

# the fast certificate in investment funds

## course description

The course is divided into three modules. The first module examines the types of funds available and the legal implications thereof. The second module looks at the entities that carry out the daily operations for a fund; transfer agency, fund accounting, custody, etc. The last module studies the types of investments a fund can make and their effect on both performance and marketability. Following completion of the full programme, **fast training** – one of Europe's leading management and technical training providers for the financial sector – will award a certificate to the participant indicating their successful completion of a series of courses designed to give the participants an in-depth knowledge of investment funds.

## programme content

### Unit 1 – Fund types:

- Fund concepts
- Open and closed ended funds
- Traditional, alternative and hedge funds
- Legal structures
- Fund markets
- UCITS

### Unit 2 – Investment fund entities:

- Functions of the administrative agents (e.g. fund accounting, transfer agency, custody...)
- Calculating the NAV per share
- Evaluation of investors and account opening
- Types of fund orders
- Domiciliary functions
- Fund events (e.g. dividends, AGM's...)

### Unit 3 – Fund portfolios:

- Fund types and their strategies
- Traditional financial instruments (equities, bonds)
- Derivatives (futures, options)
- New trends (CDOs, Swaps...)

## target audience

Anyone interested in developing an all round understanding of the investment fund business.

## course duration

5 days for up to 12 participants

## REGISTRATION FORM

Form to be completed by training department / line manager

### Certificate in Investment Funds 15, 16, 21, 22, 23 April 2010

I, undersigned

Name	
First name	
Company	
Position	
Telephone	
Fax	
Email	
Billing address	

register the following person/people for the above-mentioned training course :

	Name	First name	Position
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			

I have read and accept the following terms and conditions

Date and signature
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**Please return this form by fax to +352 22.55.99.99 or +352 22.06.39**

## Terms and conditions

### Fees

The rate for the training course is 400 Euro per person per day. The fee includes all supporting material, lunch and refreshments.

### Payment

The course fee must be paid in full on receipt of invoice. An invoice will be dispatched after completion of training.

### Cancellation policy

Courses that have been booked may be cancelled up to 10 business days before the scheduled date. If the course is cancelled after that time, it will be subject to a cancellation fee of 50% of the fees due up to 5 business days before the scheduled date and 100% after that time.

**fast training** reserves the right to delay or cancel training course at any time without liability. In these circumstances, participants will be offered an alternative date.

### Contact

For further information, please contact your Coordination Manager:

Silvia Frey

Telephone: +352 22.55.99.50

Fax: +352 22.55.99.99

Email: [sfrey@fasttraining.eu](mailto:sfrey@fasttraining.eu)