

ICA MODULE SPECIFICATIONS

Certificate in KYC and CDD (CKC)

Level of Study: ICA Certificate

Effective Intake: February 2025

Version: 1.0

A. Introduction

Understand core Know Your Customer (KYC) and Customer Due Diligence (CDD) concepts and frameworks.

B. Module Aim

As regulatory expectations increase, knowing your customer is essential. This introductory-level course will give you:

- a solid understanding of core KYC and CDD concepts and frameworks.
- an overview of the practical components of working within the KYC environment.
- the opportunity to raise your professional profile by gaining an internationally recognised certification awarded in association with the Alliance Manchester Business School, the University of Manchester.

C. Learning Objectives (LO)

This programme is designed to equip you to demonstrate knowledge, understanding and skills regarding:

- CDD – why bother?
- the risk-based approach to CDD
- key CDD concepts
- core KYC frameworks
- what it is like working in KYC.

D. Is this course right for me?

This course is suitable for:

- new entrants in CDD roles or those who wish to learn more about CDD
- client managers, project managers, operational staff, middle office and sales assistants
- consultants, audit professionals and anyone whose role involves managing risk in the CDD process.

E. Learning Method

Self-study

F. Assessment

Assessment Type	Examination
Duration	1 hour
Format	25 Multiple-choice Questions

- Study on your own time and at your own pace within the two-month window.
- Recommended study time – 2-4 hours per week.
- Course can be completed in as little as four weeks, but you will have access to the course for the full 2 months.
- Course is assessed by a one-hour online multiple-choice question exam comprising 25 questions that you can take at any point during your studies.
- If you fail on your first attempt at the certificate course, we will provide you with a second attempt free of charge. Kindly note that this second attempt will only be available if you fail on your first attempt. Should you also fail on your second attempt, you will be able to purchase a third and final attempt online.
- Your results will be available instantly and you will be provided with a downloadable certificate to demonstrate your achievement.
- To meet the criteria for a pass, you must achieve an average minimum mark of 18 out of 25 (70%).

G. Grade Band

The grading below is applicable to this module:

Grade Band	Marks (%)
Distinction	90 to 100
Merit	80 to 89
Pass	70 to 79
Fail	0 to 69

H. Syllabus Outline

#	Learning topics
1	Unit 1 – CDD – Why Bother? <ul style="list-style-type: none"> • What is customer due diligence? • Why is CDD important? • Regulatory drivers: AML, tax, conduct of business • CIP vs. CDD vs. KYC – an overview of terms • The international perspective – EU ML directives, US, APAC
2	Unit 2 – Core KYC Frameworks <ul style="list-style-type: none"> • The CDD process and its key stakeholders • Recording KYC information – data management, KYC templates • Elements of an effective KYC infrastructure • Industry-wide KYC utilities and other emerging trends
3	Unit 3 – The Risk-Based Approach To CDD <ul style="list-style-type: none"> • What is a risk-based approach? • Navigating key risk factors and common red flags • Applying simplified, standard and enhanced due diligence • Risk rating and acceptance • Firm-wide risk assessments
4	Unit 4 – What It Is Like Working In KYC <ul style="list-style-type: none"> • The 3 dimensions of KYC – risk, operations, service • The importance of working to policy standards • Common practices in different industries • Ownership & accountability: 3 Lines of defence, escalation paths • Overview of industry guidance and resources
5	Unit 5 – Key CDD Concepts <ul style="list-style-type: none"> • Private persons vs. legal entities • Customer verification • Customer profile • Nature and purpose of the relationship • Beneficial ownership and control • Ongoing monitoring, customer screening