



ministry of
compliance

Qualified

CDD-analist

- Combination of theory and practice
- Focus on skills
- Taught by CDD specialists
- No specific prior knowledge required



geaccrediteerd door



A hands-on course that prepares you for a position as a CDD-analyst. With a solid theoretical foundation, lots of practical cases and taught by experienced CDD specialists with extensive practical experience. And - as you would expect from us - plenty of attention to the skills component. This is what this course offers you.

In three days, you will go through all the tasks you need to perform as a CDD-analyst professional and develop the professional technical and communication skills you need to fulfil the role.

Practical and effective

The aim of this course is to train you in a practical and efficient way. You will study the theory beforehand and during the classroom days you will put it into practice. You will do this through case studies and by working on your personal development.



Accredited by DSI

This training is accredited by DSI. DSI's Anti Money Laundering (AML) register provides uniform quality standards for AML professionals active in the fight against financial crime.

This means that the content and assessment of the programme meets DSI standards and provides access to a DSI certification.

Course content

Kick-off

We start the training with a one hour kick-off session through Teams. In this meeting, we discuss what to expect from the training and how to prepare for it.

Theory

A sound theoretical knowledge is the basis for your work as a CDD-analyst. Therefore, the training begins with a series of theoretical components that translate into practice. These theoretical components consist of e-learning that can be followed at any time via our online learning environment.

It is important that you study the theory thoroughly before the practical days. Without this theoretical knowledge, you will not be able to present the cases during the sessions.

Below you will find an overview of the theory:

1. Wwft Awareness
2. Sanctions Regulation Awareness
3. Tax Integrity Awareness
4. Customer Investigation
5. Transaction Monitoring
6. CDD-analyst theory

Training days

After going through the preparatory theory, you will follow three training days:

- Day 1: The first day of training is dedicated to the CDD process. You will evaluate different scenarios and work through a case where you will conduct a customer investigation.
- Day 2: On the second day you will practice communication and presentation skills.
- Day 3: The third day is a mix of transaction monitoring, reporting and presentation skills.

Theory

Wwft Awareness

In this e-learning course you will learn what the Money Laundering and Terrorist Financing Act (Wwft) entails and what the role is of financial institutions in combating money laundering. After completing the theory, you will know how to recognise unusual transactions and when and how to report them.

The following topics will be covered:

- Money laundering
- The financial sector as a gatekeeper
- Customer investigation
- During the relationship
- Case studies

Sanctions Regulation Awareness

This e-learning guides you through the European and Dutch sanctions rules. Sanctions rules from the US and UK are also covered. You will learn which requirements you and your employer have to meet. After completing the theory, you will know how sanction and transaction screening works and how the AFM and DNB monitor compliance with the Sanctions Act.

The following topics are covered:

- Legislation and regulations
 - Sanctions legislation
 - Regulators
- Screening
 - Sanction screening
 - Transaction screening
 - Types of hits

Tax Integrity Awareness

This e-learning will help you understand the legal and social developments in the area of tax integrity. We look at the differences between tax evasion, tax avoidance and tax optimisation. We also clarify the expectations of regulators. We also look at international (legislative) initiatives to prevent tax avoidance.

The following topics will be covered:

- Scope
- Role of financial institutions
- International developments

Customer investigation

This e-learning course provides a deeper insight into the legal requirements of customer due diligence under the Wwft. It also allows you to practice the skills you need to carry out customer due diligence.

The following topics are covered:

- The legal framework for CDD
- The risks of doing business with customers of questionable integrity
- The purpose, forms and application of Customer Due Diligence
- Risk indicators used in Customer Due Diligence
- Assessing the purpose and nature of the relationship
- How to deal with a politically exposed person (PEP)
- Explaining the difference between source of funds and source of assets

Transaction Monitoring

This e-learning will enhance your understanding of the legal requirements on transaction monitoring under the Wwft, and its background. You can also practice the skills you need to effectively monitor transactions.

The following topics will be covered:

- What is expected from financial institutions when it comes to transaction monitoring?
- What role does the transaction profile play in transaction monitoring and how do you set up a transaction profile?
- What are alerts and how do they arise?
- How do you assess an alert?
- How does a report of an unusual transaction proceed?

CDD-analyst theory

The final section of theory is the in-depth CDD-analyst theory. The in-depth theory consists of four chapters covering the following topics:

Financial economic crime

- AML function guidelines
- Money Laundering Processes and Methods
- Money laundering threats
- Money laundering in specific regions and activities
- Money laundering scandals
- Terrorist Financing
- Taking action
- Legislation and initiatives
- Frameworks for the AML function
- Relevant documents
- Compliance
 - SIRA
 - Conducting Investigations
 - Responding to Regulators
 - AML Risk Assessment and Reporting
 - Using AI
 - Dealing with moral dilemmas

Assessment

The assessment of this course consists of two parts:

- A theory exam with closed questions on all DSI theoretical learning objectives, to be taken at a test centre;
- Case studies that you complete during the course.

Theoretical exam

All theory is tested in an exam which you must pass to receive your certificate. Once you have passed the exam, you will be able to download your certificate from the learning environment.

This exam is taken at a test centre. You will find a voucher to book this exam in the training. The cost of the first exam is included in the training.

Scenario assessment

Part of the assessment is that you have evaluated the scenarios. The combined scores of all participants will feed into the discussion during the session. You will not be graded on this, but you must answer all the questions to pass the course.

Communication and presentation skills

An important part of the learning objectives are your skills as a CDD-analyst. Without knowledge, you cannot do your job properly in terms of content; without the necessary skills, you will not be effective as a CDD-analyst.

Therefore, in order to pass this course, you must have actively participated in this module. Again, there is no right or wrong in this part, it is about being open to learning this part.

Final assignment

The final assignment demonstrates that you can carry out an AML risk assessment. The input for this risk assessment is the Projective Group case study, which you will discuss together during the sessions. Two specialists from Projective Group, of which The Ministry of Compliance is a part, will evaluate your assignment.

Diploma

Upon successful completion of all components, you will be awarded the Qualified CDD-analyst diploma. You will receive this by email and can download it from the learning environment. We will inform DSI who has passed the exam. You can then apply to join the DSI Register.

Want to know more?

For more information about this course and upcoming start dates, please see the [course description](#) on our website. Our learning consultants will be happy to answer any questions you may have. You can [contact them through our website](#) or arrange an [online meeting](#) with them.

