

# Fundamentals of Financial Services



## What is Fundamentals of Financial Services?

This qualification is an important first step in developing the essential basic knowledge required for working in financial services. It provides a broad overview of the industry and could be your stepping stone to a career in financial services.

You will learn about the types of banking and commonly used financial products, such as shares, bonds and insurance. It will provide you with an understanding of financial terminology and enable you to perform important basic calculations.

## Who should study the qualification?

The qualification's broad introduction to financial services makes it suitable for a wide audience from employees new to the industry to school leavers considering a career in finance.

It is an ideal alternative for staff already working within financial services who wish to further their industry knowledge, but who are not directly involved in making investment decisions. It offers a comprehensive understanding of financial services and its streamlined structure, including a nominal study commitment, appeals to the busy professional.

In addition, firms can easily include the qualification into staff induction programmes.

## Ofqual approval

Fundamentals of Financial Services is regulated by Ofqual (on its Regulated Qualifications Framework) as a level 2 Award. The Total Qualification Time for this qualification is 101 hours. Visit [cisi.org/ofqual](http://cisi.org/ofqual).

On the European Qualifications Framework, this equates to a level 3 qualification. For further information visit [cisi.org/eqf](http://cisi.org/eqf)

## Key features

- **Prepare for a career in finance** – the qualification provides an overview of the industry and will help prepare you for a career in financial services
- **Available to all employees** – there are no entry requirements and the exam is open to anyone
- **A fast and affordable recognition** – requiring only 100 study hours, the qualification can be achieved quickly and efficiently and successful completion will demonstrate your commitment to your profession
- **Access to higher level qualifications** – successful candidates can build on this qualification and progress to higher level CISI qualifications
- **Free CISI Student membership** – become associated with a Chartered professional body and take advantage of an extensive range of benefits

## Studying for the Fundamentals of Financial Services

100 hours of study is required for this exam. You can choose to self-study for the exams using CISI learning manuals and elearning or have formal training with one of our Accredited Training Partners (ATP). To find an ATP near you visit, [cisi.org/atp](https://www.cisi.org/atp)

The CISI's learning manual policy requires, where available, the most up-to-date CISI learning manual to be purchased when booking an exam, including by an ATP on your behalf. This applies to all candidates sitting CISI exams in the UK (includes Northern Ireland, Guernsey, Jersey and Isle of Man). Candidates sitting CISI exams outside of the UK will receive the most up-to-date learning manual for that subject in PDF format and this is included in the international exam price.

## Syllabus Summary

<b>Ethics and Integrity in Financial Services</b>	Explores the key principles of ethical behaviour in financial services.
<b>Introduction – saving and borrowing</b>	Defines key financial services terms and principles including savers, borrowers, equity, bonds, risk and reward, insurance and foreign exchange.
<b>Banking</b>	Identifies the difference between retail and commercial banking and explains the functions of each banking type and their customers – individuals or corporates. Explains loans, mortgages and overdrafts, credit cards, interest rates and how they are calculated.
<b>Equities/Shares/Stocks</b>	Explores the reasons for issuing shares to finance a company and the return that can be gained – dividend/ capital gain. Provides an understanding of shares, what they are for, and the the risks involved in owning them.
<b>Bonds</b>	Identifies the two main issuers of bonds – companies and governments. Covers the features of bonds and the advantages and disadvantages of investing in bonds.
<b>Markets</b>	Explains how a stock exchange operates, the purpose of a stock exchange index, and compares different stock markets around the world.
<b>Other areas of Financial Services</b>	Highlights other key areas including: Fund Management, Foreign Exchange, Insurance and Retirement Planning.

## Assessment

This is a one hour multiple-choice examination where candidates have to select the correct answer from four possible alternatives. There are 30 questions in total and the pass mark for the exam is 70%. The exam is delivered on computers at a CISI accredited test centre. Visit [cisi.org/cbt](https://www.cisi.org/cbt) to find your nearest venue.

## How to register

Step 1:	Register online at <a href="https://www.cisi.org/register">cisi.org/register</a>	Step 3:	Complete the Qualifications Registration Form at <a href="https://www.cisi.org/qrf">cisi.org/qrf</a>
Step 2:	Book your exams: online – <a href="https://www.cisi.org/fundamentals">cisi.org/fundamentals</a> by phone – +44 20 7645 0777 via email – <a href="mailto:customersupport@cisi.org">customersupport@cisi.org</a>		Visit <a href="https://www.cisi.org/prices">cisi.org/prices</a> for current prices

## Next steps

The CISI offer a range of qualifications and membership packages to suit those aspiring to work in the industry, right through to the most experienced professionals. After successfully completing Fundamentals of Financial Services we can support you throughout your career to help you demonstrate professional excellence.

### Introduction to Investment

This higher level qualification will build your knowledge to give you a thorough introduction to all areas of investment and develop your understanding of industry terminology. Find out more [cisi.org/intro](https://www.cisi.org/intro)

An international version of the qualification is available. It focuses on international markets and provides a global overview of all areas of investment. Find out more [cisi.org/iintro](https://www.cisi.org/iintro)