



Investment Operations Technician
Level 3



Overview

Apprenticeship: Investment Operations Technician

Qualification: Level 3

Duration: 18-24 months

Investment Operations Technicians work within the operational and administrative areas of businesses in the Financial Services sector that engage in investment management, trading and reporting activities. Transactions in these businesses can range in size from hundreds of pounds to hundreds of millions of pounds. The support structure underpinning these activities is substantial and varied, with a domestic and global client base of institutional and retail clients that include private individuals, small businesses, collective investment schemes, pension funds, charities, corporations and governments.



Type of job roles the programme is for

- Investment Administrator
- Portfolio Assistant
- Wealth Management Assistant

Qualifications

- CISI Investment Operations Certificate
- Functional Skills in Maths
- Functional Skills in English

Progression opportunities

- Investment Operations Specialist Level 4
- Associate Project Manager Level 4

Core competencies

- Leading people
- Organisational performance
- Decision making
- Communication
- Operational management

Training Process

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- New learners are assessed by a Skills Coach to ensure their suitability for the programme
- After this, they will complete an initial assessment and scoping to identify areas of improvement, and development goals for the apprenticeship
- An apprenticeship induction is then held for new learners, where they will be introduced to the schedule of study

Modules

Ongoing Skills Development Coach Support

1 - Introduction to Securities and Investments

- Classroom/Online: 2-3 days

2 - UK Financial Regulation

- Classroom/Online: 2-3 days

3 - Technical Module

- Classroom/Online: 2-3 days

Gateway

- 16-20 months

Assessment

- 18-22 months
- Reflective Discussion, Portfolio

Pathway

Apprenticeship: Investment Operations Technician

There is a clear GC Education & Skills career pathway for the apprentice once they've completed the Level 3 Investment Operations Technician course.

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Financial Services Apprenticeship Routes

Level 2

Financial Services Customer Advisor Level 2

Investment Operations Administrator Level 2

Level 3

Insurance Practitioner Level 3

Investment Operations Technician Level 3

Risk / Compliance Officer Level 3

Snr Financial Services Customer Advisor Level 3

Workplace Pensions Administrator / Consultant Level 3

Level 4

Insurance Professional Level 4

Investment Operations Specialist Level 4