

About the International Diploma in Financial Administration

This qualification has been developed by the Guernsey Business School (GBS) and the Isle of Man College (IOMC) to meet an identified need to train administrators dealing with the administration of Trusts and working in the back offices of offshore financial services companies

Entry Criteria

This is an open access programme with no formal entry requirements although knowledge of the financial services industry would be an advantage.

Programme Aim

The qualification allows students to develop a basic working knowledge of the regulatory environment governing organisations operating in the financial services sector. The syllabus content reflects regulation in the United Kingdom and in international finance centres.

The programmes consist of 5 Units:

- Introduction to Trust and Company Accounts
- Introduction to Trust and Company Administration
- Introduction to Investments and Fund Management
- Introduction to Regulatory Environment
- Local Regulatory Environment (contextualised for the local environment in Guernsey/IoM).

Assessment

Assessment is by way of three written examinations of 2 ½ to 3 hours with a mix of multiple choice, short answer and longer questions within each unit.

Examinations are held in April, July and December.

Time for completion

Suggested Learning Hours for this Award are 200 hours per unit = 1000 hours, over as short or long a time as you wish, from 12 months to two years.

Progression

Students can progress from this qualification to the Advanced Diploma in Administrative Management. Students who successfully complete the International Diploma in Financial Administration are eligible for Associate Membership of the Institute and the use of the post-nominal letters **AIInstAM**.



Where to Study

The qualification is currently available through Guernsey Business School (GBS) and the Isle of Man College (IOMC).

Fees

A registration and certification fee of £100 is payable to the iam by every student receiving the IDFA Award. The modes of study, courses and services offered by tuition providers vary between providers, as do the tuition fees charged. Students are therefore advised to contact the tuition provider of their choice for further information about tuition fees.

There is no requirement to be a member of the iam, but students are eligible for associate membership, which grants access to online networking communities, the manager journal and other resources useful for study, as well as all of the benefits of iam membership. More information about membership is available on the iam website.

Next Steps

If you are interested in the International Diploma in Financial Administration, please contact Joana Nascimento at Guernsey Business School, on joanan@gcfe.net

For UK Candidates ONLY.

Please complete the following questions for monitoring purposes only:

Q1: Date of Birth:

/ /

Q2: Gender:

Male

Female

Q3: Ethnicity:

Asian or Asian British - Bangladeshi

Asian or Asian British - Indian

Asian or Asian British - Pakistani

Asian or Asian British – any other Asian background

Black or Black British - African

Black or Black British - Caribbean

Black or Black British – any other Black background

Chinese

Mixed – White and Asian

Mixed – White and Black African

Mixed – White and Black Caribbean

Mixed – any other Mixed background

White - British

White - Irish

White – any other White background

Any other

Not known/Not provided

Q4: Learning Difficulties/Disabilities:

I consider myself to have a learning difficulty and/or disability and/or health problem

I do not consider myself to have a learning difficulty and/or disability and/or health problem

No information provided

If you consider you have a learning difficulty and/or disability and/or health problem, please answer Question 5 and/or Question 6:

Q5: Disability

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Visual impairment |
| <input type="checkbox"/> | Hearing impairment |
| <input type="checkbox"/> | Disability affecting mobility |
| <input type="checkbox"/> | Other physical disability |
| <input type="checkbox"/> | Other medical condition (for example epilepsy, asthma, diabetes) |
| <input type="checkbox"/> | Emotional/behavioural difficulties |
| <input type="checkbox"/> | Mental ill health |
| <input type="checkbox"/> | Temporary disability after illness (for example post-viral) or accident |
| <input type="checkbox"/> | Profound complex disabilities |
| <input type="checkbox"/> | Multiple disabilities |
| <input type="checkbox"/> | Other |
| <input type="checkbox"/> | No disability |
| <input type="checkbox"/> | Not known/information not provided |

Q6: Learning Difficulty

- | | |
|--------------------------|------------------------------------|
| <input type="checkbox"/> | Moderate learning difficulty |
| <input type="checkbox"/> | Severe learning difficulty |
| <input type="checkbox"/> | Dyslexia |
| <input type="checkbox"/> | Dyscalculia |
| <input type="checkbox"/> | Other specific learning difficulty |
| <input type="checkbox"/> | Multiple learning difficulties |
| <input type="checkbox"/> | Other |
| <input type="checkbox"/> | No learning difficulty |
| <input type="checkbox"/> | Not known/information not provided |