JOB-SPECIFIC LEARNING JOURNEY

JUNIOR MARKET PARTICIPANT *– BACK OFFICE*

Learning journey: ***"Junior Market Participant – Back Office"***

To master job-relevant technical knowledge, for juniors in a support function that have been employed by a Market Participant, the Learning Journey "***Junior Market Participant – Back Office***" provides an effective training solution.

- Total duration of this programme: **<u>40</u>** hours.

Series of learning journeys for ***"Market Participants"***

ENTRIMA has developed and maintains a wide variety of learning journeys, some of which are topic-specific, while others are job-specific. In light of job-specific learning journeys, amongst others, there have been developed and are maintained nine (9) journeys for Market Participants. The expeditions reflect three functions (business, control, and support functions) and three upward levels (junior, medior, and senior – i.e. basic, intermediary, and advanced):

1. Learning Journey "***Junior Market Participant – Front Office***"
2. Learning Journey "***Medior Market Participant – Front Office***"
3. Learning Journey "***Senior Market Participant – Front Office***"
4. Learning Journey "***Junior Market Participant – Middle Office***"
5. Learning Journey "***Medior Market Participant – Middle Office***"
6. Learning Journey "***Senior Market Participant – Middle Office***"
7. Learning Journey "***Junior Market Participant – Back Office***"
8. Learning Journey "***Medior Market Participant – Back Office***"
9. Learning Journey "***Senior Market Participant – Back Office***"

This 1-year learning journey can be started any day throughout the year.

MARKET PARTICIPANTS

BACK OFFICE

Professionals in support functions have to assist the business. They handle framework agreements, operational processes, administrative processes and financials. They need to master the operations, while understanding the business, its commitments and its controls. Training should exceed processes. Mastering knowledge re the supply chain is key, as much as about markets, contracts, and valuation.

	Support functions			
Function *(Job title)*	**Back office**	**ICT**	**HR + L&D**	**Other**
Tasks *(Role & responsibility)*	➢ Business control ➢ Scheduling ➢ Manage counterparty (risk) ➢ Effectuate KYC procedures ➢ Ensuring contractual obligations are met ➢ Deal confirmation ➢ Clearing ➢ Collateralisation & margining ➢ Financial control ➢ Settlement ➢ Invoicing & payments	➢ Support the trading systems ➢ Guarantee market connectivity ➢ Assure uptime of mission critical business processes ➢ Perform data management ➢ Data reporting ➢ Algorithmic trading support ➢ Assure governance	➢ Selection ➢ Assessment ➢ Recruitment ➢ Performance management ➢ Re-allocation ➢ Support career switches ➢ Renumerations ➢ Learning & development (L&D)	Tbd
Functional requirements Knowledge & Abilities – *(Operational necessity and/or functional desirable)*	➢ Understand the business, controls & operations ➢ Master the commodity/energy supply chain ➢ Grasp the trade process ➢ Learn pricing & valuation ➢ Conquer product knowledge ➢ Overcome nomination ➢ Understand allocation & reconciliation ➢ Control market Ops + related concepts, processes & terminology	➢ Understand the business, controls & operations ➢ Master the commodity/energy supply chain ➢ Grasp the trade process ➢ Learn pricing & valuation ➢ Conquer product knowledge ➢ Overcome nomination ➢ Understand allocation & reconciliation ➢ Control market Ops + related concepts, processes & terminology	➢ Understand the business ➢ Understand the control functions and support functions ➢ Familiarise with the commodity/energy supply chain ➢ Grasp the trade process ➢ Have some understanding of markets & trading, plus the related operations, concepts, processes & terminology	Tbd
Regulatory requirement *(Market abuse regulations)*	➢ Understand how to handle inside information ➢ Data reporting	➢ The publication of inside info ➢ Data reporting bligation	➢ N/a	Tbd

Getting individuals and teams to the required minimum knowledge level and the needed competencies is achieved by the following learning journey for juniors at the back office:

1. INSTRUCTOR-LED WORKSHOP:
"*Fundamentals of Markets & Trading*"

Learning-by-interacting

Learners attend an online 1-day public workshop (hence, open for subscription by any person, from any organisation).

ENTRIMA offers 3 occasions throught the year to follow this workshop. Hence, there are three cohorts:

- **FEBRUARY** cohort - 1st Monday of February
- **JUNE** cohort - 1st Monday of June
- **OCTOBER** cohort - 1st Monday of October

2. ONLINE PLATFORM – SELF-STUDY

Learning-by-listening-&-watching

Learners perform self-study at ENTRIMA's platform and follow the courses listed below. Learners take related exams*) to be certified*):

- Market participants
- Trading & risk management systems
- Weather risk
- Climate change & energy policy
- Attribute certificates
- Futures, forward & other derivatives – Introduction
- Market analysis
- Commodity indices & price-indexation
- Price volatility
- Bilateral deals & OTC Markets
- Exchange trading
- Clearing
- Netting
- Margining
- Settlement
- Finance- Accounting
- Introduction to financial crime

- Money laundering
- Terrorist financing
- Bribery
- Financial fraud
- Tax fraud
- Employee fraud

- General introduction to market abuse
- Inside information

+ Annually recurring:
- (Stand-alone) Market abuse exam – Annual exam

Learning-by-doing

Learners perform self-study and run the simulations listed hereafter. They take related exams*) to be certified*):

- Training Cluster
  "***Fundamentals of Markets & Trading***":
  - Market analysis
  - Screen-based trading
  - Financial performance
  - Investing & proprietary trading
  - Margin requirements
  - Exposure assessment
  - Value at risk
  - Forward curve
  - Futures – At position level
  - Futures – At portfolio level
  - OTC trading – Screen-based brokering
  - OTC trading – Quote request
  - Liquidity – Central orderbook & market depth
  - Central order book – Order initiation

*) *Each individual course and each individual simulationh includes an exam. Passing will lead to instant certification, whereby the digital certifciate can be downloaded on the spot, ready for upload in the corporate files of the employer. Failure allow for re-taking the exam, as multiple attempts are allowed.*
At the end of the entire learning journey a final exam can be taken. Failure allow for re-taking the exam 3 times, leaving 4 attempts in total.

OPTIONAL*)

3. STUDY BOOKS

"*Commodity & Energy Markets*"

"*Commodity & Energy Trading*"
"*Freight*"
"*Clearing & Settlement*"

Learning-by-reading

Learners develop their knowledge in various ways; reading one thereof. Books also serve as reference material.

*) *Additional building block that is not included in the standard learning journey but requires a separate order.*