

JOB-SPECIFIC LEARNING JOURNEY
MEDIOR MARKET PARTICIPANT
– BACK OFFICE

ENTRIMA

Learning journey: "Medior Market Participant – Back Office"

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

- Total duration of this programme: **80** 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 ➤ Renumerationes ➤ 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 obligation	➤ 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 mediors at the back office:

1. INSTRUCTOR-LED WORKSHOP: "Essentials 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 Tuesday of February
- **JUNE** cohort - 1st Tuesday of June
- **OCTOBER** cohort - 1st Tuesday 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^{*)}:

- Futures, forward & other derivatives – Position management
- Options – Introduction
- Spreads & spread trading
- Master agreements
- Freight – Cargos, routes,
- Freight – Incoterms
- Freight – Freight rates & indices
- Energy procurement & sales – Basic level
- Energy procurement & sales – Intermediate level
- Energy procurement & sales – Expert level

- Course(s) about the market abuse regulation(s) of relevance for the employee's work-related jurisdiction.
+ Annually:
 - (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
“Essentials of Markets & Trading”:
 - Quality spread *(select commodity of preference)*
 - Location spread *(select commodity of preference)*
 - Time spread *(select commodity of preference)*
 - Cross-commodity spread *(select commodity of preference)*
 - Asset-backed trading *(select commodity of preference)*

Access to this platform is provided for 365 days.

^{*)} Each individual course and each individual simulationh includes an exam. Passing will lead to instant certification, whereby the digital certficiate 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.

3. INTERVISION – CONTINUOUS PROFESSIONAL DEVELOPMENT**Learning-by-guidance**

Community members can connect with each other and with ENTRIMA’s content expert anytime, 24/7, via the portal. In addition, members can join weekly expert sessions (mini-webinars) wherein a listed topic is addressed, and where there is room for Q&A, document sharing, and referencing interesting websites or -pages.

- Consult ENTRIMA’s content expert at any time (24/7) for guidance or to be mentored
- Network ongoingly with colleagues and employees of other organisations
- Meet your peers
- Attend weekly sessions
- Q&A during live sessions, as well as throughout the week in the closed-community chatroom
- Interact with your peers

Membership is provided for 365 days.

OPTIONAL^{*)}

4. STUDY BOOKS

"Bilateral Deals & OTC Trading"

"Futures"

"Spreads & spread trading"

Learning-by-reading

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

OPTIONAL^{*)}

5. 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^{*)}:

- Course(s) about the **market abuse regulation**(s) of relevance for the employee's work-related jurisdiction.
- + Annually:
- (Stand-alone) market abuse (regulation) exam – Annual exam

^{*)} Each individual course and each individual simulationh includes an exam. Passing will lead to instant certification, whereby the digital certifiacte 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.

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