

i-KYC, Financial Crime Specialists

# KYC Analyst Training Programme

Brochure



## 1. INTRODUCTION

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This handbook describes the rationale for and structure of the i-KYC comprehensive Know Your Client (KYC) Analyst Training curriculum. A KYC Analyst gathers and examines pertinent information in order to accurately assess a customer's AML/CFT risk profile and is a key contributor to the integrity of the client acceptance process.

## 2. EXECUTIVE SUMMARY

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KYC is the cornerstone of the financial sector's defence structure against abuse of their infrastructure for laundering criminal money and financing terrorism and conducting a comprehensive Customer Due Diligence (CDD) is a very important component of the KYC process. CDD is best executed by professionals equipped with a multifaceted skill set, an inquisitive mindset and lots of experience. Acquiring this unique skill set is a pre-requisite for every successful analyst. A thorough training lays the foundation for this.

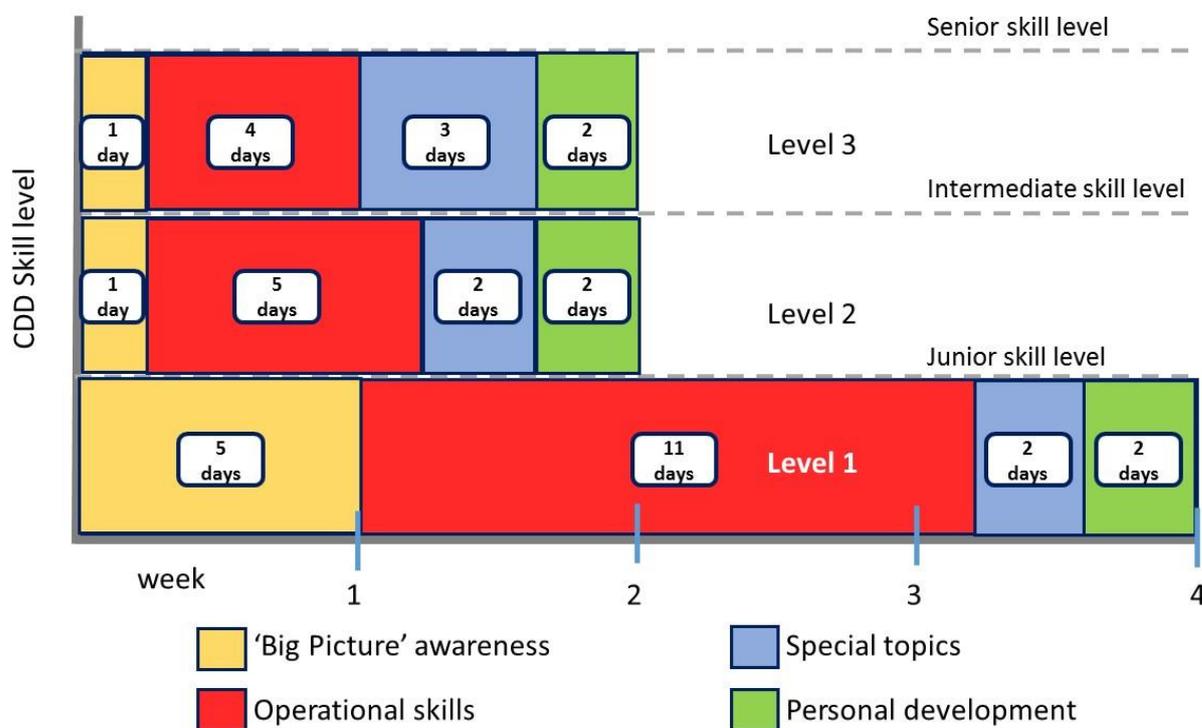
The primary objective of the KYC Analyst Training Programme is to ensure aspiring KYC professionals have the required skills to conduct KYC investigations to a standard that meets the requirements set by relevant laws, regulations, internal Anti-Money Laundering/Combating the Financing of Terrorism (AML/CFT) policies and market best practice. The secondary objective is for the KYC professional to be able to effectively liaise with internal and external stakeholders on AML/CFT issues.



## 3. PROGRAMME HIGH LIGHTS

The programme is modular in design and focused on developing three levels of KYC expertise.

1. **The KYC Analyst Training Programme** – a four-week comprehensive programme targeting aspiring KYC analysts with a beginner level of AML/CFT knowledge. Upon successfully completing this programme, junior analysts can confidently conduct Customer Due Diligence (CDD) investigations for retail and non-complex legal entity clients under supervision of an experienced Team Leader.
2. **Intermediate KYC Skills Programme** – a two-week programme for KYC analysts with 6-12 months of junior analyst experience that focuses on deepening practical KYC and ML risk assessment skills. Upon successfully completing this programme, KYC analysts can conduct moderately complex KYC investigations and determine ML risk profiles with limited supervision.
3. **Advanced KYC Skills Programme** – a two-week programme for experienced KYC analysts with 3+ years of experience. The typical graduate of this programme is able to confidently investigate complex (legal entity) structures, recognise ML red flags, propose risk mitigation and provide coaching to junior analysts.



## 4. THE KYC ANALYST TRAINING CURRICULUM – PHILOSOPHY AND PARAMETERS

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The curriculum consists of a standard, intermediate and advanced level programme and each level features four themes. These themes are:

- Knowledge of the AML/CFT landscape and awareness of current developments
- CDD operational skills
- Special financial crime topics
- Personal development

Each level can be taken independently but certification is provided only if all three levels are successfully completed.

To enhance the ability of the analyst to 'connect the ML dots' the programme is structured to closely follow the natural CDD workflow, i.e. client on-boarding, periodic and event-driven reviews and the different levels of due diligence, simplified, regular and enhanced.

*Please refer to figure 1 on page 8 for a high level curriculum overview.*

### 4.1. Training Methodology

The KYC Analyst Curriculum is executed by subject matter experts using proven adult learning techniques.

This implies combining lectures with case study analysis, group assignments, interactivity and the use of multiple delivery tools such as class-room learning, e-learning, workshops and role-plays simulations for maximum learning impact. Though not strictly necessary for achieving the learning objectives, a knowledge and skills testing programme can be included if desired.



### 4.2. Programme Certification

This KYC curriculum has been reviewed by experienced AML/CFT Compliance professionals and deemed comprehensive and effective. A programme certification can also be arranged on request.

## 5. PROGRAMME DESCRIPTION AND OBJECTIVES

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### 5.1. Level One – Standard CDD Skills

Level One lays the foundation for becoming a Customer Due Diligence analyst. The programme provides hands on training with respect to core CDD skills as well as creating awareness of the ‘big picture’ with respect to financial crime and AML/CFT in particular. In terms of ‘Special Topics’, participants are exposed to the impact of Anti-Bribery and Corruption & Sanctions legislation on their analysis.

#### 5.1.1. Level One Programme Objectives

After successfully completing the Standard KYC Programme a participant is able to:

- Explain AML/CFT, its significance for protecting the organisation’s reputation and which safeguards exist to avoid the financial infrastructure from being misused for criminal purposes;
- Correctly assess the AML/CFT risk profile of a non-complex customer to the firm’s AML/CFT policy requirements within a set time span and with moderate supervision, i.e. as a junior analyst;
- Communicate effectively, both orally and in writing, about AML/CFT requirements with other stakeholders in the organisation.

#### 5.1.2. Programme Duration and Follow Up



Level One requires a four week, full time investment. In addition, on occasion there will be a need for pre-reading or (group) assignments outside normal working hours. We recommend this programme to be followed by on the job learning and coaching by experienced analysts during 6-12 months to gain practical experience and maximise the benefit of the investment.

## 5.2. Level Two – Intermediate CDD Skills

This level, which can be taken independently from Level One training is recommended for analysts with 6-12 months of on the job experience as junior analysts. As with Level One, all four themes of the curriculum are covered, but at a higher level of detail and complexity. This programme leads to analysts having a level of CDD expertise that allows them to handle intermediate to high complexity AML/CFT risk assessments independently, i.e. with limited supervision.

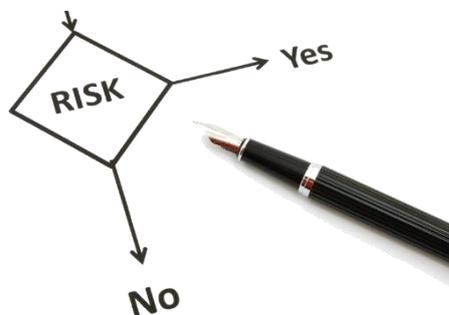
### 5.2.1. Level Two Programme Objectives

After successfully completing the Intermediate KYC Programme a participant is able to:

- Discuss current developments in the field of financial crime prevention at an informed level;
- Correctly assess the AML/CFT risk profile of a moderate to high complexity customer to the firm's AML/CFT policy requirements within a set time span and with limited or no supervision;
- Identify possible money laundering or terrorism financing red flags in a client profile;
- Communicate effectively, both orally and in writing, regarding AML/CFT requirements with other stakeholders in the organisation as well as with customers, if required.

### 5.2.2. Programme Duration and Follow Up

Level Two is a two week, full time programme. On occasion there will be a need for pre-reading or (group) assignments outside normal working hours. We recommend graduates of this programme to be assigned increasingly complex AML/CFT tasks, including engagement with other AML/CFT stakeholders. Talented and interested intermediate analysts can also be assigned as a coach for junior analysts.



## 5.3. Level Three – Advanced CDD Skills

This level, which can be taken independently from Levels One and Two training is recommended for analysts with a minimum of three years of CDD experience. As with previous Levels, all four themes of the curriculum are covered, albeit at the highest level of expertise. This programme provides talented analysts cutting edge CDD expertise to confidently handle and advise on the highest level of complex AML/CFT risk assessments independently. They have the expertise to debate ML risk mitigation opportunities and confidently face off with stakeholders regarding complex client acceptance negotiations.

### 5.3.1. Level Three Programme Objectives

After successfully completing the Advanced KYC Programme a participant is able to:

- Discuss current developments in the field of financial crime prevention as an expert practitioner;
- Correctly and independently assess the AML/CFT risk profile of the highest complexity customers to the firm's AML/CFT policy requirements;
- Provide coaching and feedback to analysts under their supervision;
- Recognise, assess and escalate financial crime red flags;
- Communicate effectively, both orally and in writing, regarding AML/CFT requirements with other stakeholders in the organisation as well as with customers, if required;
- Assure the output quality for teams under their supervision.

### 5.3.2. Programme Duration and Follow Up

Level Three is a two week, full time programme. On occasion there will be a need for pre-reading or (group) assignments outside normal working hours. We recommend graduates of this programme to be assigned Team Leader responsibilities and be encouraged to engage actively with other AML/CFT stakeholders as well as coach junior analysts' performance.

Further Programme details are available on request.



Figure 1.  
High Level Curriculum Outline

Level	Duration	A: 'Big Picture' Awareness	B: Operational Skills Development	C: Special Topics	D: Personal Development
1	20 days	<ul style="list-style-type: none"> <li>- Introduction to AML/CFT</li> <li>- Legal and regulatory framework</li> <li>- Operating Model considerations</li> </ul>	<p><i>Onboarding, Periodic &amp; Event Driven Reviews, simplified, regular and enhanced due diligence on</i></p> <ul style="list-style-type: none"> <li>- Retail + non-complex corporate clients</li> <li>- utilising information retrieval tools</li> </ul>	<ul style="list-style-type: none"> <li>- Anti-Bribery &amp; Corruption</li> <li>- Sanctions compliance</li> </ul>	<ul style="list-style-type: none"> <li>- Effective communication</li> <li>+ written</li> <li>+ verbal</li> </ul>
2	10 days	<ul style="list-style-type: none"> <li>- Current developments</li> </ul>	<p><i>Onboarding, Periodic &amp; Event Driven Reviews, simplified, regular and enhanced due diligence on</i></p> <ul style="list-style-type: none"> <li>- Complex corporate structures</li> <li>- Financial Institutions/Funds (Management)</li> <li>- Offshore Structures</li> <li>- Private Banking Clients</li> <li>- Bearer share companies</li> <li>- Assessing ML risk</li> <li>- Recognising ML red flags</li> </ul>	<ul style="list-style-type: none"> <li>- FATCA/CRS investigations</li> <li>- MiFID</li> </ul>	<ul style="list-style-type: none"> <li>- Negotiation skills</li> <li>+ front office</li> <li>+ Compliance</li> </ul>
3	10 days	<ul style="list-style-type: none"> <li>- Current developments</li> </ul>	<p><i>Advanced KYC skills</i></p> <ul style="list-style-type: none"> <li>- Client behaviour analysis</li> <li>- UBO complexities</li> <li>- Anglo-Saxon Trust, Foundations etc.</li> <li>- TCSPs</li> <li>- Recognising ML red flags</li> <li>- ML risk mitigation solutions</li> </ul>	<ul style="list-style-type: none"> <li>- Offshore Financial Centres</li> <li>- Trade Based Money Laundering</li> <li>- New Payment Methods</li> </ul>	<ul style="list-style-type: none"> <li>- Quality Assurance</li> <li>- Coaching skills</li> </ul>

## 6. I-KYC - FINANCIAL CRIME SPECIALISTS

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### Who We Are

- ▶ **Anti-Money Laundering Advisory and Learning Firm**
  - ▷ Experts in AML Operations with an all-round, international financial background
  - ▷ Focus on AML compliance effectiveness and efficiency
  
- ▶ **Contact**
  - ▷ Amsterdam office:  
+31 20 305 1188
  - ▷ Singapore office:  
+ 65 96 83 1451

### What We Do

- ▶ **Advisory Services**
  - ▷ Business Integrity operational risk assessment and governance advisory
  
- ▶ **Business Integrity Learning**
  - ▷ In-company classroom education
  - ▷ E-learning portfolio
  - ▷ Cooperation with Rotterdam School of Management, Webster University, UCL, ACAMS, NCI
  
- ▶ **Operational (project) Support**
  - ▷ CDD, Sanctions, look-back reviews etc.

### Confidentiality Statement

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