

Module Outline

Module Title:	ECF (RWM) – Essentials of Banking (M3)
QF Level:	4
QF Credit:	20 (9 or 15 contact hours, around 180 self-study hours and 2.5 examination hours)
Teaching/Training & Learning Activities:	Training Class
Pre-requisite:	N/A

Module Objective:

This module aims to provide candidates with pre-requisite knowledge and skills for banking and financial services and offer a good grounding for a professional career in banking and finance.

Module Intended Learning Outcome (MILO) & Unit of Competency (UoC)

Upon completion of the Module, learners should be able to:

MILO1: Understand the global and Hong Kong financial systems and markets;	<ul style="list-style-type: none"> • 107295L4 • 107310L5
MILO2: Understand the banking products and services;	<ul style="list-style-type: none"> • 107398L3/106670L3
MILO3: Examine in greater detail how various banking products and services assist financial planners to provide “one-stop solutions” to customers	<ul style="list-style-type: none"> • 107518L4 • 107520L4 • 107543L5
MILO4: Understand the key regulatory requirements applicable business of authorized institutions and their compliance;	<ul style="list-style-type: none"> • 106853L5
MILO5: Understand the Code of Banking Practice for banking services and the professional ethics of a banker	

Assessment Activity

Type of Assessment Activity	MILOs	Weighting (%)
Examination	MILO 1-5	100

Examination Format and Duration

Time allowed: 2.5 hours

The examination consists of 75-100 multiple choice questions.

Syllabus

Chapter 1: Global financial and banking systems	
1	The Role of the Financial System in the Global Economy
2	Money and Banking System
Chapter 2: Overview of banking services	
1	Personal banking services
2	Commercial banking services
3	Treasury services
4	Investment banking services
5	Private banking services
Chapter 3: Introduction to risk management, risk governance and risk culture in banking	
Chapter 4: Regulation and Compliance	
1	Fundamentals of Banking Ordinance
2	HKMA Supervisory Manuals
3	Regulation of securities and futures markets
4	Regulation of insurance and MPF
5	Other relevant legislations
6	Code of banking practices and banking services
Chapter 5: Ethics and code of conduct of a banker	

Recommended Readings

Essential Readings:

1. HKIB Study Guide – ECF - RWM – Essentials of Banking

Supplementary Readings:

1. Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance (Cap. 615, Laws of Hong Kong)
2. Banking Ordinance
3. Companies Ordinance
4. Code of Banking Practice
5. Employment Ordinance
6. HKMA Background Brief No. 2 Banking Supervision in Hong Kong, Second Edition 2012, HKMA
7. HKMA Supervisory Policy Manual CG-3 Code of Conduct
8. Inland Revenue Ordinance
9. Insurance Companies Ordinance
10. Mandatory Provident Fund Schemes Ordinance
11. Misrepresentation Ordinance
12. Risk Management and Financial Institutions, Fourth Edition 2015, Wiley
13. Securities and Futures Ordinance (SFO)
14. Trustee Ordinance
15. Web site of the Hong Kong's Bilingual Laws Information System (BLIS), <http://www.blis.gov.hk/index.htm>
16. Web site of the Hong Kong Exchanges and Clearing Limited, <http://www.hkex.com.hk>
17. Web site of the Hong Kong Securities and Futures Commissions, <http://www.sfc.hk>
18. Web site of the Mandatory Provident Fund Schemes Authority, <http://www.mpfahk.org>
19. Web site of the Office of Commissioner of Insurance, <http://www.oci.gov.hk>
20. E-Learning on HKIB Website: Introduction to Banking
21. E-Learning on HKIB Website: Banker Customer Relationship
22. E-Learning on HKIB Website: Types of Customers and Their Accounts
23. E-Learning on HKIB Website: Deposit Accounts
24. E-Learning on HKIB Website: Negotiable Instruments and Related Matters
25. E-Learning on HKIB Website: Loans and Advances

26. E-Learning on HKIB Website: Fee Based Banking Services
27. E-Learning on HKIB Website: Know Your Customer

Further Readings:

Chapter 1

1. Bain & Company, Inc. (2017) China Private Wealth Report 2017.
2. Fitch Ratings (2015) China Asset Management Industry.
3. Goldman Sach Asset Management (2015) FAQ: China's Bond Market.
4. Hong Kong Monetary Authority (2015) The Premier Offshore Renminbi Business Centre.

Chapter 2

1. Investment Banking, Hedge Funds and Private Equity, Second Edition 2012, Academic Press.
2. Private Banking: Building a Culture of Excellence, First Edition 2012, Wiley.

Chapter 3

1. The Economics of Banking, Third Edition 2014, Wiley
2. Modern Banking, First Edition 2005, Wiley

Chapter 4

1. Bamford, Colin. 2011. Principles of International Financial Law, Oxford University Press, New York.
2. Dobinson, Ian, and Derek Roebuck, 2001. Introduction to law in the Hong Kong SAR, Sweet & Maxwell Asia.
3. HKMA codes and guidelines, <http://www.hkma.gov.hk/eng/key-information/guidelines-and-circulars/> and <http://www.sfc.hk/web/EN/rules-and-standards/codes-and-guidelines/>
4. Mau, Stephen D. 2013. Hong Kong Legal Principles, Hong Kong University Press
5. Towers Watson, MPF Performance Book, <http://www.towerswatson.com>
6. SFC codes and guidelines, <http://www.sfc.hk/web/EN/rules-and-standards/codes-and-guidelines/>
7. Wolfsberg Group. 2008. Wolfsberg Frequently Asked Questions on Politically Exposed Persons, [http://www.wolfsberg-principles.com/pdf/faq/Wolfsberg_PEP_FAQs_\(2008\).pdf](http://www.wolfsberg-principles.com/pdf/faq/Wolfsberg_PEP_FAQs_(2008).pdf)

Chapter 5

1. Police Force Ordinance (Cap. 232, Laws of Hong Kong)
2. Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance (Cap. 615, Laws of Hong Kong)
3. HKMA Supervisory Policy Manual CG-3 Code of Conduct
4. SFC Code of Conduct

