

# Advanced Diploma in Building Society Operations

Do you want to acquire a sound understanding of the principles of management in a building society environment and the essential professional knowledge and skills required to undertake a role in this area?

If so the Advanced Diploma in Building Society Operations could be the qualification for you. It consists of subjects drawn from our Chartered Banker menu of subjects and is designed as a stand alone qualification or you can use it as a transitional step to studying for the Chartered Banker qualification.



## Key Facts

- Qualification attained by completing 3 credits
- Comprehensive learning support package
- Around 200 hours study for a single credit subject and 100 hours study for a half credit subject
- On-line examinations with regular testing in centres across the UK
- Award of Advanced Diploma in Building Society Operations on completion

## Will I benefit from studying this qualification?

If you work in a team leadership, management or specialised technical role in a building society you will benefit from studying for this qualification.

## Can I study for the Advanced Diploma in Building Society Operations?

**Yes**, provided you hold one of the following qualifications or have relevant work experience:-

- A Certificate/Diploma in Financial Services or other related award
- A regulatory qualification such as MAPC or CIP
- Higher National Certificate/Diploma or equivalent
- Other Professional Qualifications will also be considered

If you need further clarification please contact the CIOBS office on **0131 473 7777**.

## What subjects do I need to study?

You need three subject credits to gain the Advanced Diploma in Building Society Operations.

Core Subject	Credit Value
• Building Society Operations	1.0
<b>Options</b> (any 2 from)	
• Management Strategy and Leadership	1.0
• Managing People	1.0
• UK Financial Services	1.0
• The Compliant Person and Regulatory Risk	0.5
• Operational Risk Management	0.5
• Money Laundering	0.5
• Financial Crime	0.5

## Will you provide me with any learning support?

**Yes, absolutely!** You will receive excellent support from us including:-

- Self study workbooks
- Tutor and mentor support
- An Introductory day
- E-mail assignments
- Revision courses
- E-mail and telephone helpline
- Student forums and Chat Rooms



## How will I be assessed?

Students should complete:-

- Two assignments for a single credit subject
- One assignment for a half credit subject

In addition you must pass the final written examination in each subject:-

- The pass mark for each examination is 55%
- A pass compensation scheme for marginal fails operates for those successfully completing assignments

You should also note that:-

- Examinations are undertaken in strict examination conditions
- From 2009 examinations will be on-line at recognised test centres. Examinations will still be essay style
- Single credit examinations are 3 hours in duration
- Half credit examinations are 2 hours in duration

## What is the cost?

- Each single credit subject costs £600
- Each half credit subject costs £350
- Annual student membership fee £52

The subject cost includes: the full learning package, an examination fee, plus one exam re-sit should you fail on your first attempt and one revision course per subject.

Before submitting an application form please consult your company intranet, or your human resources/training/I&D department/line manager to establish if you are entitled to sponsorship.

## How do I apply?

Complete the registration form and return it by post to the Institute Office with the appropriate payment. Registration forms are available to download at [www.charteredbanker.com](http://www.charteredbanker.com)

## How long do I have to study?

Registration for each subject is valid for 24 months.

## Where can I get more information?

Website	<a href="http://www.charteredbanker.com">www.charteredbanker.com</a>
Customer Support	0131 473 7777
Email	<a href="mailto:info@ciobs.org.uk">info@ciobs.org.uk</a>

## How do I progress my studies after this qualification?

This is a stand alone qualification but you can progress with three credits to the Chartered Banker course.

