FINANCIAL MARKETSL - CFA® FULL-TIME COURSES

KAPLAN FINANCIAL

ANALYSIS, RISK AND FUND MANAGEMENT PROGRAM™ & FULL TIME CFA® COURSES

Tier 4 Qualifications

BUILDING FUTURES

CONTENTS

KAPLAN

SCHWESER

Follows CFA Institute
Prep Provider Guidelines

visit
www.cfainstitute.org/
cfaprog/resources/prep_provider_guidelines.html
for more information.

WHY CHOOSE KAPLAN?

Our mission is to provide you with the tools you need to optimise your chance of success in the CFA®, CAIA® and FRM® examinations.

Kaplan Inc. is the world's largest diversified training company, providing education services to more than one million students from over 600 locations world wide and incorporates both Kaplan Financial and Kaplan Schweser.

Kaplan Financial is the longest established CFA® training provider in the UK. We use these years of experience to produce the highest quality course material and class room delivery all geared to exam room success.

Our review courses are fully integrated with the Kaplan Schweser (all examinations) and CFA Institute curriculum (CFA only). The flexibility of both Kaplan Financial and Kaplan Schweser Study Solutions guarantees a complete LEARN • PRACTICE • RETAIN™ approach to ensure your exam success.

Did you know?

- Kaplan Financial is a Tier 4 sponsor approved by the UK Borders Authority
- Kaplan Financial and Kaplan Schweser are part of the same company and work closely together to provide unparalleled integration of Schweser study notes and the class room experience.
- Kaplan Schweser solutions are available to Kaplan Financial enrolled candidates at prices that cannot be bettered anywhere (including direct from Kaplan Schweser).
- Kaplan Financial education phase courses and Kaplan Schweser products such as the Video CD (CFA® only) use the same slide packs. This allows students to build one complete set of comprehensive course notes. No other training provider can deliver such an integrated study solution.
- We work closely with Kaplan Schweser, jointly producing materials like our slide packs and sharing resources, for example Schweser use our lecturers in the global Schweser Video CD series and our prepared revision mindmaps in their US/Canada review classes.
- Kaplan Inc has the largest global faculty of any CFA charter holders of any training provider.
- Kaplan Financial was the first provider of CFA® full time training courses in the UK and continues to strive for excellence today.
- We are the first training organisation to provide an integrated three year course covering three of the most sort after qualifications in the financial markets industry:
  - CFA®
  - CAIA®
  - FRM®

Who's trained with Kaplan?

Choosing to train with Kaplan Financial will put you in good company. Here is just a selection of businesses our candidates came from:

ABN Amro, Aegon Asset Management; Barclays Capital; Barclays Global Investors; BDO Stoy Hayward; Blackrock International; Blackrock Investment Managers; Bloomberg; Coutts & Co; Deloitte; Ernst And Young; Fidelity; Financial Services Authority; HSBC Bank Plc; JP Morgan; Norwich Union; PricewaterhouseCoopers; Royal Bank of Scotland; Scottish Widows Investment Partnership Limited; UBS; and many more.

FULL TIME COURSE OPTIONS

The full-time weekday courses are suitable for overseas international students as they meet UK Borders Authority requirements for the granting of student visas. They are also attended by UK-based students who choose to study full time.

The full-time weekday courses are suitable for overseas international students as they meet UK Borders Authority requirements for the granting of student visas. They are also attended by UK-based students who choose to study full time.

Kaplan's Full Time Financial Markets courses are designed to provide international students with the opportunity to obtain the most highly prized qualifications in the Investment Banking industry. All of the qualifications we offer are truly international in their scope.

In the current economic climate the investment banking community is valuing stringent qualifications higher than ever before. The attention has turned to ensuring all investment professionals can demonstrate a sound financial grasp of theory and practice.

Full Time Courses for the CFA Program

Kaplan offer two full time financial markets course options:

1. Qualifying for a six month visa for each level sat

2. Analysis, Risk and Fund Management Program™: qualifying for a 3½ year visa covering the entire course

Please note that visas are subject to UK Borders Authority approval and are determined on a case by case basis.

Please note that all examinations are sat only in the English language.

The Chartered Financial Analyst designation is the most highly sought after qualification in the fund management and investment banking communities. CFA® is a truly international qualification and there are more than 96,000 charterholders in 133 countries globally.

Geographic Distribution of CFA Candidates

Africa/Middle East	6%
Asia	2%
Canada	9%
China Mainland	9%
Europe	16%
Latin America	2%
Pacific Asia	22%
United States	34%

Source CFA Institute website

Course offered

The CFA® is a three part exam. Kaplan Full Time courses run from January to June each year for the June examinations (all levels). Each level of the CFA Program meets the requirements for the issuing of six month Adult Student or Student Vistor visas. Please note a new visa will be required for each level of the CFA Program. For more information on the visa process please see www.ukba.homeoffice.gov.uk

All lectures are held during weekdays. An average of 18 - 21 hours of tuition is provided per week and classes begin from 9.30 am to 5.00 pm.

The full time courses for the CFA Program are 24 - 25 days in length, in terms of teaching days

Start dates are available for either June or December level I examinations.

FULL TIME COURSE OPTIONS

Analysis, Risk and Fund Management Program™

This program consists of the three highest valued financial markets qualifications:

Chartered Financial Analyst (CFA®)
Chartered Alternative Investment Analyst (CAIA®)
Financial Risk Manager (FRM®)

No other training provider can offer you such a comprehensive set of qualifications so highly valued by employers in the financial markets.

The CFA designation is the most widely accepted global standard of excellence in the investment banking community.

CAIA focuses on alternative investments covering: hedge funds, real estate, private equity, commodities and managed futures.

FRM focuses on market risk, credit risk, operational risk and risk management in investment management. With the global credit crunch the investment community is looking at risk with a much higher emphasis.

Course offered

The Program qualifies for a 3½ year Adult Student visa.

January Start	Exams	Dates
Year 1	CFA level I CAIA level 1	Jan-Sep
Year 2	CFA level II CAIA level 2	Dec-Sep*
Year 3	CFA level III FRM level 1	Dec-Nov*
Year 4	FRM level 2	Feb-May

The CFA Program is a three part examination with courses running to June each year. After sitting the CFA exam in early June the program moves on to CAIA in years one and two and FRM commencing in year three.

August Start	Exams	Dates
Year 1	CFA level I	Aug-Dec
Year 2	CFA level II CAIA level I	Jan-Sep
Year 3	CFA level III CAIA level II	Dec-Sep*
Year 4	FRM levels I&II	Dec-Nov*

The August start course allows students to study the CFA level I examination for the December, progressing immediately to CFA level II and CAIA level 1 in January.

CAIA examinations are held in mid September each year with results available approximately two months later. This gives students the opportunity to take a break from studies.

FRM examinations are held in May and November each year with results becoming available two months after the date of the exam. All lectures are held during weekdays – An average of 18 - 21 hours of tuition is provided per week - and classes begin from 9.30 am to 5.00 pm.

* Years 2 and 3 start in December with business simulations, trading games and financial modelling before moving into exam tuition in January.

WHAT IS THE CFA PROGRAM?

The CFA® designation sets the standard in exam based qualifications for the global financial industry and is recognised by employers as a badge of distinction by which to measure serious investment professionals.

The program is enjoying dramatic growth worldwide, which the CFA Institute attributes to the relevance of the syllabus, and the high standards of professionalism that it demands. In short, it is becoming the accepted benchmark for technical excellence in the financial markets.

The CFA designation is now entering its fifth decade having been established in 1962. The CFA Institute network now boasts:

- More than 93,000 members in 133 countries
- 79,000 CFA charter holders
- 135 member societies in 56 countries.

The CFA Program builds an internationally recognised fundamental knowledge of global investment principles that apply to all markets globally.

The benefits to you

Having the CFA Designation after your name underlines the fact that you have desirable characteristics of competence, integrity and passion, valued by all investment firms.

- Portable reputation – The Charter remains a mark of quality, whether you change company or move country.
- Global relevance – an international standard for measuring competence and integrity - principles that are common to any market
- Career-enhancing – demonstrates your commitment to knowledge and high ethical standard to employers and clients
- Credible – praised and supported by the clients, employers and regulators; the investment community at large

More and more of our corporate clients view participation in the CFA Program as a prerequisite for job progression. The CFA designation is desirable for career progression in a bull market but also greater job security in bearish markets.

The CFA designation also carries with it some distinct advantages over an MBA:

- Unlike MBA programs the CFA content and exam are standardised around the world.
- The CFA Program can cost one tenth of an MBA and allows you to carry on working whilst studying, unlike an MBA.
- The 2005 CFA Institute and Russell Reynolds Associates' Survey indicated CFA Charterholders out earned their MBA counterparts by 18%

How difficult is it?

The CFA Program is a graduate level course and is a very demanding qualification. Global pass rates back up the difficulty levels:

	2006	2007	2008	2009
Level I	40/39%	40/39%	35/35%	46%
Level II	48%	40%	46%	41%
Level III	76%	50%	53%	49%

The CFA Institute estimates that less than one in five of candidates enrolling in the program go on to become full CFA charter holders. Does this make it impossible? The simple answer is of course not. However what it does indicate is that you will need to be dedicated and have access to the best study solutions on the market to succeed. There are no short cuts to success; 250 hours per level are recommended by the Institute as a minimum. This is not an examination program that can be crammed at the last minute.

HOW DO I GAIN THE CFA® CHARTER?

In order to gain the Charter you need to complete 3 steps:

1. Successfully complete all three levels of the exam

2. Have four years of qualifying work experience (this may be gained prior or after sitting the exams)

3. Join the CFA Institute as a member by:

- Having 48 months of acceptable professional work experience in the investment decision-making process

- Agreeing to adhere to and sign the Member's Agreement, a Professional Conduct Statement, and any additional documentation requested by CFA Institute

- Submitting two complete sponsorship forms

- Applying for membership with a CFA Institute Member Society.

Please visit www.cfainstitute.org/cfaprog/charterholder/membership for more details including acceptable work experience.

Entry criteria

- Bachelor's (or equivalent) degree or four years of professional work experience

- Complete the registration and enrolment form and pay the required fees

- Be prepared to take the examinations in English.

Students who confirm they are in their final year of a degree program may register and enrol for Level I of the CFA Program. Student candidates can take the CFA Level I exam and receive results, but will not be allowed to enrol for the Level II exam until confirmation of a degree has been provided.

Enrolment costs

It is the candidates responsibility to register with the CFA Institute for the exam. Note that the earlier you enrol the lower the fees are. The CFA Institute will not accept enrolments for the exam after the final deadline.

Please note that these fees are paid directly to the CFA Institute not to Kaplan and are not included in our course costs. Initially when enrolling on the program two fees are paid:

1. Program Enrolment – This is a one off fee paid to the CFA Institute. Whilst studying in the program no annual membership fee is paid. Once qualified annual fees are payable to both the CFA Institute and your member society.

2. Exam Registration – This must be paid for each exam you register and sit for. CFA Level I candidates enrolling for the first time must pay both fees. Retakes and candidates progressing to level 2 and 3 only need pay the exam registration fee.

Deadlines

June Exam	Program Enrolment	Exam Registration	Total
23 Sept	$400	$620	$1,020
17 Feb	$400	$710	$1,110
17 Mar	$480	$955	$1,472

Based on the CFA Institutes 2010 fees schedule.

Registration for the exam can be done on line at www.cfainstitute.org/cfaprog/register

ABOUT THE CFA® EXAM

LEVEL I	LEVEL II	LEVEL III
100% multiple choice 240 questions Knowledge based	100% multiple choice Vignette style 120 Questions	50% written 50% multiple choice (60 Questions)

The exam consists of three levels, each of which must be passed before progressing to the next. There are no time limits for completing all three levels.

The Level I exam is sat in both June and December of each year.

The Level II and III exams are only available in June of each year.

The exam date is the first Saturday in the month.

TOPIC AREA	LEVEL I	LEVEL II	LEVEL III
Ethical and Professional Standards (total)	15	10	10
Quantitative Methods	12	5-10	0
Economics	10	5-10	0
Financial Reporting and Analysis	20	15-25	0
Corporate Finance	8	5-15	0
Investment Tools (total)	50	30-60	0
Equity Investments	10	20-30	5-15
Fixed Income	12	5-15	10-20
Derivatives	5	5-15	5-15
Alternative Investments	3	5-15	5-15
Asset Classes (total)	30	35-75	35-45
Portfolio Management and Wealth Planning (total)	5	5-15	45-55
Total	100	100	100

Content of the exam

All three levels consist of two three hour papers taken on the same day.

The CFA Institute recommend preparation time of at least 250 hours per level.

The CFA Institute reserve the right to slightly vary the weights in each exam.

What are Kaplan's pass rates?

Kaplan Financial and Kaplan Schweser are both members of the CFA Institutes Prep Providers Guidelines Program Members of the program agree not to publish their pass rates.

WHAT IS THE CAIA® PROGRAM?

Today's competitive global marketplace requires investment professionals to understand the industry beyond their national and professional borders.

The Chartered Alternative Investment Analyst (CAIA) exam is the first and only designation focusing on alternative investments. Founded by the CAIA Association in 2002, it has quickly gained momentum over the past few years. For professionals in the alternative investment field, gaining this designation will distinguish you as an expert within your industry.

Aims of the CAIA

The CAIA program is designed to provide finance professionals with an extensive foundation of knowledge in traditional and alternative investment vehicles including hedge funds, venture capital, commodities, managed futures, real estate, and private equity. The CAIA designation ensures that employees have:

- a comprehensive alternative investment background
- the ability to gain and maintain client confidence and trust
- high standards of professionalism

Who should take the CAIA?

The CAIA program's diverse curriculum appeals to a broad group of candidates ranging in experience from the novice to the seasoned professional:

- investment advisors, consultants and analysts; fund managers and
- administrators; accountants, lawyers and academics; as well as
- administrative, compliance and back office personnel.

The course is also appropriate for new industry participants (or those seeking future employment) wishing to understand alternative investments through a structured program.

Entry Qualifications

Candidates enrolling in the CAIA program are assumed to have an elementary understanding of the basic concepts of finance. This includes facts about the instruments that trade in traditional markets, models used to value these instruments, and modern portfolio theory.

Syllabus

To become a CAIA Charter holder, each candidate must pass two levels of exams and have at least one year of financial experience. Level I uses investment analytics to examine the fundamentals of each alternative class, while Level II applies these analytics within an asset allocation and decision making framework. Both levels incorporate segments on ethics and professional conduct.

Level I

Candidates study the application of basic analytical tools, as well as the fundamentals of alternative investment vehicles. In addition to reviewing essential concepts in finance, investments and statistics, candidates learn to differentiate between the various AI trading strategies and performance measurements.

The Level I curriculum covers:

- quantitative analysis
- regulatory frameworks
- trading strategies
- performance measurement
- credit derivatives

Level II

The Level II curriculum is roughly divided into two sections – alternative investments and integrated topics. Candidates must apply the skills and knowledge from Level I to gain a deeper understanding of issues involved in each of the areas of alternative investments: hedge funds, managed futures, commodities, real estate, and private equity. The integrated topics section is updated annually to reflect the latest developments in issues common to all areas of alternative investments, such as new regulatory developments and advances in risk management techniques.

The Level II curriculum covers such areas as:

- asset allocation
- portfolio management
- style analysis
- risk management
- indexation and benchmarking
- structured products
- current topics and case analysis

WHAT IS THE CAIA® PROGRAM?

Exam

The Level I exam is 4 hours long, with an optional 30-minute break between Sections 1 and 2. The Level II exam is 3.5 hours, with an optional 30-minute break between Sections 1 and 2. The Level I exam is comprised of 2 sets of 100 multiple choice questions, each to be answered within 2 hours. The format for the entire Level I exam is multiple-choice. Level II exam candidates are given 2 hours to answer 100 multiple choice questions and 1.5 hours to complete three short essay questions.

How long does it take?

Full time candidates will study for the September sitting of the exams for Level I and Level II.

In order to be eligible for membership in the CAIA Association, candidates must successfully complete the Level II exam within three years of successfully completing Level I. The Level I and Level II exams cannot be taken within the same exam period.

Kaplan Schweser

As the world's trusted leader in CFA® review, Schweser is uniquely positioned to assist Kaplan Financial's students in preparing for the CAIA℠ Exam.

- Our CAIA study materials are built on the foundation of our successful CFA review program.
- Schweser's study materials provide you with a well organized, condensed version of the complete CAIA Association curriculum.
- Our materials are updated regularly to reflect curriculum changes.
- To fully prepare you for the exam, Schweser's materials are tailored around our proven LEARN •PRACTICE • RETAIN™study method.

When used collectively, these study materials help you learn the curriculum, practice new skills, and retain key information necessary to pass the CAIA Exam.

Enrolment Costs

It is the candidate's responsibility to register with the CAIA Association for the exam. Note that the earlier you enrol the lower the fees are. The CAIA Association will not accept enrolments for the exam after the final deadline.

Please note that these fees are paid directly to the CAIA Association not to Kaplan and are not included in our course costs.

Initially when enrolling on the program two fees are paid:

1. Program Enrolment – This is a one off fee paid to the CAIA Association

   Whilst studying in the program no annual membership fee is paid. Once qualified annual fees are payable to both the CAIA Association and your member society.

2. Exam Registration – This must be paid for each exam you register and sit for.

   CAIA Level I candidates enrolling for the first time must pay both fees. Retakes and candidates progressing to Level II only need pay the exam registration fee.

	Program Enrolment	Exam
Registration		
Early Registration	$400	$900
Registration	$400	$1000
Retakes		$350

Please note that the program enrolment fee is a one off fee.
For more information and to enrol on line http://www.caia.org/enroll

WHAT IS THE FRM® PROGRAM?

Financial risk management is one of most talked about areas of Financial Services over the last twelve months.

Investment banks and fund managers are turning their attention towards risk and as a result an understanding of risk management is one of the key skills sets to have in the financial services industry today. The profession has seen considerable growth over the past 15 years fuelled by the complexity of financial products, increased regulation and recent notable failures.

FRM is the professional designation of the GARP. Since it's inception in 1997 the number of candidates has been growing rapidly (a compound growth rate of 23% per annually over the last six years). With the increased focus on risk within financial markets this trend is expected to increase in the future.

Why study the FRM?

GARP highlight the benefits of the FRM as including:

- You will be recognized across the globe as a leader in financial risk management
- You will be more desirable to executive recruiters and hiring managers since they are now seeking FRM holders for senior risk management jobs more than ever before
- The FRM professional certification differentiates you from your peers
- Studying the broad concepts underlying risk management in today's dynamic market environment will give you a holistic view and appreciation for the role risk management plays in an enterprise
- Provides you with the feeling of personal achievement and the satisfaction of conquering an exam developed by the best risk management practitioners in the world
- Objectively benchmarks your knowledge of the major strategic disciplines of financial risk management:
  - Market Risk
  - Credit Risk
  - Operational Risk
  - Risk Management in Investment Management
- Allows you to join an elite group of 13,685 FRMs across the globe with the only risk management certification recognised worldwide
- Expands your personal and professional opportunities within the world of finance
- Provides you with the ability to network with some of the world's leading financial risk management professionals

Who should take the FRM?

Risk and the management of risk has become a hot topic due to the credit crunch. Like other careers in finance, having an advanced degree and certification helps to increase your career potential in financial risk management. FRM holders have positions such as Chief Risk Officer, Senior Risk Analyst, Head of Operational Risk, and Director, Investment Risk Management, to name a few. If you are in financial risk management, or considering a career in it, then earning your FRM is the next natural step.

Syllabus

To be awarded the designation you must:

- Achieve a passing score on the FRM Examinations.
- Have Active Fellow membership in the Global Association of Risk Professionals.
- Have a minimum of two years experience in the area of financial risk management or another related field including, but not limited to, trading, portfolio management, academic or industry research, economics, auditing, risk consulting, and/or risk technology. Note that the exams can be taken prior to gaining the work experience.

WHAT IS THE FRM® PROGRAM?

The syllabus covers:

Level 1	%
Foundations of Risk Management	20
Quantitative Analysis	20
Financial Markets and Products	30
Valuation and Risk Models	30
Total	**100**

Level 2	%
Market Risk Measurement & Management	20
Credit Risk Measurement & Management	20
Operational & Integrated Risk Management	20
Risk and Investment Management	20
Current Financial Issues	20
Total	**100**

Exam

The FRM examinations are 4 hours each. Level I consists of approximately 100 multiple choice questions and Level II approximately 80 multiple choice questions. The examination is split into two sections each of two hours with a lunch break in between. The exam is given in English in booklet form.

Enrolment Costs

It is the candidates responsibility to register with GARP for the exam. Note that the earlier you enrol the lower the fees are. GARP will not accept enrolments for the exam after the final deadline. Please note that these fees are paid directly to the GARP not to Kaplan and are not included in our course costs.

Initially when enrolling on the program two fees are paid:

1. Program Enrolment – This is a one off fee paid to GARP

   Whilst studying in the program no annual membership fee is paid. Once qualified annual fees are payable to both GARP and your member society.

2. Exam Registration – This must be paid for each exam you register and sit for.

   FRM Level I candidates enrolling for the first time must pay both fees. Retakes and candidates progressing to Level II only need pay the exam registration fee.

Based on 2010 prices

FRM Level 1&2	Enrolment	Exam Fee
Early	$300	$350
Standard	$300	$475
Late	$300	$650

CLASSROOM REVIEW COURSES

Our class room delivery for all examinations is made up of two distinct phases. Phase One is the education program and phase two is revision.

Phase one courses “Education program”

These courses are designed to tackle the core concepts of the CFA®,CAIA®, FRM® examinations and help you understand the material so that your home study becomes far more effective. The focus on this course is developing your understanding of the material.
By adding your notes to the classroom slide packs and augmenting with the CFA Institute curriculum (CFA® only) and Schweser Study Notes (all examinations) you will find that your time spent note taking is reduced giving you more time to focus on question practice.

Our course materials are fully referenced to both the CFA Institute (CFA® only) and Schweser materials (all examinations).

The teaching phases cover all Learning Outcome Statement (LOS) as prescribed by the relevant examining body. Extra focus is given to the key LOS to develop your understanding of each area and highlight the trickier concepts. A commitment to studying hard outside the classroom is essential to pass.

Our course features include:
- Covers all learning outcome statements (LOS)
- Worked examples of all challenging calculations
- All examples unique to the material
- Focuses on understanding and knowledge
- Classroom material that is fully integrated with the Schweser Video CD and 16 Week Online Classes (CFA® only)
- Slide packs prepared by Kaplan Schweser and Kaplan Financial faculty
- Covers how to get the best of the BAII+ calculator
- Classroom material includes LOS references
- Classroom material is fully cross referenced to both the CFA Institutes core reading (CFA® only) and the Schweser study notes (all examinations)

Classroom material included with the tuition:
- Slide packs prepared by Kaplan Schweser and Kaplan Financial faculties
- Slide packs covering all LOS
- Ring bound study material allowing you to add your own notes to the class room slides
- Worked examples that you will be taken through step by step in class
- Full solutions to every example
- BAII+ Calculator guide

Phase two “Revision Phase”

Apart from a lack of understanding of topics (which can be improved by attending our education phase courses) many candidates find the examinations difficult due to poor exam technique. Our revision courses aim to cover topic areas in overview with additional detailed review of the more challenging concepts. This is backed up with question practice and debriefs to ensure you are comfortable in applying your knowledge to exam standard questions. Our lecturers will ensure that you feel prepared for the style, format and challenges that await you on the day of the exam.

Our course features:
- Focus on applying knowledge to exam questions
- Overview reviews of each study session
- Detailed revision of the more demanding topics
- Development of your exam strategy and technique
- Question debriefs
- Mindmap subject overview slides
- Revision Q&A books

Classroom Material included with revision course:
- Revision Mindmaps – summarising the LOS and key concepts at a glance
- Revision Q&A containing fully worked solutions (these questions are unique to our revision courses)

Full time courses automatically contain both education and revision phases.

THE KAPLAN DIFFERENCE – CARE OUTSIDE THE CLASSROOM

Free drop-in clinics

Kaplan Financial candidates have access to their tutors email addresses for queries from the moment of enrolment. In addition in the two weeks before the exam we run free drop in clinics for students. Simply call or email in and book a one hour slot with a tutor free of charge to run through any of those last minute queries. Drop in clinics run Monday to Friday 9.30am to 6pm.

Mock examinations

Kaplan Financial provides 2 complete invigilated mock exams for the CFA® examinations and one for both CAIA® and FRM®. It is vital to your chances of success that you have practiced taking the exam in timed conditions. Treat the mocks as a trial run to get used to the exam timings.

We suggest that you use the mock exams to:

- Practice for the real exam
- Highlight the weak areas in your knowledge
- Practice your timings and techniques

Features of each mock examination

- Full morning and afternoon papers
- CFA®, CAIA®, FRM® examination formats
- Questions prepared by Kaplan Financial and Kaplan Schweser faculty
- Unique questions not replicated in any other products
- Fully worked solutions available to take home
- Exam weightings
- Invigilated conditions

Support outside the class room

By signing up for a Kaplan Financial and Kaplan Schweser study products you receive the following support outside of the classroom:

Kaplan Schweser Essential Prep (CAIA℠ and FRM®)

- Schweser Study Planner
- SchweserPro™ QBank
- Partial access to the Schweser online library
- Level specific blog
- Instructor led office hours

Kaplan Schweser Premium Instruction

- Schweser Study Planner
- SchweserPro™ QBank
- Video CDs
- Instructor E-Mail Access (Schweser faculty)
- Full access to the Schweser online library
- Level specific blog
- Instructor led office hours

Additional Services for Kaplan Financial Review Course Students

- Tutor email and telephone access
- Drop in clinics
- Monthly email newsletter

Calculators

Only two calculators are approved for use in the examinations, they are:

- Texas Instruments BA II+ (including BA II+ Professional)
- Hewlett Packard 12C (including the HP 12C Platinum)

Kaplan Financial recommends the use of the BAII+. In our opinion it has slightly more functionality for the exam, it's easier to use and it's cheaper. Kaplan Financial fully supports the BAII+ in our classroom delivery where you will receive instruction on getting the best out of the calculator in the exam hall. Note that our Education phase course material includes a BAII+ calculator guide.

The Texas Instruments BAII+ Professional calculator is included in your course fees at Level I.

English language preparation courses are provided by our sister company, Kaplan Aspect. CFA®, CAIA® and FRM® are only offered in the English language.

Accountancy/Financial Markets Pre-Sessional course

This is a 10- week English course designed specifically for students intending to pursue a CFA, FRM, CAIA, ACCA, CIMA, or ICAEW courses at Kaplan Financial.

The course is comprised of 3 modules:

Financial English

This module will help you to develop the specialist language and skills necessary to succeed in professional finance and accounting qualifications. Topics include interpretation of data, financial trends and strategy, budgetary forecasting and report writing. This module will also prepare you for the optional Cambridge International Certificate in Financial English (ICFE) examination.

IELTS

All students study an IELTS module to get up to IELTS 5.5 level or higher and increase their level of English and exam technique

Specialist Options

For their 3rd module, students can choose from: Communication Skills, IT, Research Methodology, or the Chartered Management Institute Certificate Level 3 n Business, Human Resources and Finance Management.

Please visit www.kaplanaspect.com for further information.

Fees relating to Kaplan Aspect services are not included in full time course costs.

Fees relating to Kaplan Aspect services are not included in full time course costs. For more details relating to Kaplan Aspect please see www.kaplanaspect.com

INTERNSHIP PROGRAM

Kaplan Internship Program with Kaplan Aspect

The Kaplan Internship Program offers the following:

- Initial screening interview with Career Counsellor
- CV advice
- Written practice interview guidelines
- Practice interview with Career Counsellor
- Written guidelines on conduct in the workplace
- An appropriate Unpaid Internship
- Guidance and welfare support during the placement
- Access to career counselling
- Kaplan Aspect Certificate of Work Experience
- Assistance in acquiring an Employer Reference

Remuneration

Most internships are unpaid. Companies will usually contribute towards transport and/or lunch expenses. Kaplan Financial in association with

Kaplan Aspect Internships UK and Ireland guarantees to:

- match each applicant's career goals and requirements to the most appropriate company
- ensure you are provided with a well planned work program
- arrange for a personal internship 'supervisor' within the company who will provide advice, monitor your progress and regularly review the work program with you
- contact you during the placement to monitor satisfaction levels with the program
- conduct a survey at the end of the placement with both you and the company
- ensure that you are provided with an internship reference from the company

Fields of work experience

Kaplan Financial in association with Kaplan Aspect Internships UK and Ireland will make every effort to match each applicant's particular skills, requirements and preferred vocational area. You can choose from a variety of vocational areas including:

- Advertising
- Fashion
- Media
- Accounting and Finance
- Computing and IT
- Engineering
- Hotel & Catering
- Import/Export
- Insurance
- Education
- Law
- Marketing
- Sales
- Office Administration
- Travel and Tourism

In association with our sister company Kaplan Aspect Internships UK and Ireland, Kaplan offers unpaid professional work experience placements in a range of UK-based companies.

An internship in the UK enables you to:

- gain practical work experience
- develop an awareness of UK business culture
- practise and improve language skills in an English speaking environment
- learn and develop business and professional skills in a real work situation
- improve your future employment prospects

Length of Work Experience program
Internships are generally available from 4 to 24 weeks. Longer periods can also be arranged.

Fees relating to Kaplan Aspect services are not included in full time course costs. For more details relating to Kaplan Aspect please see www.kaplanaspect.com

PREMISES AND OPEN EVENINGS

Our full time courses are run from our two newly refurbished locations:

Ground Floor North
Finsbury Tower
103-105 Bunhill Row
London EC1Y 8LR

10-14 White Lion Street
London N1 9PD

Both buildings have recently been refurbished with all the essential facilities, including:

- State of the art classrooms
- Student break out areas
- Free internet access at PC terminals and free WiFi access
- Free coffee and tea
- Snack vending machines

Open evenings

Before deciding on a training provider for the examinations we would like to offer you the opportunity to visit our brand new premises and meet the faculty members.

Open evenings run from 6pm – 8pm and comprise of:

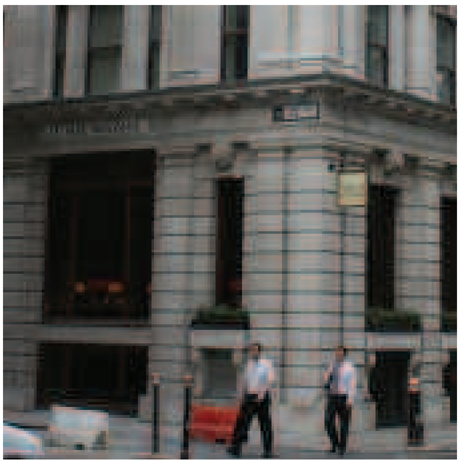
- One hour on the CFA®, CAIA®, FRM® Program, Kaplan Financial and Kaplan Schweser products
- One hour demonstration lecture based around Portfolio Management for the Level I exam
- Informal chat with tutors available

Our open evenings give you the opportunity to:

- View the Kaplan Schweser products
- Sample our teaching style
- View the classroom materials
- Have your questions answered by are faculty
- See the class room environment

Please see our website www.kaplanfinancial.co.uk

If you would like to attend an open evening just let us know your name and the date you would like to attend and email us at: citybookings@kaplan.co.uk
or call us on:
UK calls: 0845 450 8992
International: +44 (0) 20 7920 3060



KAPLAN SCHWESER -
STUDY MATERIAL PACKAGES

Kaplan Schweser material is included in your course costs

The Premium Instruction Package

The Essential Prep Package

Kaplan Schweser produces material for all three examinations:
CFA®
CAIA®
FRM®

Please note that the Premium Instruction is only offered for CFA courses. CAIA and FRM courses offer the Essential Prep only.

Material Packages:

Kaplan Schweser Essential Prep Package (CAIA® and FRM®)

This is aimed at students wanting the legendary Kaplan Schweser study notes and plenty of question practice. This includes:

- SchweserNotes™
- SchweserPro™ QBank
- Practice Exams, Vol. 1 & Vol. 2 (3 full mock exams am and pm papers in each)
- Schweser's QuickSheet™
- Schweser study planner
- InstructorLink™
  - Schweser library (partial access 12 hours of video)
  - Level specific blog
  - Instructor-Led office hours
  - Searchable FAQs

It however does not contain the Kaplan Schweser Video CDs so represents a lower cost material option.

The Premium Instruction Package (CFA® only)

This aimed at students wanting the Schweser study notes, question practice and remote tuition. The significant difference with the essential package is that it contains the Schweser Video CDs and fuller access to the Schweser online library.This includes:

- Schweser study planner
- SchweserNotes™
- Schweser's QuickSheet™
- SchweserPro™ QBank
- Practice Exams, Vol. 1 & Vol. 2 (3 full mock exams am and pm papers in each)
- InstructorLink™ (full access)
  - Schweser library
  - Level specific blog
  - Instructor-led office hours
  - Searchable FAQs
  - Instructor e-mail Access (Schweser faculty)

-PLUS- Video CDs or online

The packages at a glance:

Product	Essential Prep	Premium Instruction
Kaplan Schweser Study Note Package	√	√
Practice Exams Volume 1	√	√
Practice Exams Volume 2	√	√
Schweser Pro Online	√	√
Schweser Study Planner	√	√
InstructorLink™	√ partial	√ full
Schweser Video CD		√

KAPLAN SCHWESER - STUDY MATERIAL PACKAGES

SchweserNotes™

Long regarded by many as the premier study notes in the market. The Schweser study notes help condense the prescribed readings and allow the candidate to review the material more rapidly allowing extra time for question practice.

Features of the study notes:

- Five book set of Schweser Study Notes
- Book zero (essential knowledge from the prior level)
- Practice Exams, Vol. 1(3 full mock exams am and pm papers)
- Schweser QuickSheet™
- InstructorLink™ (limited access)
- Complete LOS coverage with tips and strategies
- End-of-reading concept checkers and key formulas
- Self-tests at the end of each topic area
- More graphics and wider margins for taking notes

SchweserPro™ Question Bank

SchweserPro is an unsurpassable subscription-based question-bank. This is the perfect study tool at home, in the office, or even on a laptop during your commute! This question bank delivers thousands of questions for you to study from. SchweserPro includes a dynamic testing engine that puts you in control.

Functionality in all formats of SchweserPro allows you to:

- View LOS summaries.
- Download on to your PC plus online access from any PC
- Browse questions for exam preparation
- Take online or printable practice exams
- Download new questions that are continually added to the Schweser database
- Create personal study notes in SchweserPro, save them for future reference, and print them out later
- Quiz yourself with multiple choice questions
- Build exams using the topics and number of questions you select
- Customize topic weightings or use the examining bodies prescribed topic weightings.

SchweserPro contains:

Over 4,000 questions at CFA® Level I
Over 3,500 questions at CFA Level II
Over 2,000 questions at CFA Level III
Over 1,200 questions at CAIA® Levels 1&2
Over 1,000 questions at FRM®

Practice Exams Volume 1 (All examinations) & Volume 2 (CFA only)

Schweser's Performance Tracking allows you to view your practice exam scores AND compare them against other CFA, CAIA or FRM candidates scores. Track your performance and know where you rank relative to thousands of other candidates before Exam Day.

Schweser Study Planner (SSP)

The Schweser Study Planner is an online calendar that will help candidates stay on track with your studies throughout the CFA, CAIA and FRM seasons. The SSP can be customised for start and end date. Assignments are listed in a calendar format, and if the candidate falls behind, the days on each calendar will turn yellow, and eventually red.

Note that the order of subjects covered in the Kaplan Schweser study planner and Kaplan Financial class room based courses are identical for full integration of your study solution.

Kaplan Schweser Video CDs with Workbook

Your classroom on video!
Our expert instructors guide you through the CFA curriculum via Schweser Video CDs.

- Approximately 48 hours of lectures covering the entire curriculum
- A 500+ page workbook that follows the slides used in the lectures
- Review lectures, or part of a lecture, as often as you like
- Featuring Schweser and Kaplan Financial lecturers
- Fully integrated with classroom courses.

THE KAPLAN RECOMMENDED STUDY APPROACH

Whilst we recognise that all students have different study approaches, our years of experience in delivering pre programs for professional designations, and of course sitting those exams ourselves, has allowed us to develop a study process that maximises your potential.

Both Kaplan Financial and Kaplan Schweser build their products around the concepts of:

LEARN – PRACTICE - RETAIN™

1. **Start your studies early**
   Don't underestimate the time it will take you to fully prepare for each level of the CFA®, CAIA®, or FRM®. The CFA Institute, for example, recommend 250 hours per level as a minimum. Use the online Schweser Study planner to build a program that will ensure you have covered all the material and have time to revise.

2. **Attend Education Phase classes**
   Annotating the class room slide packs ensures you can focus on the tutor's explanations – the priority is on understanding the key concepts.

3. **Review Kaplan Schweser material**
   Add notes from the Schweser material to the Education phase slide packs. This approach allows you to build a comprehensive set of notes and ensures that you have plenty of time for question practice. Use institute material to supplement Schweser material on tricky areas.

4. **Attempt Kaplan Schweser and CFA Institute end of chapter questions**
   This will quickly demonstrate whether you have fully understood the concepts and can apply your knowledge to exam style questions. If you are struggling go back and review the notes you've taken and practice additional questions before moving on to the next reading.

5. **Use SchweserPro™**
   The online question banks provided within Schweser Pro are the ideal way to gain additional question exposure on problematic areas.

6. **Ensure you have covered all the study sessions before the final month**
   The final month of your studies should be focused on reviewing the material, practicing question and developing your exam technique.

7. **Attend a revision course**
   Kaplan Financial Revision courses will cover all the areas of the syllabus in overview and drill down into the toughest LOS. Time is taken practicing and debriefing questions in the class room to ensure that you can apply the knowledge to exam standard questions. Your tutor will also discuss exam techniques and how to approach the exam on the actual day.

8. **Complete the Kaplan Schweser practice exams**
   Practicing mocks to time is now essential. One of the biggest battles you will face is completing the examinations in the time given. Use the mocks examinations to develop your exam technique, highlight weaknesses and gain familiarity with the style of the real exam.
   If the practice exams highlight weak areas use a combination of your Kaplan Financial tutors and additional question practice via Schweser Pro to bring these areas up to exam speed.

9. **CFA Institute questions**
   In the last couple of months prior to the exam the CFA Institute publish examinations on their website. One examination is included in your CFA Institute examination fees. If you want access to more than one exam then you must pay the CFA Institute

10. **Complete a Kaplan Financial Invigilated Mock Examination**

VISA APPLICATION PROCESS

Immigration procedures before you leave

If you are coming to the UK as a student you must get entry clearance before travelling. Your first step to apply for entry clearance will be to obtain and complete the VAF3' student application form. These can be downloaded from www.ukvisas.gov.uk/en or obtained from the British Council overseas.

Applying for a Visa

We recommend all students regardless of the length of their course, or their nationality, apply to come to the UK as a "student" rather than a "student visitor."

From the end of March 2009, students applying to come to the UK have been assessed under the new points system. Migrants outside the European Economic Area (EEA) and Switzerland will need to pass a points-based assessment before they are given permission to enter or remain in the United Kingdom. Students need to score a total of 40 points across the different criteria, in order to apply for a visa under Tier 4.

Expert Customer Service Team

At Kaplan we know that applying for a visa can be a daunting and stressful time for you. That's why our outstanding customer service team have been trained to offer you the support you need to make the process as easy and stress free as possible. They will guide you through the application process and offer support and guidance along the way. They are always on hand to answer your questions during and outside your classes.

Registered Sponsor

Kaplan Financial Ltd is a Category A registered sponsor with the UKBA (UK Border Agency). We take our role as a sponsor very seriously and we will support you throughout your studies. If you meet the criteria for your chosen course, as a sponsor, we can issue a "Confirmation of Acceptance Letter" which will give you 30 points in the points based assessment for application for a student visa.

Criteria for points	What we award points for	Points awarded
Sponsorship	A valid confirmation of acceptance for studies, which is issued if the student is capable of undertaking and intends to do the course and the course is at the appropriate level.	30
Maintenance	Students need to demonstrate they have sufficient funds for their studies. Maintenance costs are deemed to be £800 per month for study in London or £600 per month outside London. Students making an initial visa application for courses greater than 12 months will have to show 12 months maintenance plus their course fees. Students extending their visas need to show 2 months maintenance plus their course fees.	10

Thanks to Kaplan's efficient work, I was able to get my visa approved within three weeks. It would not have been possible without the attention to detail and continued support that I was given.

Buyinza Wasagame
ACCA Student

HOW TO BOOK

Step 1	Complete the Kaplan Financial application form. Send application and supporting documentation to our address: Ground Floor North, Finsbury Tower, 103 - 105 Bunhill Row, London, EC1Y 8LR or send to our representative in your country
Step 2	Receive your offer of a place on your chosen course.
Step 3	Accept your offer by paying your tuition fees. Overseas students can make their payments via local bank transfer in your local currency. See www.kaplanfinancial.co.uk for more details.
Step 4	Receive your confirmation of enrolment letter detailing fees paid and balance due (if any).
Step 5	Arrange your accommodation. Kaplan Financial is a non-residential college. Please contact the Kaplan Financial Admissions Office for an accommodation list if required.
Step 6	Apply for your student visa. Ensure you have a valid passport and meet all current British Immigration requirements. Visit www.ukvisas.gov.uk for details.
Step 7	Make your arrangements for travel to the UK. Make sure that you carry your Kaplan Financial acceptance letters with you when you travel as you may need to show these.

Terms and conditions apply, visit the website for further details.

What did candidates training with Kaplan think of us in 2009?

At part of our commitment to provide market leading classroom based courses, candidates are asked to complete a survey at the end of the class so that we can assess the quality of what we provide and also gather comments enabling us to improve the courses in future sittings. Not only do we review these forms but they are also available to the CFA Institute as part of our compliance with the Institutes Prep Provider Guidelines Program.

Candidates are asked to rate elements of the course on a four point scale:
1 = Excellent
2 = Good
3 = Satisfactory
4 = Unsatisfactory

In addition candidates are asked whether they would recommend or not our courses to others (please note the following statistics only include those who responded to the question).

All competed forms are included in the following data:
June sitting 2009 feedback

Level I 2009	Tutor Clarity	Tutor Attitude	Classroom Material
Excellent	85%	86%	47.4%
Good	14.4%	14%	46.5%
Satisfactory	0.6%	0%	5.8%
Unsatisfactory	0%	0%	0.3%

	Recommend	Not Recommend
Candidates	99.1%	0.9%

Level II 2009	Tutor Clarity	Tutor Attitude	Classroom Material
Excellent	76.5%	91.6%	43.2%
Good	21.2%	7.7%	51.1%
Satisfactory	2.3%	0.7%	5.3%
Unsatisfactory	0%	0%	0.4%

	Recommend	Not Recommend
Candidates	99.7%	0.3%

Level III 2009	Tutor Clarity	Tutor Attitude	Classroom Material
Excellent	70.5%	77.3%	47.6%
Good	29.5%	21.5%	45.5%
Satisfactory	0%	1.2%	6.9%
Unsatisfactory	0%	0%	0%

	Recommend	Not Recommend
Candidates	99.7%	0.3%

"Before discovering Kaplan, I had used other tuition providers (for Level I). Having now completed all 3 levels on the first attempt, it is my conclusion that Kaplan's execution of the CFA curriculum stands head and shoulders above the competition."

Mark Manduca
Passed level III in 2008

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