



# CFA® PART-TIME COURSES 2009

The Kaplan Difference

BUILDING FUTURES



# CONTENTS

2	Why choose Kaplan for CFA®?
3	What is the CFA® programme?
6	Core elements course
7	Classroom review courses
9	The Kaplan difference
11	New premises and open evenings
12	Course topics and dates
16	Corporate managed training service
17	Kaplan Schweser study packages
21	The Kaplan study approach
22	Prices
24	How to book
25	Enrolment form



Follows CFA Institute  
Prep Provider Guidelines

visit  
[www.cfainstitute.org/  
cfaprogram/resources/prep\\_provider\\_guidelines.html](http://www.cfainstitute.org/cfaprogram/resources/prep_provider_guidelines.html)  
for more information.

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# WHY CHOOSE KAPLAN FOR CFA®?

**Our mission is to provide you with the tools you need to optimise your chance of success in the CFA® examinations.**

We utilise our renowned faculty and resources at both Kaplan Schweser and Kaplan Financial to produce the most effective, concise and comprehensive study materials and review courses on the market.

Kaplan Inc. is the world's largest diversified training company, providing education services to more than one million students from over 600 locations world wide and incorporates both Kaplan Financial and Kaplan Schweser.

Kaplan Financial is the longest established CFA® training provider in the UK. We use these years of experience to produce the highest quality course material and class room delivery all geared to exam room success.

Our review courses are fully integrated with the Kaplan Schweser and CFA Institute material. The flexibility of both Kaplan Financial and Kaplan Schweser Study Solutions guarantees a complete LEARN • PRACTICE • RETAIN™ approach to ensure your CFA exam success.

## New for 2009

- Unbeatable prices on Kaplan Schweser packages
- Brand new heart of the city premises – two minutes from Bank Underground
- Five day revision courses – meeting the needs of our students
- Free drop in clinics prior to the exam – one to one time with a tutor
- Free revision courses for retaking Kaplan Financial candidates

## Did you know?

- Kaplan Financial and Kaplan Schweser are part of the same company and work closely together to provide unparalleled integration of Schweser study notes and the class room experience.
- Kaplan Schweser solutions are available to Kaplan Financial enrolled candidates at prices that cannot be bettered anywhere (including direct from Kaplan Schweser).
- Kaplan Financial Education Phase courses and Kaplan Schweser products such as the Video CD and 16 week online classes use the same slide packs. This allows students to build one complete set of comprehensive course notes. No other training provider can deliver such an integrated study solution.
- We work closely with Kaplan Schweser, jointly producing materials like our slide packs and sharing resources, for example Schweser use our lecturers in the global Schweser Video CD series and our prepared revision mindmaps in their US/Canada review classes.
- Kaplan Inc has the largest global faculty of CFA charter holders of any training provider.
- Kaplan Financial was the first provider of CFA® training courses and revision courses in the UK and continues to strive for excellence today.



*I am delighted to say I passed!  
Many thanks to you and your team  
for the fantastic revision course - it  
made everything clear.*



**Rachael Carson**  
RBS  
CFA Level I candidate



# WHAT IS THE CFA® PROGRAMME?

The CFA® designation sets the standard in exam based qualifications for the global financial industry and is recognised by employers as a badge of distinction by which to measure serious investment professionals.

The programme is enjoying dramatic growth worldwide, which the CFA Institute attributes to the relevance of the syllabus and high standards of professionalism that it demands. In short, it is becoming the accepted benchmark for technical excellence in the financial markets.

The CFA® designation is now entering its fifth decade having been established in 1962. The CFA Institute network boasts:

- More than 93,000 members in 133 countries
- 79,000 CFA charter holders
- 135 member societies in 56 countries.

The CFA programme builds an internationally recognised fundamental knowledge of global investment principles that apply to all markets globally.

## The benefits for you

Having the CFA® designation after your name underlines the fact that you have desirable characteristics of competence, integrity and passion, valued by all investment firms.

- Portable reputation – the charter remains a mark of quality, whether you change company or move country.
- Global relevance – an international standard for measuring competence and integrity - principles that are common to any market.
- Career-enhancing – demonstrates your commitment to knowledge and high ethical standard to employers and clients
- Credible – praised and supported by the clients, employers and regulators; the investment community at large
- More and more of our corporate clients view participation in the CFA programme as a prerequisite for job progression.

The CFA® designation is desirable for career progression in a bull market but also greater job security in bearish markets.

The CFA® designation also carries with it some distinct advantages over an MBA:

- Unlike MBA programmes the CFA content and exam are standardised around the world.
- The CFA programme can cost one tenth of an MBA and allows you to carry on working whilst studying, unlike an MBA.
- The 2005 CFA Institute and Russell Reynolds Associates' Survey indicated CFA charterholders out earned their MBA counterparts by 18%

## How difficult is it?

The CFA® programme is a graduate level course and is a very demanding qualification. Global pass rates back up the difficulty levels:

	2005	2006	2007	2008
Level I	36/34%	40/39%	40/39%	35%
Level II	56%	48%	40%	46%
Level III	55%	76%	50%	53%

The CFA Institute estimates that less than one in five of candidates enrolling in the programme go on to become full CFA charter holders. Does this make it impossible? The simple answer is of course not. However what it does indicate is that you will need to be dedicated and have access to the best study solutions on the market to succeed. There are no short cuts to success; 250 hours per level are recommended by the Institute as a minimum. This is not an examination programme that can be crammed at the last minute.



*The big attraction in an age of globalisation where executives are increasingly likely to change countries when they change jobs, is that the CFA qualification becomes a second passport, an international gold standard.*



Financial Times

# HOW DO I GAIN THE CHARTER?

In order to gain the Charter you need to complete three steps:

1. Successfully complete all three levels of the exam
2. Have four years of qualifying work experience (this may be gained prior or after sitting the exams)
3. Join the CFA Institute as a member by:
  - Having 48 months of acceptable professional work experience in the investment decision-making process
  - Agreeing to adhere to and sign the Member's Agreement, a Professional Conduct Statement, and any additional documentation requested by CFA Institute
  - Submitting two complete sponsorship forms
  - Applying for membership with a CFA Institute Member Society.

Please visit [www.cfainstitute.org/cfaprogram/charterholder/membership](http://www.cfainstitute.org/cfaprogram/charterholder/membership) for more details including acceptable work experience.

## Entry criteria

- Bachelor's (or equivalent) degree or four years of professional work experience
- Complete the registration and enrolment form and pay the required fees
- Be prepared to take the examinations in English.

Students who confirm they are in their final year of a degree programme may register and enrol for Level I of the CFA® Programme. Student candidates can take the CFA Level I exam and receive results, but will not be allowed to enrol for the Level II exam until confirmation of a degree has been provided.

## Enrolment costs

It is the candidates responsibility to register with the CFA Institute for the exam. Note that the earlier you enrol the lower the fees are. The CFA Institute will not accept enrolments for the exam after the final deadline.

Please note that these fees are paid directly to the CFA Institute not to Kaplan and are not included in our course costs.

Initially when enrolling on the programme two fees are paid:

1. Programme Enrolment – This is a one off fee paid to the CFA Institute. Whilst studying in the programme no annual membership fee is paid. Once qualified annual fees are payable to both the CFA Institute and your member society.
2. Exam Registration – This must be paid for each exam you register and sit for.

CFA Level I candidates enrolling for the first time must pay both fees. Retakes and candidates progressing to level II and III only need pay the exam registration fee.

## Deadlines

June Exam	Programme Enrolment	Exam Registration	Total
24 Sept	\$390	\$600	\$990
16 Feb	\$390	\$690	\$1080
16 Mar	\$465	\$930	\$1,395

December 2009 sitting details not available at the time of print.

Registration for the exam can be done online at [www.cfainstitute.org/cfaprogram/register](http://www.cfainstitute.org/cfaprogram/register)



# ABOUT THE CFA<sup>®</sup> EXAM

LEVEL I	LEVEL II	LEVEL III
100% multiple choice 240 questions Knowledge based	100% multiple choice Vignette style 120 Questions	50% written 50% multiple choice (60 Questions)

The exam consists of three levels, each of which must be passed before progressing to the next. There are no time limits for completing all three levels.

The Level I exam is sat in both June and December of each year.

The Level II and III exams are only available in June of each year.

The exam date is the first Saturday in the month.

## Content of the exam

All three levels consist of two three hour papers taken on same day.

The CFA Institute recommend preparation time of at least 250 hours per level.

The CFA Institute reserve the right to slightly vary the weights in each exam.

## What are Kaplan's pass rates?

Kaplan Financial and Kaplan Schweser are both members of the CFA Institutes Prep Providers Guidelines Programme. Members of the programme agree not to publish their pass rates.

TOPIC AREA	LEVEL I	LEVEL II	LEVEL III
Ethical and Professional Standards (total)	15	10	10
Quantitative Methods	12	5-10	0
Economics	10	5-10	0
Financial Reporting and Analysis	20	15-25	0
Corporate Finance	8	5-15	0
Investment Tools (total)	50	30-60	0
Equity Investments	10	20-30	5-15
Fixed Income	12	5-15	10-20
Derivatives	5	5-15	5-15
Alternative Investments	3	5-15	5-15
Asset Classes (total)	30	35-75	35-45
Portfolio Management and Wealth Planning (total)	5	5-15	45-55
Total	100	100	100

# CORE ELEMENTS COURSE

If you are new to Financial Markets, some of the topics covered in the CFA® curriculum can seem a little daunting. The Core Elements courses have been designed to introduce newcomers to the key topics at more elementary level than the CFA syllabus. They focus on the ideas, terminology and methodology that is assumed knowledge for a CFA Level I candidate putting you in a strong position to start the studying the Learning Outcome Statements (LOS).

Two separate days are run by Kaplan Financial that can either be purchased separately or together for a reduced price. These courses compliment the CFA Fundamentals book produced by Schweser that is included in your course fees.

These courses are offered in London, Weekday 9am-5pm only. See page 13 for course dates and page 22 for prices.

## Core Elements Day One – Financial Statement Analysis (one day)

Very few candidates entering the CFA® programme come from an accounting background. Financial Reporting and Analysis forms 20% of the Level I examination and can seem like a foreign language to those without experience. Without a doubt Financial Reporting is one of the trickiest areas candidates encounter in the CFA® programme.

This course is designed to introduce the candidate to the Income Statement, Balance Sheet and Cash flow Statement. It focuses on explaining the terminology, understanding what the primary statements represent and understanding the linkages between them. The course introduces the concepts behind double entry bookkeeping which is essential to understanding how accounting choice affects these statements (the heart of the CFA Financial Reporting material).

## Core Elements Day Two – Financial Mathematics and Investments (one day)

Quantitative techniques form 12% of the CFA® programme and Assets Classes 30%. This day introduces the candidate to some key mathematical techniques that you will be using in your studies. In particular the concept of Time Value of Money, and its use in investment valuation. The course introduces the features of the main asset classes and then uses the mathematical techniques to value them. The course also introduces the topic area of derivatives enabling the candidate to become familiar with the terminology surrounding these products, breaking it down into layman's terms.



*Very clear – plenty of helpful hints to make the materials easier to understand. Incredibly enthusiastic and made learning enjoyable*



**Rebecca Moss**  
Towers Perin  
CFA Level II candidate



# CLASSROOM REVIEW COURSES

Kaplan Financial offer classroom based review programmes in London, Dublin, Edinburgh and Amsterdam. Courses in Amsterdam are provided in conjunction with ABN Amro.

Our class room delivery is made up of two distinct phases that can be purchased in isolation or together. Phase one is the education programme and phase two is revision.

Students signing up to our class room based delivery automatically receive a 20% discount on all Schweser products and packages.

## Phase one courses

These courses are designed to tackle the core concepts of the CFA® and help you understand the material so that your home study becomes far more effective. The focus on this course is developing your understanding of the material. The teaching is split into two blocks of days, evenings or weekends.

By adding your notes to the classroom slide packs and augmenting with the CFA Institute readings and Kaplan Schweser Study Notes you will find that your time spent note taking is reduced giving you more time to focus on question practice.

Our course materials are fully referenced to both the CFA Institute and Kaplan Schweser materials. Whilst we strongly recommend the use of Kaplan Schweser Study Notes in conjunction with the CFA Institute material, their purchase is **not mandatory** to sit one of our courses.

The teaching phases do not cover every Learning Outcome Statement (LOS). On a six day course this is simply impractical but what they do is focus on the key LOS to develop your understanding of each area and highlight the trickier concepts. A commitment to studying hard outside the classroom is essential to pass.

Our key course features:

- Covers the key and technically challenging Learning Outcome Statements (LOS)
- Worked examples of all challenging calculations
- All examples unique to the material
- Focuses on understanding and knowledge
- Classroom material that is fully integrated with the Kaplan Schweser Video CD and 16 Week Online Classes
- Slide packs prepared by Kaplan Schweser and Kaplan Financial faculty
- Covers how to get the best of the BAII+ calculator
- Classroom material includes LOS references
- Classroom material is fully cross referenced to both the CFA Institutes core readings and the Kaplan Schweser Study Notes.

## Study options

The teaching phase comprises of 42 hours of classroom based lectures, choose between:

- **Week Day course:**  
Six days (9am – 5pm)
- **Day release:**  
Six days - one day per week. Level I Mondays, Levels II and III Fridays (London only 9am – 5pm)
- **Evening course:**  
16 evenings (London only 6pm – 8.30pm)
- **Weekend courses:**  
Six Saturdays (London only 9am – 5pm)

We realise that your work commitments make studying difficult and endeavour to provide flexibility and allow students to change classes to catch up on missed lectures (subject to availability). For dates see page 13.



*The course was very professional, and good value for money. The supplied learning materials are excellent and very easy to understand.*



**Darren Bailey**  
Aon Global Risk Consulting  
CFA Level III Candidate

# CLASSROOM REVIEW COURSES

Ethics is not covered on our teaching phases as our experience has shown as that the most effective method is to self study the material and practice questions. The concepts are not tricky but do require a lot of rote learning and question practice.

Classroom material included:

- Slide packs prepared by Kaplan Schweser and Kaplan Financial faculties covering all LOS (not all LOS will be taught due to time constraints)
- Ring bound study material allowing you to add your own notes to the class room slides
- Worked examples that you will be taken through step by step in class
- Full solutions to every example
- BAII+ Calculator guide

## Phase two courses - Revision

Apart from a lack of understanding of topics many candidates find the CFA® examination difficult due to poor exam technique. Our revision courses aim to cover topic areas in overview with additional detailed review of the more challenging concepts. This is backed up with question practice and debriefs to ensure you are comfortable in applying your knowledge to exam standard questions. Our lecturers will ensure that you feel prepared for the style, format and challenges that await you on the day of the exam.

The revision course can be attended without attending the education phase. However, the vast majority of candidates choose to attend both.

Our key course features:

- Focus on applying knowledge to exam questions
- Overview of each study session

- Detailed revision of the more demanding topics
- Development of your exam strategy and technique
- Question debriefs
- Mindmap subject overview slides
- Revision Q&A books

## Study options

Our revision courses comprise of five days (35 hours). Note that this has changed from our 2008 delivery that only contained four days. In 2008 we trialled a number of five day courses and the candidate feedback was overwhelmingly positive. We believe five days allows more complete coverage of the syllabus.

Choose between:

- **Day course:**  
5 Weekdays (9am – 5pm)
- **Evenings courses:**  
12 evenings  
(London only 6pm – 8.30pm)
- **Saturday courses:**  
5 Saturdays and Sundays  
(London only 9am – 5pm)

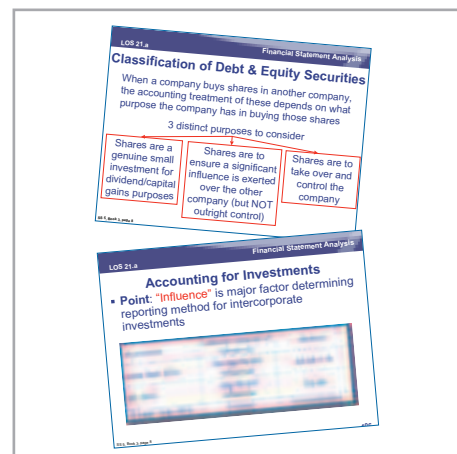
Classroom material included :

- Revision Mindmaps – summarising the LOS and key concepts at a glance
- Revision Q&A containing fully worked solutions (these questions are unique to our revision courses)

## Amsterdam courses

Our Dutch courses are provided in conjunction with ABN Amro and are open to all candidates studying for the CFA in the Netherlands. The courses consist of a two day introductory course followed by a five day revision phase.

For further details of these courses please call 0845 450 8992.



# THE KAPLAN DIFFERENCE - GIVING YOU MORE

## Free drop-in clinics

Kaplan Financial candidates have access to their tutors email addresses for queries from the moment of enrolment. In addition in the two weeks before the exam we run free drop in clinics for students. Simply call or email in and book a one hour slot with a tutor free of charge to run through any of those last minute queries. Drop in clinics run Monday to Friday 9.30am to 6pm at our London Moorgate premises.

## Mock examinations

Kaplan Financial provides two complete invigilated mock exams for the 2009 examinations. It is vital to your chances of success that you have practiced taking the exam in timed conditions. Treat the mocks as a trial run to get used to the exam timings. Both mock examinations contain different questions.

We suggest you use the mock exams to:

- Practice for the real exam
- Highlight the weak areas in your knowledge
- Practice your timings and techniques

Features of each mock examination:

- Full morning and afternoon papers
- Held on Saturdays 9am – 5pm
- CFA® examination formats
- Questions prepared by Kaplan Financial and Kaplan Schweser faculty
- Unique questions not replicated in any other products
- Fully worked solutions available to take home
- Exam weightings
- Invigilated conditions

Please note that only one invigilated exam is offered in Dublin and Edinburgh.

## Support outside the classroom

By signing up for a Kaplan Financial course and Kaplan Schweser study products you receive the following support outside of the classroom:

### Kaplan Schweser Premium Solution

- Schweser Study Planner
- SchweserPro™ QBank
- Video CDs or 16 Week Online Classes
- Instructor Email Access (Schweser faculty)
- Full access to the Schweser online library
- Level specific blog
- Instructor led office hours

### Kaplan Schweser Essential Solution

- Schweser Study Planner
- SchweserPro™ QBank
- Partial access to the Schweser online library
- Level specific blog
- Instructor led office hours

Additional services for Kaplan Financial review course students

- Tutor email and telephone access
- Drop in clinics
- Monthly email newsletter



*The tutor is very quick to respond to any question either in the class room or via email.*

Tra Nguyen  
CFA Level I candidate





# THE KAPLAN DIFFERENCE - GIVING YOU MORE

## Calculators

Only two calculators are approved for use in the CFA® examination, they are:

- Texas Instruments BA II+ (including BA II+ Professional)
- Hewlett Packard 12C (including the HP 12C Platinum)

Kaplan Financial recommends the use of the BAII+. In our opinion it has slightly more functionality for the exam, it's easier to use and it's cheaper. Kaplan Financial fully supports the BAII+ in our classroom delivery where you will receive instruction on getting the best out of the calculator in the exam hall. Note that our Education phase course material includes a BAII+ calculator guide. The Texas Instruments BAII+ Professional can be purchased at cost by ticking the calculator option our enrolment form.

## Pass Guarantee

No training organisation can guarantee a pass in the CFA® examination, the programme is just too demanding. Globally very few candidates are successful at all three levels at the first attempt. However we are confident that our courses coupled with your home study efforts will place you in the strongest possible position to tackle the examinations.

If you do fail then we are happy to provide you with a free weekday revision course for the next exam sitting. That's the full five weekday revision course, mind maps and the revision Q&A bank used in class at no cost.

We also offer you the opportunity to talk through the exam and your approach with one of our tutors to plan for success at the second attempt. (The Kaplan Schweser Premium package can be purchased by retaking students at a 50% discount).

In order to qualify you simply need to have booked and attended at least 90% of both the Education and Revision courses at Kaplan Financial and this applies to the previous sitting only. Please note that this offer only applies to the cost of the course and not Kaplan Schweser material packages.

## Failed with another Prep Provider?

We are very keen to show you the Kaplan difference. If you can prove that you've paid for courses at one of our competitors but not been successful in the examinations we are happy to provide a 50% discount on both Education and Revision phase courses. Please note that this offer only applies to the cost of the course and not Kaplan Schweser material packages.

## Who trained with Kaplan in 2008?

Choosing to train with Kaplan Financial will put you in good company. Here is just a selection of businesses our candidates came from for the June 2008 exam:

ABN Amro; Aegon Asset Management; Barclays Capital; Barclays Global Investors; BDO Stoy Hayward; BlackRock International; BlackRock Investment Managers; Bloomberg; Coutts & Co; Deloitte; Ernst And Young; Fidelity; Financial Services Authority; HSBC Bank Plc; JP Morgan; Norwich Union; PricewaterhouseCoopers; Royal Bank of Scotland; Scottish Widows Investment Partnership Ltd; UBS; and many more.

## Tutor faculty

Kaplan Inc. has the biggest number of CFA Charter holding tutors in the world. Our tutors lecture in Europe, Asia and North America. We believe that you should never be taught by a lecturer that has not passed the exam you are studying for.



# BRAND NEW PREMISES

We are delighted to announce that Kaplan Financial have brand new class room locations for the 2009 CFA® Review Programmes. Part time courses will now be run from our brand new premises in the heart of the financial district.

1st Floor, 4 Moorgate  
London EC2R 6DA

The property is prominently located on the corner of Moorgate and King's Arms Yard. Close to the Bank of England, Gresham Street and Lothbury, two minutes from Bank underground station, and four minutes from Moorgate underground station.

The building has been completely refurbished with all the essential facilities, including:

- State of the art classrooms
- Student break out areas
- Free internet access at PC terminals and free WiFi access
- Free coffee and tea
- Snack vending machines

## Open Evenings

Before deciding on a training provider for the 2009 examinations we would like to offer you the opportunity to visit our brand new premises and meet the faculty members.

Open evenings run from 6pm – 8pm and comprise of:

- One hour on the CFA® Programme, Kaplan Financial and Kaplan Schweser products
- One hour demonstration lecture based around Portfolio Management for the Level I exam
- Informal chat with tutors

Our open evenings give you the opportunity to:

- View the Kaplan Schweser products
- Sample our teaching style
- View the class room materials
- Have your questions answered by our faculty
- See the class room environment

## Open evenings – June 2009 exam

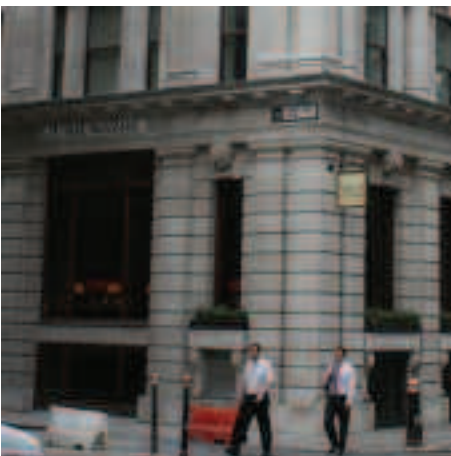
Wednesday 8th October 2008  
Wednesday 22nd October 2008  
Wednesday 5th November 2008  
Wednesday 19th November 2008  
Wednesday 10th December 2008  
Wednesday 7th January 2009  
Wednesday 22nd January 2009  
Wednesday 11th February 2009  
Wednesday 11th March 2009

## Open evenings – December 2009 exam

Wednesday 17th June 2009  
Wednesday 8th July 2009  
Wednesday 22nd July 2009  
Wednesday 12th August 2009

If you would like to attend an open evening just let us know your name and the date you would like to attend. Email us at: [citybookings@kaplan.co.uk](mailto:citybookings@kaplan.co.uk) or call us on: 0845 450 8992.

We can also deliver our open evenings at your premises for corporate in-house solutions.



# EDUCATION PHASE - TOPIC BREAKDOWN

Kaplan Financial's Education Phase course are split into two blocks. The information below tells you the subjects and order of each block for all three levels.

## Levels I and II

### Education Block One (three days or eight evenings)

Topics covered:

- Quantitative Techniques
- Economics
- Financial Statement Analysis
- Corporate Finance

### Education Block Two (three days or eight evenings)

Topics covered:

- Equity Investments
- Fixed Income
- Derivatives
- Alternative Investments
- Portfolio Management

## Level III

### Education Block One (three days or eight evenings)

Topics covered:

- Behavioural Finance
- Private Wealth Management
- Portfolio Management for Institutional Investors
- Capital Market Expectations
- Economic Concepts for Asset Valuation
- Asset Allocation
- Management of Passive and Active Fixed Income Portfolios
- Portfolio Management of Global Bonds and Fixed Income Derivatives

### Education Block Two (three days or eight evenings)

Topics covered:

- Equity Portfolio Management
- Special Issues in Equity Portfolio Management
- Alternative Investments For Portfolio Management
- Risk Management
- Risk Management Application of Derivatives
- Execution of Portfolio Decisions; Monitoring and Rebalancing
- Performance Evaluation and Attribution
- Global Investment Performance Standards

Note that the subject order is designed to integrate (and is therefore consistent) with the Schweser study planner and Schweser 16 week online courses.

All Education Phase courses run the topics in the same order.







# COURSE DATES - LEVEL III - JUNE 2009

**LEVEL 3**

		Jan			Feb														Mar		
		We	Th	Fr	Tu	We	Th	Fr	Sa	Tu	Th	Fr	Sa	Tu	We	Th	Fr	Sa	Tu	Th	Fr
<b>Education Block 1</b>		28	29	30	10	11	12	13	14	17	19	20	21	31	25	26	27	28	3	5	6
Weekday 1	L3WD1																				
Weekday 2	L3WD2																				
Day Release	L3DR1																				
Weekend	L3WE1																				
Evening	L3EV1																				
Edinburgh	L3ED1																				
Dublin	L3DU1																				

		Mar														Apr									
		Mo	Tu	We	Tu	Th	Fr	Tu	Th	Sa	Tu	We	Th	Fr	Sa	Tu	Th	Fr	Sa	Mo	Tu	We	Th	Fr	
<b>Education Block 2</b>		2	3	4	10	12	13	17	19	21	24	25	26	27	28	31	2	3	4	6	7	8	15	16	17
Weekday 1	L3WD1																								
Weekday 2	L3WD2																								
Day Release	L3DR1																								
Weekend	L3WE1																								
Evening	L3EV1																								
Edinburgh	L3ED1																								
Dublin	L3DU1																								

M1 Mock 1  
M2 Mock 2  
Full day Mocks

		Apr														May												Jun							
		Tu	Th	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Tu	Th	Sa	Mo	Tu	We	Th	Fr	Sa	Sa	Sa							
<b>Revision</b>		14	16	20	21	22	23	24	25	26	27	28	29	30	1	2	3	5	7	9	11	12	13	14	15	18	19	20	21	22	23	30	6		
Weekday 1	L3WD1																																		
Weekday 2	L3WD2																																		
Weekend	L3WE1																																		
Evening	L3EV1																																		
Edinburgh	L3ED1																																		
Dublin	L3DUB1																																		

# CORPORATE MANAGED TRAINING SERVICE

**At Kaplan Financial, we understand that our corporate clients demand more than just an outstanding classroom and online learning experience.**

To this end we have developed a comprehensive Managed Training Service (MTS) covering all aspects of course administration and overseeing all transactions with the CFA Institute. These systems minimise your levels of administration and ensures that you have a single point of invoicing for all courses and exams.

Here at Kaplan Financial we will manage delegate options to your specifications. We will book, transfer and cancel courses and exams according to the rules and authorisation conditions you have agreed with us under a corporate Service Level Agreement (SLA).

## **Step 1 – Booking request**

Client's Training Manager or delegate books via the agreed booking system. This ensures an efficient registration process.

## **Step 2 – Client authorisation**

The MTS automatically ensures that only authorised bookings are processed in line with the agreed SLA.

## **Step 3 – Client and candidate notification**

The candidate and the training manager are notified of the training request and the delegate is introduced to their CFA study programme.

## **Step 4 – Programme booking**

The Kaplan Financial Client Services Manager responsible for the clients course and examination administration will check and submit the clients examination registration forms before the deadline dates published by the CFA Institute.

## **Step 5 – Asses and mentor**

Our detailed systems monitor candidate progress allowing our tutors to identify those that are struggling. Where appropriate Kaplan Financial can deliver additional support to give the best possible chance of exam success.

## **Step 6 – Client reporting**

Clients have access to on-line management reporting on candidate progress including attendance and assessment statistics.

## **Step 7 - Review**

For a high level overview of your candidates' performance your dedicated Client Management Team can meet with you over the course of your candidates sitting to discuss this and associated training matters.

For more information, please contact Donald Ross, Head of Corporate Client Services, [donald.ross@kaplan.co.uk](mailto:donald.ross@kaplan.co.uk) or call: 020 7626 1200



# KAPLAN SCHWESER - STUDY MATERIAL PACKAGES

Kaplan Financial provides three distinct Kaplan Schweser material packages tailored towards different learning styles and budgets.

Members of CFA Society of Ireland wishing to purchase these products benefit from a 15% discount on Kaplan Schweser products. To purchase any of these products please follow the link to your society portal provided. (see price lists)

## Options

1. Schweser Premium Solution
2. Schweser Essential Solution
3. Curriculum Instruction and Support Package

You may have noticed that our competitors provide class room recordings in their course costs. Kaplan Financial does not include them in the basic class room lecture costs but offers the candidates the choice to include a similar service by purchasing the Premium Solution. This enables us to keep the cost of our class room delivery down whilst offering the candidate flexibility.

## The Premium Solution

This is aimed at students wanting the Schweser study notes, question practice and remote tuition. The significant difference with the Essential package is that it contains a choice of the Schweser Video CDs or Schweser 16 Week Online Class, and full access to the Schweser online library.

This package includes:

- SchweserNotes™
- Schweser study planner
- Schweser's QuickSheet™
- SchweserPro™ QBank
- Practice Exams, Vol. 1 & Vol. 2 (three full mock exam am and pm papers in each)

- InstructorLink™ (full access)
  - Schweser library
  - Level specific blog
  - Instructor-led office hours
  - Searchable FAQs
  - Instructor email access (Schweser faculty)

**PLUS – your choice of:  
16 Week Online Classes or Video CDs.**

## The Essential Solution

This is aimed at students wanting the legendary Kaplan Schweser study notes and plenty of question practice.

This package includes:

- SchweserNotes™
- SchweserPro™ QBank
- Practice Exams, Vol. 1 & Vol. 2 (three full mock exam am and pm papers in each)
- Schweser's QuickSheet™
- Schweser study planner
- InstructorLink™
  - Schweser library (partial access 12 hours of video)
  - Level specific blog
  - Instructor-led office hours
  - Searchable FAQs

It however does not contain the Kaplan Schweser Video CDs or 16 Week Online Class so represents a lower cost material option.

### The Premium Solution



### The Essential Solution



# KAPLAN SCHWESER - STUDY MATERIAL PACKAGES

## Curriculum Instruction and Support Package

This is aimed at students wanting to study using only the CFA Institute's bundled readings (the books bundled with your examination fees) without the SchweserNotes™. We strongly recommend students who opt to only read the Institutes material to consider this package in order to get more exposure to question practice and instruction. The CFA's material is of excellent quality however we believe in order to be properly prepared you require additional question practice and mock examinations.

This includes:

- SchweserPro™ QBank
- Practice Exams, Vol. 1 (three full mock exam am and pm papers)
- Your choice of one of the following:
  - 16 Week Online Classes
  - Video CDs
- InstructorLink™
- Instructor-led office hours

This does not include SchweserNotes™

## For Distance Learners

If you wish to study without attending a course you can just choose one of the Distance Learning packages and teach yourself from home. You could still then choose a revision course later if you wish. The Premium Solution or the Premium Plus Solution would be the most suitable. The Premium Plus includes all of the Premium as well as online review seminars, on line mock exams and a problem solving workshop. (Please note the discount on Kaplan Schweser material does not apply to this option).

## Packages at a glance

Product	Essential Solution	Premium Solution	Curriculum Instruction & Support Package
Kaplan Schweser Study Note Package	√	√	
Practice Exams Volume 1	√	√	√
Practice Exams Volume 2	√	√	
Schweser Pro Online	√	√	√
Schweser Study Planner	√	√	
InstructorLink™	√ partial	√ full	√ partial
Schweser Video CD or Online Lectures		√	√

See page 22 for package prices.



# KAPLAN SCHWESER - PRODUCT DESCRIPTIONS

## SchweserNotes™

Long regarded as the premier study notes in the market, the SchweserNotes™ help condense the prescribed readings and allow the candidate to review the material more rapidly allowing extra time for question practice. SchweserNotes™ are your comprehensive solution covering all LOS.

Features of the study notes:

- Five book set of SchweserNotes™
- Practice Exams, Vol. 1 (three full mock exam am and pm papers)
- Book zero (essential knowledge from the prior level) Level II and III only.
- Schweser QuickSheet™
- InstructorLink™ (limited access)
- Complete LOS coverage with tips and strategies
- End-of-reading concept checkers and key formulas
- Self-tests at the end of each topic area
- More graphics and wider margins for taking notes

## SchweserPro™ Question Bank

SchweserPro is an unsurpassable subscription-based (download and online) question-bank for CFA® Review. This is the perfect study tool at home, in the office, or even on a laptop during your commute! This question bank delivers thousands of questions for you to study from. SchweserPro includes a dynamic testing engine that puts you in control.

Functionality in all formats of SchweserPro allows you to:

- View LOS summaries.
- Download on to your PC plus online access from any PC
- Browse questions for exam preparation
- Take online or printable practice exams
- Download new questions that are continually added to the Schweser database

- Create personal study notes in SchweserPro, save them for future reference, and print them out later
- Quiz yourself with multiple choice questions
- Build exams using the topics and number of questions you select
- Customise topic weightings or use the CFA® Institute prescribed topic weightings.

SchweserPro contains:

Over 4,000 questions at Level I  
Over 3,500 questions at Level II  
Over 2,000 questions at Level III

## Practice Exams Volume 1 & 2

- Three sample exams - six hours each (morning and afternoon papers) with online score comparisons in each volume
- Full explanations included in each book
- Online Performance Tracker with explanations for all questions
- Links to online content

## Practice exams - Performance Tracking

Schweser's Performance Tracking allows you to view your practice exam scores and compare them against other CFA® candidate scores. Track your performance and know where you rank relative to thousands of other CFA® candidates before exam day.



# KAPLAN SCHWESER - PRODUCT DESCRIPTIONS

## Schweser Study Planner (SSP)

The Schweser Study Planner is an online calendar that will help CFA® candidates stay on track with your studies throughout the CFA® season. The SSP can be customised with start and end dates. Assignments are listed in a calendar format, and if the candidate falls behind, the days on each calendar will turn yellow, and eventually red.

Note that the order of subjects covered in the Kaplan Schweser Study Planner and Kaplan Financial class room based courses are identical for full integration of your study solution.

## Kaplan Schweser Video CDs with Workbook

Your classroom on video!

Our expert instructors guide you through the CFA® curriculum via Schweser Video CDs. These videos provide the flexibility you need in a study schedule.

CDs are a set of 16 that include:

- Approximately 48 hours of lectures covering the entire curriculum
- A 500+ page workbook that follows the slides used in the lectures
- Review lectures, or part of a lecture, as often as you like
- Featuring Schweser and Kaplan Financial lecturers.

We recommend the video series for candidates who are attending Kaplan Financial class room based courses, but would also like to review the material with tutor support outside the classroom. The videos contain detailed reviews of the slides used in the Education phase of Kaplan Financial classroom courses and as a result are fully integrated with your Kaplan Financial course.

## 16 Week online classes

A virtual classroom led by Schweser's faculty (all CFA charterholders).

The online seminar brings the personal attention of classroom instruction into your home or office. Commencing in January, for the June exam or August for the December sitting, you can stay connected to the CFA curriculum for 16 weeks during an interactive online experience with expert instructors.

This convenient learning opportunity features:

- Lectures and applied critical concepts
- Instant feedback during lecture and Q&A sessions
- Quizzes and problem solving
- Whiteboard notes
- Exclusive email Q&A with instructor
- Downloadable seminar slides
- Unlimited archived (on-demand streaming video) seminars
- Access to the full Schweser Library
- Start time 6pm GMT - each lecture runs for three hours.

We recommend the weekly online programme for candidates who don't have the flexibility to attend a classroom based course but still want the benefits of a tuition led programme. The slides used in the online seminars are fully integrated with the Education phase slides on Kaplan Financial courses.

See page 22 for package prices or contact us for individual items.



*Clear explanations, easy to follow examples, made overcomplicated topics simpler. Tutor was full of enthusiasm.*



**Damien Hill**  
Insight Investment  
CFA Level II candidate



# THE KAPLAN RECOMMENDED STUDY APPROACH

Whilst we recognise that all students have different study approaches, our years of experience in delivering CFA® review courses has allowed us to develop a study process that maximises the benefits from your time spent studying.

Both Kaplan Financial and Kaplan Schweser build their products around the concepts of:

## LEARN – PRACTICE - RETAIN™

### 1. Start your studies early

Don't underestimate the time it will take you to fully prepare for each level; the CFA Institute recommend 250 hours per level as a minimum. Use the online Schweser Study Planner to build a programme that will ensure you have covered all the material and have time to revise.

### 2. Attend Education Phase classes

Annotating the class room slide packs ensures you can focus on the tutor's explanations – the priority at this point is on understanding the key concepts.

### 3. Review Kaplan Schweser material

Add notes from the Schweser and CFA Institute material to the Education phase slide packs. This approach allows you to build a comprehensive set of notes and ensures that you have plenty of time for question practice. Use Institute material to supplement Schweser material on tricky areas.

### 4. Attempt Kaplan Schweser and CFA Institute end of chapter questions

This will quickly demonstrate whether you have fully understood the concepts and can apply your knowledge to exam style questions. If you are struggling go back and review the notes you've taken and practice additional questions before moving on to the next reading.

### 5. Use SchweserPro™

The online question banks provided within SchweserPro are the ideal way to gain additional question exposure on problematic areas. SchweserPro contains thousands of questions, explained solutions and the ability to design tests around subject areas.

### 6. Ensure you have covered all the study sessions before the final month

The final month of your studies should be focused on reviewing the material, practicing question and developing your exam technique.

### 7. Attend a revision course

Our revision courses will cover all the areas of the syllabus in overview and drill down into the toughest LOS. Time is taken practicing and debriefing questions in the class room to ensure that you can apply your knowledge to exam standard questions. Your tutor will also discuss exam techniques and how to approach the exam.

### 8. Complete the Kaplan Schweser practice exams Volume 1 and 2

Practicing mocks to time is essential; one of the biggest battles you will face is completing the examinations in the time given. Use the mocks examinations to develop your exam technique, highlight weaknesses and gain familiarity with the style of the real exam.

If the practice exams highlight weak areas use a combination of your Kaplan Financial tutors and additional question practice via SchweserPro to bring these areas up to exam speed.

### 9. CFA Institute questions

In the last couple of months prior to the exam the CFA Institute publish examinations on their website. One examination is included in your CFA Institute examination fees. If you want access to more than one exam then you must pay the CFA Institute.

### 10. Complete a Kaplan Financial Invigilated Mock Examination

See page 9 for details.



*I found the tutor's approach to teaching so helpful, he broke down the material in a logical and systematic fashion which helped to both retain and understand it better than simply reading and learning notes*



Triona Cronin  
CFA Level II candidate

# PRICE LIST - 2009

CFA Society of Ireland members should apply 5% discount to these prices

Education Phase (price includes block 1 and block 2)		
Level I	787.25	905.00
Level II	846.00	972.00
Level III	916.50	1,053.00
Revision Phase		
Level I	705.00	810.00
Level II	763.75	877.50
Level III	822.50	945.00
Mocks (each)		
Level I	53.00	61.00
Level II	64.75	74.00
Level III	88.25	101.00
Inclusive Packages (Education + Revision + Mocks)		
Level I	1486.50	1708.00
Level II	1615.75	1856.00
Level III	1762.50	2025.00

Bookings for courses and mock exams should be made directly with Kaplan Financial.  
Details can be found on the enrolment form.

Kaplan Schweser packages	£	€
Essential Solution		
Essential Solution for retaking students		
Premium Solution		
Premium Solution for retaking candidates		
Curriculum Instruction & Support Package		
Candidates may order Kaplan Schweser packages through the Kaplan Schweser portal for CFA Ireland using the code "celticCFA"		
Distance Learning Packages		
Premium Plus Solution		
Premium Solution		



# HOW TO BOOK

To enrol, simply complete the attached enrolment form and return it to us at:

Ground Floor North  
Finsbury Tower  
103-105 Bunhill Row  
London EC1Y 8LR

Fax: +44 (0) 20 7256 5882  
Email: [citybookings@kaplan.co.uk](mailto:citybookings@kaplan.co.uk)

Or call us on +44 (0) 20 7920 3060 to book by credit or debit card today.

## Completing the booking form

Please complete the attached form with your personal and payment information and then enrol for your courses following these seven simple steps:

### Step 1 Choose your Study Level

If studying Level 1, also select your exam sitting – June 09 or December 09.

### Step 2 Choose your Kaplan Schweser Materials Package

(Courses can be attended without Kaplan Schweser material). Choose between:

- Kaplan Schweser Essential Solution
- Kaplan Schweser Premium Solution
- Kaplan Schweser Curriculum Instruction & Support Package

Plus - Consider whether you need to purchase the BAII+ calculator and select if necessary.

### Step 3 Choose your classroom review course and dates (using the course calendar on page 13)

Core Elements - if you wish to attend a Core Elements Course (see page 6 for details), select this option and enter the corresponding code.

### Education Phase

Firstly, choose between Weekday, Day Release, Evening, Weekend (all in London) or Edinburgh Weekday or Dublin Weekday for Block 1 and Block 2. Please note that it is possible to choose a different option for each block. Then, choose the dates you wish to attend and enter the corresponding course code.

### Revision Phase

Firstly, choose between Weekday, Day Release, Evening, Weekend (all in London) or Edinburgh Weekday or Dublin Weekday. Then, choose the dates you wish to attend and enter the corresponding course code.

### Step 4 Choose mock examinations (using the course calendar on page 13)

2 different invigilated mocks are available at each level in London, 1 invigilated mock is available in both Dublin and Edinburgh. Enter your chosen location and choice of exam.

### Step 5 Choose an inclusive package price

If you choose to order education, revision courses and mocks together, you can benefit from a discounted package price – tick the box to take advantage of the discount.

### Step 6 Distance Learning only

If you wish to study without attending a course, please select a home study option.

### Step 7 Calculate the total cost

Using the price list on page 22, please calculate the total and enter onto the form. If you are ordering study materials, please add the courier charges as specified and complete the Grand Total box.



**HOW TO ENROL**



**BY PHONE**



**BY POST**



**BY FAX**



**ONLINE**

Ground Floor North, Finsbury Tower, 103-105 Bunhill Row, London EC1Y 8LR • Tel: +44 (0) 20 7920 3060 • Fax: +44 (0) 20 7256 5882

**COMPLETE IN BLOCK CAPITALS**

<p><b>STUDENT DETAILS</b></p> <p>Mr / Mrs / Ms / Miss _____</p> <p>Surname _____</p> <p>Forename(s) _____</p> <p>Date of birth     /     / _____</p> <p>Address for correspondence _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">Postcode _____</p> <p>Home no. _____</p> <p>Work no. _____</p> <p>Mobile no. _____</p> <p>Work email address _____</p> <p>Personal email address _____</p> <p>Kaplan Financial student number _____</p> <p>CFA® registration number _____</p> <p><small>Note: It is your responsibility to complete the CFA® registration formalities and enter the CFA® examinations.</small></p> <p>How did you hear about Kaplan Financial? _____</p> <p>Have you previously studied with Kaplan Financial? Yes/No _____</p> <p>If no, where did you previously study? _____</p> <p>Why did you decide to study with Kaplan Financial? _____</p> <p>_____</p> <p>I/we can confirm that I/we have read, understood and accept the terms and conditions and privacy policy detailed on <a href="http://www.kaplanfinancial.co.uk">www.kaplanfinancial.co.uk</a></p> <p>Student signature _____</p> <p>Date _____</p>	<p><b>EMPLOYER DETAILS</b></p> <p>Company name _____</p> <p>Company reg no. _____</p> <p>Training manager's name _____ Mr/Mrs/Ms/Miss</p> <p>Tel _____</p> <p>Email _____</p> <p>Work address _____</p> <p>_____</p> <p style="text-align: center;">Postcode _____</p>
	<p><b>SPONSORED STUDENTS: EMPLOYER'S AUTHORISATION</b></p> <p>If the above employer is responsible for the payment of fees, please complete the following: As employer of the student for whom this form is completed, I/we are responsible for payment of amounts due to Kaplan Financial on receipt of invoices, unless credit facilities with Kaplan Financial have been granted, in respect of the student and undertake to inform you in writing promptly of any change to this arrangement. I/We understand that I/we are fully responsible for the payment of amounts due to Kaplan Financial in all circumstances (including termination of employment or course cancellation). I/we confirm that I/we have read, understood and accept the terms and conditions detailed on <a href="http://www.kaplanfinancial.co.uk">www.kaplanfinancial.co.uk</a>.</p> <p>Signed _____</p> <p>Name _____</p> <p>Position within the company _____</p> <p>Date _____</p> <p>Purchase order number _____</p> <p><b>INVOICING ADDRESS</b> (If different to the employer address above)</p> <p>Contact name _____</p> <p>Address _____</p> <p>_____</p> <p style="text-align: center;">Postcode _____</p>

**DATA PROTECTION ACT** - Your sponsor will be informed of your test results, progress and attendance unless your sponsor chooses not to receive this information.

**MARKETING POLICY** - Kaplan Financial Limited, Kaplan Publishing or our other group companies may contact you via phone, mail or email to keep you informed about further professional training or other services and products of interest. If you do not wish us to send any such information, please tick here.  BUT, if having ticked, you still wish to receive details of courses and services specifically relating to your qualification, please tick here.

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**Web:** [www.kaplanfinancial.co.uk/cfa](http://www.kaplanfinancial.co.uk/cfa)



“

*Before discovering Kaplan, I had used other tuition providers (for Level 1). Having now completed all 3 levels on the first attempt, it is my conclusion that Kaplan's execution of the CFA curriculum stands head and shoulders above the competition. There are two key areas of differentiation:*

*Firstly, the tutors are all results driven and they have an excellent grasp of both the CFA material and the underlying concepts within the syllabus. Their enthusiasm for even the dullest of topics is contagious and I was amazed by their patience, professionalism and willingness to help throughout the course.*

*Secondly, the in-house materials are focused, accurate and clear making them ideal for candidates who are short of time and under pressure at their day job.*

*In summary, the CFA curriculum is one of the ultimate tests of mental strength and endurance. However I would argue that without Kaplan, I would not have cleared the hurdle.*

”

**Mark Manduca**  
**InsightInvestment**  
**Level III in June 2008**



**Kaplan Financial Markets**

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London EC2R 6DA

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