

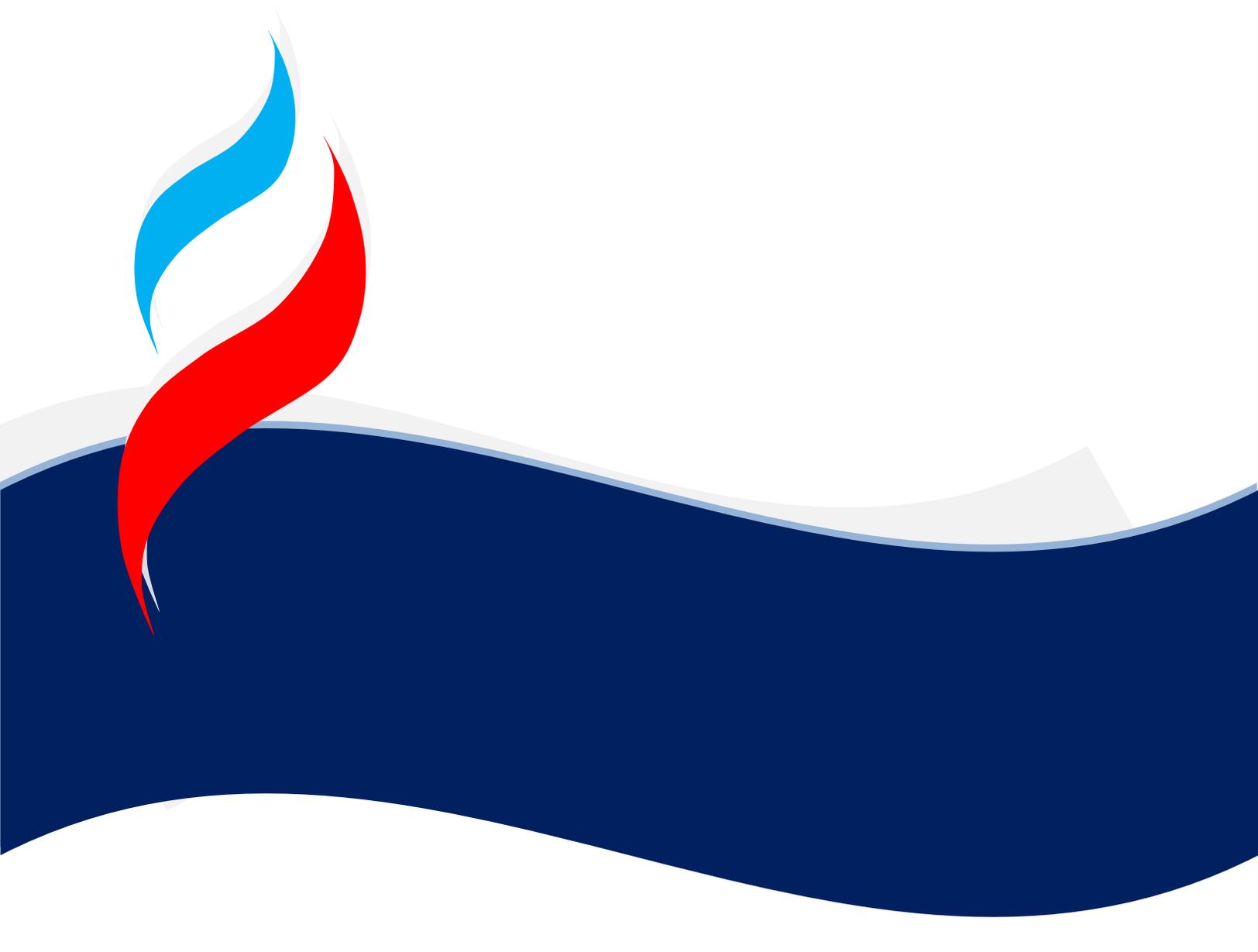


Institute of Banking and Finance of Trinidad and Tobago

Diploma in Banking

Student Handbook

Revised November 2020



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Welcome

Welcome to the Institute of Banking and Finance of Trinidad and Tobago.

Banking, like any profession, is not mastered overnight. To become the best takes time, effort and commitment. However, if a career in banking is your choice, then this is a journey worth taking.

Whether you are a recent CXC graduate, new to the banking industry and would like to attain a professional banking qualification or an experienced banker wishing to enhance your knowledge and skills, the Institute can help you achieve your goals.

By choosing the Diploma in Banking programme, you are not only increasing your opportunities for career advancement but also improving your ability to respond quickly to industry changes. This programme provides the foundation on which a sound banking career can be built. It enables students to think logically and clearly as well as communicate effectively. It also prepares students for various positions within the banking environment.

The Institute will provide you with all the support you will need to complete this programme successfully so stay in touch with us.

Wishing you every success in your studies.

Chief Executive Officer

Syllabus

The Diploma in Banking (DIB) is Trinidad and Tobago's only self-study diploma programme geared specifically towards the study of banking. It comprises two levels:

- Certificate Level
- Diploma Level

To complete the DIB Programme, students must have successfully completed the following modules. Certificate Level students may go on to complete the Diploma Level.

CERTIFICATE LEVEL

Modules:

- CA1: Customer Service and Business Communication
- CA2: Introduction to Banking
- CA3: Economics
- CB1: Accounting
- CB2: Banking Law
- CB3: Introduction to Lending and International Business

***Note:** Candidates must pass at least two of the CA modules before attempting any CB modules. Candidates must complete the Certificate Level before they will be allowed to complete the Diploma Level.*

DIPLOMA LEVEL

Compulsory Modules:

- ASA1: Financial Analysis
- ASA2: Monetary and Financial Systems
- ASA3: Principles of Management

Optional Modules:

- ASB1: Banking Practice – Operations (Pre-Requisite: ASA3) **OR**
- ASB2: Banking Practice – Lending (Pre-Requisite: ASA1) **OR**
- ASB3: Finance of International Trade (Pre-Requisite ASA2)
- D1: Human Resource Management
- D2: Marketing Management
- D3: Financial Management
- D4: Information Technology

Regulations and Requirements

To be eligible for examinations, candidates must be registered members of the Institute of Banking and Finance of Trinidad and Tobago, with up-to-date annual subscriptions. To apply for membership, candidates must complete the Application for Membership Form together with a Standing Order Form to facilitate the regular payment of the annual subscription. Candidates must complete an Application for Programme Admission Form and Registration for Examination Form for the selected programme and submit same to the Secretariat with the appropriate fees before the deadline date for each examination. After completing the registration process, candidates will receive a Confirmation of Registration letter from the Institute with their student number, student password and confirming registration for the examination.

Members of the Institute are expected to abide by its Code of Professional Practice (*see pages 13 and 14*). According to the Rules made by the Council of Management, pursuant to the By-Laws of the Institute, if a member wishes to withdraw membership from the Institute and written notice is not given to the Secretariat before the 15th day of March in any year, the member is liable to pay the annual subscription for that year.

The deadlines for registration for the DIB Programme are normally at the end of the third week in January and July, as examinations are scheduled for March and September of each year. Candidates are informed of these deadlines by correspondence and on the Institute's website. This information can also be obtained from the Secretariat. Late registrations will not be accepted.

The Institute reserves the right to cancel any examination if circumstances warrant such action. Notice will be given to the affected candidates and the period allowed for completing the programme will be adjusted accordingly. Examinations will be held at the specified examination centres. Candidates will be informed of these locations by correspondence.

The Diploma in Banking Programme has been designed for self-study. Candidates who are having difficulty with any part of the syllabus or technical content of the study material may contact the Institute for referral to its recommended tutors.

Examinations

Evaluation and Examination Format

At the Certificate Level, the modules must be passed in the order outlined. The Customer Service and Business Communication and Introduction to Banking Modules must be passed before attempting any other module. Accounting and Banking Law must be passed before the Introduction to Lending and International Business Module is attempted. It is not recommended that candidates attempt more than two modules in any one examination sitting.

The duration of all DIB examinations is three hours. The Institute reserves the right to vary the format of the examination. There may be compulsory questions or sections in any examination paper. Examination papers may include a combination of question types – multiple choice, short answer, essay-type. HB pencils only will be allowed for multiple choice questions. Candidates must ensure that they have completed the information on the answer booklet correctly and that their student numbers are written legibly on each sheet. Candidate names should not be written on these sheets.

Examination Confirmation Letter

An Examination Confirmation Letter showing the modules registered for, date, time and place of examination will be sent to candidates three weeks prior to the examination. The Confirmation Letter must be taken to the examination centre together with one valid form of national photographic identification - National Identification Card, Driver's Permit or Passport. Failure to produce the identification and Confirmation Letter will result in candidates being refused entry into the examination. Candidates must provide their own writing tools – pens, HB pencils, erasers, sharpeners, etc. Non-programmable calculators may be used in the examination.

Examination Room Conduct

Examinations are supervised by Invigilators appointed by the Institute. The following examination rules apply and candidates will be advised of these again prior to the start of the examination.

Candidates must abide by the following regulations:

- Candidates must know and have a record of their candidate numbers.
- Candidates must write **ONLY** their membership numbers and not names on the answer sheet and question booklet. Names are not to be written anywhere on the examination documents.
- Candidates will not be allowed into the examination room until instructed to enter.
- Candidates must enter the room in silence and remain silent throughout the examination.
- Candidates will not be allowed to bring books, bags, papers, food, drinks, mobile telephones or other electronic devices into the examination room. Only the following will be allowed:
 - Pens, pencils and erasers
 - Non-programmable calculators.
- Any other items which have been brought to the examination centre must be left in the care of the Invigilator.
- Candidates must remain seated during the examination until advised that they may leave.
- To attract the attention of the Invigilator during the examination, one hand may be raised in silence so as not to disturb other candidates.
- Examination question papers are the property of the Institute and must not be removed from the examination room at the end of the examination.
- Smoking is not allowed inside the examination centre.
- Examination scripts are marked by the Examiner, reviewed by a Moderator and the final grading reviewed by the Institute's Exam Review Committee before results are made accessible to students.

Temporary Absence

Candidates are not allowed to leave the examination room during the exam. Examination scripts must be submitted to be allowed to leave the room. Should a candidate have a medical issue that affects them during the examination (*such issues must be supported by valid documentation from a registered medical facility or physician with prior notice being given to the Institute*), they will be escorted to the bathroom. No compensation for time lost will be given in such cases. During this temporary absence, contact must not be made with anyone other than the person accompanying the student. No materials must be taken from or into the examination room during such absence.

Late Arrivals and Early Departures

Late candidates will be allowed into the examination room during the first 30 minutes of any paper. After this time, late candidates will be barred from entry into the examination room. Such candidates must not disturb others candidates when they are in the process of being seated and will not be allowed extra time under any circumstances. To avoid disturbance, no candidate will be allowed to leave the examination room within 30 minutes of the start or finish of the examination. To leave before the end of the examination, candidates should raise their hands in silence and wait for the invigilator to collect their scripts.

Misconduct

Candidates undertaking the examinations will be subject to the rules and regulations of the Institute. Any complaints against candidates for any form of misconduct will be referred to the Institute's Chief Executive Officer, who will refer the matter to an Investigating Committee. The incident must be reported on the Institute's Incident Report Form after the examination on that day. Both the invigilator and the candidate involved must complete and sign this Form. Any candidate found guilty of misconduct may be suspended or barred from membership or from participating in any Institute activity. Candidates may also have previous examination passes withdrawn.

All work is to be the unaided work of the candidate. Any breach of regulations resulting in a candidate's work not being his or her own is considered to be malpractice by the person[s] involved.

Extenuating Circumstances

Candidates suffering from a permanent disability at the time of their initial registration for the qualification should notify the Institute to allow appropriate examination arrangements to be made. If candidates believe that, due to extenuating circumstances, they have been disadvantaged and were unable to show their true capabilities in the examination, they should write directly to the Chief Executive Officer of the Institute **within seven (7) business days after the examination**, detailing the circumstances which they would like to be taken into account and including any relevant supporting evidence. Requests for consideration of extenuating circumstances sent AFTER the stipulated time will NOT be considered. All claims of disadvantage will be reviewed by the Institute whose decision will be final. The Institute will not engage in correspondence with students regarding the outcome of its reviews.

Liability of the Institute

In all circumstances, the liability of the Institute is limited to a complete refund of the examination or programme fee paid for the examination concerned.

Marking

The Institute maintains a 50% pass mark for DIB examinations. Examination scripts will be marked by the Examiner, reviewed by the Moderator with the final grades reviewed by the Institute's Exam Review Committee.

Candidates are advised that in marking essay-type questions, Examiners take into consideration the general presentation of the paper – legibility of handwriting, spelling, clarity of thought – in addition to content. As such, students are advised to pay attention to these points during the exam.

Examination Policies

Appeal for a Re-Mark

A request for a re-mark can be made by any candidate regardless of their grade. In such instances, the Institute will have an independent body to review the candidate's answer sheet to ensure that the mark given is a fair and accurate one. If a re-mark is justified and this causes an upward change in the grade, the fee is refunded to the candidate. Where the grade remains unchanged, there is no refund. **The fee for an Appeal for a Re-Mark is \$150.00 plus VAT.**

Review and Counselling Session

Requests for a Review and Counseling Session or Re-mark should be made within two weeks after the exam results are received by the candidate. **The fee for a Review and Counselling session is \$250.00 plus VAT.**

Results ¹

Examination results are posted on the Institute's website and will be sent by mail within thirty business days of the examinations. Examination results will not be given over the telephone or by fax. In all cases, the decision of the Exam Review Committee is final.

In order to pass, candidates must satisfy the examiner in all sections of the paper and also achieve the overall pass mark. Successful candidates will receive their results expressed in the following bands:

Grade Description

Pass Mark	Grade	Grade Range	Comments
50%	A+	80 - 100%	Programme/examination objectives are met in a consistent outstanding manner
	A	75 - 79%	
	A-	70 - 74%	
	B+	67 - 69%	Programme/examination objectives are met in a consistent thorough manner
	B	63 - 66%	
	B-	60 - 62%	
	C+	57 - 59%	Required programme/examination objectives have been met
	C	53 - 56%	
	C-	50 - 52%	
	F	Under 50%	Programme/examinations objectives have not been met

Examination Re-Sits

Candidates who fail an examination will be sent a re-sit form with the results. Closing dates are the same as for examination entries above. If a student wishes to order a re-sit form, please contact the Institute. A candidate is allowed a maximum of two (2) examination re-sits of a particular Level, allowing for the Certificate to be completed in three years. **The fee for a re-sit is the same cost as the examination.**

Help or Advice

There are two methods of study available to students: self-study or tuition-based learning. Both methods are designed to enable students to fit their studies around work and other commitments. It is important to take time to consider which mode of study is better suited to your learning capabilities and your lifestyle. Candidates who are having difficulty with any part of the syllabus or technical content of the study material, who need advice on how to study or are unable to find help within their own organization can contact the Institute's Secretariat for referral to our recommended tutors.

¹ Excerpt from Diploma in Banking Handbook on availability of examination results.

Exemption Policy

The following is a schedule of the exemptions permitted at the Certificate and Diploma Levels.

	QUALIFICATION HELD	EXEMPTIONS ALLOWED	
		CERTIFICATE LEVEL	DIPLOMA LEVEL
1.	Banking Certificate of the Chartered Institute of Bankers [Cert.CIB]	All of the Certificate	
2.	Associate of the Chartered Institute of Bankers [ACIB]	All of the Certificate	
3.	Pre-Associate Route of the Chartered Institute of Bankers	Subject for Subject	
4.	Fellow of the Institute of Canadian Bankers [FICB]	All of the Certificate	
5.	Associate of the Chartered Institute of Secretaries [ACIS]	All of the Certificate	
6.	Chartered Accountant [ICATT]	All of the Certificate	ASA1 Financial Analysis
7.	Chartered Accountant [Member of the Institute of Chartered Accountants of England, Wales, Scotland & Ireland]	All of the Certificate	ASA1 Financial Analysis
8.	Associate of the Association of Certified and Corporate Accountants [ACCA]	All of the Certificate	ASA1 Financial Analysis
9.	Associate of the Chartered Institute of Management Accounting [CIMA]	All of the Certificate	ASA1 Financial Analysis
10.	Chartered Institute of Marketing – Certificate in Marketing [Approved in May 2000]	CA1 Customer Service & Business Communications	
11.	Association of Accounting Technicians [AAT] – Accounting, Financial Accounting & Cost Accounting and Budgeting, Oct. 2004	CA3 Economics CB1 Accounting	
12.	Niherst Certificate in Computer Science	CB1 Accounting	
13.	A'Level Passes – Grades A – E in corresponding subject	CA3 Economics & CB1 Accounting [Feb 2000]	
14.	Institute of Accounting & Business Studies – Certificate in Banking [provided both years are completed]	Subject for subject	

	QUALIFICATION HELD	EXEMPTIONS ALLOWED	
		CERTIFICATE LEVEL	DIPLOMA LEVEL
15.	Associate of the Institute of Canadian Bankers	All except: CA2 Introduction to Banking CB2 Banking Law	All except: ASB1 Banking Practice – Operations D1 Human Resource Management D2 Marketing Management D3 Financial Management D4 Information Technology
16.	UWI BSc Economics	CA3 Economics [minimum]	ASA2 Monetary & Financial System
17.	UWI BSc Management Studies	CA3 Economics & CB1 Accounting [min.]	
18.	LLB – Bachelor of Laws	CB2 Banking Law	ASA1 Banking Law
19.	The Association of Business Executives – <i>Level 1 Subjects</i> : Economics, Business Communication & Presentation and Accounting. Passes at Grade B & A [Approved February 2000]	CA1 Customer Service & Business Communication CA3 Economics CB1 Accounting	
20.	The Association of Business Executives – Advanced Diploma [pass mark 50%] [Approved April 2001]	All of the Certificate	
21.	National Examinations Council – Accounting Technician Diploma. Grade B & over	CB1 Accounting	
22.	Chartered Institute of Management Accounting [CIMA] Certificate in Accounting [Approved January 2001]	CA3 Economics CB1 Accounting CB2 Banking Law	
23.	UWI BSc Industrial Management [Approved August 1999]		ASA1 Financial Analysis [based on syllabus & grade]

The administration of all exemptions shall be at the discretion of the Institute's Council. Unless otherwise stated, the exemptions stated in this policy were ratified and approved at the Council Meeting of February 14, 1995.

Student members who are granted exemptions are required to pay the following VAT-inclusive exemption fees:

- \$635.86 per subject – Certificate Level
- \$890.21 per subject – Diploma Level

Entry Requirements

To qualify for registration for the DIB Programme, candidates must meet the following entry requirements:

- Become a member of the Institute of Banking and Finance of Trinidad and Tobago with up-to-date annual subscription.
- A minimum of 5 CXC General Proficiency/GCE Ordinary Level passes (Grades I and II), including English Language and Mathematics. CXC Grade III accepted from 1998.

OR

- An appropriate mix of work experience and training in the financial services sector. Candidates may be considered on the basis of their work experience, training and education background, which in the view of the Institute is considered to be equivalent.

Fees

The following fees apply to register for the DIB Programme:

Registration Fee (one-time payment)

Bankers	\$337.50
Non-Bankers	\$675.00

Membership Subscription Fee (annual payment)

Bankers	\$225.00
Non-Bankers	\$450.00

Examination Fee (per-module payment)

Certificate Level	\$635.86
Diploma Level	\$890.21

Review and Counselling Session \$281.25

Appeal for Re-mark \$168.75

Fees quoted are VAT inclusive.

Past Papers \$7.25*

N.B. * denotes non -vatable item

Important Notes:

Subscription fees must be paid annually. Members who have not paid their annual subscription fees will not be allowed to sit exams. No refund of fees will be made once the entry deadline for each examination has passed. Fees cannot be applied to a later examination if the candidate does not sit as originally planned. Exceptions will only be made in cases of serious illness (supported by valid documentation from a registered medical facility or physician) and extenuating circumstances, at the sole discretion of the Institute. Students who wish to apply for an exception based on extenuating circumstances, should write directly to the Chief Executive Officer of the Institute within seven business days after the examination, detailing the circumstances which they would like to be taken into account and including any relevant supporting evidence. Requests for consideration of extenuating circumstances sent AFTER the stipulated time will NOT be considered. In such cases, the candidate will be required to pay a deferral fee of \$75.00 plus VAT to sit a subsequent examination. Candidates will be required to pay an examination re-sit fee of \$635.86 for the Certificate level and \$890.21 for the Diploma level to re-sit any of the examinations. It is the responsibility of students to ensure that they have up-to-date tuition material when re-sitting an examination.

Code of Professional Practice

Members of the Institute of Banking and Finance of Trinidad and Tobago are expected to maintain high standards of responsible and ethical conduct and this Code sets out the minimum standards which are expected.

It is not the intention that this Code should conflict in any way with any Code of Ethics or Code of Professional Conduct of any other professional bodies to which the member may be affiliated, or any other Code which forms part of the requirements of a bank or institution in which a member is employed. In the unlikely event that there is any conflict between this Code and the requirements of a member's employer's Code, the employer's requirements will take precedence. The Institute, however, reserves the right to pursue its own action where breaches of its Rules and Regulations (including this Code) are involved.

A Member of the Institute of Banking and Finance of Trinidad and Tobago is a Professional and in this capacity, it is essential that members of the public have complete confidence in the integrity of those with whom they deal. This places on the Member duties and responsibilities which need to be stated and fully understood by all Members.

This Code has been prepared with an understanding that personal integrity is a quality which cannot be created or possibly maintained by written rules alone.

These duties and responsibilities include the following:

(In this Code, expressions importing the masculine include also the feminine)

1. A Member's primary business loyalty is to his employer and by all means in his power a Member must work towards achieving the aims and objectives of the organization by which he is employed.
2. In the exercise of his profession and in the execution of his duties, a Member must at all times conduct himself in an honest and ethical manner and in compliance with the letter and spirit of the laws or regulations. He must act loyally and honestly in carrying out the policies of the organization and should in no way undermine its image or reputation. With scrupulous integrity, he is expected to deal prudently with the funds and resources under his control.
3. Each Member will take care to maintain a high standard of professional conduct and shall endeavour to develop public understanding of banking and finance and its role in the society.
4. In the course of his duties the Member will relate to others as customers of the organization, as suppliers, as colleagues and as subordinates. In every case, the Member will deal with others in an honest, trustworthy and fair manner and without prejudice. In the case of customers, each member shall take care to ensure all dealings and transactions with customers are carried out in accordance with his employer's operating rules and procedures, and avoid participation in any fraudulent action or misuse of his employer's assets.

5. Every Member will accept responsibility for his own work and will apply to his duties the highest possible standard of professional skill.
6. No Member shall, without the full knowledge of his employer, accept any payment, inducement or benefit from anyone who could compromise the integrity of himself or his employer.
7. No member shall be associated with any enterprise which could constitute a conflict of interest, that is, any obligation, interest or distraction, which could affect the exercise of independent judgment and which may not be in the employer's best interest.
8. Every Member will strive to achieve the highest appropriate level of professional education for himself and will foster the professional education of others.
9. In the course of his duties a Member will have knowledge and access to confidential information regarding his employer's affairs, and by reason of his position, may have knowledge of another employee's private affairs, and those of the customers of his employer. Each Member must treat all such information with strict confidentiality, avoiding disclosure of confidential information to any unauthorized party, unless required to do so in accordance with the applicable law or with proper authorization. The confidentiality of business, financial and personal information about customers (both individuals and institutions) is a fundamental principle of banking and finance, and merits the same care as does the protection of their funds.
10. The conduct of any Member on and off the job must be such that his honesty and trustworthiness are beyond question.
11. Any Member who is found to be in breach of the provisions of this Code of Practice will be subject to such action as the By-Laws and Rules and Regulations of the Institute provide.

Contact Information

For further information on the DIB Programme, please contact us using the information below:

Registered Office:

Level 1
Invader's Bay Tower
Invader's Bay
PO Box 1259
Port of Spain

Call us at:

Telephone: 868.235.6291 or 321-9330

Reach us on the web at:

Website: www.ibf.org.tt
Student Administration: admin@ibf.org.tt / info@ibf.org.tt
'Like' us on Facebook and follow us on LinkedIn