



Fiduciary Fundamentals 2011: The ACSP Essential Skills Programme for Professional Development

All courses are with Jo French, at the Upper Hall, Loch Promenade Church, Douglas.

<p>11 March NEW INDUCTION SERIES 10.30 am – 1.30 pm Coffee and registration from 10.00 am A new induction series suitable for staff with up to 3 years experience.</p>	<p>Introduction to Company Law and Administration Definition of a company and features of a company; The veil of incorporation and how it may be lifted; Mem & Arts and their role as a company's written constitution; What is share capital?; Definition of shareholders and their rights; Director's duties, liabilities and powers; The company secretary and statutory records.</p>
<p>01 April NEW INDUCTION SERIES 10.30 am – 1.30 pm Coffee and registration from 10.00 am A new induction series suitable for staff with up to 3 years experience.</p>	<p>Introduction to Trust Law and Administration Definition of a trust and how trusts are developed; Review of the main parties to a trust; Appointment of a trustee; What are a trustee's duties and how do they derive their powers?; Who can be a beneficiary and what are their interests and rights?; The three certainties; How are trusts created?; A brief overview of common types of trusts and how they are used offshore; Trust deeds and letter of wishes; The importance of trustee records and meetings.</p>
<p>19 May 12 noon – 2.30 pm Coffee and registration from 11.30 am</p>	<p>The Effective Company Secretary Impact of the role of the company secretary and corporate governance relationships with the board; functions of the board; MEETINGS – purpose, benefits and problems; technicalities; planning and preparation; minutes and resolutions; RECORD KEEPING – Statutory requirements; audit trails; corporate compliance.</p>
<p>16 June 12 noon – 2.30 pm Coffee and registration from 11.30 am</p>	<p>Anti Money Laundering Update – Focus on Post Reporting Issues Meaning of consent; dealing with no consent; dealing with the authorities; tipping off; risk managing the client post reporting; ability to exit; post mortem; revisiting the risk grading.</p>
<p>21 July 12 noon – 2.30 pm Coffee and registration from 11.30 am</p>	<p>Identifying Key Risks and Creating an Effective Risk Management Framework Sanctions breaches; emerging money laundering methodologies; PEP risk and how to handle it; terrorist financing and typologies; extradition risks to professionals; undertaking business risk assessment; designing control procedures; generating management information; effective monitoring and feedback; creating an effective compliance culture.</p>
<p>15 September 12 noon – 2.30 pm Coffee and registration from 11.30 am.</p>	<p>Managing a Commission Visit and Post Visit Issues Preparing for a visit; creating the right impression; what type of visit?; managing the visit; post visit events; what to expect post visit; remediation; handling enforcement action</p>
<p>20 October 12 noon – 2.30 pm Coffee and registration from 11.30 am.</p>	<p>Effective Boards and Getting Value from Non Executive Directors Purpose of the board; challenges faced by a board; board meetings – planning and management; board committees; evaluations of the board; Are NEDs essential?; defining the role of the NED; Independent and non-independent NEDs; Assessing NEDs performance, what do they contribute?; Common NED failings.</p>
<p>01 December 12 noon – 2.30 pm Coffee and registration from 11.30 am.</p>	<p>Anti Money Laundering Update – Through a Series of Case Studies Examples of emerging typologies including terror financing, funds fraud, CDD failures, insider dealing and other financial crimes.</p>

