environment. So, don't wait and apply NOW!

As soon as you get the confirmation that you are selected, the E-Learning course will be accessible through internet.

ATTF reserves the right to cancel the programme until March 13 (please do not confirm your flight ticket before that date)!

Do not hesitate to contact us for any further information.

Looking forward to receiving your application,

Yours sincerely,

Claire MOZET
Programmes Coordinator

Josée THYES
Administration & National
Programmes Director

Appendices:

- Seminar description: Organisation sheet & content
- ATTF application form