

## Certificate in Offshore Administration

### Offshore Finance Industry

Spring Term 2017

**Highlands College, Campus: Turner Building, Room: UC214**

This module consists of 10 weekday evening classes and 1 Saturday revision day  
All evening classes will start at 6.00pm and finish at 8.30pm unless otherwise stated.

Session Number	Date	Session Number	Date
1	Wednesday 11 January	6	Wednesday 15 February
2	Wednesday 18 January	7	Wednesday 22 February
3	Wednesday 25 January	8	Wednesday 1 March
4	Wednesday 1 February	9	Wednesday 8 March
5	Wednesday 8 February	10	Wednesday 15 March

Revision Session	Saturday 18 March 9.00am – 3.00pm
Exam Date	Wednesday 22 March at 2.00pm
Exam Venue	Highlands College Examination Centre
Business Development Centre Team	Email: <a href="mailto:bdc@highlands.ac.uk">bdc@highlands.ac.uk</a> Tel: 01534 608708
Tutor	Andrew Webb
Cost	Full cost: £488.00 Registered ISE (GST) exempt companies: £465.20 Includes: Examination fee, revision day workshop & study text
Course Code	1666OOFI01

## Offshore Finance Industry

### Who is this course for?

The Certificate in Offshore Administration (COA) is aimed at administrators in the Finance Industry and people looking to join the sector. It provides a broad introduction to the sector, its regulations and services, and develops the essential knowledge and skills required by those in administrative roles.

### How long is this course and when does it run?

The qualification consists of five compulsory modules which must be completed within five years. The programme is part-time, one weekday evening session per week for 10 weeks (6.00pm – 8.30pm) and one Saturday Revision Day (9.00am – 3.00pm). Three modules start at the beginning of each term, September, January and April. Please refer to the Study Planner overleaf.

### What are the entry requirements for this course?

The programme is open to anyone with an interest in the offshore finance industry. To pass the programme you will need to successfully complete five modules within five years and pass each exam.

### What will I study on this course?

To gain the full qualification, delegates must complete 5 compulsory modules:

- Offshore Finance Industry
- Regulations and Compliance
- Trust and Company Administration
- Investment and Fund Administration
- Fundamentals of Accounting

### How will it be assessed?

All modules are assessed through an end of module examination, lasting two hours.

### What does this course lead on to?

Highlands College Certificate in Offshore Administration is relevant for Category C trust company business employees.

It is a "Table 5" qualification.

On completion of the full qualification students are usually exempt from the ICSA Certificate and STEP Foundation Certificate enabling direct access onto Diploma Level (this needs to be verified with ICSA/STEP at the time of completion).