

A6PSP: Product and Service Proficiency

Module Code:	A6PSP
Long Title	Product and Service Proficiency APPROVED
Title	Product and Service Proficiency
Module Level:	LEVEL 6
EQF Level:	5
EHEA Level:	Short Cycle
Credits:	5
Module Coordinator:	JONATHAN BRITTAIN
Module Author:	JONATHAN BRITTAIN
Departments:	School of Business
Specifications of the qualifications and experience required of staff	
Learning Outcomes	
<i>On successful completion of this module the learner will be able to:</i>	
#	Learning Outcome Description
LO1	Develop and apply a specialised knowledge of financial products / services in their International Financial Services role
LO2	Explain specialised financial products / services that are central to their role, communicating complex concepts clearly and simply to others.
LO3	Respond appropriately to questions or queries on specialised financial products / services.
LO4	Identify gaps in financial product / service knowledge, and take responsibility and actions to develop this knowledge.
LO5	Keep up to date with changes in financial products / services that are central to their role.
Dependencies	
Module Recommendations	
No recommendations listed	
Co-requisite Modules	
No Co-requisite modules listed	
Entry requirements	

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Module Content & Assessment			
Indicative Content			
Overview The Occupational Profile for an IFS Associate recognises that a core area of knowledge for an Apprentice centres on products and services. This module is a Work-Based module, which will be delivered in the workplace. Learners will have responsibility for generating evidence that satisfies the Learning Outcomes, and the preparation of a Work-Based Portfolio to present the evidence. Learners will benefit from the support and guidance of a Workplace Mentor who will be resident at their place of employment. This will enable ease of access to learning opportunities and make support available from the Mentor. In addition, Learners will be assigned an Academic Supervisor who will be a source of support and guidance, and will also monitor the progress of the Learner toward the achievement of Learning Outcomes for the Module. Apprentices will learn about the products and services that are central to working in the IFS sector. Learning opportunities will be provided by the employer for the learner to satisfy the professional standards of product / service knowledge and skills that are required for their role. The Academic Supervisor will monitor their progress on a weekly basis, additionally the Workplace Mentor will formally monitor progress once a month, at a minimum. The key elements of the module curriculum will be oriented towards the apprentice role.			
Fund Administration Different Fund structures, including: • Regular • Managed • Mutual • Hedge • Key parties involved; • Key terms.			
Derivative Over The Counter (OTC) Derivatives, including: • Swaps – Asset Swaps; Interest Rate Swaps; Credit Default Swaps; • Options; • Key parties involved; • Key terms.			
Client Services / Shared Services (Reporting & Fund Expense Administration) Reporting, including: • UCITIS reports • Client Monthly reports • Content Reports • Transparency reporting • Key parties involved; • Key terms.			
Fund Expense Administration, including: • Third party invoices • Reconciliation • Expense allocation • Key parties involved; • Key terms			
Assessment Breakdown			%
Workplace Assessment			100.00%
Assessments			
Full Time			
No Coursework			
No End of Module Assessment			
Workplace Assessment			
Assessment Type:	Assignment (0350)	% of total:	70
Assessment Date:	n/a	Outcome addressed:	1,2,3
Non-Marked:	No		
Assessment Description: PRESENTATION. The assessment for this module will comprise the generation of a Work-Based Portfolio. The portfolio will be organised and evidenced by the Learner, with Mentor and Supervisor support and guidance. A range of varied evidence can be presented to satisfy the learning outcomes. Suitable evidence for the Work-Based Portfolio for this module include: • Q & A session; presentation; video or audio recording; Output from the job; observation; witness statement. • Training attended; training certified; reflection and assessment of product knowledge; witness statement; output from work.			
Assessment Type:	Assignment (0350)	% of total:	30
Assessment Date:	n/a	Outcome addressed:	1,4,5
Non-Marked:	No		
Assessment Description: Assignment on Product Knowledge: changes and assessment of product knowledge			
Reassessment Requirement			
Coursework Only <i>This module is reassessed solely on the basis of re-submitted coursework. There is no repeat written examination.</i>			

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Module Workload				
Module Target Workload Hours 0 Hours				
Workload: Part Time				
Workload Type	Workload Description	Hours	Frequency	Average Weekly Learner Workload
Lecturer-Supervised Learning (Contact)	Academic Supervisor visits	2	Every Week	2.00
Seminars	A Work-Based Portfolio tutorial will be delivered each week of their attendance at college in the two academic years, for one hour. The aim of this tutorial is to guide, support, and monitor the progress of learners toward the achievement of their work-based modules. The tutorial is delivered by the learner's assigned Academic Supervisor. In addition, the Academic Supervisor will monitor the progress of the learner in the generation of evidence and completion of the module	26	Every Week	26.00
Workbased learning	No Description	51	Every Week	51.00
Directed Learning	Directed elearning	20	Every Week	20.00
Independent Learning	No Description	26	Every Week	26.00
Total Weekly Contact Hours				99.00

Module Resources	
<i>This module does not have any book resources</i>	
<i>This module does not have any article/paper resources</i>	
<i>Other Resources</i>	
<p>The IFS employing organisation will be the main source of supporting resources. Commonly IFS organisations have e-learning resources that can be accessed to support learning, as well as other learning supports..</p>	
Discussion Note:	