

IBF Core FAA / SFA CPD Course Recognition

Course Application Criteria Guide

This Course Application Criteria Guide is applicable to all entities who wish to obtain course recognition with IBF under the following schemes:

- IBF Core FAA / SFA CPD
- IBF-STC and Core SFA/FAA CPD
- IBF-FTS and Core SFA/FAA CPD

1	Core FAA / SFA Course Recognition Criteria
1.1	Applicable to Section (1) Basic Information
(i)	<u>Learning Objectives and Outcomes</u> Learning objectives and outcomes are clearly stated, relevant and met by the learning activities. Objectives and outcomes should demonstrate the following: <u>For Core FAA CPD¹:</u> (a) Awareness of laws and regulations relevant to the FA industry in Singapore; or (b) Keep FA representatives abreast of the trends and developments of the relevant laws and regulations to the Financial Advisory (FA) business; or (c) Keep FA representatives abreast of ethical issues relating to FA services <u>For Core SFA CPD:</u> (a) Awareness of laws and regulations relevant to the capital markets industry in Singapore; or (b) Keep CMS representatives abreast of the trends and developments of the relevant law and regulations to the capital markets business; or (c) Keep CMS representatives abreast of ethical issues relating to capital markets industry
(ii)	<u>Contents of Course (including assessment component)</u> The contents of the training courses should meet the following: (a) Contents should be applicable to the Capital Markets and/or Financial Advisory industry in Singapore; and (b) Contents should meet learning objectives/outcomes; and (c) Contents should be kept updated; and (d) Contents should be prepared by personnel with relevant expertise and experience
(iii)	<u>Course Type</u> Courses under the following categories will NOT be considered: <ul style="list-style-type: none">● Academic courses; or● Courses with self-study component; or

¹ Only training hours of courses in Ethics or Rules and Regulations or both, as the case may be, which are accredited by IBF or SCI will be counted towards the Core FAA CPD hours.

- Compulsory regulatory courses / preparatory courses for regulatory programmes; or
- Examinations required by law; or
- Courses that provide training on company-specific products and company specific internal processes that are not related to Ethics or Rules and Regulations; or
- Courses which are marketing in nature.

(iv) Language / Medium of Instruction

Should the course be conducted in a language other than English, information is required on how the equivalent learning outcomes will be assured if the course were to be offered in English instead.

Evidence to be furnished

- **Course prospectus**
- **Full set of Training and Assessment Materials**

1.2 Applicable to Section (2) Details and Course Fees

(i) Course Duration including Assessment (excluding networking and breaks)

- The course duration and the number of CPD hours that the course aims to fulfil in Ethics, Rules and Regulations or both should also be set out.
- The total number of CPD hours that the course aims to fulfil should not exceed the course duration.
- The apportioned number of hours should be in multiples of 0.5 hours.

(ii) Acceptable Methods of Delivery

- Classroom Facilitated Training
- Synchronous / asynchronous e-learning[#]

[#]E-Learning should minimally meet the following requirements:

- Training duration must be at least 30 minutes with an assessment component at the end to assess the participants' understanding;
- There should be processes and procedures in place to authenticate and track that the specific representative is the one taking the e-learning course and assessment (e.g. individual login/ administering the assessment in a controlled environment);
- System has sufficient checks to prevent abuse and have penalties for illegal logins; and
- Maintain an audit trail of log-ins and assessments

Note: If you offer both Classroom & Synchronous E-learning training for the same course, please submit 2 separate applications (one for each training methodology). Application fees apply for each application.

Evidence to be furnished

- **IBF Criteria Checklist for E-learning**
Checklist can be downloaded from [here](#).
- **Details of E-Learning Management System**

<ul style="list-style-type: none"> ▪ Lesson Plan (to justify the course duration) <i>Template (Appendix A in the “Document Checklist”) can be downloaded from here.</i>
<p>1.3 Applicable to Section (3) Skills and Industry Relevance</p> <p>Core FAA / SFA CPD course(s) should be financial sector contextualised. Please input details of the relevant industry segment(s) (i.e. Sub Sector) that your course is applicable for, please select the following options as part of your course application:</p> <ul style="list-style-type: none"> - Cluster: Modern Services - Sector: Financial Services - Sub-sector: Select the relevant segments from the drop-down list applicable.
<p>1.4 Applicable to Section (4) Course Admin and Adult Educators</p> <p>Applicants are required to furnish details of Trainer(s), Assessor(s) and/or Course Developer(s). Trainers, Assessors² and Course Developers must possess the following:</p> <ul style="list-style-type: none"> (a) Possess academic and/or professional qualifications relevant to Ethics, and Rules and Regulations; or (b) Possess at least 3 years of relevant industry experience in the capital market industry³ (c) Are fit and proper
<p><u>Evidence to be furnished</u></p> <ul style="list-style-type: none"> ▪ Verified CVs and / or copies of qualifications of trainers / assessors / course developers indicating that they meet the requirements as specified in the Trainer / Assessor / Course Developer Criteria ▪ Fit & Proper Declaration forms for all Trainers, Assessors and Course Developers <i>Fit and Proper Declaration forms can be downloaded from here.</i>
<p>2 Core FAA / SFA CPD Course Renewal</p>
<p>Applicable to Section (5) Supporting Documents & (6) Review your Application</p> <p>IBF will take into account any updates made to the course to keep it current in its evaluation of renewal applications. Please indicate the approved course reference code in Section (6) “Overall Remarks to Processing Officer”.</p>

Please ensure that the Document Checklist (download from [here](#)) is completed and submitted together with the supporting documents via TPGateway.

² For e-learning courses, this requirement applies to Course Content Developer

³ Should the trainer or assessor have less than 3 years of relevant industry experience, the training provider should demonstrate how the quality and effectiveness of the training programme will be maintained.