

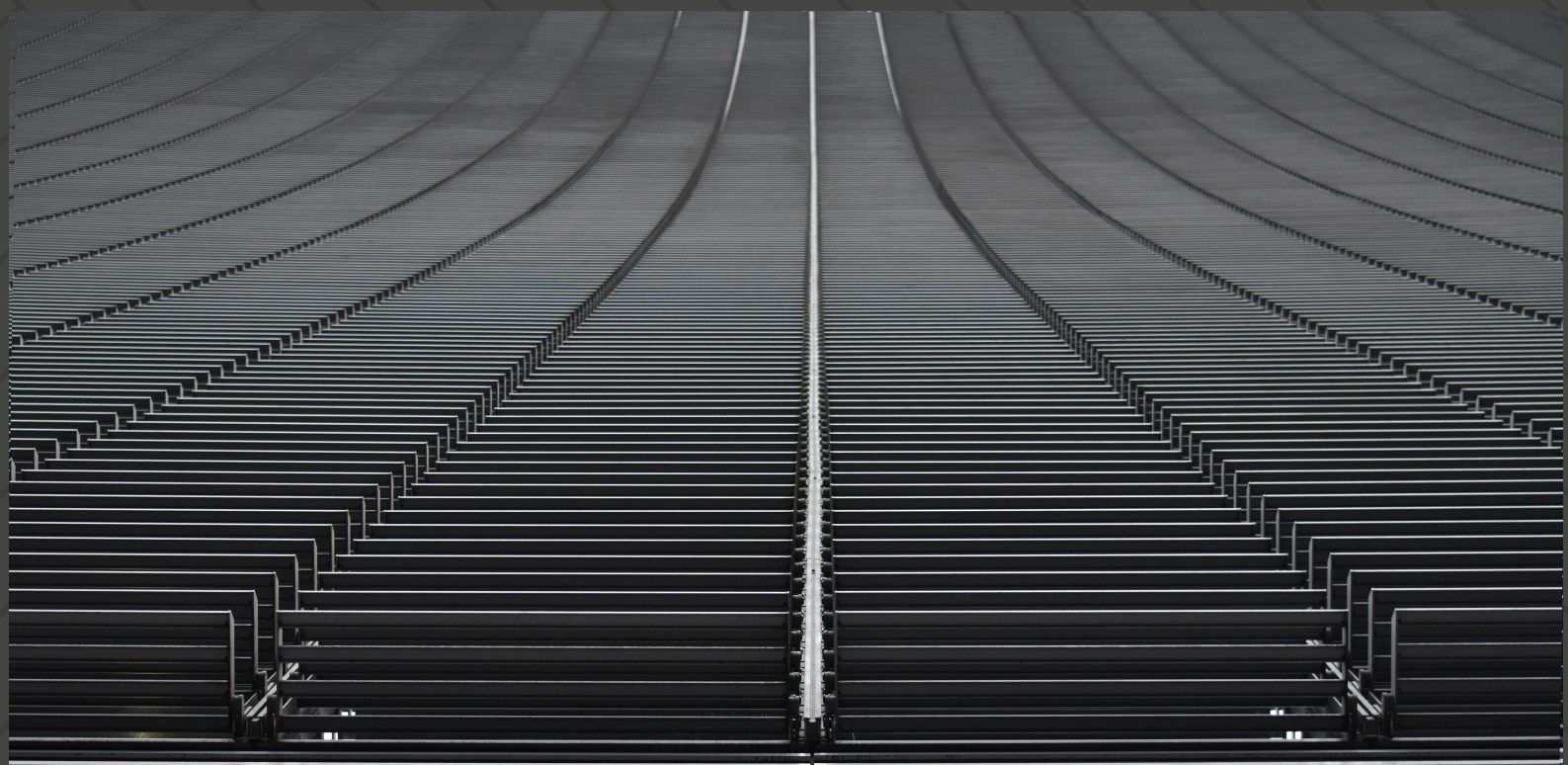


THE  
COMPLIANCE  
ACADEMY

COMPLIANCE FOR THE FUTURE

SEPTEMBER 2017

# TRAINING COURSE BROCHURE





# Current Courses



**INTERNATIONAL BEST PRACTICE  
INTERNATIONALLY RECOGNISED  
EASY PORTABILITY**

The following courses are available as public or in-house training.

It must be noted that the International Standards Organisation (ISO) training is offered as a joint venture between the Caridon Group and the Compliance Academy.

Courses are limited to a minimum of 10 and a maximum of 20 and can be offered at your premises or ours.

We offer a concept called **"UMBRELLA WEEK"** that allows courses to be mixed and matched based on demand over a 5 day period e.g. 2 x foundation courses and 1 x introductory course. However, if you would like us to tailor an Umbrella Week for your staff, please email your requirements to [info@thecompliance.academy](mailto:info@thecompliance.academy).



# INDEX



## 1. IT SERVICE MANAGEMENT TRAINING

1

IT Service Management gives your company a global competitive edge! With an ISO 20000 certified IT framework in place, you can be confident in cutting costs, improving efficiency and meeting your overall business targets.

## 2. PROJECT MANAGEMENT TRAINING

2

ISO 21500:2012 provides high-level description of concepts and processes that are considered to form good practice in project management. Projects are placed in the context of programmes and project portfolios, however, ISO 21500:2012 does not provide detailed guidance on the management of programmes and project portfolios. Topics pertaining to general management are addressed only within the context of project management.

## 3. BUSINESS CONTINUITY MANAGEMENT TRAINING

3

Our ISO 22301 business continuity management training will help you prepare your business for the most challenging circumstances. You'll learn how to put in place the necessary framework to protect critical business functions from the threats most likely to impact your organisation, including damage to your premises, extreme weather conditions and IT system failure.

## 4. INFORMATION SECURITY MANAGEMENT TRAINING

4

Threats to valuable customer data and business information are now more prevalent than ever. With our information security management training you'll gain confidence in the protection of your company's data. You'll learn how to measure and reduce information security risks, and understand the principles of setting up your own information security management systems to deliver customer confidence and reduce your exposure to the implications of breaches.

## 5. SUPPLY CHAIN SECURITY TRAINING

5

The global transportation of goods has never been so complex, and poses many threats for organizations including theft, terrorism, smuggling, preservation of brand integrity and product safety. However, organizations can demonstrate that they have identified critical aspects to the security of their supply chain and have policies, procedures and controls in place to manage security risks with ISO 28000



## INDEX



### 6. OIL & GAS TRAINING

6

The ISO/IEC 29001 standard is based on ISO 9001 and incorporates supplementary requirements emphasising defect prevention and the reduction of variation and waste from service providers. These requirements have been developed separately to ensure that they are clear and auditable. They also provide global consistency and improved assurance in the supply quality of goods and services from providers. This is particularly important when the failure of goods or services have severe ramifications for the companies and industries involved.

This standard is for all organizations working within the oil and gas industry supply chain. Certification to ISO/TS 29001 ensures standardisation and improvement within the sector.

### 7. CERTIFIED PRIVACY IMPLEMENTOR TRAINING

7

The continually increased complexity of ICT systems have made it difficult for organizations to ensure that their privacy is protected, and with the high commercial use of PII, achieving compliance with various applicable laws has become harder nowadays. Therefore, the ISO/IEC 29100 standard has eleven substantive privacy principles that are developed to take account of applicable legal and regulatory, contractual, commercial and other relevant factors. All these principles are developed by a number of states, countries and different international organizations worldwide.

### 8. RISK MANAGEMENT TRAINING

8

Organisations that manage risks effectively are more likely to protect themselves and succeed in growing their business. The challenge for any business is to integrate good practice into their day-to-day operations and apply it to the wider aspects of their organisational practice.

### 9. ANTI BRIBERY MANAGEMENT TRAINING

9

A strong company cannot function without guidelines in place to prevent corruption. In particular, businesses around the globe need to be wary of bribery within an organization. SO 37001 can be used by businesses that want to implement a system for preventing bribery as the standard is similar to ISO 9001, which deals with quality management systems. Listed requirements in the new standard include putting in place an anti-bribery policy, anti-bribery training, bribery reporting and monitoring specifications as well as corrective action and continual improvement standards.





## INDEX



<b>10. OUTSOURCE MANAGEMENT TRAINING</b>	<b>10</b>
<p>ISO 37500:2014 covers the main phases, processes and governance aspects of outsourcing, independent of size and sectors of industry and commerce. It is intended to provide a good foundation to enable organizations to enter into, and continue to sustain, successful outsourcing arrangements throughout the contractual period.</p>	
<b>11. CORPORATE GOVERNANCE OF IT TRAINING</b>	<b>11 - 12</b>
<p>ISO/IEC 38500 is the international standard for corporate governance of Information Technology. It provides a framework for effective governance of IT to assist those at the highest level of organisations to understand and fulfil their legal, regulatory, and ethical obligations in respect of their organisations' use of IT. IT Corporate Governance is a recent and demanding hot topic in the information security and technology field. It plays a crucial role for CEOs and Senior Managers who are responsible for the IT governance of an enterprise and the management of its risks. This discipline is concentrated in both performance and risk management of the Information and Technology.</p>	
<b>12. QUALITY MANAGEMENT TRAINING</b>	<b>13</b>
<p>The ISO 9000 family addresses various aspects of quality management and contains some of ISO's best known standards. The standards provide guidance and tools for companies and organisations who want to ensure that their products and services consistently meet customer's requirements, and that quality is consistently improved.</p>	
<b>13. UMBRELLA PACKAGES</b>	<b>14 - 15</b>
<b>14. COMPLIANCE COURSES</b>	<b>15 - 17</b>
<b>15. FINANCE COURSES</b>	<b>18 - 19</b>



# IT SERVICE MANAGEMENT TRAINING



## **ISO/IEC 20000 INTRODUCTION TRAINING**

This one-day training enables participants to be familiar with the basic concepts of implementation and management of an Service Management System (SMS) as specified in ISO/IEC 20000-1:2005. The participant will learn the different components of an SMS, including the SMS policy, measuring performance, management's commitment, internal audit, management review and continual improvement.

## **ISO/IEC 20000 FOUNDATION TRAINING**

This two-day course enables the participants to learn about the best practices for implementing and managing a Service Management System as specified in ISO/IEC 20000-1, as well as the best practices for implementing the Service Management processes starting from the ISO/IEC 20000.

## **ISO/IEC 20000 LEAD IMPLEMENTER TRAINING**

This five-day intensive course enables the participants to develop the necessary expertise to support an organization in implementing and managing a Service Management System as specified in ISO/IEC 20000-1.

## **ISO/IEC 20000 LEAD AUDITOR TRAINING**

This intensive 5-day course will provide you with the knowledge and skills required to conduct and lead effective internal and external ITSMS audits that comply with the requirements of ISO/IEC 20000-1:2011 and "Guidelines for Quality and/or Environmental Management Systems Auditing".



# PROJECT MANAGEMENT TRAINING



## **ISO/IEC 21500 PROJECT MANAGEMENT TRAINING**

This three-day intensive course enables participants develop the necessary knowledge needed to support an organization in implementing Guidance on Project Management as specified in ISO 21500:2012. Participants will also gain a thorough understanding of best practices used to implement and manage project management processes.



# BUSINESS CONTINUITY MANAGEMENT TRAINING



## ISO/IEC 22301 INTRODUCTION TRAINING

This one-day course is a basic introduction to the world of Business Continuity. It is designed as a first step for newcomers to the subject of BC and for those whom BC may be part of their role or responsibilities and need to have a good understanding of the subject. This course covers all six elements of the BCM Lifecycle and is based on global good practice as described in the BCI's Good Practice Guidelines 2013 and the international standard for Business Continuity, ISO 22301

## ISO/IEC 22301 FOUNDATION TRAINING

Using a step-by-step process, this comprehensive course helps delegates understand the requirements of ISO 22301. It covers the fundamental disciplines needed and the methods that should be applied when implementing Business Continuity Management Systems. Duration: 2 Days

## ISO/IEC 22301 LEAD IMPLEMENTER TRAINING

Bring best-practice risk management to your organization with our ISO 22301 Lead Implementer training course. Learn how to establish a Business Continuity Management System (BCMS) within your organization and clarify roles and responsibilities during disruption. This training is fully compatible with BS 25999 (Business Continuity Management Specification) and ISO 27031 (Guidelines for information and communication technology readiness for Business Continuity). Duration: 5 Days

## ISO/IEC 22301 LEAD AUDITOR TRAINING

Learn how to lead a team to prepare for and conduct an independent audit of a Business Continuity Management System to the requirements of ISO 22301. Our IRCA certified course will give you the confidence to plan and lead the entire audit process. Our trainers are the best in the business and can help you understand how to get the most out of your system. Duration: 5 Days



# INFORMATION SECURITY MANAGEMENT TRAINING



## **ISO/IEC 27001 INTRODUCTION TRAINING**

Information security is critically important to both you and your customers. This comprehensive one-day course that explores all of the business implications of the International Standard for Information Security Management. Duration: 1 Day

## **ISO/IEC 27001 FOUNDATION TRAINING**

Using a step-by-step process, this comprehensive course helps delegates understand the requirements of ISO/IEC 27001. It covers the fundamental disciplines needed and the methods that should be applied when implementing Information Security Management Systems. Duration: 2 Days

## **ISO/IEC 27001 LEAD IMPLEMENTER TRAINING**

By training with us you will gain an internationally recognized qualification that enables you to implement exceptional information security management in your organization. In becoming a lead implementer you can also set the highest standard of data protection tailored to your organization. You will also take away sound knowledge of ISO 27001, the ISMS framework, how best to apply this. Duration: 5 Days

## **ISO/IEC 27001 LEAD AUDITOR TRAINING**

This five-day intensive course trains ISMS auditors to lead, plan, manage and implement an Audit. It also empowers them to give practical help and information to those who are working towards certification and also provides the knowledge and skill required to carry out 2nd party auditing (suppliers and subcontractors).



# SUPPLY CHAIN SECURITY TRAINING



## **ISO/IEC 28000 FOUNDATION TRAINING**

This course enables the participants to learn about the best practices for implementing and managing a Supply Chain Security Management System (SCSMS) as specified in ISO 28000, as well as the best practices for implementing the supply chain security controls of all domains of the ISO 28001. This training is fully compatible with ISO 28004 (Guidelines for the Implementation of an SCSMS). Duration: 2 Days

## **ISO/IEC 28000 LEAD IMPLEMENTER TRAINING**

This five-day intensive course enables the participants to develop the necessary expertise to support an organization in implementing and managing a Supply Chain Security Management System (SCSMS) based on ISO 28000. Participants will also gain a thorough understanding in best practices used to implement supply chain security controls from all areas of ISO 28001. This training is consistent with the project management practices established in ISO 10006 (Quality Management Systems - Guidelines for Quality Management in Projects). This training is fully compatible with ISO 28004 (Guidelines for the Implementation of an SCSMS). Duration: 5 Days

## **ISO/IEC 28000 LEAD AUDITOR TRAINING**

During this training, the participants will acquire the needed knowledge and skills to proficiently plan and perform internal and external audits in compliance with ISO 19011 and certification audits according to ISO 17021. Based on practical exercises, the participants will develop the skills (mastering audit techniques) and competencies (managing audit teams and audit program, communicating with customers, conflict resolution, etc.) necessary to efficiently conduct an audit



## OIL & GAS TRAINING



### **ISO/IEC 29001 FOUNDATION TRAINING**

This course enables the participants to learn about the best practices for implementing and managing system of petroleum, petrochemical and natural gas industries, sector specific for product and service supply organizations based on ISO/TS 29001. Duration: 2 Days

### **ISO/IEC 29001 CERTIFIED LEAD IMPLEMENTER TRAINING**

Participants will develop the necessary expertise to support an organization in implementing and managing system of petroleum, petrochemical and natural gas industries, sector specific for product and service supply organizations based on ISO/TS 29001. Participants will gain knowledge on requirement for quality management systems in the exploitation and production sector of the petroleum and natural gas industry. Training for this technical specification is based on the management system model of continual improvement stressing defect prevention and the reduction of variation and waste in the supply chain and service providers. This way, oil and gas industry companies generally manufacturers of oil industry equipment and materials can increase their customer's satisfaction by applying this standard into their business model. Duration: 5 Days



## CERTIFIED PRIVACY IMPLEMENTOR TRAINING



### ISO/IEC 29100 CERTIFIED LEAD IMPLEMENTER TRAINING

Participants will gain a thorough understanding of how to design, build and lead organizations privacy programs covering business processes, ICT systems and services, through the use of best practices. The training provides a privacy framework which specifies a common privacy terminology, defines the actors and their roles in processing personally identifiable information (PII), describes privacy safeguarding considerations and provides references to known privacy principles for information technology. Based on this knowledge delegates will have the skills to build privacy frameworks that allow their organisation to maintain compliance to the many privacy directives and laws worldwide. Duration: 5 Days



## RISK MANAGEMENT TRAINING



### **ISO/IEC 31000 INTRODUCTION TRAINING**

This course allows participants to familiarize themselves with the fundamentals of risk management using the standard ISO 31000:2009 as a reference framework. Participants will see different parts of a risk management program and the implementation stages of an optimal risk assessment. Duration: 1 Day

### **ISO/IEC 31000 FOUNDATION TRAINING**

This course enables participants to learn about the best practices in Risk Management as specified in ISO 31000. The participant will learn the essential concepts and processes that are considered most effective in risk management. This training will help participants understand an optimal risk assessment and manage risks in time by being familiar with their life cycle. Duration: 2 Days

### **ISO/IEC 31000 LEAD MANAGER TRAINING**

This course qualifies participants to develop the necessary expertise and knowledge to support an organization in implementing a risk management process and managing risk as specified in ISO 31000. Participants will also gain a comprehensive understanding of the best practices used to appropriately manage risk, through all the principles of ISO 31000. This training is also fully compatible with IEC/ISO 31010 which supports ISO 31000 by providing guidance for risk assessment. Duration: 5 Days

### **ISO/IEC 31000 RISK MANAGER TRAINING**

Participants will develop the competence to master a model for implementing risk management processes throughout their organization using the ISO 31000:2009 standard as a reference framework. Based on practical exercises, participants acquire the necessary knowledge and skills to perform an optimal risk assessment and manage risks in time by being familiar with their life cycle. During this training, we will present the ISO 31000 general risk management standard, the process model it recommends, and how companies may use the standard. Duration: 3 Days



# **ANTI BRIBERY MANAGEMENT TRAINING**



## **ISO/IEC 37001 INTRODUCTION TRAINING**

Participants will learn the different components of Anti-bribery Management System, including Anti-bribery Management System policies, procedures, performance, management's commitment, internal audit, management review and continual improvement. Duration: 1 Day

## **ISO/IEC 37001 LEAD IMPLEMENTOR TRAINING**

This five-day intensive course enables participants to develop the necessary expertise to support an organization in implementing and managing an Anti-bribery Management System (ABMS) based on ISO 37001:2016. Participants will also gain a thorough understanding of global anti-corruption best practice used to implement the anti-bribery management system based on ISO 37001:2016. This management system is designed to be integrated with any existing system, and can be adapted to any organization in any country. Duration: 5 Days

## **ISO/IEC 37001 LEAD AUDITOR TRAINING**

The Lead Auditor training will equip each participant with the skills and ability to perform audits by applying widely recognized audit principles, procedures and techniques. During the training, the participant will acquire the necessary knowledge and skills to proficiently plan and perform internal and external audits in compliance with ISO 19011; the certification process according to ISO 17021. Based on practical exercises, the participant will develop the skills (mastering audit techniques) and competencies (managing audit teams and audit program, communicating with customers, conflict resolution, etc.) necessary to efficiently conduct an audit. Duration: 5 Days



## OUTSOURCE MANAGEMENT TRAINING



### **ISO/IEC 37500 OUTSOURCE MANAGEMENT TRAINING**

This three-day intensive course enables participants to develop the necessary expertise to support an organization in outsourcing its activities based on ISO 37500. Participants will gain a thorough understanding of how to enter into, and continue to sustain, successful outsourcing arrangements throughout the contractual period. The training covers the entire outsourcing lifecycle and provides a framework which specifies a common outsourcing terminology, defines the actors and their roles in outsourcing lifecycle and governance, provides an industry generic foundation which can be tailored to suit sector specific requirements, describes the processes necessary to fit the outsourcing strategy and aims to enable mutually beneficial collaborative relationships. Duration: 3 Days



## CORPORATE GOVERNANCE OF IT TRAINING



### **ISO/IEC 38500 INTRODUCTION TRAINING**

This one day course allows the participants to familiarize themselves with the fundamentals of IT Corporate Governance using the standard ISO 38500 as a reference framework. Participants will see different parts of an IT Corporate Governance framework, and learn the best practices used to appropriately govern a Corporate Governance of IT system based on ISO 38500. Duration: 1 Day

### **ISO/IEC 38500 FOUNDATION TRAINING**

This course enables participants to learn about the best practices in IT Corporate Governance as specified in ISO/IEC 38500. The participant will learn the essential concepts and processes that are considered most effective in IT Corporate Governance. This training will help participants understand the operation of an IT Corporate Governance system based on ISO/IEC 38500. Duration: 2 Days

### **ISO/IEC 38500 CORPORATE GOVERNANCE MANAGER TRAINING**

Participants will develop the necessary expertise to support an organization in implementing corporate governance of Information Technology as specified in ISO/IEC 38500. Participants will also gain a thorough understanding of best practices used to implement guidance for Corporate Governance of IT from all areas of ISO/IEC 38500. ISO/IEC 38500 applies to the governance of management processes (and decisions) relating to the information and communication services used by an organization. These processes could be controlled by IT specialists within the organization or external service providers, or by business units within the organization. Duration: 3 Days

### **LEAD IT CORPORATE GOVERNANCE MANAGER TRAINING**

Participants will gain a thorough understanding of best practices used to appropriately govern a Corporate Governance of IT system across all the principles of ISO/IEC 38500. ISO/IEC 38500 applies to the governance of management processes (and decisions) relating to the information and communication services used by an organization. These processes could be controlled by IT specialists within the organization or external service providers, or by business units within the organization. This training is consistent with COBIT 5 (Control Objectives for Information and Related Technology) and CGEIT (Certified in the Governance of Enterprise IT).



## QUALITY MANAGEMENT TRAINING



### ISO/IEC 9001 QUALITY TRANSITION TRAINING

ISO 9001 is the latest stage in the ISO 9001 revision process. This two-day course includes the most recent information and interpretation of the ISO 9001:2015 requirements.

This course enables participants to acquire the necessary knowledge to support an organization in their process of transitioning to ISO 9001:2015. Participants will learn the different components on how to plan and implement the transition to the new version of the standard. Moreover, the training course will also explore on the time frame of implementation and the influence on current processes. Duration: 2 Days



## UMBRELLA PACKAGES



### **ISO/IEC 22301, 27001, 29100: CORE ISO FRAMEWORKS TRAINING**

Advance your understanding of these inter-relationships by attending the Caridon 5 day PECB training event. For the price of a 5-day lead implementer course, you can achieve two 2-day Foundation certifications from PECB and a one-day introductory course earning a certificate of attendance.

Learn about Business Continuity as defined in ISO22301, information security as defined by ISO27001 and either

1. the Generally Accepted Privacy principles in ISO 29100, or
2. Supply chain security principles

This requires that you sit two 1 hour examinations and attend all five days. BCM practitioners seeking to develop a holistic appreciation for BCM should attend this event:

Day 1: Introduction to Business Continuity Management System (BCMS) concepts as required by ISO 22301

Day 2: Implementing controls in business continuity according to ISO 22301 and Certification Exam

Day 3: Introduction to Information Security Management System (ISMS) concepts as required by ISO/IEC 27001

Day 4: Implementing controls in information security according to ISO/IEC 27002 and Certification Exam

Day 5: Privacy and POPI

Duration: 5 Days





## UMBRELLA PACKAGES



### **ISO/IEC 37001 : ANTI BRIBERY MANAGEMENT TRAINING**

### **ISO/IEC 19600 : COMPLIANCE MANAGEMENT SYSTEMS TRAINING**

### **ISO/IEC 29100 : GENERALLY ACCEPTED PRIVACY PRINCIPLES**

Advance your understanding of these inter-relationships by attending the 5 day PECB training event. For the price of a 5-day lead implementer course, you can achieve two 2-day Foundation certifications from PECB and a one-day introductory course earning a certificate of attendance.

Learn about Anti Bribery as defined in ISO37001, Compliance Management Systems as defined in ISO19600 as well as Risk Management as defined in ISO31000.

This requires that you sit two 1 hour examinations and attend all five days.

Day 1: Introduction to Anti Bribery Management concepts as required by ISO37001

Day 2: Implementing controls for Anti Bribery Management concepts as required by ISO37001 and Certification Exam

Day 3: Introduction to Compliance Management Systems as required by ISO19600

Day 4: Implementing controls for Compliance Management Systems as required by ISO19600 and Certification Exam

Day 5: Privacy and POPI

Duration: 5 Days



## COMPLIANCE COURSES

### **Protection of Personal Information and related legislation (2 days)**

#### Introduction to Privacy

- international laws,
- PoPI Act No 4 of 2013),
- relevant SA laws,
- standards and frameworks

#### Establishing your Privacy Programme

- governance structures,
- significant functional areas,
- key decision-making

#### Privacy Officer Responsibilities and Tasks

- developing policies and privacy notices,
- conducting privacy impact and risk assessments,
- contract language,
- awareness and training,
- business partners and vendors,
- managing breaches,
- dealing with regulators,
- employee monitoring and discipline

### **Aligning Business Strategy with Ethics and Compliance (1 day)**

Did you know that only 26% of professionals across both the public and private sectors believe that doing the right thing is more important than financial success? That is why as a risk / audit / compliance / forensic officer / board / councillor / risk / audit committee member you need this 1 day course:

- What ethics and compliance responsibilities does the board have
- How Do Organizations Pursue a Culture of “Ethics & Respect”?
- King IV and the Companies Act
- FAIS and compliance training with editable training plans
- Anti-Kickback programs
- Whistleblowing processes
- Third party requirements



### **Standards, Policies & Procedures that work (1 day)**

Policies and procedures play a massive role but thought must also be given to how you will manage the ever-increasing number of policies organisations have today. Managing the writing, editing, distributing and attesting to policies and procedures is no easy task.

- Writing good policies and procedures.
- Effectively managing policies and procedures.
- Social media; compliance in the digital age
- ABC
- Decision making
- Judgement biases

### **The introductory pathway to Principled Performance (1 day)**

To reliably achieve objectives, address uncertainty and act with integrity, you must integrate functions that, in many organizations, are fragmented and siloed.

Adopting a vision of Principled Performance helps organisations reliably achieve objectives while addressing uncertainty and acting with integrity.

- What is principled performance and how to use it
- Effective practices policies and procedures built to align principle performance with business strategy
- Learn, Align, perform and review methodologies
- Leadership

### **Stepping stones to Risk and Compliance (1 day)**

Do you understand how to determine and identify regulatory requirements and establish affirmative defensibility? Do you have an effective Risk Assessment Framework?

In this course you will learn to:

- Create a connected risk view to strategic planning and achievement of objectives
- Company cultures and risk
- Create a risk assessment to developing your organisation's risk profile
- Monitoring techniques
- Use tools for risk identification
- Create a RAG risk assessment
- How Internal Audit can be supported by a connected view of risk



### **Dealing with Anti-Bribery and Corruption Risk (1/2 day)**

There are more and more jurisdictions fining companies that bribe or fail to implement effective anti-bribery, anticorruption and anti-money laundering.

In this course we examine:

- Company cultures and risk
- Anti-Bribery & Corruption Risk Assessment Checklist
- Red flags when dealing with intermediaries
- Documentary accuracy
- Internal control procedures
- Third party ABC
- Training
- Practical course applications

### **South African Anti-money Laundering, anti-corruption and anti-bribery (1 day)**

All employees of a financial institution designated as an accounting or recording institution in terms of the Financial Intelligence Centre Act require this basic course which covers :

- Financial Intelligence Centre Act
- The Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004 ("POCDATARA"), The Prevention of Organised Crime Act 121 of 1998 ("POCA"),
- The Prevention and Combating of Corrupt Activities Act 12 of 2004 ("PRECCA"),
- Financial Action Task Force (FATF)
- Moneyval
- Client identification and verification no examples
- Reporting obligations no examples
- Tipping off
- Record keeping
- Penalties
- Sanction lists
- Optional Assessment



## FINANCE COURSES

### Finance

Practical understanding and the ability to use and apply finance. (Essentially a finance for non-financial experts course/s).

General finance, funding and capital management for learners/trainees from any industry who require an understanding and working knowledge of finance. These are generally professionals and management team members, with the course/service being geared to the specific learners/trainees.

This ranges from:

1. A broad overview;
2. Introduction to finance;
3. Applying finance; and
4. Mastering finance.

### Investment / Portfolio Management

Creating your own financial independence Building your own portfolio to ensure your financial independence and creating your future financial security, or having the skills to evaluate, monitor and manage your portfolio manager or financial service provider.

General Industry, primarily for professionals and management team members (junior through to executive directors), as well as people who need or want to develop these skills.

These courses range from:

1. Overview: A broad overview with an explanation of the concept of diversity, portfolio management skills and creating future financial security;
2. Tangible Assets: Property and alternative investments;
3. Interest rate instruments: from cash deposits earning interest through to bonds and money market instruments, etc.;
4. Equities: Listed & unlisted, through to private equity;
5. Funds: From professional funds, exchange traded funds (ETF's) through to hedge funds, etc.;
6. Foreign exchange: From forex investments through to risk management and jurisdiction diversity; and
7. Derivatives : From futures and options, contracts for difference (CFD's), gearing/leverage, hedging through to risk management.





## FINANCE COURSES continued

### **Computational and Applied Mathematics for finance, financial markets and instruments.**

Understanding the mathematics and building models to assist in finance in general and all in the financial markets and instruments, portfolios, etc.

This applies to any Industry, and provides a working knowledge and model development skill for management team members (junior through to executive directors), as well as people who need or want to develop these skills.

These courses are tailored to meet the specific needs of prospective clients, and would include course material with worked examples, certain model templates, and both the training in the use and development of models, as well as consulting opportunities for the assistance with and/or development of models and appropriate computational and applied mathematics. This includes financial engineering where required, and the potential for consulting in the skills area.

### **Risk Management.**

Understanding the requirements for, methods and application of, risk management, from policies, processes, through to models and the implementation and management of the risk function.

This applies to any Industry, and provides a working knowledge of risk management in general and specifically to the nature and type of clients business (i.e. The material, training and consulting where necessary are designed on an ad hoc basis to specifically meet the clients' needs.

These courses are tailored to meet the specific needs of prospective clients, and would include course material with worked examples, certain management templates and checklists, with both the training in the use and application of risk management.



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