

Step	What you need to do	What service you will receive	Cost
Step 1 Pre-course assessment	<ol style="list-style-type: none"> 1. Send us your T & C plan (by email) 2. Complete the multiple-choice assessment based on your own T & C plan 3. Complete the multiple-choice assessment on the SM&CR training material (and ESMA rules for investment business focused course) 4. Complete the file review assessment 5. Complete the online Fact Find and Product Presentation observation assessment. 	<ul style="list-style-type: none"> • We will send you all the learning material and assessment forms you will need to complete the pre-course work. • You will receive written personalised feedback, to highlight any identified learning needs in order to fully prepare you for the supervisor course. • This feedback, can be used for your own CPD records. 	<p>£650 VAT for the first attendee. Subsequent places are charged at £250 + VAT</p> <p>This cost covers steps 1 and 2</p>
Step 2 Supervisor Training and assessment day	<ol style="list-style-type: none"> 1. Attend and participate in the Paradigm supervisor training course. 2. Up-date your training plan and CPD records. 3. Follow the guidance if you wish to continue to step 3 and be assessed as a competent supervisor. 	<ul style="list-style-type: none"> • Two half-day online sessions focused to help you be an effective supervisor. • A copy of the slides and a range of handout material. 	Please see above
Step 3 (optional) Post course follow up assessment	<ol style="list-style-type: none"> 1. Complete an 'in-house' Fact Find and Product Presentation observations and have your evidence and feedback prepared and ready for assessment. 2. Complete an 'in-house' file review assessment and have your evidence and feedback prepared and ready for assessment. 3. Prepare for an 'in-house' 121 and KPI review meeting, in preparation for an observed assessment (remote or onsite, as preferred) with your Paradigm Consultant. 	<ul style="list-style-type: none"> • Following the in-house assessment, you will be provided with written evidence and feedback to enable your firm to assess you as a "competent" supervisor 	£900 + VAT (or swap one of your BC days arranged with Paradigm).
What happens next	<ol style="list-style-type: none"> 1. You should maintain your knowledge using training plans and CPD records from updates provided in compliance updates and from attendance at future Best Practice meetings 2. Follow Paradigm guidance on how to construct your own T & C plan. 3. Train all staff on any changes to your T&C plan that you might make as a result of attending the course. 4. Follow your own T & C plan. 	<ul style="list-style-type: none"> • We will continue to support your firm as detailed in your service agreement. • On-going compliance updates will be supplied as normal, and you are always welcome to attend future Best Practice events. 	£ As arranged

If you would like more information, or have any questions, please email Graeme Stewart graeme.stewart@paradigm.co.uk