A6SPIFS: Systems and Processes In International Financial Services

Module Code:	A6SPIFS
Long Title	Systems and Processes In International Financial Services APPROVED
Title	Systems and Processes In International Financial Services
Module Level:	LEVEL 6
EQF Level:	5
EHEA Level:	Short Cycle
Credits:	10
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Module Author:	JONATHAN BRITTAIN
Departments:	School of Business
Specifications of the qualifications and experience required of staff	

Learning Outcomes

On successful completion of this module the learner will be able to:

#	Learning Outcome Description
LO1	Identify and describe the range of key specialised processes and systems that are in their International Financial Services role, and explain how they fit and contribute to the economic activity of the organisation
LO2	Demonstrate a competent use of key specialised processes and systems (such as processing reports, information and transactions ensuring that they are complete, accurate, and within permitted time limits);
LO3	Evaluate key systems and processes for their continuing ability to facilitate effective work performance;
LO4	Assess their own understanding and ability to use IFS systems and processes
LO5	Identify, investigate and resolve minor problems, errors and discrepancies in systems and processes that are within the boundaries of their role;
LO6	Apply the organisation's procedures for reporting errors or discrepancies outside of their role boundaries, fulfilling their role in the process, recording details of problems accurately and reporting issues promptly to the appropriate people.

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

Module Overview

The Occupational Profile for an IFS Associate identifies understanding and adhering to systems and processes as a core area of knowledge and skills for the role. 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 systems and processes that are central to the conduct of their role in the IFS sector. Learning opportunities will be provided by the employer for the learner to develop their knowledge and skills in using systems and processes for the job. 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.

n/a

The systems and processes used (e.g. Accounting Platforms) capture, use and process the same base content, but those in use will vary between organisations.

Accounting Platforms

examples include: MFACT GENEVA INVEST ONE MSHARE MCH (Multi-Currency Horizon) SUN GUARD Organisation specific platforms (e.g. Mystatestreet)

Enquiry Tools (e.g.):

Oracle Excel

Reconciliation Tools

n/a

Collaboration Tools

n/a

Intranet

n/a

Competency Assessment Matrix

n/a

Assessment Breakdown	%
Workplace Assessment	100.00%

Assessments

Full Time

No Coursework

No End of Module Assessment

Workplace Assessment

Assessment Type:	Portfolio	**% of total:**	100
Assessment Date:	n/a	**Outcome addressed:**	1,2,3,4,5,6
Non-Marked:	No		

Assessment Description:

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: • observed and documented demonstrations of using key systems; • the production of work outputs from the use of key systems and processes; • an assignment requiring an explanation of key systems, their purpose and fit, and an evaluation of their use; • an evaluation of their own ability to use the systems and processes; • example(s) of errors,

Reassessment Requirement

Coursework Only

This module is reassessed solely on the basis of re-submitted coursework. There is no repeat written examination.

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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
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	Workplace Mentor will formally monitor progress once a month, at a minimum. 20 hours of one-to-one contact	142	Every Week	142.00
Independent Learning	No Description	50	Every Week	50.00
Directed Learning	Directed e-learning	30	Every Week	30.00
Lecturer-Supervised Learning (Contact)	Academic Supervisor visits	2	Every Week	2.00
			Total Weekly Contact Hours	200.00

Workload: Part Time

Module Resources

Recommended Book Resources

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.. na.

This module does not have any article/paper resources

This module does not have any other resources

Discussion Note: