

# ACSP Programmes for 2014



**The ACSP Programme for Professional Development (senior administrators/managers/directors/compliance professionals)**

**ACSP Induction Programme (trainees/new starts)**

**ACSP Essential Skills Programme (administrators who require up skilling/knowledge refresh for CPD)**

Lunch is provided for all sessions starting at 12pm

24 February 2014, 12.00–14.00  
Registration commences at 11.30

Lunch is provided

## So you want to be a CSP director? Essential information and survival guide!

REPEATED ON 11 SEPTEMBER

- Directors and the law
- Duties of a director
- Running an effective board
- The Board's corporate governance role
- Selection and appointment of directors
- Induction, appraisal and training of directors
- Succession planning
- Resignation and removal of directors
- Insurance aspects
- Personal liability
- NEDs
- Ensuring effective administration in the offshore environment

24 February 2014, 14.30–16.30  
Registration commences at 14.15

## AML training for the board and senior management

- Directors and enhanced AML awareness
- The board's corporate governance and oversight role
- Duties of a director and the need for directors to "Raise their game"
- Consequences of a breach of duty
- Personal liability
- Undertaking an effective business risk assessment
- Emerging risks

25 February 2014, 10.00–12.30  
Registration commences at 09.30

## Effective company admin – Part 1

- Features of a company, highlighting the concept and importance of separate legal personality
- The veil of incorporation and how it may be lifted
- Company formation – from risk perspective; achieving effective CDD
- The company secretary and statutory records
- Managing fiduciary relationships

25 February 2014, 13.00–15.30  
Registration commences at 12.45

## Effective company admin – Part 2

- Who can be a director?
- Director's duties, liabilities and powers
- Managing intermediary relationships
- How do you demonstrate effective management and control; ensuring client directors can carry out their functions effectively
- Achieving a robust audit trail; effective record keeping; meetings and minute taking

27 March 2014, 12.00–14.00  
Registration commences at 11.30

## Corruption updates – know your ABC (anti-bribery and corruption)

Lunch is provided

- Corruption as an issue
- Corruption methodologies
- Laundering methodologies
- The role of financial institutions
- UK Bribery Act 2010 – updates
- Mitigating your risk of exposure to corruption

27 March 2014, 14.30–16.30  
Registration commences at 14.15

## Achieving effective customer due diligence (CDD) and enhanced due diligence (EDD) – an update on current regulatory thinking

- CDD – what, why and when
- The risk based approach to CDD
- Understanding commercial rationale
- CDD/EDD profiling
- Barriers to effective CDD/EDD
- Available CDD software and making effective searches
- Identifying and measuring risk factors
- Current Regulatory thinking

28 March 2014, 10.00–12.30  
Registration commences at 09.30

## Meet your firm's mandatory annual AML training requirements – AML awareness for all staff

REPEATED ON 07 NOVEMBER

This session is structured to ensure that delegates are fully compliant with all of the requirements for AML training under paragraph 22 of the Codes and s. 7.3.5 of the handbook, thus meeting a firm's annual mandatory AML training requirements.

It is also suitable for those new to the world of anti-money laundering, junior employees, support staff, and those who have changed role and are now caught under the AML legislation for the first time, thereby demonstrating to the regulator your organisation's adherence to POCL and the AML/CFT Handbook.

**For flexibility of staff release this course will run a second time on 7 November.**

- What is money laundering?
- What is terrorist financing?
- Vulnerabilities, triggers, risks and responsibilities
- The Enactments and the AML/CFT Handbook
- What is the risk-based approach?
- Risk-based approach in action – case studies
- Mandatory and post-reporting obligations

28 March 2014, 13.00–15.30  
Registration commences at 12.45

## So you want to be an MLRO? Essential information and survival guide

This course is designed for newly appointed MLROs and would also be suitable for deputies looking to take on the full responsibility of either role. It is also suitable for those already working in a compliance function and looking to progress their careers in compliance/risk management.

- Money laundering myths
- The role of the MLRO
- Dealing with the authorities
- AML risk management
- Designing an AML compliance framework
- Designing an AML compliance monitoring and testing programme
- Protection from money laundering and terrorist financing
- Drafting valuable MLRO reports to the Board

10 April 2014, 12.00–14.00  
Registration commences at 11.30

## Managing financial crime: Insider dealing and market abuse – latest trends and regulator responses

Lunch is provided

- Regulatory overview – IOM and the United Kingdom
- Insider dealing and Market manipulation - The Criminal Regime
- Market Manipulation tactics
- Market abuse – The Civil regime
- The Law in IOM
- Measures to prevent White collar Crime
- Case studies

10 April 2014, 14.30–16.30  
Registration commences at 14.15

## So you want to be a professional trustee? Essential information and survival guide

- Trustees and the law
- Duties of a Trustee
- Common failings
- Special problems faced by corporate Trustees
- Limiting Trustees liability
- Indemnities and exculpation clauses
- Selection and appointment of Trustees
- Induction, appraisal and training of Trustees
- Succession planning
- Resignation and removal of Trustees
- Insurance aspects
- Personal liability
- Ensuring effective administration in the offshore environment

11 April 2014, 10.00–12.30  
Registration commences at 09.30

## Effective trust admin – Part 1

- A brief overview of common types of trusts and how they are used offshore
- Different types of Trust deed and the proper use of letter of wishes
- What are a trustee's duties and how do they derive their powers?
- Who can be a beneficiary and ensuring their interests and rights under the Beneficiary Principle?
- Void and Voidable Trusts
- The importance of trustee records and meetings

11 April 2014, 13.00–15.30  
Registration commences at 12.45

## Effective trust admin – Part 2

- Trust formation checklist – dangers and pitfalls!
- Trustees & Investments and creating an effective trustee investment checklist
- Ensuring effective management and control offshore
- Dealing with the problem of Settlor involvement
- Use of underlying companies

23 June 2014, 12.00–14.00  
Registration commences at 11.30

## MLRO masterclass – focus on delivery of effective AML training

REPEATED ON 06 NOVEMBER

Lunch is provided

- AML training – when, what, how?
- Reminder of statutory obligations
- What works best for your organisation?
- Overview of delivery methods
- “Train the trainer” - practical exercise
- Importance of Testing

23 June 2014, 14.30–16.30  
Registration commences at 14.15

## Understanding and managing the threat of terrorism

- Dispelling the myths about money laundering & terrorist financing
- The risk based approach and terrorist financing prevention
- Identifying terrorist financing risk in your workplace
- Identifying heightened terrorist financing risk in certain relationships
- Permutations of terrorist financing abuse of financial services and products
- Proliferation risk
- Recent case studies

24 June 2014, 10.00–12.30  
Registration commences at 09.30

## Advanced AML (company vulnerabilities)

- Dispelling Money Laundering Myths
- Misuse of Companies and their vulnerabilities to Money Laundering
- Misuse of Companies and their vulnerabilities to Terrorist Financing
- CDD ++++ protection from the danger of the undisclosed agent
- The risk of automatically acquiescing to your client and becoming a Nominee Director
- Emerging AML and CTF typologies

24 June 2014, 13.00–15.30  
Registration commences at 12.45

## Advanced AML (trust vulnerabilities)

- Dispelling Money Laundering Myths
- Misuse of Trusts and their vulnerabilities to Money Laundering
- Misuse of Trusts and their vulnerabilities to Terrorist Financing
- Emerging AML and CTF typologies
- Constructive trust risk
- Corruption and why PEPs are attracted to Trusts
- Asset recovery

11 September 2014, 12.00–14.00  
Registration commences at 11.30

## So you want to be a CSP director? Essential information and survival guide!

REPEAT OF 24 FEBRUARY SESSION

Lunch is provided

- Directors and the law
- Duties of a director
- Running an effective board
- The Board's corporate governance role
- Selection and appointment of directors
- Induction, appraisal and training of directors
- Succession planning
- Resignation and removal of directors
- Insurance aspects
- Personal liability
- NEDs
- Ensuring effective administration in the offshore environment

11 September 2014, 14.30–16.30  
Registration commences at 14.15

## Ensuring effective corporate governance – running an effective board

- Hotspots
- Brief recap of directors' duties
- Drivers for change
- The purpose of the board
- The board and risk management
- The tasks of a board – The Reality
- Evaluating your board
- New directors
- Non-executive directors

12 September 2014, 10.00–12.30  
Registration commences at 09.30

## Advanced trust law – Part 1

- Trustees' duties and liabilities
  - Raising the standard
  - Consequence of finding a breach
- Information to beneficiary
  - Beneficial principle explained
  - Impact of Schmidt versus Rosewood
- Constructive trusts
  - When a constructive trust is imposed
  - Knowing receipt
  - Knowing assistance
  - Remedies available

12 September 2014, 13.00–15.30  
Registration commences at 12.45

## Advanced trust law – Part 2

### Asset Protection Trusts

- Designer APT legislation (Cook Islands)
- Vista Trusts (BVI)
- STAR Trusts (Cayman Islands)
- Some concerns!

### Sham

- What constitutes a Sham?
- Protective measures to avoid Sham
- Consequence of Sham

### Effective administration for professional trustees

- How to manage relationships with clients
- Creating effective audit trails

6 November 2014, 12.00–14.00  
Registration commences at 11.30

## MLRO masterclass – focus on delivery of effective AML training

REPEAT OF 23 JUNE SESSION

Lunch is provided

- AML training – when, what, how?
- Reminder of statutory obligations
- What works best for your organisation?
- Overview of delivery methods
- “Train the trainer” - practical exercise
- Importance of Testing

6 November 2014, 14.30–16.30  
Registration commences at 14.15

## Ensuring a meaningful Business Risk Assessment – top tips

- What are the key risks?
- Identifying risks in our organisation
- Undertaking a business risk assessment
- Designing controls and procedures
- Generating management information
- Effective monitoring and feedback
- Creating an effective compliance culture

7 November 2014, 10.00–12.30  
Registration commences at 09.30

## Meet your firm's mandatory annual AML training requirements – AML awareness for all staff

REPEAT OF 28 MARCH SESSION

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**\* For flexibility of staff release this course also runs on 28 March.**

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- What is terrorist financing?
- Vulnerabilities, triggers, risks and responsibilities
- The Enactments and the AML/CFT Handbook
- What is the risk-based approach?
- Risk-based approach in action – case studies
- Mandatory and post-reporting obligations

7 November 2014, 13.00–15.30  
Registration commences at 12.45

## So you want to be a compliance professional? Essential information and survival guide

This course is designed for newly-appointed compliance officers/assistants but would also be useful for firms wishing to provide those in the organisation who do not work in the compliance arena with an understanding of the essential role compliance plays, and so engendering a positive compliance culture.

- What is compliance?
- Regulation of industry sectors
- Compliance benefits and responsibility
- The compliance function
- The role of the compliance officer
- Key relationships and other dependencies
- Compliance tasks and issues
- Barriers to effective compliance

4 December 2014, 12.00–14.00  
Registration commences at 11.30

## AML and CTF through a series of case studies

Lunch is provided

Latest from around the world!

- Drug trafficking
- Corruption
- Terrorism
- Sanctions
- Tax evasion



4 December 2014, 14.30–16.30  
Registration commences at 14.15

## The regulatory landscape – what does 2015 hold?

- Challenges of dealing with new emerging markets
- The role of offshore centres
- Keeping abreast of regulatory and legal developments
- UK FATCA
- Sanctions

5 December 2014, 10.00–12.30  
Registration commences at 09.30

## Law and administration of foundations

- What is a Foundation?
- History and development of Foundations
- The modern Foundation
- Components of a Foundation
- Foundations versus trusts
- Foundations versus companies
- Why use a Foundation?
  - Advantages
  - Disadvantages
- Vulnerabilities of Foundations
- Foundations in IOM

5 December 2014, 13.00–15.30  
Registration commences at 12.45

## So you want to be a CSP professional? Essential information to enhance your understanding of the offshore environment

- Offshore - History/Use/Features/Trends
- Dynamics of offshore centres
- Companies and corporate services
- Directors duties offshore and corresponding liabilities
- Trustees and trust services
- Trustees duties offshore and corresponding liabilities
- Other forms of offshore vehicle
- Tax principles
- Key offshore issues

# ACSP Programmes for 2014



## How to book

Phone on +44 (0)1534 816333 or email [jofrenchACSP@jerseyibs.com](mailto:jofrenchACSP@jerseyibs.com)

**Complete the registration form and send to:**

By Post: ACSP bookings, % Jersey International Business School,  
12/13 Caledonia Place, The Weighbridge,  
St Helier, Jersey, JE2 3NG

All bookings will be confirmed by e-mail.

## Course costs

All courses cost £50 for ACSP members; £75 for non-members

## Venue

All courses are held at Upper Hall, Loch Promenade Church, Douglas