

## ***Training & Competence Interest Group***

### ***Terms of Reference***

#### **Introduction:**

The CISI is proud of its Training & Competence Interest Group. The Group has representatives from wealth and fund management firms and the top 50 investment banks.

Meetings of the Training & Competence Interest Group are held three times per year and focus on issues relating to training and HR with updates on CISI initiatives.

The Group will predominantly be of interest to those in a senior training role but may also be relevant to anyone interested in matters pertaining to learning and development, organisational development or training and competence.

Anyone working in Significant Influence / Compliance / Risk / HR / Approved Persons Regime functions should attend.

All are welcome (including CISI members and non-members) subject to availability on the day

#### **Aims of the Training & Competence Interest Group:**

- (i) To provide a forum in which those involved in matters relating to learning, development, training and competence can openly discuss issues as they affect their organisations as well as providing a platform for open discussion of current regulatory and legislative issues as they relate to financial services.
- (ii) To bring to the attention of the Board, through the Qualifications Department, any circumstances which Forum members consider should be the subject of wider consultation with the Membership, via workshops, training sessions, detailed briefing documents or Professional Interest Forums.
- (iii) To ensure that the Group is run by Group members for the benefit of Group members. To enable this, a Chair and a Deputy Chair will be appointed by the CISI as well as a third Group Representative.
- (iv) The Chair, Deputy Chair and Group Representatives will be responsible for suggesting topics of interest for Group meetings and sourcing speakers. All such topics should be agreed by the Group Chair and the CISI.
- (v) The Deputy Chair will represent the Chair at meetings in the Chair's absence.

- (vi) The Group Representatives will be responsible for gathering feedback on Group events and future topics.
- (vii) The Chair will work closely with CISI staff from the Qualifications Department in order to achieve the aims of the Group with the aim of at least four meetings per annum.
- (viii) Meetings will normally be minuted by CISI staff from the Qualifications Department and the CISI provides staff support to the Group. A member of the CISI Executive Team, normally the Managing Director, will attend at least one meeting of each forum each year. The Assistant Director, Qualifications will normally attend Group meetings.
- (ix) An annual update on the Training & Competence Interest Group will be presented to the CISI Board.

**June 2014**