



EASY LEARNING

E-TRAINING, ANYWHERE, ANYTIME

Trainings Catalogue

« Fight against money laundering and terrorist financing »

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EASY LEARNING
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. Why Easy Learning ?

1

Authorized continuous training establishment

2

Trainings developed by experts

3

Wide range of AML/CTF training courses

4

E-Learning & Webinars

5

Self-paced learning

6

User-friendly E-Learning platform

7

Reactive and competent customer service

8

Trainings available in French and English

9

Transparent price



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. Our AML/CTF trainings

Get trained with our Anti-Money Laundering and Counter Terrorist Financing ("AML/CTF") trainings.

Our catalogue includes over 25 hours of AML/CTF trainings.

You have the possibility to complete your AML/CFT learning through interactive remote sessions.

. Recognized training certificates

Each course provides you with a certificate of attendance awarded at the end of the session.

This certificate is recognised by the AML/CTF supervisory authorities and is eligible for state funding.

. AML/CTF training plan

We offer a unique AML/CTF training and awareness-raising programme in compliance with AML/CTF requirements.

This plan allows you to schedule your employees' AML/CTF trainings over a one-, two- or three-year horizon.



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. Benefits of E-Learning

For the learner

- » Positive involvement of the learner
- » Time saving
- » Flexibility in learning
- » Self-paced learning
- » Remote access (office or telecommuting)
- » Recognized certificate issued at the end of the training

For the company

- » Unlimited number of learners
- » Modularity of trainings
- » Personalization of each learner's training path
- » Simplified planning
- » Reduction of indirect costs
- » Sanitary risks avoided
- » Precise reporting (progress, results ...)

. Useful information



❓ How long does it take to get my access ?

⇒ *1 working day*

❓ How long are training accesses valid ?

⇒ *2 months*

❓ Can I order training in French and English?

⇒ *Yes, depending on your needs*

❓ When is the recognized training certificate issued?

⇒ *The certificate is downloadable after the course.*

Our various courses



Trainings	Duration Hours	Price Excl. VAT	Language	#
The basics of AML/CTF The amended Law of November 12, 2004	2h	80 €	EN/FR	1
Advanced AML/CTF training The amended Law of November 12, 2004	4h	80 €	EN/FR	2
Advanced AML/CTF training Ultimate Beneficial Owners (UBOs)	1h30	80 €	EN/FR	3
Advanced AML/CTF training General and fiscal indicators of AML/CTF	1h	80 €	FR	4
Advanced AML/CTF training ML/TF risk analysis	1h	80 €	EN/FR	5
Dedicated AML/CTF training Professionals of the Financial Sector (PFS)	3h	80 €	EN/FR	6
Dedicated AML/CTF training Chartered accountants	2h	80 €	FR	7
Dedicated AML/CTF training Accounting professions	2h	80 €	EN/FR	8
Dedicated AML/CTF training Real estate agents/developers	2h	80 €	EN/FR	9
Update of AML/CTF knowledge AML/CTF Q&A	2h	80 €	EN/FR	10
Evaluation of AML/CTF knowledge AML/CTF knowledge test	2h	80 €	EN/FR	11
Interactive remote AML/CTF trainings AML/CTF Webinars	3h	180 €	EN/FR	12
Update of AML/CTF knowledge AML/CTF regulatory monitoring	-	-	EN/FR	13

1

The basics of AML/CTF The amended Law of November 12, 2004

Get familiar with the basics of AML/CTF



Goals

- » Understand the regulatory aspects of AML/CTF
- » Raise awareness of the AML/CTF mechanism
- » Meet its AML/CTF requirements
- » Discover the GoAML platform



Program

This training course covers in a synthetic way the elements of the Law of 12 November 2004 as amended. It is composed of numerous knowledge validation tests.

- » Concepts of « Money Laundering » and « Terrorist Financing »
- » Obligation to identify client, client's proxies, and beneficial owners
- » Risk-based approach and customer due diligence
- » Identity verification of clients, client's proxies, and beneficial owners
- » Adequate internal organisation requirements (policies, procedures, training programs...)
- » Cooperation requirements with the FIU and authorities



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Price excl. VAT	80 €
Duration	2 hours
Language	English/French

2

Advanced AML/CTF training The amended Law of November 12, 2004

Strengthen your knowledge of AML/CTF



Goals

- » Understand the regulatory aspects of AML/CTF
- » Develop knowledge of AML/CFT
- » Meet its AML/CTF requirements
- » Make a suspicious activity report on the GoAML platform



Program

This advanced training covers the Coordinated Law of 12 November 2004 in its entirety. It is composed of numerous knowledge validation tests.

- » Obligation to identify client, client's proxies, and beneficial owners
- » Risk analysis & customer due diligence
- » Identity verification of client, client's proxies, and beneficial owners
- » Transaction's identification (KYT)
- » Adequate internal organisation requirements
- » Cooperation requirements with the authorities
- » Administrative sanctions and criminal sanctions



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Price excl. VAT	80 €
Duration	4 hours
Language	English/French

3

Advanced AML/CTF training Ultimate Beneficial Owner (UBO)

Identify and verify the identity of its clients' Ultimate Beneficial Owners



Goals

- » Identify its clients' Ultimate Beneficial Owners
- » Verify the identity of its clients' Ultimate Beneficial Owners
- » Understand the “cascading procedure”
- » Detect attempts to conceal information about beneficial ownership



Program

This training describes the guidelines for implementing the requirements for identifying and verifying the identity of Ultimate Beneficial Owners,

- » Requirements for identifying UBOs
- » Identity verification of UBOs
- » Review of the “cascading procedure”
- » Exemption from identification and verification of the UBOs
- » FATF Indicators of Concealed Beneficial Ownership (related to customers and transactions)



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Price excl. VAT	80 €
Duration	1h30
Language	English/French

4

Advanced AML/CTF training General and fiscal AML/CTF indicators

Understand the indicators that can lead to the declaration of a suspicious activity



Goals

- » Discover the indicators that can lead to suspicious activity reports
- » Become aware of suspicious activities and transactions through practical cases



Program

This training illustrates the general and fiscal indicators that can lead to suspicious activity reports through a few practical cases.

- » General and fiscal indicators that may indicate possible money laundering
- » Discovery of suspicious activities or transactions through practical cases



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Price excl. VAT	80 €
Duration	1 hour
Language	French

5

Advanced AML/CTF training ML/TF risk analysis

Detail the money laundering and terrorist financing (ML/TF) risk analysis



Goals

- » Be aware of the expectations of the supervisory authorities in terms of ML/TF risk analysis
- » Define the company's ML/TF risk appetite
- » Formalize a global ML/TF risk analysis specific to the company



Program

This advanced training covers the obligation to perform a consistent ML/TF risk assessment in compliance with the Article 2-2 of the amended AML/CTF Law of 12 November 2004. Knowledge validation tests for participants are included in this training course.

- » Discovering the expectations of supervisory authorities in terms of ML/TF risk analysis
- » Review of the article 2-2 of the Law of 12 November 2004 as amended
- » Definition of ML/TF risk appetite
- » Review of criteria for a relevant overall ML/TF risk analysis



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Price excl. VAT	80 €
Duration	1 hour
Language	French

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Dedicated AML/CTF training Professionals of the Financial Sector (PFS)

Strengthen your knowledge of AML/CTF on the basis of CSSF
Regulation n°12-02 as amended



Goals

- » Understand the regulatory aspects of AML/CTF
- » Meet its AML/CTF requirements
- » Develop an in-depth knowledge of CSSF Regulation n°12-02 as amended



Program

This specific training covers CSSF Regulation n°12-02 as amended in its entirety. It is composed of numerous questions/answers and knowledge validation tests.

- » Scope of application of CSSF Regulation n°12-02 as amended
- » ML/TF risk-based approach
- » Customer due diligence: identification, verification, due diligence measures
- » Adequate internal organisation requirements
- » Cooperation requirements with the authorities



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Price excl. VAT	80 €
Duration	3 hours
Language	English/French

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Dedicated AML/CTF training Chartered accountants

Strengthen your knowledge of AML/CTF on the basis of the OEC norm and the OEC practical guide



Goals

- » Understand the regulatory aspects of AML/CTF
- » Meet its AML/CTF requirements
- » Develop a detailed knowledge of the AML/CTF requirements contained in the OEC norm and the OEC practical guide



Program

This specific training addresses the fight against money laundering and the financing of terrorism specific to chartered accountants and accountancy firms.

- » OEC's AML/CTF scope
- » Obligation to identify client, client's proxies, beneficial owners
- » Risk analysis and customer due diligence measures
- » Identity verification of client, client's proxies, beneficial owners
- » Adequate internal organisation requirements (policies, procedures, trainings programs...)
- » Cooperation requirements with the FIU and authorities



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Price excl. VAT	80 €
Duration	2 hours
Language	French

8

Dedicated AML/CTF training Accounting professions

Strengthen your knowledge of AML/CTF on the basis of the AED practical guide



Goals

- » Understand the regulatory aspects of AML/CTF
- » Meet its AML/CTF requirements
- » Develop a detailed knowledge of the AML/CTF requirements contained in the AED practical guide



Program

This specific training covers the fight against money laundering and terrorist financing for entities supervised by the “Administration de l’Enregistrement, des Domaines et de la TVA” (AED). It is addressed more specifically to the accounting professions.

- » AED’s AML/CTF scope
- » Risk analysis and customer due diligence
- » Adequate internal organisation requirements (policies, procedures, trainings programs...)
- » Cooperation requirements with the authorities
- » Sanctions and means of recourse



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Price excl. VAT	80 €
Duration	2 hours
Language	French/English

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Dedicated AML/CTF training Real estate agents & developers

Strengthen your knowledge of AML/CTF on the basis of the AED practical guide



Goals

- » Understand the regulatory aspects of AML/CTF
- » Meet its AML/CTF requirements
- » Develop a detailed knowledge of the AML/CTF requirements contained in the AED practical guide



Program

This specific training covers the fight against money laundering and terrorist financing for entities supervised by the “Administration de l’Enregistrement, des Domaines et de la TVA” (AED). It is addressed more specifically to real estate agents and real estate developers.

- » AED’s AML/CTF scope
- » Risk analysis and customer due diligence
- » Adequate internal organisation requirements (policies, procedures, trainings programs...)
- » Cooperation requirements with the authorities
- » Sanctions and means of recourse



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Price excl. VAT	80 €
Duration	2 hours
Language	French/English

10

Update of AML/CTF knowledge AML/CTF questions & answers

Refresh your AML/CTF knowledge



Goals

- » Update your legal and regulatory knowledge regarding the fight against money laundering and terrorist financing through a question-and-answer session



Program

This training offers you a set of questions related to the fight against money laundering and the financing of terrorism.

- » 150 questions/answers covering all obligations in the fight against money laundering and terrorist financing



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Price excl. VAT	80 €
Duration	2 hours
Language	French/English

11

Evaluation of AML/CTF knowledge AML/CTF knowledge test

Validate your knowledge of AML/CTF



Goals

- » Test your legal and regulatory knowledge regarding the fight against money laundering and terrorist financing



Program

This assessment consists of a series of questions relating to anti-money laundering and combating the financing of terrorism.

- » 150 questions covering all obligations in the fight against money laundering and terrorist financing
- » A clear and complete answer will be presented to you after the test
- » A certificate stating the score obtained is awarded at the end of this session



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Price excl. VAT	80 €
Duration	2 hours
Language	French/English

12

Interactive distance AML/CTF trainings AML/CTF Webinars

Learn through Live Webinar sessions



Benefits

- » Training tailored to your activity
- » Interactive session with an AML/CTF expert
- » Question & answer session
- » Certificate awarded on completion
- » Organization of customized webinars

**Check out the dates of our next Webinar sessions on
our website:**

www.arcad.lu/webinars

**Contact us to schedule a webinar specific to your
organization**

administration@arcad.lu



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Price excl. VAT	180 €
Duration	3 hours
Language	French/English

13

Update of AML/CTF knowledge AML/CTF regulatory monitoring

Be informed about AML/CTF developments
Anticipate AML/CTF deadlines



Goals

- » Get informed on AML/CTF developments
- » Anticipate AML/CTF deadlines
- » Understand the regulatory aspects of AML/CTF
- » Meet its AML/CTF requirements



Program

A regulatory monitoring related to the fight against money laundering and terrorist financing will be periodically disseminate to all your employees.

- » Monitoring regulatory changes and new AML/CTF regulations
- » Relevant AML/CTF information for your company
- » Reminder of AML/CTF regulatory deadlines
- » Regular provision of a variety of AML/CFT information



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Price excl. VAT	Ask for a price offer
Duration	N/A
Language	French/English



Tailor-made training

Train employees on topics specific to your organization

You wish to train your staff on aspects that are not included in this catalogue?

We provide tailor-made training for your company based on your needs, policies & procedures.

Our experts will assist you in developing your training and help you answer the following questions:

- » To whom is the training addressed ?
- » What are the needs of the learners ?
- » What are the learning goals ?
- » What are the teaching methods to be used ?
- » Which evaluation method to choose ?

Contact us to get further information or to get a personalized offer

constance@easylearning.eu



Price excl. VAT	Ask for a price offer
Duration	Variable
Language	French/English



You wish further information?

A customized offer?



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