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IFS Skillnet/IOB Registration Checklist

If you wish to apply for an IOB programme that is eligible for IFS Skillnet funding, and avail of IFS Skillnet funding, the following steps must be followed:

1. Identify the programme you wish to study. A **list of programmes eligible for IFS Skillnet funding** is listed overleaf.

2. Check you are eligible to apply for your chosen programme. This means you **must meet the entry requirements for your chosen programme**. The entry requirements are detailed on the programme specific webpage at iob.ie.

3. Funding is only available if you are employed by an IFS Skillnet Member Company. **Check here to see if your company is listed.** If you have any queries in relation to funding, you can contact IFS Skillnet directly (www.ifsskillnet.ie).

4. **Complete IFS Skillnet training form and email to fundedprogrammes@iob.ie**

5. **Contact IFS Skillnet** directly **to confirm funding approval** is in place and **payment details.**
    - The payment options are set out on the IOB registration form under the "payment authorisation" section. This section must be fully completed when submitting this form.
    - If you wish to make payment by EFT, please contact IFS Skillnet directly.
    - **If you are paying the fees yourself, you must also submit a letter from your employer** stating that the candidate will be reimbursed once the programme is complete. A template for the letter of support is available here. This letter must be sent to IFS Skillnet directly.
    - Funding approval must be in place with IFS Skillnet for IOB to progress your application/registration, and for you to avail of the funding available.

If you are looking to doing a level 8 or 9 programme then follow all of the below steps (if you are looking to do a level 7 programme, then skip to step 7)

6. If you are looking to doing a **level 8 or 9 programme - Complete the IOB Application process online** for the level 8 and 9 programmes. This means you need to go to the programme specific webpage at iob.ie and complete the application process by clicking on "apply now" and completing the screens that appear. This is the application process and how students are assessed for entry onto the programme by IOB. Students must meet the relevant entry requirements for their chosen programme. This step involves you submitting an application for review. IOB will be in touch once it has been reviewed.

Complete the following steps if you are looking to do a level 7, 8 & 9 programme:

7. **Complete the IFS Skillnet registration form available on the programme specific webpage at iob.ie** (under the "details" section on the programme specific webpage). This must be completed for level 7, 8 & 9 programmes. This form is required to register for your modules part of the programme.

   Email completed forms and supporting documentation to IOB at **Fundedprogrammes@iob.ie**. Please **put "IFS Skillnet Registration Form – and the programme title"** in the **email subject title.**

   It is recommended that the form is submitted as early as possible prior to the relevant trimester closing date.

   If you have to complete step 6 above (for level 8 & 9 programmes), then step 7 noted here, should be completed at the same time to ensure we have all the necessary documentation to assess your application.

Payment

Option 1 - if chosen means you provide all the details as requested on the registration form. This option is to invoice your employer (your employer is invoiced, and payment is made by employer). By filling out the all the payment details, you are authorising IFS Skillnet to issue an invoice in respect of your programme fees.

Option 2 - if chosen, means payment is made directly to IFS Skillnet by electronic funds transfer (EFT). If you wish to make payment by EFT, please contact IFS Skillnet directly. - If you are paying the fees yourself, you must also submit a letter from your employer stating that the candidate will be reimbursed once the programme is complete. A template for the letter of support is available here. This letter must be sent to IFS Skillnet directly.

Funding approval must be in place with IFS Skillnet for IOB to progress your application/registration, and for you to avail of the funding available. Contact IFS Skillnet directly to confirm funding approval is in place and payment details.

IOB Programmes currently eligible for funding:

Short programmes:

- Short Course in Regulatory Reporting in ROI

Professional programmes:

- Professional Certificate in Complex Financial Instruments
- Professional Certificate in International Investment Fund Services
- Professional Certificate in Digital Financial Services and Data Analytics
- Professional Diploma in Compliance
- The Professional Certificate in Artificial Intelligence Fundamentals in Financial Services

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Postgraduate programmes:

- Professional Diploma in Advanced Banking Risk Management
- Professional Diploma in Advanced Operational Risk Management in Financial Services
- Professional Diploma in Alternative Investments for Funds and Asset Management
- MSc in Compliance
- Professional Certificate in Data Protection
- Professional Certificate in Financial Crime Prevention
- Professional Diploma in Leading Cultural Change and Ethical Behaviours in Financial Services
- Professional Diploma in Digital Transformation in Financial Services
- Professional Certificate in Capital Markets, Investments and Funds
- The Professional Diploma in Artificial Intelligence Management in Financial Services
- The Professional Diploma in Artificial Intelligence Models and Programming in Financial Services