

**International Compliance Association**

*Excellence through Education*



Develop your  
knowledge, secure  
your firm



**ICA International Diploma  
in Compliance**

An internationally recognised professional  
qualification awarded in association with the  
University of Manchester Business School

**MANCHESTER**  
1824

Manchester Business School

# An Introduction to the ICA International Diploma in Compliance

As a compliance professional, your role continues to grow in importance. The changing external environment has determined the crucial part you play in the continuing success of your firm. The daily compliance challenges you face mean the importance of having the right knowledge and skills cannot be underestimated. A professional qualification from the International Compliance Association can help you meet your responsibilities.

Over the years, compliance in the financial services sector has become the responsibility of all staff and your role has evolved to meet this change. Businesses today need fully trained people who understand laws, regulations and the rules by which their firm operate. Staff need to appreciate the important part compliance plays in protecting the business so they too can help safeguard the reputation of the firm and minimise financial risk. Firms also need a successful company-wide compliance culture. This helps ensure all staff follow processes and procedures wherever they are in the world. A professional qualification from the International Compliance Association can help you meet this need.

Designed for compliance professionals today, the ICA International Diploma in Compliance provides detailed knowledge and practical skills. It is a certificated, professional education programme. Awarded in association with the University of Manchester Business School, the Diploma is a benchmark qualification demonstrating excellence.

The Diploma is suitable for those compliance professionals who already have some practical experience in compliance and who want to improve their knowledge. Individuals who complete the Diploma will be able to undertake their responsibilities more efficiently and effectively. By drawing upon international best practice, the Diploma helps prepare you to adapt and change to meet the challenges created by the constantly evolving external environment.

Those who have already graduated from the Diploma find that their performance in the workplace improves and opportunities for career progression are enhanced. By undertaking the ICA International Diploma in Compliance you develop your knowledge and you help secure your firm. Those who have completed the qualification say it has been worthwhile.



*“It was a very interesting program and its relevance cannot be overrated. Thanks again.”*

**Kerry Ann Cato**  
**Barbados**

*“I definitely recommend the course. As a matter of fact, I’ve encouraged my colleagues in Bahamas and Cayman to pursue it.”*

**Judith Nurse**  
**RBC, Barbados**

*“I just want to thank you for your guidance and help in and out of the Workshops. I will highly recommend the course. I had learned a lot from it.”*

**Agie Abinez**  
**British Virgin Islands**

Key information on the ICA International Diploma in Compliance follows. To find out more visit [www.int-comp.org](http://www.int-comp.org) or email [ict@int-comp.com](mailto:ict@int-comp.com)

## Key Features

- A graduate level programme resulting in a professional qualification
- Awarded by the ICA in association with University of Manchester Business School
- 12 month duration
- Comprehensive, detailed course materials that can be used in the workplace
- Written by experienced industry practitioners
- Internationally focussed
- Detailed support readings and texts
- Extensive online resource materials
- Dedicated tutor support
- Variety of study options available

## Key Benefits

- Improved knowledge, developed skills
- Reduced reputational and financial risk for firms
- Enhanced workplace performance
- Allows use of the designation Int. Dip (Comp)
- Potential for career progression
- Professional membership of the International Compliance Association
- Verifiable evidence of learning

## Programme Study Options

The Diploma is available through Public Courses, Distance Learning, In-house and for very experienced practitioners, by Exam Only.

### Public Courses

The Public Courses, which comprise two three-day face-to-face workshops are usually very popular. They have a limited number of places at any one time in order to maximise the learning experience. Workshops provide an additional opportunity for interaction and networking.

Minimum numbers in any jurisdiction must be met in order for Public Courses to run. Where a Public Course does not meet the required number, individuals who have enrolled will be invited to transfer onto the Distance Learning option.

### Distance Learning

Distance Learning is for those who are resident in a jurisdiction where Public Courses are not running. An exercise work book is included in course materials to ensure as thorough an education as is possible. This is supplemented still further with on-line testing and presentations on studying specific modules that can be downloaded. Those who choose this study option can also be allocated a mentor and receive additional support from a dedicated tutor.

### In-house Courses

In-house options are available to those firms who wish to put a minimum of 15 people through the Diploma programme at any one time. There are several advantages to this option including a reduction in price per head and the ability to include processes unique to the firm in workshop discussions. For more information about this option, contact Helen at the International Compliance Association by email, [hlangton@int-comp.org](mailto:hlangton@int-comp.org)

### Exam Only

Those who are very experienced practitioners and hold appropriate qualifications may be eligible for the Exam Only option. Such individuals are exempt from attending workshops and from submitting assignments. Those who select this option are provided with manuals, support readings and texts, and their achievement is measured on the basis of their examination performance. However, the International Compliance Association always recommends undertaking the fullest programme available to ensure the best possible learning experience.



## Summary of Study Format

All who enrol on the Diploma will receive:

- Comprehensive course manuals, support readings and texts
- On-line support
- Sample assessments
- Study Handbook

## Course Assessment

- 3 pieces of assessed work are required, contributing towards the final grade
- A 3 hour 15 minute open-book examination

## Admission Requirements

The ICA International Diploma in Compliance has a practical focus and is designed for individuals who intend to carry out the role of Compliance Officer or work within the compliance function. The entry criteria are:

- Sound educational background, e.g. degree or professional qualification in an appropriate discipline **or**,
- Attainment of the International Compliance Association Certificate in Compliance (International or UK) **or**,
- Three years relevant work experience
- All applicants need the ability to complete the reading and written aspects of the course in English

**If you would like to discuss the Diploma and how it might fit in with your current role and career aspirations, contact the International Compliance Association on 44 (0) 121 362 7534 for an informal discussion with the Course Director.**

## Fees

Fees for the programme vary depending on the delivery option. Course fees are subject to local taxes where applicable. Prices quoted are in GBP Sterling. US dollars accepted at the equivalent rate. Full details are available from the International Compliance Association website [www.int-comp.org](http://www.int-comp.org). Fees for in-house delivery vary depending on the number undertaking the programme and in which jurisdiction. For full details and information on stage payment plans, please contact the International Compliance Association.

## How to Apply

Once you have studied the syllabus, you can apply on-line at [www.int-comp.org](http://www.int-comp.org) or complete the enrolment form available from the website and return it to the International Compliance Association.

## Membership of the International Compliance Association

Upon successful completion of the ICA International Diploma in Compliance, an invitation is extended to become a member of the International Compliance Association and use the designation MICA, (Member International Compliance Association). After a further 2 years professional experience, Members of the International Compliance Association are invited to apply for Fellowship status and use the designation FICA, (Fellow International Compliance Association).

## International Compliance Association

The International Compliance Association is a professional organisation with a global membership.



It is dedicated to the pursuit of excellence in compliance, anti-money laundering and financial crime prevention. Working in the financial services sector, the International Compliance Association delivers accredited learning through its training division, International Compliance Training (ICT). ICT delivers comprehensive education programmes and develops and supports compliance and anti money laundering professionals globally. The International Compliance Association is the government appointed Lead Provider of Financial Industry Competency Standards accredited training and assessment programmes in the field of compliance in Singapore.

## Details of other Qualifications Available

The International Compliance Association delivers a wide range of qualifications, appropriate to the financial services sector worldwide. Certificate programmes are designed for entry-level staff, new to a particular discipline. Content focuses on awareness and on the introduction of the key issues involved. These programmes form a solid foundation for future learning. Advanced programmes are available for those who wish to develop their understanding still further. Diploma programmes are designed for more senior practitioners, those who have already amassed a level of experience. Certificate, Advanced and Diploma programmes cover the following subjects:

- Anti Money Laundering
- Compliance
- Financial Crime Prevention

## The International Compliance Association and Standards of Competence

The International Compliance Association has been working with the Financial Services Skills Council in the United Kingdom to develop National Occupational Standards of Competence for the industry. Initially concentrating on anti money laundering and compliance, the project has now encompassed financial crime prevention. These standards have been developed with industry representatives as a benchmark for best practice.

The International Compliance Association UK Diplomas in Anti Money Laundering and Compliance are mapped into these Standards and the Financial Crime Diploma will be mapped in due course. The ICA is making these standards freely available to all regulators worldwide and hopes that they will be adopted by other jurisdictions over time. For more information about these Standards visit [www.fssc.org.uk](http://www.fssc.org.uk)

## University of Manchester Business School

Manchester Business School is the largest campus-based business and management school in the UK. It provides world-class business and management education to undergraduates, postgraduates, experienced practitioners, and those with serious academic and research ambitions. It is an international and progressive school, delivering cutting edge business thinking and teaching, informed by the contemporary commercial environment. Manchester Business School is the quality assured educational partner of the ICA for its diploma programmes in Anti Money Laundering, Compliance and Financial Crime Prevention.



For more information, visit [www.int-comp.org](http://www.int-comp.org) or email the International Compliance Association on [ict@int-comp.com](mailto:ict@int-comp.com) or telephone 44 (0) 121 362 7534.

## Professional Qualification Award

The ICA International Diploma in Compliance is accredited and awarded in association with the University of Manchester Business School. Quality assured by the University, the programme is at honours degree level, which designates the programme “Graduate Diploma”. The Diploma has been mapped in accordance with the Higher Education Qualification Framework. Furthermore, a number of universities may give credit for the work that is completed on the Diploma against other and possible masters level qualifications. For further information, visit the International Compliance Association website.

## Who the Diploma will Benefit

The ICA International Diploma in Compliance is a valuable tool for:

- Compliance Officers
- Deputy Compliance Officers
- Managers with responsibility for internal compliance controls
- Risk Managers
- Internal and External Audit Staff
- Regulatory Representatives
- Accountants
- Lawyers
- Company Secretaries
- Anyone who requires an in-depth knowledge of the compliance function and the part it plays in reducing risk

## Duration of Programme

We understand the nature of the work/life balance. With that in mind we have structured the programme to allow for maximum flexibility, accommodating the demands of family, career and study. If 6 hours of study are undertaken per week, the ICA International Diploma in Compliance can usually be completed in 12 months.



## Diploma Programme Summary

The ICA International Diploma in Compliance is comprehensive and reflects the regulatory environment today. The Diploma programme focuses on relevant international best practice, legislation and regulations. It examines the role of key players and the importance of developing networks. With course materials that are regularly updated, the Diploma focuses on current major issues that impact upon the compliance role.

**By the end of the Diploma programme, you will have a clear understanding of the compliance function and the surrounding context. Knowledge gained can be used to measure practices and tailor them to meet future challenges. A wider awareness of the international arena is given in readiness for future developments.**

A summary of the core modules follows. For more detailed information on what each module contains, please visit the International Compliance Association website at [www.int-comp.org](http://www.int-comp.org) and download the syllabus, or contact the International Compliance Association for one to be sent to you.

### Module 1: The Regulatory Environment

- Understanding the Regulatory Environment
- Regulatory Structure
- Regulators and their Powers

### Module 2: The Compliance Function

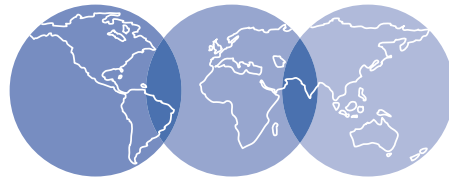
- The Role and Skills of the Compliance Officer
- Risk Management
- Designing an Internal Compliance System

### Module 3: Key Compliance Issues

- Money Laundering and Terrorist Financing
- Fraud Prevention
- Market Fraud, Insider Dealing and Fraud Prevention
- Investigations, Enforcement and Production Orders

### Module 4: The Compliance Environment

- Corporate Governance
- Ethics and Corporate Social Responsibility
- Evaluating Industry Sectors



## International Compliance Association

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### International Compliance Association

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