Indigita

E-LEARNING CATALOGUE

Indigita

CATALOGUE OVERVIEW

THEMES	PAGE
▪ INDIGITA E-LEARNING	3
▪ SAQ RECERTIFICATION	4
▪ CROSS-BORDER COURSES	5
▪ CROSS-BORDER FOUNDATION	6
▪ CROSS-BORDER FOUNDATION EEA	7
▪ CROSS-BORDER COUNTRY SPECIFIC	8
▪ COMPLIANCE COURSES	9
▪ ANTI-MONEY LAUNDERING (AML) FOUNDATION	10
▪ ANTI-MONEY LAUNDERING (AML) LEARNING PATH	11
▪ MARKET ABUSE	12
▪ FINANCIAL SERVICE ACT (FINSA) FOUNDATION	13
▪ FINANCIAL SERVICE ACT (FINSA) ADVANCED	14
▪ E-COMPLIANCE LEARNING	15
▪ INTERNATIONAL SANCTIONS	16
▪ BRIBERY	17
▪ ESG COURSES	18
▪ ESG FOUNDATION	19
▪ RISK COURSES	20
▪ CYBERSECURITY	21
▪ FRAUDULENT INSTRUCTIONS	22
▪ TAILORED COURSES	23
▪ TAILOR-MADE COURSES TO MEET YOUR BUSINESS NEEDS	24

ABOUT OUR E-LEARNING

We work in close collaboration with **BRP Bizzozero and Partners SA**, **Centro Studi Villa Negroni, ALMA Impact** and **Institute for Studies in Finance & Banking (ISFB)**. Together we build on each other's expertise. This enables us to provide guidance and structured answers on cross-border and compliance topics for a broad range of financial activities.

Our e-Learning concept is unique, combining innovative approach, technology and tailor-made services.

- Continuously updated
- Customisable
- Certification readiness
- Gamification

Software as a Service (SaaS) or deployed on your system. We can adapt to your requirements:

On our cloud

- Our e-Learning courses and quizzes can be accessed through our online platform.
- You can track the progress of your team members and verify who follows specific course.

On your internal LMS

- Our e-Learning courses and quizzes can be installed on the client's LMS.
- You can track the progress of your team members and verify who follows specific course.

OUR E-LEARNING PARTNERS

brp Bizzozero & Partners Regulatory Products

isfb Formation bancaire & financière

CENTRO STUDI VILLA NEGRONI

Alma Impact

SAQ RECERTIFICATION

Swiss Association for Quality

Indigita e-Learning courses are recognised by **SAQ Swiss Association for Quality** and allow client advisors to earn credits towards their professional **recertification** with the SAQ.

SAQ acts as a neutral and independent body for the certification of financial professionals. By obtaining the SAQ certificate, client advisors demonstrate that they have acquired the expertise and practical skills required to operate in their role. The SAQ certificate is considered a Swiss standard and remains valid for three years. After this period, client advisors can apply for recertification by completing a certain number of training hours to ensure their professional knowledge remains up-to-date.

Thanks to the recognition by SAQ, a range of our popular e-Learning courses is eligible to count towards recertification.

COURSE NAME	DURATION IN HOURS (SAQ credits)
Financial Service Act (FinSA) Advanced	5h
Anti-Money Laundering (AML) Path	3h
Fraudulent Instructions	1h
International Sanctions	0.75h
Market Abuse	0.75h
Cybersecurity	0.75h

We are continuously expanding the line of SAQ-recognised e-Learning courses, which form part of Indigita's broad offering of cross-border compliance training for financial institutions.

CROSS-BORDER COURSES

CROSS-BORDER FOUNDATION

Before acting toward this type of clientele all employees should be aware of general rules and bank's internal policies concerning cross-border activities:

- Definitions and most important principles
- Main risks
- Most frequent day-to-day challenges
- Optional: internal cross-border framework and business travel requirements

TIME Approximately 20 minutes.	TARGET AUDIENCE All employees who may come in contact with clients and/or prospects.	PREREQUISITES None
ASSESSMENT No formal assessment with this course.	CERTIFICATION Upon completion, participants will earn a certificate.	LANGUAGE English

CROSS-BORDER FOUNDATION EEA

Before acting toward this type of clientele all employees should be aware of general rules and bank's internal policies concerning cross-border activities within the EEA countries:

- Definitions and most important principles
- Main risks
- Most frequent day-to-day challenges
- Optional: internal cross-border framework and business travel requirements / internal policies concerning cross-border business

TIME Approximately 20 minutes.	TARGET AUDIENCE All employees who may come in contact with clients and/or prospects domiciled in the EEA.	PREREQUISITES None
ASSESSMENT No formal assessment with this course.	CERTIFICATION Upon completion, participants will earn a certificate.	LANGUAGE English

CROSS-BORDER COUNTRY SPECIFIC

The course focuses on promoting the specific knowledge on Cross Border regulations. For each country, the course provides simulations based on situations covered by the BRP Country Manual:

- Prospecting
- Negotiation
- Additional Services
- Marketing
- Reporting
- Executing

TIME Approximately 20 minutes.	TARGET AUDIENCE Anyone who may come in contact with clients and/or prospects.	PREREQUISITES Completion of the Cross-Border Foundation course
ASSESSMENT Formal assessment consisting of 15 multiple choice questions with a passing grade of 80%, based on a pool of 400+ questions.	CERTIFICATION Upon completion, participants will earn a certificate.	LANGUAGE English

COMPLIANCE COURSES

ANTI-MONEY-LAUNDERING (AML) FOUNDATION

The course must be taken before approaching the AML Learning Path. This program focuses on promoting knowledge on basic concepts on AML and CDB 2020 regulations. The course aims to provide basic knowledge on following topics:

- AML and CDB definitions
- Regulation framework
- Sanctions regimes
- Tax offences
- Know Your Customer (KYC)
- Know Your Transactions (KYT)

TIME Approximately 20 minutes.	TARGET AUDIENCE All employees and new joiners in financial institutions.	PREREQUISITES None
ASSESSMENT A formal assessment consisting of 10 questions with a passing grade of 80% forms part of this course.	CERTIFICATION Upon completion, participants will earn a certificate.	LANGUAGE English, German, French and Italian

ANTI-MONEY-LAUNDERING (AML) LEARNING PATH

Swiss Association for Quality

The course must be taken before approaching the AML Learning Path. The learning path uses the latest micro-learning and game-based techniques; each module is dedicated to a past Olympic Game where the participant is requested to collect medals in various sporting disciplines. The course is based on 200 business cases split in 10 modules to cover 5 main topics:

- General Knowledge
- Beneficial Owner
- Contracting Party
- Know Your Customer (KYC)
- Know Your Transactions (KYT)

TIME Approximately 15 minutes per module.	TARGET AUDIENCE Employees working in front office roles, legal and compliance and tellers.	PREREQUISITES None
ASSESSMENT Each module of this course consists purely of drill exercise questions in an assessment format.	CERTIFICATION Upon completion, participants will earn a certificate.	LANGUAGE English, German, French and Italian

DURATION IN HOURS (SAQ credits)
3h (the AML Foundation course included)

Indigita

MARKET ABUSE

saq
Swiss Association for Quality

This course focuses on promoting knowledge on FMIA art. 142/154 (insider trading), FMIA art. 143/155 Market/Price manipulation and FINMA Circular 13/8. The course provides an overview of definitions and concepts of Market Abuse and it clarifies the relationship between the FMIA and the FINMA Circular 13/8 through following chapters:

- Legal basis
- Definitions and Concepts
- Legal framework
- Impacted persons and entities
- Sanctions
- Money Laundering
- Obligations

TIME Approximately 25 minutes.	TARGET AUDIENCE Anyone working for a financial intermediary.	PREREQUISITES None
ASSESSMENT A formal assessment consisting of 10 questions with a passing grade of 80% forms part of this course.	CERTIFICATION Upon completion, participants will earn a certificate.	LANGUAGE English, French and Italian

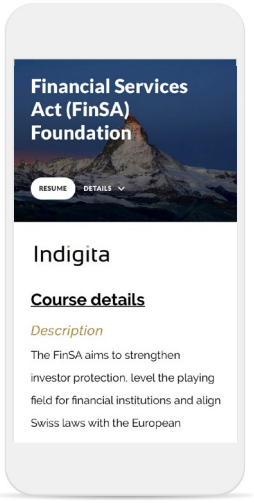
DURATION IN HOURS (SAQ credits)
0.75h

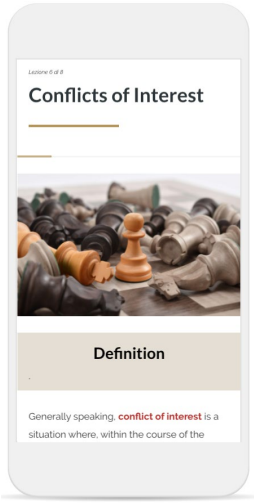
FINANCIAL SERVICE ACT (FINSA) FOUNDATION

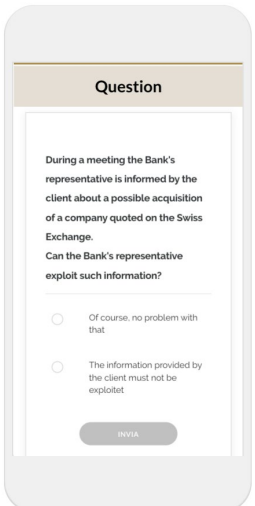
The course focuses on the role of regulation to strengthen investor protection, level the playing field for financial institutions and align Swiss law with the European regulatory framework, particularly MiFID II and the EU Prospectus Regulation. The comprehensive list of topics covered in the theory part includes:

- General provisions
- Client typologies
- Appropriateness and suitability
- Documentation and transparency
- Conflict of interest
- Control systems
- Administrative and criminal sanctions

TIME Approximately 25 minutes.	TARGET AUDIENCE Anyone working for a financial intermediary.	PREREQUISITES None
ASSESSMENT A formal assessment consisting of 10 questions with a passing grade of 80% forms part of this course.	CERTIFICATION Upon completion, participants will earn a certificate.	LANGUAGE English, Italian







FINANCIAL SERVICE ACT (FINSA)

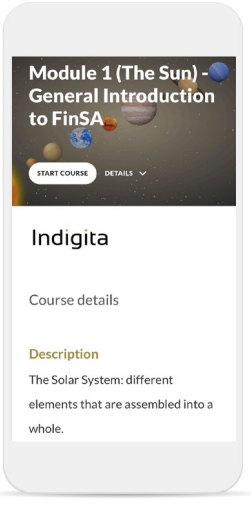
ADVANCED

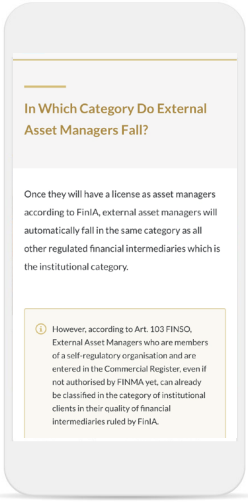
Swiss Association for Quality

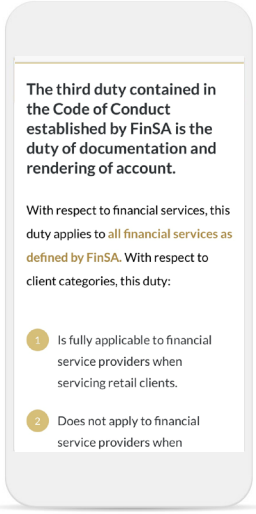
FinSA requires financial professionals who seek to be listed in a Swiss register of financial advisors to provide proof of their knowledge about existing regulations. The training is tailored to this requirement and is recognised by FINMA-licensed certifying bodies. It is also aimed at employees from different functional areas who need to possess extensive knowledge of current regulations. The course covers a comprehensive list of subjects with deep dives into the topics of

- General Introduction to FinSA (20 mins)
- Scope of Application (30 mins)
- Client Segmentation and Onboarding (30 mins)
- Information Duty (30 mins)
- Appropriateness and Suitability (30 mins)
- Documentation and Rendering of Account (30 mins)
- Transparency and Care in Client Orders (30 mins)
- Offering of Financial Instruments (30 mins)
- Civil, Administrative and Criminal Procedures (30 mins)
- Organisational Measures and Conflict of Interests (30 mins)
- Client Advisers (30 mins)

TIME Approximately 30 minutes.	TARGET AUDIENCE Client advisors of domestic and foreign financial institutions. All employees of compliance, legal and risk management, internal audit and operational staff.	PREREQUISITES None FinSA Foundation course recommended
ASSESSMENT Formal assessment consisting of 10 questions per module with a passing grade of 80% forms part of this course.	CERTIFICATION Upon completion, participants will earn a certificate, recognised by FINMA-licensed certifying bodies.	LANGUAGE English







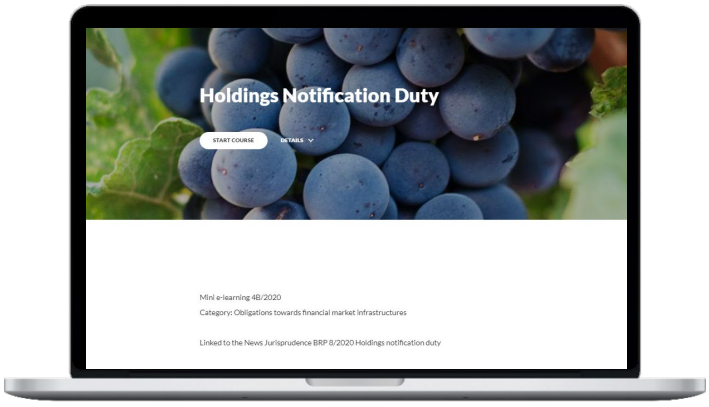
DURATION IN HOURS (SAQ credits)
5h

E-COMPLIANCE LEARNING

These courses were developed on the basis of selected "Alerts" published by BRP Bizzozero and Partners SA. The most important and relevant topics are selected, and exercises are compiled on an ongoing basis to help compliance, legal and risk management departments maintain and increase their knowledge on a wide range of regulations. For the time being the following topics are prepared and many other courses will be added during the year.

- Holdings Notification Duty
- FINMA's Decision on AML Issues
- FINMA's Decision on Insider Trading
- Ordinance concerning FINMASA
- Client Information Duty in Financial Services
- Transfer Pricing
- Update of FATF Lists

TIME Between 10 and 20 minutes depending on the topic.	TARGET AUDIENCE All employees of compliance, legal and risk management, internal audit, general secretariat.	PREREQUISITES None
ASSESSMENT For each course a quick assessment is foreseen.	CERTIFICATION Upon completion, participants will earn a certificate.	LANGUAGE English



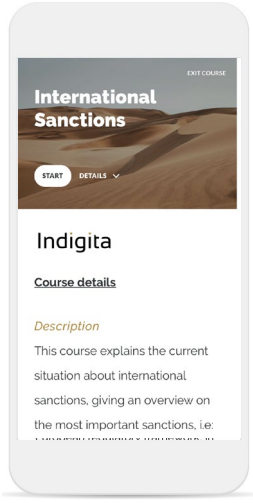
INTERNATIONAL SANCTIONS

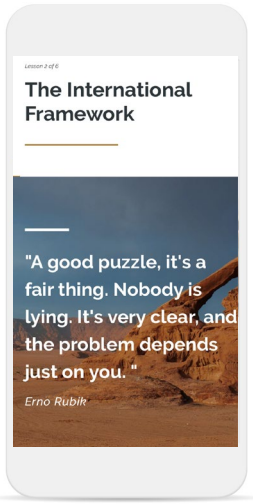
Swiss Association for Quality

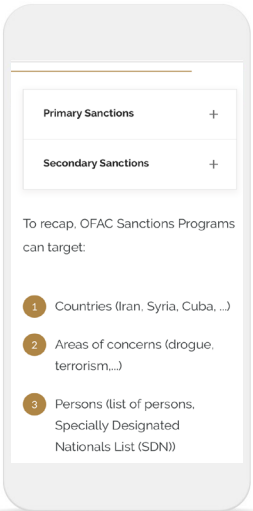
The course mainly outlines the Swiss sanctions regime. In addition, it gives an overview of how Swiss banks are impacted by sanctions issued by the United Nations, the European Union and the United States. Participants will learn about:

- Key terms and different nature and types of sanctions, possible reasons for sanctions as well as the contexts in which they are typically applied.
- The different target groups for sanctions, including individuals, legal entities, states and countries.
- In addition, the training covers the potential risks and legal impact for financial institutions in case the Swiss sanctions regime is violated.

TIME Approximately 30 minutes.	TARGET AUDIENCE Employees working in compliance, risk and legal, as well as front office roles.	PREREQUISITES None
ASSESSMENT A formal assessment consisting of 10 questions with a passing grade of 80% forms part of this course.	CERTIFICATION Upon completion, participants will earn a certificate.	LANGUAGE English, Italian







DURATION IN HOURS (SAQ credits)
0.75 h

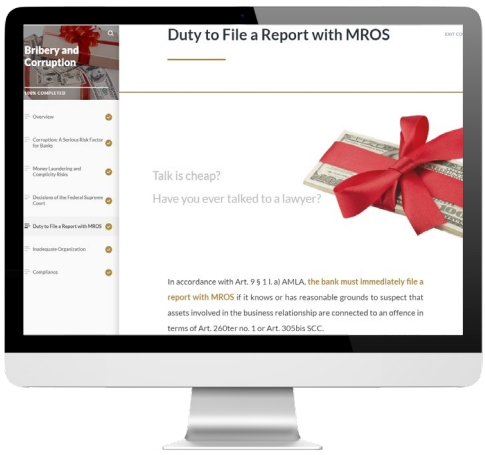
BRIBERY

The course provides professionals at banks operating in Switzerland with crucial knowledge on how to prevent, detect and mitigate risks associated with corruption. It explains the different shapes of bribery and corruption that may occur in relationships with officials as well as private persons and outlines the associated risks and legal consequences. The content of the training draws on the trusted financial regulations expertise of BRP Bizzozero & Partners SA as well as ISFB's 33 years of experience in building courses, and is based on current Swiss legislation and case-law.

The course consists of seven chapters:

- Overview
- Corruption: A Serious Risk Factor for Banks
- Money Laundering and Complicity Risks
- Decisions of the Federal Supreme Court
- Duty to File a Report with MROS
- Inadequate Organization
- Compliance

TIME Approximately 45 minutes.	TARGET AUDIENCE Employees working in compliance, risk and legal, as well as front office roles.	PREREQUISITES None
ASSESSMENT A formal assessment consisting of 10 questions with a passing grade of 80% forms part of this course.	CERTIFICATION Upon completion, participants will earn a certificate.	LANGUAGE English



ESG COURSE

ESG FOUNDATION

Sustainable Finance refers to any financial services integrating environmental, social and governance (ESG) criteria into the investment decisions making processes for the lasting benefit of both clients and the society.

The objective of this course is to provide the participant with the fundamentals of Sustainable Finance, such as definitions and concepts, as well as the current legal framework, initiatives, and regulatory developments.

TIME Approximately 45 minutes.	TARGET AUDIENCE Anyone working for a financial intermediary.	PREREQUISITES None
ASSESSMENT A formal assessment consisting of 10 questions with a passing grade of 80% forms part of this course.	CERTIFICATION Upon completion, participants will earn a certificate.	LANGUAGE English

RISK COURSES

CYBERSECURITY

Swiss Association for Quality

The content of this course corresponds to the requirements outlined in the Financial Market Supervision Act (FINMASA), which obliges financial institutions to report cyber-attacks immediately to FINMA whenever they occur. The training also serves as a preventive measure to lower the likelihood of a cybersecurity incident by educating professionals in different functions on various cybersecurity topics, including:

- Internet and email threats
- Environment, workplace and mobility
- Social engineering
- Information handling

TIME Approximately 25 minutes.	TARGET AUDIENCE Anyone working for a financial intermediary.	PREREQUISITES None
ASSESSMENT A formal assessment consisting of 10 questions with a passing grade of 80% forms part of this course.	CERTIFICATION Upon completion, participants will earn a certificate.	LANGUAGE English

DURATION IN HOURS (SAQ credits)
0.75h

FRAUDULENT INSTRUCTIONS

Swiss Association for Quality

The course is designed to help banks understand and mitigate liabilities linked to fraud by means of forged signatures and other deceptive acts by unauthorised third parties. It also features practical examples of jurisprudence. With a focus on new methods of communication, like email and mobile applications, the programme outlines the rules that govern a bank's responsibility related to the execution of instructions, such as:

- payment orders,
- withdrawal requests,
- securities transfers on behalf of its customers.

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TIME Approximately 30 minutes.	TARGET AUDIENCE Front office, compliance, central file, risk and legal professionals.	PREREQUISITES None
ASSESSMENT A formal assessment consisting of 10 questions with a passing grade of 80% forms part of this course.	CERTIFICATION Upon completion, participants will earn a certificate.	LANGUAGE English

DURATION IN HOURS (SAQ credits)
1h

TAILORED COURSES

TAILOR-MADE COURSES TO MEET YOUR BUSINESS NEEDS

In addition to the Indigita's rich e-Learning portfolio, we offer professional customisation and creation of courses to meet specific needs of our clients. It allows our clients to design unique and effective trainings, quizzes and certificates, in terms of:

- Topics
- Structure and content
- Gamification features
- Languages (EN, DE, FR, IT)
- Design (co-branded or white label)

Moreover, we offer a possibility to revamp outdated e-Learning courses, leveraging on the most recent technological solutions.

DESIGN YOUR OWN COURSE

TIME	TARGET AUDIENCE	PREREQUISITES
ASSESSMENT	CERTIFICATION	LANGUAGE

CONTACT OUR

E-LEARNING TEAM

sales@indigita.ch

Indigita