

## CERTIFIED TRUST PRACTITIONER™ ACCREDITATION PROGRAM

### “TRUST TRAINING CERTIFICATE”

#### COURSE OUTLINE

The course is delivered by the Hong Kong Trustees' Association in conjunction with the Hong Kong Securities and Investment Institute (“HKSI”).

#### **Course Overview**

The course is designed in 2 parts, Part A and Part B. There are 7 units in each part. The total course consists of 14 units and 42 hours of in-class time. Students must attend all the classes.

Students must complete all 7 units of Part A plus 7 units of Part B. There are two streams under Part B - Stream 1: Private Trusts and Stream 2: Collective Investment Schemes (“CIS”)/ Retirement Schemes.

Collectively all units completed from Part A and 7 completed units from Part B, form the full course. Students who complete both parts A and B and successfully pass the two examinations, will be awarded the “**Trust Training Certificate**”. Students may then apply for the Certified Trust Practitioner (CTP) designation if they satisfy the other CEM (i.e Certification, Experience and Membership) requirements as outlined under the Accreditation Program.

A certificate of attendance will be provided for each student after the attendance of each unit.

The course fees for Part A and Part B can be found on the website.. Each Part has an examination (fee can be found on the HKSI website) . Online enrolment is available at the HKSI Institute website. Students may enrol for all of Part A or all of Part B at the one time.

Each unit of the course is also offered as a stand-alone unit and the fee can be found on the HKSI website. The course/unit fees will be paid at the time of enrolling.

#### **Course Structure**

The Course consists of Part A and Part B and a total of 42 hours of in-class time.

Part A is designed for beginners in the trust industry or those new to trusts. It consists of 7 units and 21 hours in-class time. There are some units which must be taken in sequence. There will be a 1 ½ hour examination after completion of the Part A course

Part B is designed for those who already have some knowledge of trusts and who wish to expand their area of knowledge. Part B is also designed to allow streaming into areas of interest or practice. Part B consists of 12 units of which the student must complete 7 units (in either stream 1 or stream 2) and 21 hours in-class time. There will be a 1 ½ hour examination after completion of the Part B section.

Each Unit represents a 3-hour lecture covering various inter-related modules. Students will be required to physically attend the lectures and pass the two examinations (Part A and Part B) to be awarded the “Trust Training Certificate”

The detailed course syllabus is set out on the HKTA website.

### **Streaming of Electives**

Part B electives are streamed into areas of interest.

Stream 1: Private Trusts covers private trusts and foundations, other jurisdiction trusts, charities and other estate issues.

Stream 2: Collective Investment Schemes (“CIS”) and Retirement Schemes covers commercial trusts, trust structures for funds and retirement schemes in Hong Kong.

The Part B course will begin in mid May 2019.

### **Stand- Alone Units**

All units of the course are offered as stand-alone units. We expect the stand-alone units will be of interest to the persons in the broader financial services community who may have interest in a particular topic but do not wish to undertake the whole course. These stand-alone units cover Trusts and AML CRS & compliance, Collective Investment Schemes, Taxation, Trusts and PRC Nationals, Foundations and Family Offices. Attendees at these stand-alone units will be provided a Certificate of Attendance for that unit upon attendance at the lecture which will count for Continuous Professional Development (CPD). We also expect to have CPD accreditation provided by other industry associations for these course units in future.

### **Lecture Times & Address**

Lectures for each unit will be held from 6:00 pm to 9:00 pm on a weekday evening at the HKSI offices in Sheung Wan. The scheduled dates for the course units are set out on the website of HKSI ([www.hksi.org](http://www.hksi.org)).

The HKTA will be encouraging its corporate members to support students in leaving work early to attend lectures. We may consider a multi-unit Saturday classes in future if there is sufficient demand.

### **Commencement and Duration of the Course**

Lectures will generally be on consecutive weeks except for public holidays or lecturer unavailability. Dates will be confirmed at the time of enrolment and be posted on the HKSI website ([www.hksi.org](http://www.hksi.org)).

Part B courses are scheduled to commence in mid May 2019. Lectures will generally be held on the same evening of the week. Course dates will be posted on the HKSI website ([www.hksi.org](http://www.hksi.org)).

Examinations will be conducted approximately 3 weeks after the end of course lectures for each of Part A and Part B. Examination dates will be posted on the HKSI website ([www.hksi.org](http://www.hksi.org)).

### **Language and delivery**

The in-class lectures will be conducted in English and all course material will be in English

Depending upon demand, we may consider delivery of classes in Cantonese after the first full course (parts A & B) are run.

### **Course Materials**

You will be provided with a full set of the course materials and any required supporting materials such as case studies. Material (e.g. teaching slides) will be distributed during class lectures.

## **Lecturers**

The lecturers for the course will be experienced senior practitioners in the trust industry. The lecturers' biographies will be provided On the website of HKSI and HKTA.

## **Financial Support**

The Trust Training Certificate Course is one of the eligible courses under the Financial Incentive Scheme for Professional Training (the Scheme) of the Pilot Programme to Enhance Talent Training for the Asset and Wealth Management Sector (the WAM Pilot Programme), funded by the HKSAR Government. Under the Scheme, eligible individuals will be reimbursed 80% of the eligible course fees, subject to a maximum of HK\$7,000, upon satisfactory completion of the course over the three-year period of the Scheme. Please refer to the WAM Pilot Programme website ([https://www.wamtalent.org.hk/eng/financial\\_incentives\\_scheme\\_for\\_professional\\_training/guide\\_to\\_applicants.html](https://www.wamtalent.org.hk/eng/financial_incentives_scheme_for_professional_training/guide_to_applicants.html)) for application details.

## **Examinations**

Examinations will generally be held within 2 -3 weeks after completion of courses. Students need to attend the course lectures to sit the examinations. A student who has completed Part A or Part B of the course may defer sitting the examination for a maximum period of 3 years counting from the first unit attended up to the examination date for each Part. After 3 years, the student will be required to re-enrol and undertake the course again in order to sit the examination.