

Avaloq Training & Certification

Academy Course Catalogue

2010 | 1

Avaloq Banking System

As a fully-integrated core banking system, the Avaloq Banking System offers the utmost in functionality, both in terms of the range of banking products and the length of the value chain it covers. The Avaloq Banking System's modern and open architecture enables it to be adapted flexibly to a bank's business requirements and ensures process efficiency.

Avaloq

With branches in Luxembourg and Singapore, Avaloq is Switzerland's market leader in standard banking software. For over a decade, the company has been developing and marketing the Avaloq Banking System, a platform trusted by leading financial service providers in private, retail and universal banking in international financial centres around the world. Avaloq draws on a specialist network of first-class distribution, implementation, software and technology partners and the Avaloq Community to offer its customers a comprehensive all-in-one solution in the shape of modular, innovative and integrated standard software for the financial sector. Avaloq is owned by its management and staff.

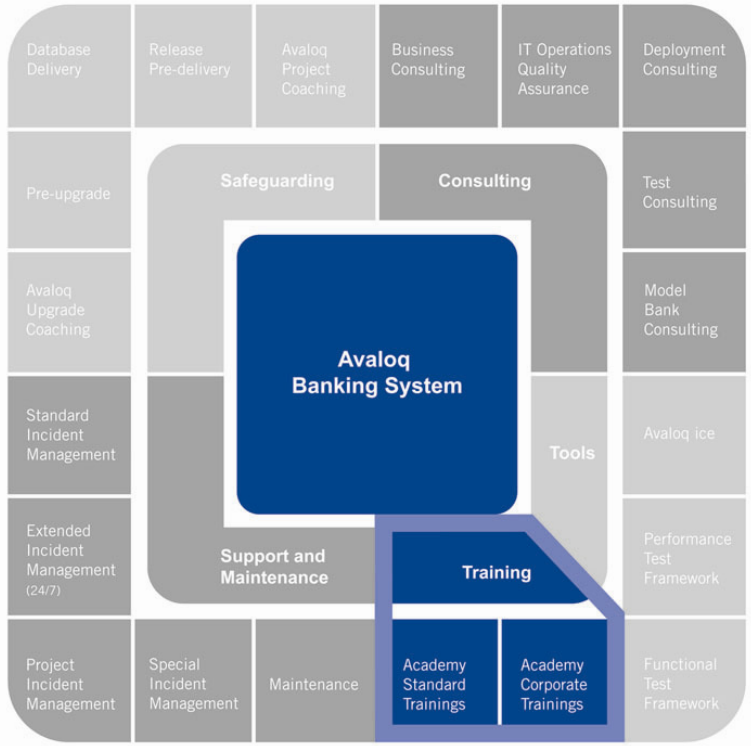
Avaloq Services

Avaloq Services					
	Safeguarding	Consulting	Training	Support & Maintenance	Tools

The Avaloq Banking System provides you with the basis for structuring your business in a flexible and efficient manner on an integrated and modern platform. How quickly the system enables you to gain competitive advantages and how beneficial it proves over the long term will primarily depend on how well you are able to back up the services of Avaloq and its partners with your own expertise during the introduction and operation of the banking system.

This brochure gives an overview of our comprehensive services which support you during the planning of your new system, identify optimisation potential in your business strategy, prepare an upgrade of your specific environment, train your staff to become experts, offer round-the-clock support in operating the system and provide you with the same tools that we also use ourselves in order to make Avaloq the best banking system for you.

Our services allow us to provide you with support tailored to your needs throughout the life cycle of the banking system, including the planning, implementation, operation and upgrade phases.



Avaloq Academy

The course and certification programme at the Avaloq Academy is specially designed to support experts and other professionals who use the Avaloq Banking System in the financial services sector. The courses are intended for anyone who wants to acquire skills and knowledge on the operation, maintenance and parameterisation of the Avaloq Banking System. The programme includes both intensive class-based lessons and practical exercises.

The course programme is regularly adapted in order to reflect the latest changes to the Avaloq Banking System. This means that Avaloq experts and users can keep their skills up to date through ongoing training.

Public courses

Specialist skills increase your market opportunities. We offer a range of standard public courses on the Avaloq Banking System. The courses are held at regular intervals at our Training Centre in Zurich and are reviewed constantly and updated in line with the software releases.

It is also possible to attend only individual course modules - to ensure that you obtain the maximum possible benefit from each training unit.

Corporate trainings

Get your specialist expertise directly on-site. On request, we will develop courses specially tailored to your needs. We conduct the courses at your offices, in our training centre or at a location of your choice.

The following options are open to you:

- You can determine the contents of the course, its duration, location and date.
- You determine the course language (German or English).
- For on-site training, we will bring our mobile classroom with us.

The Avaloq Academy login gives you access to a course management section set up especially for you. This allows you to view and manage your company's courses and participants at any time.

Our mobile classroom provides maximum flexibility and up-to-date infrastructure for courses held outside our training centre. If we conduct a training course in your offices or at a hotel, we will be happy to set up our high-performance training infrastructure for you.

Contact

For questions and advice in relation to the organisation of corporate trainings, please contact:

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patrizio.giacomuzzo@avalog.com

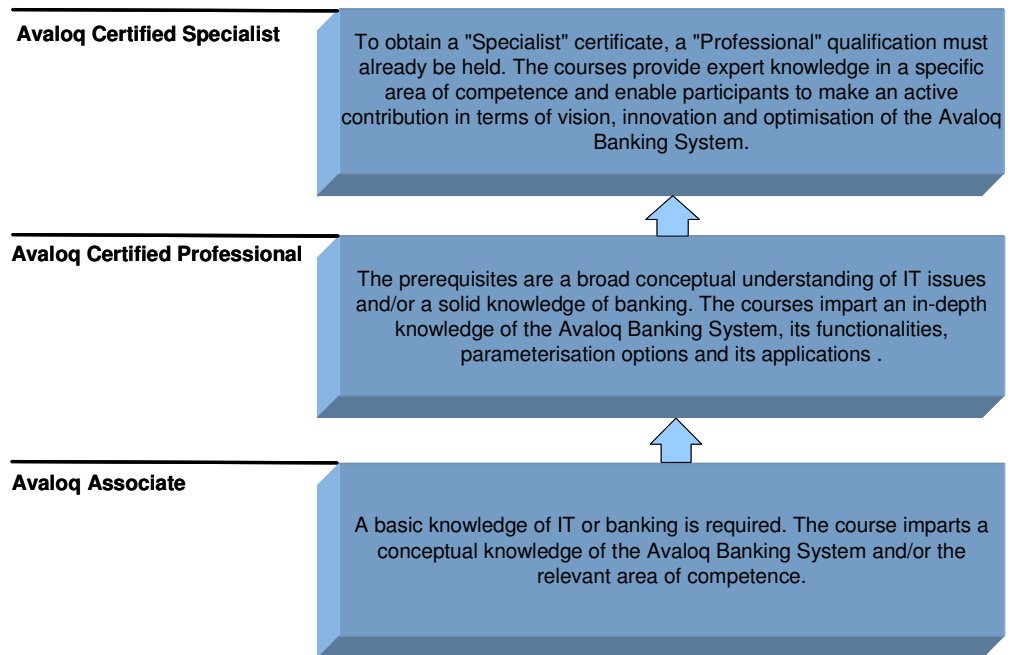
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Qualification programme

With an Avaloq certification participants get an internationally recognised certificate that clearly and objectively documents their qualifications. This means that course participants not only strengthen their position in the market, but also send an important message to clients: that they can be counted on to consistently give the best support possible on client projects.

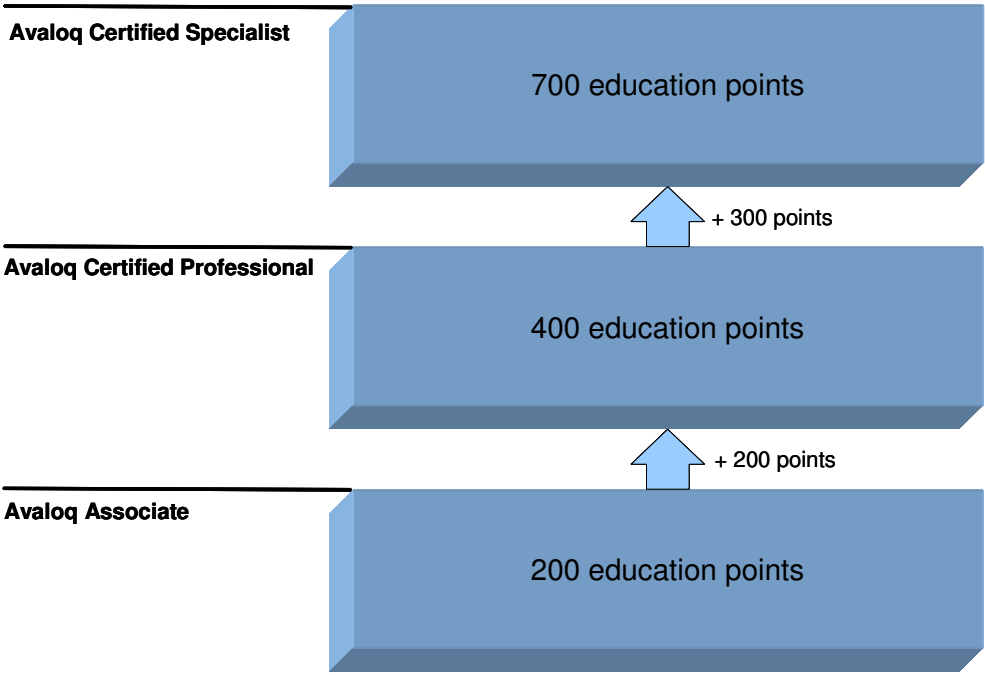
Qualification levels The qualification programme allows to qualify on three different levels:



Education points

The certification programme uses a point-based system ("education points"). All courses in the Academy training programme have point values based on their duration and how up to date they are. By earning the necessary number of points and passing the relevant examinations, the participant advances to the corresponding qualification level.

The cumulative numbers of points necessary to advance to the different levels are as follows:



After each course that the participant attends, Avaloq will credit his or her participant account with the number of education points earned. Course participants can view their current number of points on the Avaloq website at any time.

Point account

When a participant registers for a course, he or she opens a personal account. The participant can use this account to view all of the courses he or she has attended. Participants are also asked to keep their contact data up to date.

Avaloq Associate

The Avaloq Associate qualification level is geared toward project managers, stream managers, business users, auditors and consultants. These participants will use the courses to build up a conceptual understanding of the Avaloq Banking System and its functionalities.

No specific knowledge is assumed for course participation; however, having a basic understanding of IT and/or banking would be an advantage.

To receive the Avaloq Associate Certificate, a participant must collect 200 education points. No examinations are required.

The yellow marked courses below lead to the Associate certificate.

	Code	Duration Days	Education Points	Associate	Professional	Specialist			
						Portfolio Mgmt. & Trading	Accounting	Credit	Technology & Security
Avaloq Foundation	FOU	2	60	•					
Parameterisation Principles	PAP	5	150	•					
Processing Corporate Actions	CAP	2	60	•					
Dealing with complex Corporate Actions	CAC	1	30	•					
Working with the CRM Module	CRM	1	30	•					
Collateral Management	CLM	2	60	•					
Securities Lending and Borrowing	SLB	2	60	•					
Repo Contract	REP	2	60	•					
Avaloq Money Market Application	MMA	1	30	•					
Stock Exchange	STX	3	90	•					
Foreign Exchange Management	FXM	1	30	•					
Introduction to Avaloq Portfolio Management	PFM	2	60	•					
Efficient Cash Reconciliation	REC	1	30	•					
Avaloq Introduction for IT Auditors / Security Officers	RVE	5	150	•					
Generating Reports for Auditors / Security Officers	RVR	3	90	•					
Functional Tester	FTD	6	180	•					
Test Manager	TEM	5	150	•					
Deployment Introduction	DPI	2.5	75	•					
Deployment Advanced	DPA	1	30	•					
Avaloq Certified Professional	ACP	16	400						
Avaloq ice - integrated customisation environment	CEN	1	30						
Parameterising Accounting Functionality	PAF	2	60						
Working with Credit Functionality	CFW	3	90	•					
Parameterising Credit Functionality	PCF	4	120						
Parameterisation of Cashier Operations	COP	1	30						
Setting up and Managing the Avaloq Asset Module	SMA	2	60						
Managing Forms and Parameterising Structured Extensions	SEF	1	30						
Limit System	LIS	2	60						

Detailed course descriptions of the courses mentioned above can be found farther in the back of the catalogue.

Avaloq Certified Professional

The Avaloq Certified Professional qualification level is primarily geared toward future parameterisation specialists. The prerequisite for course attendance is a broad conceptual understanding of IT-related issues and/or a solid knowledge of banking. The course imparts an in-depth knowledge of the Avaloq Banking System, its functionalities, parameterisation options and its applications.

To receive the Avaloq Professional Certificate, a participant must collect 400 education points. Participants receive the Avaloq Certified Professional Certificate after completing the courses and passing the examination.

It is possible to begin at this level without having obtained the Avaloq Associate qualification beforehand.

The green marked course below lead to the Professional certificate.

	Code	Duration Days	Education Points	Associate	Professional	Specialist			
						Portfolio Mgmt. & Trading	Accounting	Credit	Technology & Security
Avaloq Foundation	FOU	2	60						
Parameterisation Principles	PAP	5	150						
Processing Corporate Actions	CAP	2	60						
Dealing with complex Corporate Actions	CAC	1	30						
Working with the CRM Module	CRM	1	30						
Collateral Management	CLM	2	60						
Securities Lending and Borrowing	SLB	2	60						
Repo Contract	REP	2	60						
Avaloq Money Market Application	MMA	1	30						
Stock Exchange	STX	3	90						
Foreign Exchange Management	FXM	1	30						
Introduction to Avaloq Portfolio Management	PFM	2	60						
Efficient Cash Reconciliation	REC	1	30						
Avaloq Introduction for IT Auditors / Security Officers	RVE	5	150						
Generating Reports for Auditors / Security Officers	RVR	3	90						
Functional Tester	FTD	6	180						
Test Manager	TEM	5	150						
Deployment Introduction	DPI	2.5	75						
Deployment Advanced	DPA	1	30						
Avaloq Certified Professional	ACP	16	400		•				
Avaloq ice - integrated customisation environment	CEN	1	30						
Parameterising Accounting Functionality	PAF	2	60						
Working with Credit Functionality	CFW	3	90						
Parameterising Credit Functionality	PCF	4	120						
Parameterisation of Cashier Operations	COP	1	30						
Setting up and Managing the Avaloq Asset Module	SMA	2	60						
Managing Forms and Parameterising Structured Extensions	SEF	1	30						
Limit System	LIS	2	60						

Detailed course descriptions of the courses mentioned above can be found farther in the back of the catalogue.

Avaloq Certified Specialist

To receive the Avaloq Certified Specialist qualification, a participant must hold the "Professional" certification.

The courses at this level provide expert knowledge in a specific area of competence and enable participants to make an active contribution in terms of vision, innovation and optimisation of the Avaloq Banking System.

To receive the Avaloq Certified Specialist certificate, a participant must earn an additional 300 education points after meeting the requirements for the Professional qualification.

There are four possible areas of specialisation:

Accounting / Credit / Technology & Security / Portfolio Management & Trading

Avaloq offers a selection of courses for each specialisation, which the participant can choose according to his background knowledge. Holders of a Certified Specialist Certificate have a clear competitive advantage in the Avaloq environment.

The blue marked courses below lead to the Specialist certificate.

The courses within the specialisation tracks is non-exhaustive! We are constantly developing new courses. Please look regularly for updates...!

	Code	Duration Days	Education Points	Associate	Professional	Specialist			
						Portfolio Mgmt. & Trading	Accounting	Credit	Technology & Security
Avaloq Foundation	FOU	2	60						
Parameterisation Principles	PAP	5	150						
Processing Corporate Actions	CAP	2	60			•			
Dealing with complex Corporate Actions	CAC	1	30			•			
Working with the CRM Module	CRM	1	30						
Collateral Management	CLM	2	60			•			
Securities Lending and Borrowing	SLB	2	60			•			
Repo Contract	REP	2	60			•			
Avaloq Money Market Application	MMA	1	30			•			
Stock Exchange	STX	3	90			•			
Foreign Exchange Management	FXM	1	30			•			
Introduction to Avaloq Portfolio Management	PFM	2	60			•			
Efficient Cash Reconciliation	REC	1	30				•		
Avaloq Introduction for IT Auditors / Security Officers	RVE	5	150						
Generating Reports for Auditors / Security Officers	RVR	3	90						
Functional Tester	FTD	6	180						
Test Manager	TEM	5	150						
Deployment Introduction	DPI	2.5	75						
Deployment Advanced	DPA	1	30						
Avaloq Certified Professional	ACP	16	400						
Avaloq ice - integrated customisation environment	CEN	1	30			•	•	•	•
Parameterising Accounting Functionality	PAF	2	60				•		
Working with Credit Functionality	CFW	3	90					•	
Parameterising Credit Functionality	PCF	4	120					•	
Parameterisation of Cashier Operations	COP	1	30				•		
Setting up and Managing the Avaloq Asset Module	SMA	2	60			•			
Managing Forms and Parameterising Structured Extensions	SEF	1	30			•	•	•	•
Limit System	LIS	2	60			•		•	

Detailed course descriptions of the courses mentioned above can be found farther in the back of the catalogue.

Certification and Exam

Validity of certificates	An Avaloq certificate is valid for up to two years
Renewing certificates	From the Professional level on, a new certificate (valid for an additional two years and including any distinctions earned) is issued if the certificate holder earns an average of 60 points per year after receiving his last certificate.
Ongoing training	According to their individual needs, Avaloq Certified Professionals and Avaloq Certified Specialists can themselves choose the training courses that they would like to use for renewing their certificate. They can select any of the courses offered by the Academy for ongoing training.

Registering for examinations	<p>No more than four weeks after attending the Avaloq Certified Professional (ACP) course, each participant takes an examination at a test centre authorised by Pearson VUE. The internationally standardised certification is achieved via a computer-based test in multiple choice format.</p> <p>Pearson VUE is a global provider of testing services and has test centres in every major city. Participants should register at www.vue.com.</p>
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Re-sitting Examinations	The examination can be re-sat a maximum of two times.
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Course schedule

Code	Titel	Date	Duration	Page
ACP	Avaloq Certified Professional 2.7	04.01. – 27.01.2010 18.01. – 10.02.2010 Singapore (E) 01.02. – 24.02.2010 01.03. – 24.05.2010 (E) 06.04. – 29.04.2010 03.05. – 27.05.2010 31.05. – 23.06.2010 14.06. – 07.07.2010 Singapore (E) 28.06. – 21.07.2010 (E) 26.07. – 18.08.2010 11.10. – 03.11.2010 Singapore (E)	16 days	22
CEN	Avaloq ice integrated customisation environment	11.01.2010 08.03.2010 (E) 07.05.2010 12.07.2010 06.09.2010	1 day	23
PCF	Parameterising Credit Functionality	on demand	4 days	24
PAF	Parameterising Accounting Functionality	on demand	2 days	25
COP	Parameterising of Functional Area Cashier Operations	04.06.2010	1 day	26
SMA	Setting up and Managing the Avaloq Asset Module	20.04 – 21.04.2010	2 days	27
SEF	Managing Forms and Parameterising Structured Extensions	04.02.2010	1 day	28
LIS	Limit System	10.02. – 11.02.2010 (E)	2 days	29
FOU	Avaloq Foundation	05.01. – 06.01.2010 02.03. – 03.03.2010 (E) 04.05. – 05.05.2010 06.07. – 07.07.2010 31.08. – 01.09.2010 16.11. – 17.11.2010	2 days	30

(E) = Course held in English

Code	Titel	Date	Duration	Page
PAP	Parameterisation Principles	08.02. – 12.02.2010 22.05. – 26.05.2010 17.05. – 21.05.2010 (E) 05.07. – 09.07.2010 25.08. – 27.08.2010 11.10. – 15.10.2010 (E) 29.11. – 05.12.2010	5 days	51
CFW	Working with Credit Functionality	12.07. – 14.07.2010	3 days	52
MMA	Avaloq Money Market Application	29.05.2010	1 day	53
CLM	Collateral Management	20.04. – 21.04.2010	2 days	54
SLB	Securities Lending and Borrowing	18.05. – 19.05.2010	2 days	55
REP	Repo Contract	22.06. – 25.06.2010	2 days	56
CRM	New features of CRM Module	07.05.2010 (E) 05.09.2010	1 day	57
PFM	Introduction to Avaloq Portfolio Management	04.05. – 05.05.2010 22.04. – 25.04.2010 10.06. – 11.06.2010 (E)	2 days	58
CAP	Processing Corporate Actions	15.02. – 16.02.2010 25.05. – 26.05.2010	2 days	59
CAC	Dealing with complex Corporate Actions	22.04.2010	1 day	40
REC	Efficient Cash Reconciliation	08.04.2010	1 day	41

(E) = Course held in English

Code	Titel	Date	Duration	Page
FXM	Foreign Exchange Management	19.05.2010 (E) 16.07.2010	1 day	42
STX	Stock Exchange	16.06. – 18.06.2010 (E)	5 days	45
RVE	Avaloq introduction for IT auditors	08.05. – 12.05.2010	5 days	44
RVR	Generating reports for IT auditors	10.05. – 12.05.2010	3 days	45
FTD	Avaloq Functional Tester	15.05. – 22.05.2010 (E) 20.09. – 27.09.2010 (E)	6 days	46
TEM	Avaloq Test Manager	12.04. – 16.04.2010 (E) 21.06. – 25.06.2010 25.10. – 29.10.2010 (E)	5 days	47
DPI	Deployment Introduction	on demand	2.5 days	48
DPA	Deployment Advanced	on demand	1 day	49

(E) = Course held in English

News

New Courses

Two new courses are available:

- Collateral Management (CLM)
- Repo Contract (REP)

Detailed course description see page 34 and 36 of this catalogue.

Contact

The Academy has a new phone number:

+41 58 316 27 27

Coming up in 2010

Avaloq Operations Courses

- Introduction course
 - Technical Operations
 - Application Operations
 - System Performance
-

Course Catalogue

The current version of this course catalogue is always stored as a PDF document under:
www.avaloq.com (=> Academy)

Special Events

SmartClient

Avaloq provides a new frontend solution for its banking system called SmartClient. SmartClient user interface will be rolled out as part of Release 5.1.

We have two special events for you:

- The new User Interface for the Avaloq Banking System (SCI)
- Architecture and Technical Requirements (SCT)

Event dates:

Wednesday, 20.01.2010
Tuesday, 23.02.2010
Thursday, 25.05.2010
Tuesday, 27.04.2010
Friday, 28.05.2010
Thursday, 24.06.2010
Tuesday, 27.07.2010

Register for the course on www.avalog.com

Detailed description see next pages 17 and 18

Self-paced training

Have you attended an Avaloq course and want to increase what you learnt? We provide you with a workplace with the Avaloq Banking System (training databases which are based on the Avaloq Model Bank), including printer.

We have two different offers.

- Explore the Avaloq Banking System (EAS), self-directed training
- Explore the Avaloq Banking System (EAT), with trainer support

Event dates see on our website: www.avalog.com

Detailed description see next pages 19 and 20

SmartClient: The new User Interface (SCI)

Course description	<p>Avaloq provides a new frontend solution for its banking system called SmartClient. The SmartClient replaces the existing client user interface. It also brings various new usability features and lays a solid framework foundation for future enhancements in the Avaloq Banking System.</p> <p>SmartClient user interface will be rolled out as part of Release 3.1. The benefits of Smart Client are improved user-friendliness, increased application efficiency, compatibility with Microsoft Windows standards and high degree of integration capacity.</p> <p>The course provides a compact introduction to the Avaloq SmartClient. A hands-on training the participants to get first insights into the new concepts of the user interface. The role-based approach of business applications is explained.</p> <p>As from Release 3.2 the old frontend (ClassicClient) will no longer be supported and dere leased.</p>
Objectives	<p>Upon successful completion of this course, participants will be able to:</p> <ul style="list-style-type: none">- to get accustomed to the new look and feel- to recognize the new navigation concepts- to get familiar with business applications
Target audience	<p>Implementation partners, bank project manager for upgrade projects, power-users and members of a bank who are responsible for teaching end-users.</p>
Prerequisites	<p>A good understanding and regular use of the Avaloq Banking System is recommended.</p>
Course content	<p>Introduction to the SmartClient Introduction in business applications Hands-on training with the SmartClient</p>
Duration	<p>Half a day</p>
Education points	<p>10</p>
Price	<p>Free of charge</p>

SmartClient: Architecture and Technical Requirements (SCT)

Course description	<p>Avaloq provides a new frontend solution for its banking system called SmartClient. The SmartClient replaces the existing client user interface. It also brings various new usability features and lays a solid framework foundation for future enhancements in the Avaloq Banking System.</p> <p>SmartClient user interface will be rolled out as part of Release 3.1. The benefits of Smart Client are improved user-friendliness, increased application efficiency, compatibility with Microsoft Windows standards and high degree of integration capacity. As from Release 3.2 the old frontend (ClassicClient) will no longer be supported and dereleased.</p> <p>The course provides compact information about the architecture as well as technical aspects and needs for the set-up of the Avaloq SmartClient frontend. Furthermore the participants get an introduction to manage the upgrade from ClassicClient to SmartClient.</p>
Objectives	<p>Upon successful completion of this course, participants will be able to:</p> <ul style="list-style-type: none">- prepare a bank specific overview of the architecture with SmartClient- set up the necessary hardware configuration for the work with SmartClient- plan the upgrade project from ClassicClient to SmartClient
Target audience	Bank project manager for upgrade projects, implementation partners
Prerequisites	<p>A good understanding and regular use of the Avaloq Banking System is recommended. Before attending this course, participants may have:</p> <ul style="list-style-type: none">- visited the course SmartClient GUI- attended the Avaloq Certified Professional Course (ACP)
Course content	<p>Introduction to systems architecture with integration server Information about set-up and configuration of the integration server Introduction in planning and specific aspects of the set-up ClassicClient to SmartClient</p>
Duration	Half a day
Education points	10
Price	Free of charge

Explore the Avaloq Banking System (EAS) (self-directed training)

Course description	<p>Have you attended an Avaloq course and want to increase what you learnt? Do you occasionally work with the Avaloq Banking System and want to gain additional insight in your own time? Are you planning to take the Avaloq Certified Professional exam and need some final confidence? Do you have a concrete assignment / project with your customers and want to update your knowledge in respect of the operation and procedures of the Avaloq Banking System?</p> <p>We provide you with a workplace with the Avaloq Banking System (training databases which are based on the Avaloq Model Bank), including printer.</p> <p>During the day, you can access Avaloq Community documents and save your working results via USB connection.</p> <p>We do not provide access to any external systems, such as Telekurs, SWIFT, etc.</p> <p>Our WLAN is available to you for accessing the Internet.</p> <p>In the morning, you are taught to use the system (login, passwords, databases, etc.) by an Avaloq employee. Thereafter, you work independently for the rest of the day. There is no specialist support from Avaloq employees or from a trainer. If you want support from an Avaloq trainer, we recommend the EAT service (Explore the Avaloq Banking System (with trainer support)).</p> <p>Support is available by telephone for any technical problems.</p> <p>Drinks are included in the price. The internal restaurant is available for food.</p>
Objectives	You improve your knowledge and use of the Avaloq Banking System
Target audience	Anybody who wants to improve and expand their skills using the ABS
Prerequisites	You can work with the system independently.
General Information	Admission to the certification exam will be given only after attendance of course ACP
Follow-up courses	(EAT) Explore the Avaloq Banking System (with trainer support) or see the Avaloq Course Catalogue
Course material	No material will be delivered
Duration	1 day (9 am – 5.30 pm)
Education points	No education points are awarded
Price	CHF 250.-

Explore the Avaloq Banking System (EAT) (with trainer support)

Course description	<p>Have you attended an Avaloq course and want to increase what you learnt? Do you occasionally work with the Avaloq Banking System and want to gain additional insight in your own time? Are you planning to take the Avaloq Certified Professional exam and need some final confidence? Do you have a concrete assignment / project with your customers and want to update your knowledge in respect of the operation and procedures of the Avaloq Banking System?</p> <p>We provide you with a workplace with the Avaloq Banking System (training databases which are based on the Avaloq Model Bank), including printer.</p> <p>During the day, you can access Avaloq Community documents and save your working results via USB connection.</p> <p>We do not provide access to any external systems, such as Telekurs, SWIFT, etc.</p> <p>Our WLAN is available to you for accessing the Internet.</p> <p>In the morning, you are taught to use the system (login, passwords, databases, etc.) by an Avaloq employee.</p> <p>An Avaloq Trainer is available during the day to answer your questions.</p> <p>Drinks are included in the price. The internal restaurant is available for food.</p>
Objectives	You improve your knowledge and use of the Avaloq Banking System
Target audience	Anybody who wants to improve and expand their skills using the ABS
Prerequisites	You can work with the system independently
General Information	Admission to the certification exam will be given only after attendance of course ACP
Follow-up courses	See the Avaloq Course Catalogue
Course material	No material will be delivered
Duration	1 day (9 am – 5.30 pm)
Education points	No education points are awarded
Price	CHF 550.-

Avaloq Academy

General Information

Training Center	All public courses are held at our Training Centre at Allmendstrasse 140, Zurich. Directions may be found at www.avalog.com under "Locations".
Course times	09.00 a.m. – 12.15 p.m. 01.30 p.m. – 04.45 p.m.
Catering	The course fee includes catering at breaks, lunch and drinks.
Courseware	Courseware is provided in English
Course language	Courses may be held in German or English (E) according to preference. If required, courses may also be conducted in French.
Course fees	All course fees published in this catalogue are exclusive of value-added tax (VAT).
Terms and conditions	The current terms and conditions may be found at www.avalog.com .

Avaloq Certified Professional (ACP)

Course description	<p>The modular structure of the Avaloq Banking System, the central importance of order and workflow management as well as the powerful open interface offer the ideal conditions to meet the needs of the customers in the finance industry.</p> <p>The aim of the course is to establish a well-grounded understanding of the system itself, the object model and the parameterisation principles. This knowledge provides the basis for all people who will be working successfully in the Avaloq environment.</p> <p>The course focuses on possibilities and procedures which allow the customisation of the Avaloq Banking System to the bank's specific requirements.</p> <p>Through a hands-on approach the participants will learn how to execute these changes. After the course participants are enabled to work on parameterisation, configuration and migration projects.</p> <p>This course prepares for the certification exam "Avaloq Certified Professional". This international certificate attests a high knowledge in the field of the Avaloq Banking System. The Avaloq Certified Professional is authorised to parameterise and configure the Avaloq Banking System.</p>
Objectives	Get the basic Avaloq know-how to start working in an Avaloq project
Target audience	Future parameterisation specialists working on Avaloq parameterisation, configuration or migration projects
Prerequisites	Basic IT knowledge and basic banking knowledge
Course content	<ul style="list-style-type: none"> Basic Principles Parameterisation Principles and Operating Project Enabling Avaloq Development Tool Classes, Additions and Keys Avaloq Script Report Writer Access Security and Roles Rule Loader Concept Parameterisation of Accounting Processes (Rule Parameterisation) Order Processing Structured Extensions and Forms Implementing Interfaces Business Cases
Follow-up courses	The whole range of courses for Parameterisers
Duration	16 days
Education points	400
Avaloq Certified Specialist	This course is the basis (mandatory requirement) to grant access to the specialisation in: <ul style="list-style-type: none"> Accounting Credit Technology & Security Portfolio Management & Trading
Price	CHF 14'400.-

Avaloq ice

integrated customisation environment (CEN)

Course description	<p>Avaloq ice consists of the Avaloq ice workbench and the Avaloq ice server. Avaloq ice workbench is the graphical user interface for all those who customise the Avaloq Banking System (ABS). The tool offers improved functionality (e.g. code checker). With Avaloq ice workbench, parameterisation specialists will access the Avaloq ice server to customise the Avaloq Banking System. Avaloq ice replaces ADT and the ENV-Editor that will be phased out during 2009.</p> <p>This course enables participants to work on parameterisation, configuration and migration projects and supports the transition to Avaloq ice for users who have used ADT or the ENV-Editor in the past</p>
Objectives	<p>After this course participants will be able:</p> <ul style="list-style-type: none"> - describe the role of Avaloq ice with an implementation project of the Avaloq Banking System (ABS) - use Avaloq ice to create and modify sources for the parameterisation of the System - describe the whole source code modification lifecycle up to the creation of mini releases - explain how Avaloq source code is delivered
Target audience	Parameterisation specialists certified prior to ABS Release 2.6 and parameterisation specialists certified up to Release 2.6 interested in brushing up their knowledge in Avaloq ice
Prerequisites	Before attending this course, participants must have attended the Avaloq Certified Professional course (ACP) Release 2.5 (or prior version)
Course content	<p>Concepts of sources, source versions, changes and installation packages</p> <p>Implementation of these basic concepts in ice</p> <p>Search and find in ice</p> <p>Modify source files in ice</p> <p>Group modifications into an installation package.</p> <p>Implement an installation package on an ABS instance.</p>
Duration	1 day
Education points	30
Avaloq Certified Specialist	<p>This course is part of the specialisation in the area of competence:</p> <p>Accounting Credit Technology & Security Portfolio Management & Trading</p>
Price	CHF 1'050.-

Parameterising Credit Functionality (PCF)

Course description	<p>This course provides expert knowledge for the parameterisation of the Avaloq credit functionality. It will enable parameterisation specialists to take full advantage of the parameterisation options by using concepts set up on the Avaloq Model Bank and adapting them to the bank's needs.</p> <p>The course offers sample parameterisation and explanations of complex concepts that are fundamental for the understanding of how to parameterise the system. It contains exercises about setting up customer-specific parameterisation, adapting existing parameterisation and finding errors in the parameterisation.</p> <p>In this course the entire field of credit will be covered where major changes which were introduced with Release 2.6 led to enhancements and improved usability. Together with the Avaloq documentation, it will provide you with the skills you need for a successful parameterisation of the credit functionality.</p>
Objectives	<p>Upon successful completion of this course every participant will:</p> <ul style="list-style-type: none"> - understand the fundamental parameterisation concepts - be able to implement specific parameterisation needs - know best practices and how to avoid pitfalls - have expert knowledge for successful parameterisation
Target audience	Parameterisation specialists working in the credit area
Prerequisites	<p>Before attending this course, participants must have attended Avaloq Certified Professional (ACP) course.</p> <p>Knowledge of the Avaloq credit functionality from a business point of view, see course "Working with Credit Functionality 2.6" (CFW) or "Working with new Credit Functionalities – Upgrade to 2.6" (CFN).</p> <p>We recommend reading the following documentation as a preparation for the course. The documents can be found in the Avaloq Community. Work Items, Parameterisation Guide (ID: 1794) Credit Application, Parameterisation Guide (ID: 1795) New Interest Model, New Feature Description (ID: 2006)</p>
Course content	<p>Credit initiation Business Partner Credit Home Financing Credit application Work items in the credit application Front data model Financing, liabilities and securities Credit assets Interest model Processing and monitoring Credit cash flow Pillars and reports</p>
Duration	4 days
Education points	120
Avaloq Certified Specialist	This course is part of the specialisation in the area of competence: Credit
Price	CHF 4'200.-

Parameterising Accounting Functionality (PAF)

Course description	<p>This course gives an introduction to the parameterisation of the accounting functionality in Avaloq. Participants will get an insight in the areas of booking kinds, costs, booking logic and balancing rules. The definition of ledger accounts and the creation and parameterisation of the chart of accounts is also part of the training.</p> <p>Besides theoretical background the practical work with Avaloq will enable the participant to understand parameterisation techniques in-depth. At the end of the course participants will be able to implement accounting polices, posting rules and charts of account.</p>
Objectives	Participants will learn how to parameterise efficiently the Cost Engine, the Booking Engine and the Balance Engine
Target audience	This course is aimed at parameterisers responsible for the implementation of the requirements in the accounting department
Prerequisites	Before attending this course, participants must have attended Avaloq Certified Professional (ACP) course.
Course content	Introduction to accounting within the Avaloq Banking System Cost Engine and Booking Kinds Booking Engine Ledger Accounts Balance Engine Balance sheet
Duration	2 days
Education points	60
Avaloq Certified Specialist	This course is part of the specialisation in the area of competence: Accounting
Price	CHF 2'100.-

Parameterisation of Functional Area Cashier Operations (COP)

Course description	<p>The course explains the parameterisation of the new functionality in the area Cashier Operations such as the new Cash Desk (COP) or the new business type Cashier Management (CMG).</p> <p>Since the business type CASH will no more be available after Release 2.7 and thereby has to be replaced by COP, Avaloq offers this course especially to assist banks in educating their parameterisation specialists regarding parameterisation of functional area Cashier Operations.</p> <p>After a short overview in the business context the course will focus on the parameterisation specialities.</p>
Objectives	<p>Upon successful completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> - understand the general concepts, functionality and relations between COP, CMG and the object Terminal - write a functional upgrade concept to replace CASH with COP - parameterise the new business types COP, CMG and Terminal - adapt the standard interface to Twin Safe
Target audience	Parameterisation specialists
Prerequisites	<p>Before attending this course, participants must have attended the Avaloq Certified Professional (ACP) course.</p> <p>We recommend reading the following guides as a preparation for the course. Those guides are published in the Avaloq Community.</p> <p>Cash Desk; Parameterisation Guide (ID: 2064)</p> <p>Cash Desk; Business User Guide (ID: 2065)</p>
Course content	<p>Introduction</p> <p>Relation between COP, CMG and Terminal</p> <p>Object Modelling of the Bank branches</p> <p>Object Terminal</p> <p>Benefits of the object Terminal</p> <p>Parameterisation of the object Terminal</p> <p>Cash Desk – Basic Parameterisation</p> <p>COP concepts</p> <p>Parameterisation of trailers, field rules, workflow etc.</p> <p>Cash Desk – Advanced Parameterisation</p> <p>World Money Direct (WMD)</p> <p>Synchronous print</p> <p>Twin Safe</p> <p>Concepts about Twin Safe</p> <p>Parameterisation overview</p> <p>Business Type Cashier Management (CMG)</p> <p>CMG concepts</p> <p>Parameterisation with / without a Twin Safe</p>
Duration	1 day
Education points	30
Avaloq Certified Specialist	This course is part of the specialisation in the area of competence: Accounting
Price	CHF 1'050.-

Setting up and Managing the Avaloq Asset Module (SMA)

Course description	<p>Are you in charge of modelling financial instruments? Would you like to know how to exploit the capabilities of the asset evaluation engine and the interest engine? Have you always wondered which market data are used by the asset evaluation or interest engine and how to feed them? If so, this course is meant for you.</p> <p>The Avaloq Banking System and most of its transactions are largely based on the asset object. A good understanding of the concepts around assets is therefore essential in order to have a core environment designed to the optimum.</p> <p>This 2-day course with a strong emphasis on concepts around assets is an add-on to the Avaloq Certified Professional course with the great aim of deploying expert knowledge and pointing out common pitfalls. During the course you will get advice from designated specialists.</p>
Objectives	<p>Provide the participants with a head start in the world of Avaloq assets. As a participant you will:</p> <ul style="list-style-type: none">- gain a new perspective on the asset and its central role- develop overall competence for feeding market data- expand capability of managing involved engines
Target audience	Consultants and bank internal specialists responsible for modelling financial instruments as well as setting up asset engines (asset evaluation, interest, asset flow projection)
Prerequisites	Before attending this course, participants must have attended Avaloq Certified Professional (ACP) course and have knowledge in modelling financial instruments
Course content	<p>Modelling of the asset object</p> <p>Available asset types</p> <p>Important asset master data fields</p> <p>Classifications</p> <p>Generic assets</p> <p>Objects related to asset (e.g. markets)</p> <p>Interest model</p> <p>Functionality overview</p> <p>Parametrisation, important code tables</p> <p>Market data</p> <p>Usage of market data</p> <p>Feeding of market data</p> <p>Asset evaluation engine</p> <p>Supported evaluation methods, types of assets which can be evaluated</p> <p>Required market data</p> <p>Asset flow projection</p> <p>Further topics</p> <p>Business Bus</p> <p>Usage of assets in a multi business unit environment</p>
Duration	2 days
Education points	60
Avaloq Certified Specialist	This course is part of the specialisation in the area of competence: Technology & Security
Price	CHF 2'100.-

Managing Forms and Parameterising Structured Extensions (SEF)

Course description	<p>This course gives insights into Avaloq Forms and Structured Extensions. After introduction to forms parameterisation, Avaloq Script and Data Dictionaries, security concepts around forms and usability, participants will be enabled to parameterise Avaloq Forms and Structured Extensions.</p> <p>Besides getting theoretical background participants will work on a hands-on project during the course. Thereby they will understand the parameterisation concept around Forms and Structured Extensions.</p>
Objectives	<p>At the end of the course, participant will:</p> <ul style="list-style-type: none">- know what Avaloq Forms and Structured Extensions are used for- know the source types being used- be capable to create their own form based on a business type- understand the concepts behind Structured Extensions- know how to implement security in Avaloq Forms
Target audience	Business analysts and consultants involved in parameterisation of Avaloq Forms and Extensions
Prerequisites	Before attending this course, participants must have attended Avaloq Certified Professional (ACP) course Rel. 2.5 (or prior version)
Course content	<p>Concept of Avaloq Forms Concept of sources Overview and usage of Avaloq Script and Data Dictionaries Concept of security Concept of usability within Avaloq Forms Concept of Structured Extensions Hands-on project – Creating forms for a front desk within a bank</p>
Duration	2 days
Education points	60
Avaloq Certified Specialist	<p>This course is part of the specialisation in the area of competence:</p> <ul style="list-style-type: none">AccountingCreditTechnology & SecurityPortfolio Management & Trading
Price	CHF 2'100.-

Limit System (LIS)

Course description	<p>The Avaloq Limit System is a position based (not deal based) hierarchical instrument that allows the bank to monitor limit utilisation for the various risk aspects (the views on market and credit risk e.g. counterparty-, country-, issuer-, settlement risk) and model concentration exposures over business and product structures. It provides tools for the setup and management of existing hierarchies, the propagation of hierarchy changes and includes auditing and approval functionality for changes in the limit parameters.</p> <p>It is a core part of the banks risk control system and the set up and correct parameterisation is of vital interest to the bank. Therefore the Avaloq Limit System course should be attended by the involved implementation partners and key users in the Risk Management and Risk Control departments with the necessary Avaloq involvement.</p>
Objectives	<p>The course gives a comprehensive introduction to the Avaloq Limit System and covers the correct setup and use of the module.</p> <p>Upon successful completion of this course every participant will know:</p> <ul style="list-style-type: none">- how to set up the limit system from a technical and business perspective- the modelling of hierarchy structures with the associated limits- the parameterisation of the relevant rules and tables
Target audience	<p>Parameterisation specialists with assignments in the banks limit and risksystem. Members of the banks credit or risk management department who are responsible for the limit management.</p>
Prerequisites	<p>Risk Management and Limit know-how is recommended.</p> <p>Before attending this course, participants must have attended the Avaloq Certified Professional (ACP) course.</p>
Course content	<p>Introduction to the Avaloq Limit System</p> <p>Modelling of business and product hierarchies for various risk aspects</p> <p>Easy hierarchy management with template functionality</p> <p>Set up of limits and associated filter</p> <p>Definition of limit calculation criteria</p> <p>Audit and Limit management functionality</p> <p>Parameterisation techniques for the modelling of new risk aspects and risk families</p> <p>Possible use cases in the bank</p> <p>Limit related APIs</p> <p>Generation of risk and limit related reports</p>
Duration	<p>2 days</p>
Education points	<p>60</p>
Avaloq Certified Specialist	<p>This course is part of the specialisation in the area of competence:</p> <p>Portfolio Management & Trading</p> <p>Credit</p>
Price	<p>CHF 2'100.-</p>

Avaloq Foundation (FOU)

Course description	<p>This course gives a broad overview of the Avaloq Banking System. It delivers indispensable insight for all those who will work with the banking system in the future.</p> <p>The theoretical parts provide background information that will allow the participants to understand the basic concepts of the Avaloq Banking System.</p> <p>During various exercises participants work with the graphical user interface and gain familiarity with the system and capability of working efficiently with the system.</p> <p>This course establishes the essential basis (and is mandatory) for all those who like to follow other courses from the Academy training programme.</p>
Objectives	<p>Upon successful completion of this course every participant will:</p> <ul style="list-style-type: none">- know the functional scope of the Avaloq Banking System- be familiar with the user interface- understand major concepts and the object model- be able to maintain the basic aspects of a client relationship- be able to run major transactions
Target audience	<p>Everybody who is interested in Avaloq (prospective Business Analysts, Key Users, Parameterisation Specialists, etc.)</p>
Prerequisites	<p>Basic IT knowledge, Basic banking knowledge</p>
Course content	<p>Capabilities and limitations of the Avaloq Banking System</p> <p>Infrastructure Requirements (concerning Third-Party-Systems)</p> <p>System Architecture (Overview Classic Client)</p> <p>GUI (know and understand the Graphical User Interface)</p> <p>Concept of the Avaloq Business Unit Model</p> <p>Business relevant examples (Business Clients & Business Transactions)</p> <p>Introduction to MESI-MEMI concepts</p> <p>Data Model and its objects</p> <p>Orders and their workflow</p> <p>Data Retrieval and Reports</p> <p>Collections</p>
Follow-up courses	<p>See education track for Avaloq Associate</p>
Duration	<p>2 day</p>
Education points	<p>60</p>
Price	<p>CHF 1'500.-</p>

Parameterisation Principles (PAP)

Course description	<p>The Parameterisation Overview course provides a broad insight around the concept of parameterisation and the different parameterisation possibilities in Avaloq.</p> <p>Through a hands-on approach the participants will be enabled to understand and judge the complexity of the parameterisation principles.</p> <p>The course is designed for all those who want to understand the parameterisation principles in Avaloq with the aim to better understand the work of parameterisers.</p> <p>This understanding makes the work easier within the different project team members involved in Avaloq project.</p>
Objectives	Participants will get the necessary knowledge to participate in or manage an Avaloq implementation / parameterisation project.
Target audience	Project leaders, Key Business Users, Business Analysts and Consultants involved in Avaloq parameterisation, configuration or migration projects
Prerequisites	Before attending this course, participants must have attended Avaloq Foundation (FOU) course.
Course content	System Overview Parameterisation Principles and Operating Rule Loader Concept Rule Parameterisation Avaloq Script Classes, Additions and Keys Report Writer Order Processing Structured Extensions and Forms Implementing Interfaces Access Security
Follow-up courses	See education track for Avaloq Associate and Avaloq Certified Specialist
Duration	5 days
Education points	150
Price	CHF 5'250.-

Working with Credit Functionality (CFW)

Course description	<p>The target of the Credit Functionality course is to enable participants to develop and enhance their technical skills that will permit them to carry out Credit Transactions with the Avaloq Banking System.</p> <p>Through a hands-on approach the course participants will learn to open and maintain the credit opening process as well as the use of credit application in different business cases. The course explores the entire array of actions required for a successful credit business. Further the credit specialist would be able to define together with his parameterisation specialist how the processes and functionality for credits have to be implemented and parameterised in the own bank house.</p> <p>This course is aimed especially for key business users and parameterisation specialists from banks which are in the Avaloq implementation process.</p>
Objectives	<p>Upon successful completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> - apply the credit functionality independent and completely - understand the implemented business processes and functionality in Avaloq for credits - participate in further workshops in the implementation project to: - define new or adapted bank processes - define parameterisation items for the credit facilities
Target audience	<p>Key Business Users Implementation Partners Employees of new Avaloq clients and prospects</p>
Prerequisites	<p>Before attending this course, participants must have attended Avaloq Foundation (FOU) course or have good familiarity with Avaloq Business knowledge in credits, loans, mortgages</p>
Course content	<p>Concepts for credit functionality Objects, transactions and applications Home financing / home financing proposition Credit application Practical work with: home Financing credit application lombard credit commercial credits syndicate Introduction into new interest engine: fixings interest change for variable mortgage, money market financing process Collateral allocation Different items: end of day reports</p>
Duration	3 days
Education points	90
Avaloq Certified Specialist	This course is part of the specialisation in the area of competence: Credit
Price	CHF 3'150.-

Avaloq Money Market Application (MMA)

Course description	<p>In release 2.6 Avaloq has implemented a new Money Market Application. The application is based on improvements of the functionality of the new interest engine.</p> <p>During the course participants will get an insight of the whole lifecycle of money market transactions – from the data entering through processing.</p> <p>Furthermore participants will practice different money market transactions which are based on the Avaloq Model Data Base (MDB).</p>
Objectives	<p>At the end of the course, participant will:</p> <ul style="list-style-type: none">- be able to process money market transactions- have an understanding of the interaction between the Money Market Application and the related Avaloq modules (e.g. interest engine, cash management, FX etc.)
Target audience	<p>This course addresses mainly persons from the money market area as traders, relationship managers and people from the back office and parameterisers related to money market.</p>
Prerequisites	<p>Before attending this course, participants must have attended Avaloq Foundation (FOU) course.</p>
Course content	<p>Introduction and overview of the New Money Market Application Automatic suggestion of interest-rates and mark-ups Modification of standing payment instructions during the life-time of a contract Modification of standing renewal instructions during the life-time of a contract Early termination of Money Market Time Deposits (Unwind) Support of Dual Currency Deposits (DCDs/DOCU) Self-management of Money Market Call Deposit rates Several exercises</p>
Duration	<p>1 day</p>
Education points	<p>30</p>
Avaloq Certified Specialist	<p>This course is part of the specialisation in the area of competence: Portfolio Management & Trading</p>
Price	<p>CHF 1'050.-</p>

Securities Lending and Borrowing (SLB)

Course description	<p>The rationale of the Securities Lending and Borrowing course is to enable participants to develop and enhance their technical skills that will permit them to carry out effective Securities Lending and Borrowing transactions with the Avaloq Banking System.</p> <p>Through a hands-on approach the course participants will learn how to enable business units to lend and borrow securities against the street-side while simultaneously allowing their customers to take part in the respective transactions. The course explores the entire array of actions required for a successful SLB activity, ranging from initial set-up, life-time maintenance and generation of arising commissions to eventual transaction closure. Business-type driven context actions, as the most user-friendly means for provision of relevant and up-to-date business information are explained in detail and supported with multiple exercises. Finally, we address and give examples of SLB interaction with Avaloq trading, corporate actions, settlement & booking modules.</p>
Objectives	<p>Upon successful completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> - set-up trades by deployment of relevant SLB business types: - open and maintain individual lending & borrowing agreements with their clients - initiate street-side-transactions followed by allocation of customer participations - display & book arising commission accruals, due to/from clients and counterparties - obtain specific and qualified information by browsing OrderBooks and Reports. <p>In particular the participant will learn how to benefit from:</p> <ul style="list-style-type: none"> Availability listings for securities, adequate for external counterparties Real-time overview of lendable positions
Target audience	Key Business Users, Implementation (Migration) Partners
Prerequisites	<p>Before attending this course, participants must have attended Avaloq Foundation (FOU) course or have good familiarity with the ABS</p> <p>Business knowledge in Securities Lending & Borrowing</p>
Course content	<p>Short overview of Securities Lending & Borrowing business</p> <p>SLB trading model within Avaloq</p> <p>Avaloq SLB-relevant business types</p> <p>Set-up of customised lending & borrowing agreements</p> <p>Opening, keeping up-to-date and closing of SLB trades</p> <p>Lifecycle & maintenance of SLB-Trades</p> <p>Increase or decrease (partial returns) of contracts</p> <p>Substitution of participating clients</p> <p>Information provisioning: SLB Reports & OrderBooks</p> <p>SLB integration with other Avaloq modules, i.e.:</p> <p>Stock Exchange</p> <p>Settlement</p>
Duration	2 days
Education points	60
Avaloq Certified Specialist	This course is part of the specialisation in the area of competence: Portfolio Management & Trading
Price	CHF 2'100.-

Repo Contract (REP)

Course description	<p>The rationale of the Repo Contract course (Repurchase Agreement) is to enable participants to develop and enhance their technical skills that will permit them to carry out effective Repo transactions with the Avaloq Banking System.</p> <p>Through a hands-on approach the course participants will learn how to enable business units to provide or take cash against the street-side while simultaneously receiving or delivering collateral to fulfil business requirements. The course explores the entire array of actions required for a successful OTC Repo activity, ranging from initial set-up, life-time maintenance and net-exposure evaluation (including Mark-to-Market operations).</p> <p>Business-type driven context actions, as the most user-friendly means for provision of relevant and up-to-date business information are explained in detail and supported with multiple exercises. Finally, we address and give examples of Repo interaction with Avaloq trading, collateral management, settlement & booking modules.</p>
Objectives	<p>Upon successful completion of this course, participants will be able to:</p> <ul style="list-style-type: none">- Open and maintain individual GMRA (Global Master Repurchase Agreement) with their clients- Trade OTC Repo contracts- Monitor net-exposure against counterparties- Mark-to-Market of outstanding Repo contracts- Obtain specific and qualified information by browsing order books and reports
Target audience	Key Business Users, Implementation (Migration) Partners
Prerequisites	Before attending this course, participants must have attended Avaloq Foundation (FOU). Furthermore we recommend attending course Collateral Management (CLM) and Securities Lending and Borrowing (SLB). Business knowledge in Repo is very helpful.
Course content	<p>Repo trading model within Avaloq</p> <p>Avaloq Repo-relevant business types</p> <ul style="list-style-type: none">- Set-up of customised GMRA- Opening, keeping up-to-date and closing of Repo trades- Net-Exposure evaluation and Mark-to-Market operations <p>Information provisioning: Repo reports and order books</p> <p>Repo integration with other Avaloq modules, i.e.</p> <ul style="list-style-type: none">- Settlement- Bookings and Balancing
Duration	2 days
Education points	60
Avaloq Certified Specialist	This course is part of the specialisation in the area of competence: Portfolio Management & Trading
Price	CHF 2'100.-

Working with the CRM Module (CRM)

Course description	<p>The target of the CRM (Customer Relationship Management) course is to enable participants to develop and enhance their technical skills that will permit them to act as Key Business User in the Avaloq CRM area. They will be able to use the full range of the new CRM functionality (for instance as Project Manager) and/or to parameterise the CRM Module.</p> <p>The course is divided into three modules: Contacts & Issues, Avaloq Desk Concept and Campaign Management. Each module consists of a business and parameterisation part. Apart from giving an overview of the existing functionality, the course focuses on the new features Issue masks, parameterisable Desks and enhancements of the Campaign Management.</p>
Objectives	<p>Upon successful completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> - apply the CRM features independent and completely - understand the implemented business processes and changed functionality in Avaloq CRM - parameterise the Avaloq CRM module in general and the new features in particular
Target audience	Key Business Users and Parameterisation specialists
Prerequisites	<p>Before attending this course, participants must have attended Avaloq Foundation (FOU) course.</p> <p>For an efficient training, Avaloq recommends reading the following guides as a preparation for the course. Those documentations are published in the Avaloq Community:</p> <p>Avaloq CRM – User Guide (ID: 1181) Campaign Management – Business User Guide (ID: 1772) Avaloq Desk Concept – Business User Guide (ID: 2015)</p>
Course content	<p>Contacts & Issues</p> <p>Basics Contact and Issue Management</p> <p>New CRM issue masks basing on the new "form scenario" concept</p> <p>Exception reporting engine</p> <p>Contact and issue parameterisation</p> <p>Avaloq Desk concept</p> <p>Working with the CRM Desk</p> <p>CRM Desk – CRM tabs</p> <p>CRM Desk – task application tabs</p> <p>Desk parameterisation</p> <p>Campaign Management</p> <p>Campaign lead list in general</p> <p>Import of external campaign lead list</p> <p>Campaign definition</p> <p>Campaign run</p> <p>Campaign parameterisation</p>
Duration	1 day
Education points	30
Price	CHF 1'050.-

Introduction to Avaloq Portfolio Management (PFM)

Course description	<p>The Portfolio Management Course imparts the knowledge about how centralised and de-centralised portfolio management for retail, private banking and institutional banking clients is done with the Avaloq Banking System.</p> <p>Enhanced by several demonstration and hands-on examples the course participants will learn how to set up, maintain and monitor investment strategies of a client's portfolio.</p> <p>The course participants will get to know all objects concerning the portfolio management in Avaloq including the objects Asset Allocation, Model Portfolio, Benchmark, Index, Restrictions and Investment Policy Statement. Moreover the course provides a detailed overview about the rebalance process and the restriction evaluation. Finally the performance measurement will be addressed.</p>
Objectives	<p>Upon successful completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> - understand the modelling of the entire portfolio management process in Avaloq - setup and maintain all Portfolio Management Objects - use the Rebalancer functionality - setup, maintain and evaluate Restrictions - understand the calculation and analyse the Investment Performance figures
Target audience	Portfolio managers, back office employees and key business users working with the Avaloq Banking System 2.6 or higher version
Prerequisites	<p>Before attending this course, participants must have attended Avaloq Foundation (FOU) course.</p> <p>Additionally, we recommend that participants are acquainted with the portfolio management principles.</p>
Course content	<p>Modelling process of Portfolio Management</p> <p>Restriction evaluation</p> <p>Up to 7 Restriction types to model any kind of restrictions</p> <p>Pre-deal evaluation (before each transaction)</p> <p>Ex-post evaluation (ex. during night)</p> <p>Rebalancer</p> <p>Realignment of client portfolios</p> <p>Switching positions</p> <p>Reducing/Increasing of holdings</p> <p>Currency hedging</p> <p>Investment Performance</p> <p>Calculating and Analysing of Performance Figures</p> <p>Performance Appraisal</p> <p>Performance Attribution</p> <p>Objects in Portfolio Management</p> <p>Asset Allocation</p> <p>Model Portfolio</p> <p>Investment Policy Statement</p>
Duration	2 days
Education points	60
Avaloq Certified Specialist	This course is part of the specialisation in the area of competence: Portfolio Management & Trading
Price	CHF 2'100.-

Processing Corporate Actions (CAP)

Course description	This course is an introduction for back office employees who are interested to know how corporate actions can be processed efficiently with the Avaloq module Securities Events. The whole process chain of voluntary and mandatory corporate actions is shown and trained with practical exercises. Participants learn how to use the triggering position list as central working tool for Securities Events. The course makes clear how to deal with differences or position updates and which statuses can occur. In addition the course shows the reports and order books which help to organize the daily work.
Objectives	Upon successful completion of this course every participant will be able to process Corporate Actions efficiently and correctly.
Target audience	Back office employees working in the area of Corporate Actions
Prerequisites	Before attending this course, participants must have attended Avaloq Foundation (FOU) course.
Course content	<ul style="list-style-type: none"> Entitlements (dividends, interest payments) Generation of Securities Events Selection methods Usage of the subwindows Workflow Fixing exchange rates Work with the triggering position list Bookings, Reversals, Rectifications How to modify orders Voluntary Corporate Actions Decision entries How to inform client advisors SWIFT Editing Notifications and Advices Custodian positions Billing decisions Handling of differences Propagation of cost Cost prices Reports and order books
Follow-up courses	Dealing with complex Corporate Actions (CAC)
Duration	2 days
Education points	60
Avaloq Certified Specialist	This course is part of the specialisation in the area of competence: Portfolio Management & Trading
Price	CHF 2'100.-

Dealing with complex Corporate Actions (CAC)

Course description	<p>This course is aimed to corporate actions staff who already have experience with the Avaloq SECEVT-module. During the course, participants will get an insight to elements of the module that are usually used by specialists in this field.</p> <p>The course explains how complex corporate actions can be processed within Avaloq. Participants will learn which fields on assets, business partners or containers have influence on SECEVT's. Topics around taxes are explained as well as what has to be done to generate correct costs within Corporate Actions.</p> <p>Furthermore STP (straight through processing) with tools such as the Avaloq business bus, SWIFT MT56n and tasks for automatic generation of SECEVT's will also be discussed. Users are welcome to bring their own examples that have caused problems or where the efficient processing is not clear.</p>
Objectives	Upon successful completion of this course, every participant will be able to treat complex Corporate Actions efficiently and correctly.
Target audience	Specialists in the field of Corporate Actions
Prerequisites	Before attending this course, participants must have attended course Processing Corporate Actions (CAP)
Course content	<p>Complex Corporate Actions SWIFT 56n, Task 890, Business Bus Cost propagation / Cost aggregation Cost price adjustments Taxes (EUSD, QI, Withholding Taxes, Swiss Stamp tax, IUP) Order books, reports, work-items Generation of SECEVT orders Working with multi business units</p>
Duration	1 day
Education points	30
Avaloq Certified Specialist	This course is part of the specialisation in the area of competence: Portfolio Management & Trading
Price	CHF 1'050.-

Efficient Cash Reconciliation (REC)

Course description	<p>This course covers the business part of the cash reconciliation in Avaloq. Business users who start working with Avaloq or (future) parameterisation specialists who like to focus on reconciliation will learn the basics about cash reconciliation and booking schemes in Avaloq.</p> <p>General business knowledge is introduced where necessary and the functionality of Avaloq are explained and demonstrated. A short technical part will deepen the know-how.</p> <p>Exercises on cash reconciliation for foreign cash correspondents and central clearing institutions (here, SIC) will enable the course participant to work efficiently with Avaloq.</p>
Objectives	<p>Upon successful completion of this course every participant will:</p> <ul style="list-style-type: none">- understand the main concepts of Cash Reconciliation in Avaloq- be familiar with booking schemes and interim accounts- be able to work with lots and items
Target audience	Business users, future business super users who are new to Avaloq and future parameterisation specialists
Prerequisites	Before attending this course, participants must have attended Avaloq Foundation (FOU) course.
Course content	<p>Business background of cash reconciliation</p> <p>Accounts, account types and booking schemes in Avaloq</p> <p>Technical aspects of cash reconciliation (lots, items)</p> <p>Business functionality in Avaloq</p>
Duration	1 day
Education points	30
Avaloq Certified Specialist	This course is part of the specialisation in the area of competence: Accounting
Price	CHF 1'050.-

Foreign Exchange Management (FXM)

Course description	<p>This course provides expert knowledge of the Avaloq Foreign Exchange Functionality for Release 2.7 from a business point of view. It will enable parameterisation specialists, key business users and business consultants to take full advantage of the business functionality by using Avaloq parameterisation concepts set up on the Avaloq Model Bank and adapting them to the bank's needs.</p> <p>The course offers a wide insight of the most relevant functionality and links to interfaces to other relevant areas (Settlement, Market Data) that are fundamental for the understanding of the system covering whole lifecycle of Foreign Exchange trades.</p> <p>Together with the Avaloq documentation, it will provide the skills needed by Avaloq Certified Professionals for a successful parameterisation and understanding of the Foreign Exchange Functionality.</p> <p>This course will not cover any OTC Option related questions or issues.</p>
Objectives	<p>Upon successful completion of this course every participant will:</p> <ul style="list-style-type: none"> - have an understanding of the Avaloq concepts within the Foreign Exchange Area - be able to process and analyse foreign exchange transactions - know best practices
Target audience	Parameterisation specialists, Key Business Users and Business Consultants working in the Foreign Exchange Area
Prerequisites	<p>Basic Knowledge of the Foreign Exchange Market Place.</p> <p>Before attending this course, participants must have attended Avaloq Foundation (FOU) course and / or have equivalent practical experience with Avaloq.</p>
Course content	<p>Foreign Exchange Management Functions</p> <ul style="list-style-type: none"> - Functional Overview - Trade capture <p>Exchange Rate Window</p> <ul style="list-style-type: none"> - Loading Exchange Rates - Exchange Rate Conventions <p>Important Tables and Rules</p> <ul style="list-style-type: none"> - Market Data Tables - Exchange Rate Rule Table <p>Position Management</p> <ul style="list-style-type: none"> - Position Management (Currency Pairs, Reference Currency) - Spot and Forward Position <p>Accounting</p> <ul style="list-style-type: none"> - Booking of Spot Transaction - Booking of Forward Transaction <p>Market Data</p> <ul style="list-style-type: none"> - Exchange Rate Feed – Upload Concept
Duration	1 day
Education points	30
Avaloq Certified Specialist	This course is part of the specialisation in the area of competence: Portfolio Management & Trading
Price	CHF 1'050.-

Stock Exchange (STX)

Course description	<p>This course is directed towards client relationship managers, securities trader, as well as back office employees.</p> <p>The Stock Exchange course deals with all the different business cases such as manual or automatic stock exchange order entry, manual or automatic order transmission to an electronic exchange or broker and subsequent manual or automatic booking and settlement. The course imparts knowledge over the different transaction processes (workflow), the single process steps are monitored using dedicated order books.</p> <p>Topics such as derivative trading, trading interfaces (SWIFT / FIX) and straight through processing will be illustrated and explained</p>
Objectives	Upon successful completion of this course every participant will know how to describe the Stock Exchange module of the model bank for business users.
Target audience	Client relationship managers, Portfolio managers, Back office employees, Securities trader
Prerequisites	Before attending this course, participants must have attended Avaloq Foundation (FOU) course and have advanced knowledge in securities trading
Course content	<p>One-to-one Execution, One-to-Many Execution</p> <p>Some basic concepts</p> <p>Workflows</p> <p>Rectify and Reversal</p> <p>Billing Groups, Partial Execution and Reduction</p> <p>Trading Order Books, Reporting and Advices</p> <p>Forward Pooling</p> <p>Some basic concepts</p> <p>Rectify and Reversal in pooling structures</p> <p>Cost Propagation</p> <p>Backward Pooling (allocation process)</p> <p>Money Driven Trading</p> <p>Warehousing</p> <p>Options, Futures and Strategies</p> <p>Risk and Risk Coverage</p> <p>Variation Margin</p> <p>Margining Methods and Concepts</p> <p>Setting Margin Methods in Avaloq</p> <p>Collateral Engine</p> <p>Delta to Rel 2.5</p> <p>Option & Futures Trading (whole 3rd day)</p> <p>New Default Stock Exchange Order Entry GUI</p> <p>Adaptation of Stock Exchange Workflow</p> <p>Market Trade Currency vs. Billing Trade Currency</p>
Duration	3 days
Education points	90
Avaloq Certified Specialist	This course is part of the specialisation in the area of competence: Portfolio Management & Trading
Price	CHF 3'150.-

Avaloq Introduction for IT Auditors / Security Officers (RVE)

Course description	<p>The Avaloq Banking System is a product that incorporates the entire banking sector. The system provides the tools required for the individual realisation of current and futures market services for retail, commercial, private and universal banks. Avaloq works with standards, uses state-of-the-art technologies and offers open interfaces for networked banking. However, Avaloq is also highly parameterisable, meaning that each Avaloq implementation must be viewed as an individual piece of software.</p> <p>Avaloq is very complex, which makes an effective review difficult and time-consuming. This compact course offers IT auditors and security officers the opportunity to gain an overview of the main functions as well as detailed knowledge of parameterisation in individually selected key topics such as security and workflow.</p> <p>The presentations and practical exercises are supplemented by a field report from IT auditors who have used the Avaloq system.</p>
Objectives	<p>Upon successful completion of this course, participants will have:</p> <ul style="list-style-type: none"> - basic knowledge of the functions, technologies and parameterisation possibilities of Avaloq as well as specialist knowledge in, among others, the following areas: security, workflow and order validation.
Target audience	<p>This course is aimed at internal and external IT auditors and security officers with a good understanding of banking and IT processes who will be auditing Avaloq systems. It will help them gain their first practical experience with the system.</p>
Prerequisites	<p>none</p>
Course content	<p>Avaloq Foundation Parametrisierung Overview Release Management Rule Loader Workflow Order Validation Security Accounting Cost & Fees Auditing</p>
Follow-up courses	<p>Report Creation for Auditors / Security Officers (RVR)</p>
Duration	<p>5 Tage</p>
Education points	<p>150</p>
Avaloq Certified Specialist	<p>This course is part of the specialisation in the area of competence: Technology & Security</p>
Price	<p>CHF 4'500.- for ISACA-Members (all others plus CHF 200.-)</p>

Generating Reports for Auditors / Security Officers (RVR)

Course description	<p>The Avaloq platform is already used by numerous banks. Operating the platform securely and monitoring it effectively is not easy, and it is also difficult for IT auditors to carry out checks efficiently. Such tasks thus require solid specialist knowledge. In this context, the efficient collection, evaluation and presentation of relevant information is of the utmost importance.</p> <p>In our Avaloq introductory course (RVE), participants gained an overview of Avaloq's main functions as well as detailed knowledge of parameterisation in selected key topics such as security and workflow.</p> <p>Our second Avaloq course (RVR) builds on this specialist knowledge and the practical experience gained. Participants are trained how to collect information relevant to auditing (authorisations, possibilities for access to objects or manual interventions to booking procedures) and how to compile meaningful evidence from this. In doing so the course helps the participants improve their capacity to use the system.</p>
Objectives	<p>Upon successful completion of this course, participants will be able to:</p> <ul style="list-style-type: none">- compile simple reports from the entire Avaloq platform on their own and monitor the parameterisation of complex reports
Target audience	<p>The course is aimed at all persons who are responsible for the monitoring and reviewing of processes, IKS and security at companies which use Avaloq as their central banking system and thus have to create Avaloq evaluations.</p> <p>This course is particularly suitable for internal and external security specialists, persons responsible for IKS or compliance and IT auditors with a good understanding of banking and IT processes.</p>
Prerequisites	<p>Before attending this course, we recommend that you attend the Avaloq introductory course for IT auditors / security officers (RVE)</p>
Course content	<p>"Avaloq Script" script language Avaloq Data Dictionary and identifying information in the Avaloq Data Dictionary Creation of simple Avaloq scripts using information from the Avaloq Data Dictionary Understanding complex scripts (aim: to be able to commission an expert in this regard) Order validation with Avaloq Script as a component of the IKS Report concept (Report Writer) in Avaloq Report data mart language for preparation of information for reports Different ways of structuring and organising information in Avaloq in order to parameterise meaningful evidence and user-friendly interactive evaluations Practice creating reports using examples relevant to auditing Regulatory requirements for evidence (proof) to be used, for example, for auditing</p>
Duration	<p>5 Tage</p>
Education points	<p>90</p>
Avaloq Certified Specialist	<p>This course is part of the specialisation in the area of competence: Technology & Security</p>
Price	<p>CHF 2'850.- for ISACA-Members (all others plus CHF 200.-)</p>

Functional Tester (FTD)

Course description	<p>This course enables participants to execute system tests (end user test from the user interface) and to design test cases according to Avaloq best practices.</p> <p>After the course the participant know how to use the Avaloq system from the bank officer's perspective and to design test cases accordingly.</p>
Objectives	Basic knowledge to start working in an Avaloq testing project (environment)
Target audience	Future Avaloq system testers and test designers
Prerequisites	Basic knowledge in PC (Windows), Software Engineering, SQL, SQL Tools and Testing
Course content	<p>Avaloq Foundation Course</p> <p>Major functions of the Avaloq Banking System</p> <p>User interface</p> <p>Major concepts and the object model</p> <p>Basic aspects of a client relationship</p> <p>Major transactions</p> <p>Custodians and Correspondent Banks</p> <p>Overview of Financial Instruments</p> <p>Avaloq functional tester</p> <p>Standard concepts and terms of testing (in accordance to ISTQB)</p> <p>Test case theory</p> <p>Client static Data</p> <p>Avaloq functional areas and related order types</p> <p>Execution of test cases</p> <p>Issue reporting methodology and process</p> <p>Avaloq test case designer</p> <p>Decision Table</p> <p>Status diagrams</p> <p>Process coverage</p> <p>Parameter coverage</p> <p>Test case notation</p> <p>Development of logical test cases using state diagrams</p>
Duration	6 days
Education points	180
Price	CHF 10'500.-

Test Manager (TEM)

Course description	<p>This course enables participants to work as a test manager according to Avaloq best practices.</p> <p>Each course module can be attended individually. If booked as corporate training the course modules can be shortened or adapted to the customer's needs.</p>
Objectives	Basic knowledge to start working as a test manager in an Avaloq testing project
Target audience	Future Avaloq test manager
Prerequisites	Basic knowledge in: PC (Windows), software engineering, SQL, SQL tools and testing
Course content	<p>Foundation Test Processes & Methods</p> <ul style="list-style-type: none">-General knowledge about test management-Test strategy and phases-Set-up of a test organisation-Test planning-Test execution-Test analysis-Risks during testing-Test politics <p>Avaloq Test Processes & Methods</p> <ul style="list-style-type: none">-Avaloq-specific processes and methods <p>Tracking & Reporting of Test Results</p> <ul style="list-style-type: none">-Test monitoring-Tracking-Reporting <p>Administration of a Test Environment</p> <ul style="list-style-type: none">-Prerequisites of a test environment (hardware and software, authority, availability, security, access rights)-Connection to peripheral systems (set-up, preparation, operational concept)-Set-up and operation of a test environment (set-up, preparation, maintenance, back-ups, operational concept) <p>Exam</p>
Duration	5 days
Education points	150
Price	CHF 5'250.-

Deployment Introduction (DPI)

Course description	<p>This course enables participants to understand the most important concepts around Avaloq release, configuration and installation management.</p> <p>This course is recommended to any customer starting with an implementation or upgrade project, or running daily live release management operations.</p> <p>If booked as corporate training the course modules can be shortened or adapted to the customer's needs.</p>
Objectives	<p>After this course participants will have the basic knowledge to start working in an Avaloq upgrade project and to perform daily release management business operations</p>
Target audience	<p>Future Avaloq Release Manager, Upgrade Project Manager</p>
Prerequisites	<p>PC knowledge (Windows), Avaloq ice usage: basic knowledge, SQL, SQL Tools: knowledge</p>
Course content	<p>Deployment Principles</p> <ul style="list-style-type: none">-Function and principles of Avaloq release management-Types and purposes of Avaloq deliveries-Elements and content of a delivery-Methods of delivery-Avaloq release management planning and roll out-Incident lifecycle @ Avaloq-Delivery of production versus project issues-Issues priorities-Entering and filtering issues (production, project)-Critical known issues <p>Avaloq Installation Management</p> <ul style="list-style-type: none">-Database set-up and guidelines-Database purposes-Cloning view-Change propagation view-Access view-Installation documentation-Installation preparation and sequence-Installation Avaloq UNIX-Migration preconditions-Oracle upgrade <p>Avaloq ice Enabling for Release Management</p> <ul style="list-style-type: none">-Avaloq ice features and concepts-Entity structure in Avaloq ice (component, component version, change, source, source version, source overriding, release & releasebox)-Avaloq ice client basics (login, query expressions, MISC scripts)-Avaloq Best Practices with Avaloq ice for release management (change integration lifecycle, release management procedure, maintenance of customer parameterisation in production, maintenance release boxes, release manager role...)
Duration	<p>2.5 days</p>
Education points	<p>75</p>
Price	<p>CHF 2'625.-</p>

Deployment Advanced (DPA)

Course description	<p>This course proposes a set of technical demonstrations, exercises and practices based on the most common use cases that are encountered during an implementation or upgrade project or while running daily release management business operations.</p> <p>If booked as corporate training the course modules can be shortened or adapted to the customer's needs.</p>
Objectives	<p>After this course participants will have the technical knowledge to start working in an Avaloq upgrade project and to take over all the technical and organisational activities required to perform a release upgrade or a service/fix pack installation</p>
Target audience	<p>Avaloq Release Manager, Database Administrator, Upgrade Project Manager</p>
Prerequisites	<p>PC knowledge (Windows) UNIX: knowledge, Oracle: knowledge SQL, SQL Tools: knowledge Avaloq deployment backgrounds are known (through Deployment Foundation Course or equivalent knowledge) Recommendation: Attendees are Avaloq Certified Professionals</p>
Course content	<p>Avaloq Release Upgrade</p> <ul style="list-style-type: none">-Planning a release upgrade project: Avaloq Best Practice upgrade framework, upgrade milestones, critical upgrade factors-Setting up the infrastructure: review and fulfil the technical requirements, setting up an adequate databases landscape, preparing the migration database...-Reviewing the processes: preparing an adequate build management process, adapting the release management processes-Performing migration tests: preparing the installation, fulfilling the migration pre-conditions, setting up UNIX, upgrading Oracle, upgrading the Avaloq code upgrade-Importing and cloning database-All technical demonstrations within this course are performed as step-by-step practice sessions performed on Avaloq test databases
Duration	<p>1 day</p>
Education points	<p>30</p>
Price	<p>CHF 1'050.-</p>

Academy

General Terms and Conditions

Introduction

Avaloq Evolution AG, Allmendstrasse 140, CH-8041 Zurich ("AVALOQ"), offers training in connection with the "Avaloq Banking System" ("PRODUCT") through the Avaloq Academy. These General Terms and Conditions of the Avaloq Academy ("GTC") shall govern the range of, and arrangements for, the courses and certifications offered by AVALOQ in connection with the PRODUCT from 1 May 2009.

AVALOQ may unilaterally amend or replace these GTC at any time.

The currently valid version of the GTC is published on the website www.avaloq.com.

By registering for a course and/or certification, the registrant and participant declare themselves in agreement with, bound and obligated by the currently valid version of the GTC and additional rules that are in application, with regard to their rights and obligations connected with the course and/or certification.

Offering and Execution

The current course programme is published on the website www.avaloq.com and may be adjusted or changed by AVALOQ at any time. AVALOQ reserves the right to adjust or change the programme at any time or to not offer individual courses and/or certifications.

Registration

Registrations for courses and/or certifications are generally accepted via websites designated by AVALOQ, e.g. www.avaloq.com. However, there shall be no entitlement to participation and AVALOQ and/or the respective provider reserves the right not to recognize registrations.

AVALOQ Certification

The courses offered in connection with the PRODUCT may entail exams which, when passed, shall result in the certification of the course participant.

AVALOQ shall decide the content of the certification exams, the examination criteria and whether or not a participant has passed a certification exam. Charges are levied for all certifications.

A certificate shall be valid for two years following the date of issue. The holder of a certificate shall him or herself be responsible for its renewal and shall not be explicitly advised by AVALOQ of the expiration of validity.

The result of the exam (passed/not passed) shall be reported to the participant and the registering legal entity or individual.

The further applicable rules for certification are published at www.avaloq.com and/or on the website of the relevant provider.

General Code of Conduct

The participant shall be obliged to use any infrastructure provided to him or her (training rooms, IT resources, etc.) exclusively in accordance with the applicable regulations.

In particular, the participant shall not be permitted to install programs, files, etc., on the IT resources provided, or to delete, change, copy or modify in any way programs, files, etc. that are installed on the IT resources provided, or to connect own devices (computer, memory sticks, etc.) to the IT resources provided.

In the event of a violation of the abovementioned obligations or other misconduct, the participant may be excluded from training without reimbursement of fees. If the infrastructure is damaged through the fault of the participant, all costs for repair or replacement shall be charged to the participant at fault. In addition, AVALOQ expressly reserves the right to claim additional damages.

AVALOQ may enact additional regulations and/or rules in connection with the provision of training.

Avaloq Academy Internet Platform

Each participant who registers for a course shall be required to first open a customer account in his or her name on the Avaloq Academy Internet platform. Upon registering, a personal, non-transferable password shall be assigned to the participant. The information in this account shall be managed by the person him or herself before, during and after the course.

The participant's employer shall also receive access and the right to manage the employee's information, and the participant hereby expressly consents to this arrangement. In addition, AVALOQ shall be entitled to inform third parties of whether a specific individual has a certification, and if so, which certification he or she has and how long it is valid.

Fees

Fees shall be payable for the services provided by the Avaloq Academy.

The currently valid price list is published at www.avaloq.com and/or on the website of the relevant provider. The right to alter prices at any time shall be reserved. All published prices exclude statutory value-added tax and other charges.

By registering, the individual or legal entity completing the registration accepts the prices that are applicable according to the current price list.

The prices shall be paid in full upon confirmation of registration by AVALOQ.

Cancellations and Re-bookings

Registration is binding. If the participant is unable to attend, he or she may cancel his or her registration (by e-mail) up to 31 days before the course begins and re-book the course at no charge. For a cancellation occurring after this deadline, the following course fees shall be paid:

- 30-15 days prior to the start of the course – 10% of the course's cost
 - 14-4 days prior to the start of the course – 60% of the course's cost
 - within 3 days prior to the start of the course – 100% of the course's cost
 - For non-attendance – 100% of the course's cost
- Instead of cancelling, the registered participant shall also have the option of designating a substitute participant before the course begins.

If a course is cancelled by AVALOQ, any payments already made for it shall be reimbursed without interest.

If a scheduled course cannot be run by AVALOQ or the respective provider due to force majeure (e.g. accident or illness of a course instructor, etc.), a replacement course shall be offered which the participant shall attend. In such cases, the participant shall not receive any reimbursements, etc.

Usage Rights

The documentation and other materials provided to a participant in the Avaloq Academy are non-binding illustrative material and may be used only by the participant. The productive use or use for productive purposes of the documentation and other materials provided shall be prohibited.

Copying, utilising and/or recycling the materials shall only be permitted with prior written approval of AVALOQ. AVALOQ reserves all rights (in particular copyright, trademark, etc.). In particular, no usage rights to the PRODUCT shall be granted or transferred.

Data Protection

For the provision of services under these GTC, AVALOQ shall process the personal data of registering individuals and legal entities and participants in courses and/or certifications ("CUSTOMER DATA"). These CUSTOMER DATA shall be processed for the following purposes:

- for the provision of services, in particular giving courses and/or certifications and invoicing;
- for administrative purposes;
- to allow the employer of an individual to access and update specific specialist areas;
- to provide information to third parties about certifications;
- to inform registered individuals, legal entities and participants about products and services from AVALOQ and/or associated companies (e.g. new training offer, etc.).

If necessary, CUSTOMER DATA may be processed outside of Switzerland and made accessible to companies associated with AVALOQ, employers of certified individuals and third parties inside and outside of Switzerland.

Due Diligence

AVALOQ shall provide all services under these GTC as a mandate in accordance with Art. 394 et seq of the Swiss Code of Obligations (OR).

Exclusion of Liability

To the fullest extent permissible by law, AVALOQ (including its agents) shall expressly disclaim liability for direct or indirect damage.

Transfer of rights and obligations

AVALOQ shall be entitled to transfer the rights and obligations arising from these GTC to third parties, either individually or in their entirety.

Performance by third parties

AVALOQ shall be entitled to transfer the performance of services under these GTC, either entirely or in part, to third parties as subcontractors. In this case, AVALOQ shall bear the same responsibility for services provided by third parties as for its own services.

Offsetting

The offsetting of payments owed under these GTC with any claims against AVALOQ shall not be permitted.

Invalidity

If any provision of these GTC should be invalid or be declared invalid, the enforceability of the other provisions shall not be affected thereby. The invalid or ineffective provisions shall be replaced by other provisions that are valid as to their form and contents and that come as close as possible to the purpose and intentions of the invalid or ineffective provisions.

On the basis of these GTC, no rights shall be granted other than those explicitly listed in these GTC. In particular, no rights (intellectual property rights such as copyright, trademark, etc.) to the PRODUCT shall be transferred to the registrant and/or participant.

Applicable law and place of jurisdiction

The form, content and interpretation of these GTC shall be governed exclusively by substantive Swiss law. The United Nations Convention on Contracts for the International Sale of Goods of 11 April 1980 shall not apply. Zurich 1 shall be the exclusive place of jurisdiction.

