IBF Financial Training Scheme (IBF-FTS) Course Recognition

Course Application Criteria Guide

This Course Application Criteria Guide is applicable to all entities who wish to obtain course recognition with IBF under the following schemes
  o   IBF Financial Training Scheme (IBF-FTS)

1	FTS Course Recognition Criteria
1.1	**Courses submitted under the Financial Training Scheme (FTS) should be financial sector-specific targeted at financial sector professionals. Please note that the following courses are NOT eligible for FTS recognition[1]:** • Orientation and induction courses not related to Rules & Regulations or Ethics; • Language courses; • Generic management and other personal development courses that are not contextualised for the financial sector (e.g., leadership, soft skills etc.) • Academic courses (e.g. courses leading to Bachelors, Masters and Doctorate qualifications, Advanced Management Programmes); • Professional qualification courses[2] without fixed / modular teaching structures; • E-learning courses with a duration of less than 30 minutes and without an assessment component; • Compulsory regulatory courses / preparatory courses for regulatory examinations; • Examinations required by law; • Courses attempting to offer financial services in Singapore without the relevant license and/or approvals from the relevant regulatory authority; • Market data & analysis, and generic Information Technology (IT) or software courses; • General country and market outlook courses; • Courses with maritime[3] content; • Courses which are marketing in nature (e.g. networking, trade fairs, investor, presentations); • Courses that provide training on company-specific products or company-specific inhouse systems. • Courses that provide training on company-specific internal processes not related to Rules and Regulations or Ethics; • Courses with self-study component • One-off industry related events e.g., conferences and seminars

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[1]FTS recognition does not represent an endorsement of the quality of the training provider and course. Participants are advised to assess the suitability of the course and its relevance to participants' business activities or job roles.
[2]Professional qualification courses typically lead to a professional designation upon successful completion and encompass fixed/modular teaching structures and an assessment component.
[3] Maritime-related training programmes may be eligible under the Maritime Cluster Fund (MCF), administered by the Maritime and Port Authority of Singapore (MPA). Please refer to the MPA website for more details.

	The organisation should ensure that the course fees are reasonable compared to similar programmes in the industry. Relevant course details should also be made known to participants upfront.
	Evidence to be furnished ▪ **Course prospectus** (including fees) ▪ **Training and Assessment Materials** ▪ **Lesson Plan** *Template (Appendix A in the "Document Checklist") can be downloaded from [here](#).*
1.2	**Applicable to Section (2) Details and Course Fees** **For courses with synchronous / asynchronous e-learning# as a mode of learning, please submit the IBF Criteria Checklist for E-learning.** #E-Learning should minimally meet the following requirements: - Training duration must be at least 30 minutes with an assessment component at the end to assess the participants' understanding; - There should be processes and procedures in place to authenticate and track that the specific representative is the one taking the e-learning course and assessment (e.g. individual login/ administering the assessment in a controlled environment); - System has sufficient checks to prevent abuse and have penalties for illegal logins; and - Maintain an audit trail of log-ins and assessments **Note: If you offer both Classroom & Synchronous E-learning training for the same course, please submit 2 separate applications (one for each training methodology). Application fees apply for each application.**
	Evidence to be furnished ▪ **IBF Criteria Checklist for E-learning** *Checklist can be downloaded from [here](#).* ▪ **Details of E-Learning Management System**
1.3	**Applicable to Section (3) Skills and Industry Relevance** **FTS Course(s) should be financial sector contextualised. Please input details of the relevant industry segment(s) (i.e. Sub Sector) that your course is applicable for, please select the following options as part of your course application:** - Cluster: Modern Services - Sector: Financial Services - Sub-sector: Select the relevant segments from the drop-down list applicable.
1.4	**Applicable to Section (4) Course Admin and Adult Educators** **Applicants are required to furnish details of Trainer(s), Assessor(s) and/or Course Developer details. Trainers, Assessors and Course Developers must possess the following:** - At least FIVE (5) years of experience within the relevant financial services experience; or - At least THREE (3) years of financial training experience

	Evidence to be furnished - **Verified CVs** and / or copies of qualifications of trainers / assessors / course developers indicating that they meet the requirements as specified in the Trainer / Assessor / Course Developer Criteria - **Fit & Proper Declaration** forms for all Trainers, Assessors and Course Developers *Fit and Proper Declaration forms can be downloaded from here.*
2	**FTS Course Renewal**
	IBF will take into account any updates made to the course to keep it current in its evaluation of renewal applications. For renewal of FTS courses, please submit a new FTS course application in TPGateway at least 6 months prior its expiry. **Applicable to Section (5) Supporting Documents & (6) Review your Application** Please indicate the approved course reference code in Section (6) "Overall Remarks to Processing Officer".
	Evidence to be furnished (in addition to FTS required supporting documents) - **Consolidated feedback from past 2 runs** - **FTS Renewal Checklist for TP** *FTS Renewal Checklist template can be downloaded from here.*

Please ensure that the Document Checklist (download from here) is completed and submitted together with the supporting documents via TPGateway.