2021 Programme

- **ACSP Toolkit Essentials for Administrators**
  This programme is designed for all junior to mid-level administrators who require training on the basics of trust and company administration.

- **ACSP Toolkit Essentials for Senior Staff**
  This programme is designed for all senior administrators, managers & directors. It aims to provide training on the more senior aspects of trust and company administration such as trusteeship, directorship, risk management and corporate governance.

- **ACSP All Staff Programme for Professional Development**
  This programme is designed for all senior financial services professionals, including managers, directors, compliance officers and senior administrators. It aims to keep members updated with knowledge to ensure they meet their compliance and regulatory obligations within their role.

- **ACSP Response to Market Courses**
  This programme is designed for all senior financial services professionals, including managers, directors, compliance officers and senior administrators. It aims to respond dynamically to the local market and member feedback, to keep members updated with topical knowledge and ensure they meet their compliance and regulatory obligations within their role.

Date & Time	Course Details	Type	Tutor
28th April 10am-11am (1 hour)	People Trafficking and Exploitation, The Impact on Financial Institutions • Understanding how the interrogation of financial data can be used to identify and disrupt Human Trafficking and Exploitation • Understand and recognise the Human Trafficking Indicators (HTI), also the typologies and trends of money laundering in Human Trafficking and Exploitation cases • Become more aware of the techniques and methods used by OC Groups such as company structures and cash intensive business are used to launder the proceeds of Human Trafficking and Exploitation	ACSP Response to Market Courses	Grahame White
29th April 12pm-2pm (2 hours)	How to ensure real value from your AML/CFT training with Jo French • Why is AML training & education mandatory? • What is your message, is it fit for purpose and relevant? • Ensuring the message is heard? • How do you know – testing, evaluation and follow up • Delivery options – what works best for your firm?	ACSP All Staff Programme for Professional Development	Jo French
29th April 2:30pm-4:30pm (2 hours)	Nowhere to hide – appreciating the increased powers of the regulatory environment • An update of the scope and impact to date of current LEA and regulatory tools, to include: • Unexplained Wealth Orders and DPA's • Corporate liability in the Bribery Act, • Corporate liability in the Criminal Finance Act (tax evasion) • Failure to prevent Economic Crime • New approach of the SFO • Sanctions update – focus on the Magnitsky Act	ACSP All Staff Programme for Professional Development	Jo French
30th April 9am-11am (2 hours)	Trust administration essentials - Part 1 • What is a Trust and how are they created • Key parties to a Trust • Trustee's duties, powers and liabilities • Beneficiary interests and rights • Common types of Trusts and how they are utilised in offshore planning	ACSP Toolkit Essentials for Administrators	Jo French

30th April 11:30am-1:30pm (2 hours)	**Trust administration essentials - Part 2** • Trust formation checklist • Distributions and other benefits • Trustees duties and investments • Ensuring effective management and control offshore • The importance of trustee records and meetings	ACSP Toolkit Essentials for Administrators	Jo French
27th May 12pm-2pm (2 hours)	**Directors - how to get value from your board** • Why board need to improve their collective and individual behaviours • Board Dynamics and Human Factors • The board as a Team • Common problems & tips for improving • Consequences of failing to have a positive culture	ACSP All Staff Programme for Professional Development	Jo French
27th May 2:30pm-4:30pm (2 hours)	**All staff AML/CFT mandatory training** • What is your Money Laundering and Terrorist Financing risk in reality? • The AML and CFT Risk universe • How do you manage the risk? • Key policies and procedures • SARs as a defence • Mandatory SARs and post-reporting obligations • What are the potential consequences if you fail? • Impact of Covid • Risk-based approach in action – case studies	ACSP Toolkit Essentials for Administrators	Jo French
28th May 9am-11:00am (2 hours)	**Company Administration Essentials Part 1 (Theory)** • Features of a company • The veil of incorporation and how it may be lifted • Company formation and constitution • Company records and statutory disclosures • Dissolution and liquidation	ACSP Toolkit Essentials for Administrators	Jo French

28th May 11:30am-1:30pm (2 hours)	Company administration essentials - Part 2 (Practice) • Directors' duties, liabilities and powers • Members powers and rights • Capital adequacy • Uses of a company • Demonstrating effective management and control; offshore	ACSP Toolkit Essentials for Administrators	Jo French
24th June 12pm-2pm (2 hours)	Human trafficking – organised crime's commodity of choice: Where your risks are and how you manage them • Manifestations and methodology of the crime • Impact and extent • Legislative responses - Modern Slavery Act & Sanctions • Media responses and reputational risk • Undertaking a corporate anti-slavery health check	ACSP All Staff Programme for Professional Development	Jo French
24th June 2:30pm-4:30pm (2 hours)	MLRO Masterclass • Revisit the role of the MLRO to check you are fit for the 2021 risk and regulatory environment • Identify key policies and procedures to ensure you are effective in the execution of the MLRO function • Focus on SARs – in particular your analysis and thought processes, time frames, record keeping and robust audit trails, escalation and reporting to the board • Recognising and managing cultural barriers to effective SARs from both a staff and management perspective • What should prompt a SAR? A quick review of hot topics and emerging risks and case study.	ACSP All Staff Programme for Professional Development	Jo French
25th June 9am-11am (2 hours)	Professional CSP Directorship - essential skills and knowledge • The Directors legal and regulatory universe (domestic and international) • Focus on "fiduciary duty" • Roles and Key relationships • Induction • Vacation of office • Offshore tensions and the need to demonstrate "Economic Substance" • Consequences of a breach of duty • Managing directors' liabilities	ACSP Toolkit Essentials for Senior Staff	Jo French

25th June 11:30am-1:30pm (2 hours)	Senior staff AML/CFT mandatory training • Appreciate the increased obligations and the challenges that may be faced in meeting them • Consider emerging financial crime risks and the suitability of existing controls • lessons learnt from recent financial crime investigations and prosecutions • Business risk assessments - theory and practice • Embedding a positive AML culture • Hot topics	ACSP Toolkit Essentials for Senior Staff	Jo French

9th September
 	
12pm-2pm
(2 hours)
	Friends (or foes) in high places – PEP risk, corruption and media interest
	
	• PEPS redefined - Assessing a PEP's influence
	• Legal and regulatory requirements
	• Ensuring an effective PEP risk assessment
	    o Identification challenges
	    o EDD measures
	    o Acceptance and monitoring
	    o Case studies in failure
		ACSP All Staff Programme for Professional Development	Jo French

9th September 2:30pm-4:30pm (2 hours)	Why good Governance is the boards risk management ultimate secret weapon! • Consequences of failing to have a positive culture • Why a good governance regime is essential • Governance architecture fundamentals • The Board and governance committees • The Board and risk management • Importance of meaningful board evaluations • Ensuring an effective Board and demonstrating Economic Substance • Danger! Governance failures –past and recent case studies	ACSP All Staff Programme for Professional Development	Jo French
10th September 9am-11am (2 hours)	Professional Trusteeship - essential skills and knowledge • Hot topics • Trustee Duties and Liabilities • APT risks • Constructive Trusts • Managing the risk of a Sham • Effective administration for professional trustees • International Trust options - STAR and VISTA Trusts	ACSP Toolkit Essentials for Senior Staff	Jo French

Date	Topic	Programme	Presenter
10th September 11:30am-1:30pm (2 hours)	Risk management - essential skills and knowledge • Global Risk Trends • Appreciating your "Risk Universe" • Drivers, influencers and the need for compliance • Risk Management Architecture • Key Roles and Responsibilities for Risk Management • Identifying risks in your business environment • Tips to manage and monitor • Potential consequences of failure	ACSP Toolkit Essentials for Senior Staff	Jo French
21st October 12:00pm-2:00pm (2 hours)	The Data Conundrum of Reporting Obligations • Finding the balance between reporting obligations and data protection legislation • Key considerations in the Isle of Man • International information security and how international agencies work together	ACSP All Staff Programme for Professional Development	Grahame White
21st October 2:30pm-4:30pm (2 hours)	The SARS Universe • Latest local developments in SARS • SARS- still fit for purpose? • Key considerations when submitting a SAR • How easy is it to 'tip off'?	ACSP All Staff Programme for Professional Development	Grahame White
22nd October 9:00am-11:00am (2 hours)	Risk-based approach – myth or reality? • Developing a true risk-based approach • How to ensure your risk scoring is adequate in 2021 • Isle of Man FSA considerations.	ACSP All Staff Programme for Professional Development	Grahame White
22nd October 11:30am-1:30pm (2 hours)	Business letter writing • Structuring a business letter or email • Essential ingredients of a written communication • Effective communication • Achieving effective outcomes • Regulatory considerations	ACSP Toolkit Essentials for Administrators	Christopher Journeaux

18th November 12:00pm-2:00pm (2 hours)	UK Criminal Finances Act – all bluster or a storm in the making? • Update on CCO legislation • Any prosecutions yet!? • Risk management for offshore TCSPs	ACSP All Staff Programme for Professional Development	Grahame White
18th November 2:30pm-4:30pm (2 hours)	How legal privilege and financial crime intersect • What is legal privilege and what is it not? • Understanding the pit falls • Case studies for consideration	ACSP All Staff Programme for Professional Development	Grahame White
19th November 9:00am-11:00am (2 hours)	Where next for international money laundering regulations? • Moneyval update for Isle of Man • Beyond Moneyval, to the J5 and beyond! • Latest pressures on the Isle of Man and FATF post-Covid	ACSP All Staff Programme for Professional Development	Grahame White
2nd December 12pm-2pm (2 hours)	If you think governance is expensive try having a disaster • Consequences of failing to have a positive culture • What is Governance, risk and compliance? • Establishing a GRC framework – essential components • Establishing a GRC framework key relationships • Making a business case for GRC • Lessons from contemporary GRC failing	ACSP All Staff Programme for Professional Development	Jo French
2nd December 2:30pm-4:30pm (2 hours)	Managing conflicts of interest • What is a conflict of interest? • Why is it an issue? • Are you affected? • Problems if not managed • Case study	ACSP All Staff Programme for Professional Development	Jo French

3rd December 9am-11am (2 hours)	<u>All staff AML / CFT Mandatory training</u> - What is your Money Laundering and Terrorist Financing risk in reality? - The AML and CFT Risk universe - How do you manage the risk? - Key policies and procedures - SARs as a defence - Mandatory SARs and post-reporting obligations - What are the potential consequences if you fail? - Impact of Covid	ACSP All Staff Programme for Professional Development	Jo French
3rd December 11.30am-1.30pm (2 hours)	Senior staff AML/CFT mandatory training - *Repeat of June course*	ACSP Toolkit Essentials for Senior Staff	Jo French

Pricing:

1-hour sessions:

- £35.00 per 1-hour course for members
- £50.00 per 1-hour course for non-members

2-hour sessions:

- £50.00 per 2-hour course for members
- £65.00 per 2-hour course for non-members

Bookings:

Two easy ways to book…

1. To register your place, please book online either at:

    - https://www.acsp.co.im/events
    - https://booking.sifs.co.uk

2. Email Louise.McCormick@sifs.co.uk or events@sifs.co.uk including the below details per course:

    - Full name
    - Email address
    - Billing address