



Investment Operations Specialist
Level 4



Overview

Apprenticeship: Investment Operations Specialist

Qualification: Level 4

Duration: 18-24 months

Investment Operations Specialists work within the operational and administrative areas of businesses in the Financial Services sector that engage in investment management, investment consulting, trading and reporting activities. Millions of investment transactions are conducted within the UK Financial Services sector every day on behalf of institutional and retail clients, ranging from private individuals and small businesses to unit trusts, pension funds, charities, corporations and governments within the UK and overseas. The financial instruments and products are varied and increasingly complex, requiring specialist skill to ensure that they are efficiently processed, registered, reported and valued within the employing organisation, between counterparties and to end clients.



Type of job roles the programme is for

- Portfolio Manager
- Investment Advisor
- Wealth Management Advisor

Qualifications

- Various qualifications available dependent on job role
- Functional Skills in Maths
- Functional Skills in English

Progression opportunities

- Financial Services Professional Level 6
- Senior Compliance/Risk Specialist Level 6

Core competencies

- Client service and relationships
- Regulatory and compliance
- Decision making
- Communication
- Systems and processes

Training Process

Apprenticeship:

Investment Operations Specialist

Qualification: Level 4

Duration: 18-24 months

- 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

Qualifications to choose from:

Ongoing Skills Development Coach Support

1 - Certificate in Investment Management

- Classroom/Online: 12-16 days

2 - Investment Operations Certificate

- Classroom/Online: 12-16 days

Gateway

- 20 months

Assessment

- 22-24 months
- Reflective Discussion, Portfolio

Pathway

Apprenticeship: Investment Operations Specialist

There is a clear GC Education & Skills career pathway for the apprentice once they've completed the Investment Operations Specialist Level 4 course.

Qualification: Level 4

Duration: 18-24 months

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