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Handbook

for Certified Capital Market Professional (CCMP)

Certification Programmes

Securities Industry Development Corporation

HANDBOOK FOR CERTIFIED CAPITAL MARKET PROFESSIONAL (CCMP) CERTIFICATION PROGRAMMES

For July to December 2024 Programmes

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2. Commencement and Application

This Handbook sets out the requirements and guiding principles to SIDC's Certified Capital Market Professional (CCMP) Certification Programmes as well as the structure, registration, learning journey, assessment, and fees applicable to interested candidates.

3. Definitions and Interpretations

In this Handbook, unless the subject or context requires otherwise, the terms hereinafter shall bear the following meanings respectively.

Securities Industry Development Corporation (SIDC) is the leading capital market learning and development solutions provider for industry participants in Malaysia and as further described in paragraph 4.1.

Conferment Committee (CC) is the committee responsible for approving the Certification Programmes candidates' assessment results (that has a formative assessment component) and thereafter based on the results and fulfilment of requirements set out in paragraph 5, approve the conferment of the relevant certifications or qualification designation

Candidates mean individuals who have registered to undertake any of SIDC's CCMP.

Certified Capital Market Professional (CCMP) means SIDC's umbrella Certification Programme as set out in paragraph 4.2.

Certification Programme means SIDC's structured learning programmes based on the Industry Competency Framework which includes various learning components as well as an assessment component leading to a certification as set out in paragraph 4.2.

Collaborative Learning means a component of certain Certification Programmes which is based on a structured learning approach comprising facilitator-led sessions to discuss case studies and address real-life scenarios, fostering a practical understanding and application of relevant knowledge and skills, which includes a Formative Assessment in various forms as set out in paragraphs 5 and 8.

e-Learning means a structured programme or learning experience enabling participants to access the learning material at their convenience and own pace through SIDC's Learning and Assessment Management System (LAMS).

e-Webinar means an e-Learning webinar format featuring instructor led modules, enabling participants to access the learning material at their convenience and own pace through SIDC's Learning and Assessment Management System (LAMS).

Entry Requirement means the respective criteria candidates must meet to enrol into any of SIDC's CCMP Certification Programmes as set out in paragraph 6.

Exemption means the provision that allows candidates who do not meet the Entry Requirements of the Certification Programmes as set out in paragraph 6 to be exempted subject to the provisions made available by SIDC.

Fees mean the programme registration and Summative Assessment fees as set out in paragraph 7.

Formative Assessment means the assessment within the Collaborative Learning component of certain Certification Programmes that focusses on active learning which includes participation, presentations, assignments based on case study and real-life scenarios, which encourages higher-order thinking and the application of knowledge and in varied contexts, which accounts for a percentage of the total passing mark for the Certification Programme as set out in paragraph 8.5.

Proctor means the invigilator for online examinations/assessments.

Resit means the opportunity granted to a candidate who did not pass the Certification Programme to retake the Summative Assessment component in accordance with the guidelines provided in paragraph 7.

Summative Assessment means the final, comprehensive assessment, represented by an examination, which accounts for a percentage of the total passing mark for the Certification Programme.

Terms and Conditions mean the respective CCMP Certification Programs' Terms and Conditions.

Video Webinar means a recorded version of a webinar, allowing participants to review the content and discussions after the live session.

Webinar means a live, online learning session where participants can engage remotely with the trainer, facilitator and other attendees.

Workshop means an interactive learning session where participants can engage either physically (e-Webinar) or remotely (Webinar) with the trainer, facilitator and other attendees.

4. SIDC and Introduction to the CCMP Certification Programmes

4.1 About the Securities Industry Development Corporation (SIDC)

4.1.1 The Securities Industry Development Corporation (SIDC) is the leading capital market learning and development solutions provider for industry participants in Malaysia, as well as for the growth and emerging markets that include market professionals, company directors, regulators and investors. Established in 1994 as the learning and development arm of the Securities Commission Malaysia (SC) and incorporated in 2007, SIDC has been a standard-bearer of quality and innovation for over three decades.

4.1.2 SIDC's involvement in the development of human capital for the Malaysian capital market is comprehensive and end-to-end. We work closely with the SC, other regulatory bodies, capital market institutions and associations through consultations and collaborations to:

(i) establish competency standards for the industry; and
(ii) design, develop and deliver training and certification programmes that upskills the competencies of participants and support market growth.

4.2 Introduction to the CCMP Certification Programmes

4.2.1 Introduction to CCMP

(i) The development of the CCMP Certification Programmes, underscores a strategic response to the evolving demands and complexities within the capital markets industry. These certifications are designed to equip professionals with both theoretical knowledge and the practical skills necessary to excel in their respective areas.

(ii) The CCMP is designed to build and validate the essential knowledge and skills needed in the capital markets industry. Professionals who achieve this certification demonstrate their ability to meet and at times exceed the industry's expected quality standards. Upon successful completion, they earn the CCMP designation, as awarded by SIDC, highlighting their capability to adapt to and manage the changing demands of the industry. Candidates are normally required to complete each level consecutively within the allocated time limit.

(iii) Embarking on the CCMP journey represents a step towards gaining specialised knowledge and achieving professional growth. Candidates engage with customised learning modules tailored to meet the industry's unique challenges and requirements. Candidates are assessed on their proficiency across various capital market aspects through formative and summative evaluations, preparing them for future challenges.

4.2.2 The Certification Programmes under the CCMP umbrella comprises the following:

(i) CCMP–Dealing in Derivatives for Dealer's Representative (CCMP-D for Dealer's Representative)
(ii) CCMP-Compliance
- CCMP–Compliance 1 (CCMP-C1)
- CCMP–Compliance 2 (CCMP-C2)
- CCMP-Compliance Advocate (CCMP-CA)

(iii) CCMP–Sustainable and Responsible Investment
- CCMP- Sustainable and Responsible Investment 1 (CCMP-SRI1)
- CCMP – Sustainable and Responsible Investment (CCMP-SRI2)

4.2.3 Successful candidates will be entitled to use the specific designation, as set out in paragraph 4.2.2, after their name based on the fulfilment of the requirements and the award of the relevant CCMP Certification Programme.

Sample designation for candidates:

- CCMP-D (for Dealer's Representative)
  John Smith, CCMP-D (for Dealer's Representative)

- CCMP-Compliance
  John Smith, CCMP-C2

- CCMP–Sustainable and Responsible Investment
  John Simith, CCMP-SRI1

4.2.4 SIDC reserves the right to revoke the CCMP Certification Programme designation granted to any individual due to breach of any Terms and Conditions of the CCMP Certification Programmes, including any misconduct or unethical behaviour. Upon revocation, the individual must immediately cease the use of the CCMP designation in all professional representations, failing which SIDC may pursue legal action against the individual.

5. CCMP Certification Framework

The CCMP certification is offered to any eligible individual enrolled under the Certification Programmes. A candidate progresses through the certification framework, completing all required modules of the certification syllabus and fulfilling all the relevant requirements.

5.1 CCMP-D (for Dealer's Representatives) Framework

5.1.1 The CCMP-D (for Dealer's Representative) is a Certification Programmes qualified Capital Markets Services Representative's License (CMSRL) holders for dealing in securities, who are seeking to be additionally licensed for dealing in derivatives.

5.1.2 The CCMP-D is made up of three (3) components:

	Component	**Mode of delivery**
1	**e-Learning Modules** There are six (6) e-Learning modules for candidates to complete through self-directed learning as follows: (1) Overview to Derivatives (2) Futures (3) Options	e-Learning and Knowledge Checks accessible in SIDC's Learning and Assessment Management System (LAMS)

	(4) Over-the-Counter Derivatives: CFD, Forward and Swaps Contracts (5) Technical and Fundamental Analysis (6) Derivatives Regulatory Requirements, Trading and Settlement • Candidates will receive a Certificate of Attendance upon completion of each e-Learning module. • Candidates must complete the six (6) e-Learning modules before undertaking the final Assessment. Failure to complete these modules will result in candidates being denied access to the assessment. • Candidates will receive email reminders to complete the e-Learning modules. *Please click on the respective CCMP Terms & Conditions for more details on the eLearning Programme.*	
2	**Trading Simulation Programme** The trading simulation is an online simulation platform for participants to apply their knowledge and skills acquired through the e-Learning Programme to practice basic strategies in derivatives trading. The trading simulation replicates live markets data for participants to experience derivatives trading. Participants are required to complete the trading simulation for the following futures contract. 1. Crude Palm Oil Futures (FCPO) 2. FTSE Bursa Malaysia Kuala Lumpur Composite Index Futures (FKLI) • Candidates must complete the trading simulation before undertaking the final Assessment. Failure to complete these modules will result in candidates being denied access to the assessment. *Please click on the respective CCMP Terms & Conditions for more details on the Trading Simulation Programme.*	Online simulation platform accessible through SIDC's LAMS
3	**Assessment** Before candidates are allowed to undertake the Assessment, they are required to: • Complete the eLearning Programme • Complete the Trading Simulation Programme Assessment: • Thirty (30) questions – 60 minutes • eLearning Programme – thirty (30) questions • Candidates will receive email reminders on the scheduled Assessment date. *Please click on the respective CCMP Terms & Conditions for more details on the Assessment.*	Online, Scheduled and Remote-proctored in SIDC's LAMS

5.1.3 Conferment of the CCMP-D (for Dealer's Representative) Award

Candidates will be awarded the CCMP-D (for Dealer's Representative) certificate upon completion of the e-Learning and Trading Simulation Programme and passing the Assessment under the CCMP–D (for Dealer's Representative) Certification Programme component.

5.2 CCMP– C Framework

5.2.1 CCMP-C1 Framework

(i) The CCMP-C1 is a Certification Programme for aspiring compliance professionals and all employees in the capital market that covers essential compliance concepts, functions, approaches, tools and skillsets on capital market laws, principles and regulatory requirements, technical areas and general activities of intermediaries.

(ii) The CCMP-C1 is made up of four (4) components:

	Component	**Mode of delivery**
1	**Regulatory and Technical e-Learning Modules** There are eight (8) modules for candidates to complete through self-directed learning as follows: (1) Essentials of Capital Market Regulations: Intermediaries & Conduct (2) Essentials of Compliance (3) Essentials of Capital Market Regulations: Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA) (4) Essentials of Customer Service: Know Your Client (5) Compliance, Corporate Governance Risk and Ethics (6) Introduction to Capital Markets: Economics, Products & Services (7) Securities Trading, Derivatives Dealing and Settlement, and Client Advisory in Malaysia (Part 1, 2 & 3) (8) Fundamentals of Fund Management and Client Advisory in Malaysia • Candidates will receive a Certificate of Attendance upon completion of each e-Learning Module. • Candidates must complete the eight (8) e-Learning Modules before undertaking the Summative Assessment. Failure to complete these modules will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of all e-Learning Modules prior to re-attempting the Summative Assessment. • Candidates will receive email reminders to complete the e-Learning Modules. • Although candidates are allowed to attend the Behavioural Webinars without completing e-Learning Modules, for better context and understanding of the Behavioural Modules it is advisable that candidates should endeavour to complete the e-Learning Modules (1) to (4) before the Behavioural Modules are scheduled.	e-Learning and Knowledge Checks accessible in SIDC's Learning and Assessment Management System (LAMS)

	Please click on the respective CCMP Terms & Condition for more details on the Regulatory and Technical e-Learning Modules.	
2	**Behavioural Modules** The Behavioural Modules comprise three (3) e-Webinars for candidates to attend/complete as follows: (1) Insights into the Compliance Role and Essential Skillsets (2) Thinking & Communication Skills for Compliance Officers (3) Networking & Relationship Building in Compliance • Candidates will receive a Certificate of Attendance for the attendance upon completion of each Behavioural Module. • Candidates will receive an email on the access period for the e-Webinars. • Candidates would be required to complete the post-Webinar test for each e-Webinar. • Candidates are required to submit one (1) assignment for each webinar, which consists of a short write-up (maximum one (1) page) on the subject matter. • All assignments are to be completed and submitted to SIDC within seven (7) days upon completion of each webinar. • Candidates are allowed only one (1) request for extension on the assignment submission and it must be made by way of application in writing to AssessmentSecretariat@sidc.com.my, whereby the maximum extension is allowed up to the first scheduled Collaborative Learning (CL) date regardless of reason. • Failure to submit the assignments beyond the extension period provided by the Assessment Secretariat would lead to an "INCOMPLETE" grade, and candidates would not be allowed to continue with CL and/or sit the Summative Assessment (SA). • Failure to complete the e-Webinars and post-Webinar tests would lead to an "INCOMPLETE" grade, and candidates would not be allowed to continue with Collaborative Learning (CL) and/or sit the Summative Assessment (SA). Failure to complete the e-Webinars will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of all Behavioural Modules prior to re-attempting the SA. *Please click on the respective CCMP Terms & Condition for more details on the Behavioural Modules.*	e-Webinars and Presentation Slides accessible in SIDC's LAMS
3	**Collaborative Learning** The Collaborative Learning (CL) consists of three (3) facilitator-led webinar sessions. In these sessions, candidates will examine and discuss case studies. Additionally, they will be tasked with addressing real-life compliance scenarios. (1) Essentials of Compliance: Case Study Series Day 1 Webinar – Half (½) day • Facilitator-led • Case Study Discussion • Case Study Workbook (uploaded on LAMS seven (7) working days before the Webinar).	Webinars and Case Study workbook accessible in SIDC's LAMS

	(2) Essentials of Compliance: Communities of Practice (Real-life Scenarios) Day 2 Webinar – Half (½) day • Facilitator-led • Group Break-out Scenario Discussion • Grouping, Scenarios and Presentation Rubrics will be announced on WhatsApp before the webinar date. Day 3 Webinar – Half (½) day • Facilitator-led • Presentation – Facilitator Rating • The presentation forms thirty percent (30%) of the passing mark for CCMP-C1 certification. • Candidates will receive a Certificate of Attendance for the attendance of the CL webinars. • Candidates will receive email reminders on the scheduled CL dates. • Attendance for the CL Webinars and the presentation is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2. • Failure to attend the CL and/or conduct and submit the presentation would lead to an "INCOMPLETE" grade, and candidates would not be allowed to sit the Summative Assessment (SA). Failure to complete the CL will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of the CL prior to re-attempting the SA. • No appeals will be entertained for the non-attendance of the CL and the non-submission of the formative assessment (collaborative learning). *Please click on the respective CCMP Terms & Condition for more details on the Collaborative Learning.*	
4	**Summative Assessment** Before candidates are allowed to undertake the Summative Assessment (SA), they are required to: • Complete the Regulatory and Technical e-Learning Modules. • Complete the Behavioural Modules e-Webinars and submit assignments or complete post-tests within the stipulated timelines. • Attend the Collaborative Learning (CL) Webinars and conduct the presentations as scheduled. Assessment: • Sixty (60) questions – One-and-a-half (1 ½) hours. • Regulatory and Technical Modules – Forty (40) questions. • Behavioural Modules – Twenty (20) questions. • The SA would form seventy percent (70%) of the passing mark for CCMP-C1 certification. • Candidates will receive email reminders on the scheduled SA date.	Online, Scheduled and Remote-proctored in SIDC's LAMS

	• Attendance for the CL Webinars and the presentation is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2. *Please click on the respective CCMP Terms & Condition for more details on the Summative Assessment.*	

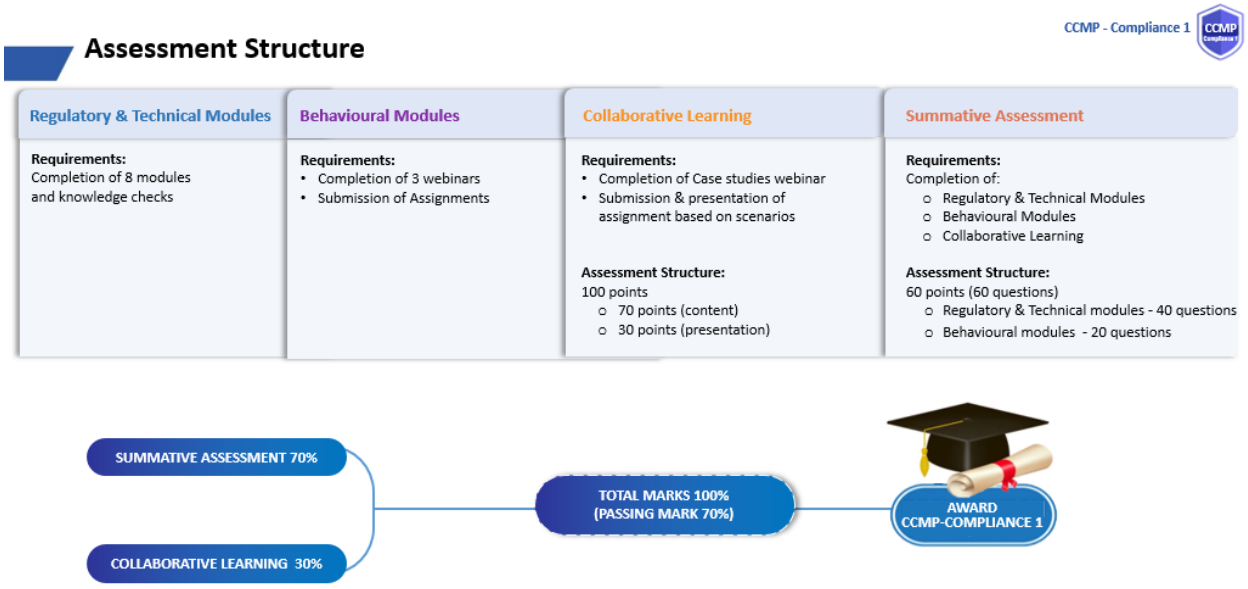
(iii) Conferment of CCMP-C1 Award

Subject to 5.1.1, candidates will be awarded the CCMP-C1 certificate upon completion and passing of all components under the CCMP-C1 Certification Programmes. The assessment for CCMP-C1 certification is as follows:

- Formative Assessment (Collaborative Learning):
  The Formative Assessment (Collaborative Learning) will account for thirty percent (30%) of the total passing mark for CCMP-C1 certification.

- Summative Assessment:
  The examination will account for seventy percent (70%) of the total passing mark for CCMP-C1 certification.

Further details are set out below and in in paragraph 8.2.



Conferment of the award will be decided by the Conferment Committee (CC), where they will review and approve the relevant CCMP qualification designation for candidates who have fulfilled the assessment requirements as proposed by SIDC.

5.2.2 CCMP– C2 Framework

(i) The Certified Capital Markets Professional – Compliance 2 is a Certification Programmes for compliance professionals who have fulfilled the Entry Requirements as set out in paragraph 6.2 with relevant experience looking to further upskill their competencies to be more effective as a compliance officer.

(ii) The CCMP-C2 is made up of four (4) components:

	Component	**Mode of delivery**
1	**Regulatory and Technical e-Learning Modules** There are eleven (11) modules for candidates to complete through self-directed learning as follows: (1) Effective Compliance: Regulatory Perspective and Principles (2) Effective Compliance: AMLA/Fraud/Practical CDD (3) Effective Compliance: Compliance in Action (4) Essentials of Customer Service: Know Your Client (5) Compliance, Corporate Governance, Risk and Ethics (6) Effective Compliance and the Capital Market (7) Introduction to Islamic Capital Market – Part 1 (8) Financial Technology (Fintech) and Its Impact to the Capital Market (9) Algorithm Trading & High-Frequency Trading (10) Digital Innovation in the Malaysian Capital Market (11) Cybersecurity Compliance • Candidates will receive a Certificate of Attendance upon completion of each e-Learning Module. • Candidates must complete the eleven (11) e-Learning Modules before undertaking the Summative Assessment (SA). Failure to complete these modules will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of all e-Learning Modules prior to re-attempting the SA. • Candidates will receive email reminders on the access period to complete the e-Learning Modules. • Although candidates are allowed to attend the Behavioural Webinars without completing the e-Learning Modules, for better context and understanding of the Behavioural Modules it is advisable that candidates should endeavour to complete the e-Learning Modules (1) to (5) before the Behavioural Modules are scheduled. *Please click on the respective CCMP Terms & Condition for more details on the Regulatory and Technical e-Learning Modules.*	e-Learning and Knowledge Checks accessible in SIDC's Learning and Assessment Management System (LAMS)
2	**Behavioural Modules** The Behavioural Modules comprise three (3) instructor-led webinar programmes for candidates to attend/complete as follows: (1) Fundamentals of Stakeholder Management (2) The Highly Effective Compliance Officer (3) Technical Writing for the Capital Markets • Candidates will receive email reminders on the scheduled Behavioural Module webinar dates.	Webinars, Videos of Webinars and Presentation Slides accessible in SIDC's LAMS

	• Candidates will receive a Certificate of Attendance for the attendance of each Behavioural Module. • The video of the webinar will be uploaded on LAMS the day after the scheduled webinar and accessible for forty-five (45) days. • Candidates who are unable to attend the scheduled webinars will be allowed to view the videos of the webinars to be considered as attendance. • Candidates would be required to submit one (1) assignment for each webinar, which consists of a short write-up (maximum one (1) page) on the subject matter. • All assignments are to be completed and submitted to SIDC within seven (7) days upon completion of each webinar. • Candidates are allowed only one (1) request for extension on the assignment submission and it must be made by way of application in writing to AssessmentSecretariat@sidc.com.my, whereby the maximum extension is allowed up to the first scheduled Collaborative Learning (CL) date regardless of reason. • Failure to submit the assignments beyond the extension period provided by the Assessment Secretariat would lead to an "INCOMPLETE" grade and candidates would not be allowed to continue with CL and/or sit the Summative Assessment (SA). Failure to complete the Behavioural Modules will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of all Behavioural Modules prior to re-attempting the SA. *Please click on the respective CCMP Terms & Condition for more details on the Behavioural Modules.*	
3	**Collaborative Learning** The Collaborative Learning (CL) comprises three (3) facilitator-led webinar sessions. In these sessions, candidates will examine and discuss case studies. Additionally, they will be tasked with addressing real-life compliance scenarios. (3) Essentials of Compliance: Case Study Series Day 1 Webinar – Half (½) day • Facilitator-led • Case Study Discussion • Case Study Workbook (uploaded on LAMS seven (7) working days before the Webinar). (4) Essentials of Compliance: Communities of Practice (Real-life Scenarios) Day 2 Webinar – Half (½) day • Facilitator-led • Group Break-out Scenario Discussion • Grouping, Scenarios and Presentation Rubrics will be announced on WhatsApp before the webinar date. Day 3 Webinar – Half (½) day • Facilitator-led. • Presentation – Facilitator Rating • The presentation would form thirty percent (30%) of the passing mark for CCMP-C1 certification,	Webinar and Case Study workbook accessible in SIDC's LAMS

	• Candidates will receive a Certificate of Attendance for attendance of the CL webinars. • Candidates will receive email reminders on the scheduled CL dates. • Attendance for the CL Webinars and the presentation is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2. • Failure to attend the CL and/or conduct and submit the presentation would lead to an "INCOMPLETE" grade, and candidates would not be allowed to sit the Summative Assessment (SA). Failure to complete the CL will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of the CL prior to re-attempting the SA. • No appeals will be entertained for the non-attendance of the CL and the non-submission of the formative assessment (collaborative learning). *Please click on the respective CCMP Terms & Condition for more details on the Collaborative Learning.*	
4	**Summative Assessment** Before candidates are allowed to undertake the Summative Assessment (SA), they are required to: • Complete the Regulatory and Technical e-Learning Modules. • Complete the Behavioural Modules Webinars and submit assignments within the stipulated timelines. • Attend the Collaborative Learning (CL) Webinars and conduct the presentations as scheduled. Assessment: • Forty (40) questions – One (1) hour. • Regulatory and Technical Modules – Thirty (30) questions. • Behavioural Modules – Ten (10) questions. • The Summative Assessment would form seventy percent (70%) of the passing mark for CCMP-C2 certification. • Candidates will receive email reminders on the scheduled SA date. • Attendance for the CL Webinars and the presentation is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2. *Please click on the respective CCMP Terms & Condition for more details on the Summative Assessment.*	Online, Scheduled and Remote-proctored in SIDC's LAMS

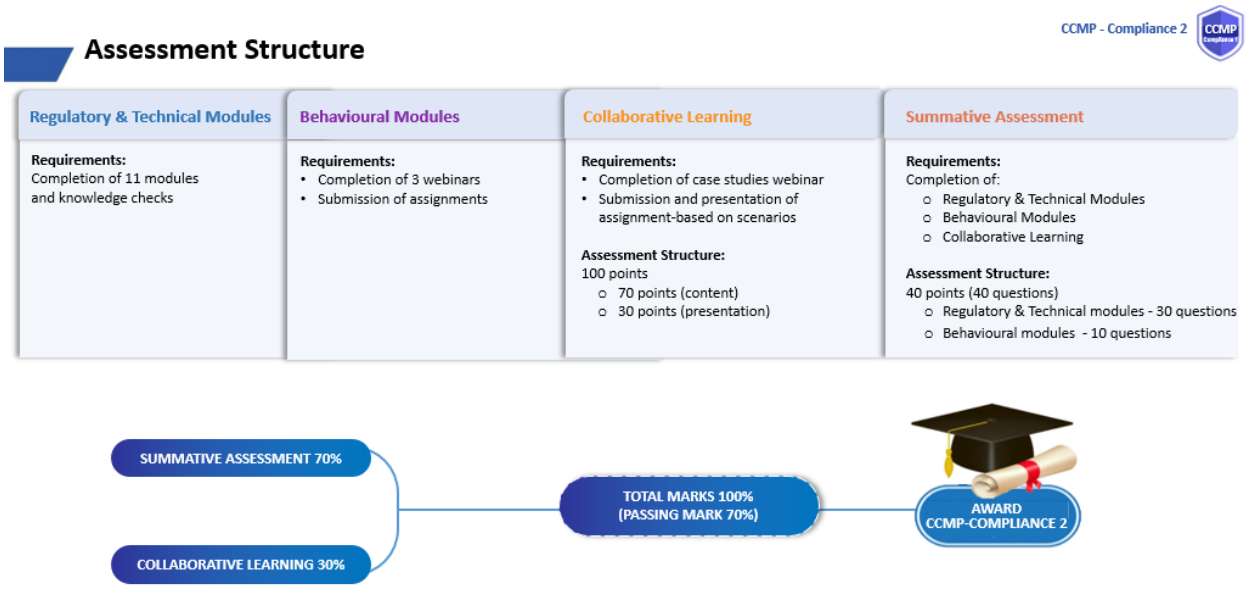
(iii) Conferment of CCMP-C2 Award

Subject to paragraph 5.2.2, candidates will be awarded the CCMP-C2 certificate upon completion and passing of all components under the CCMP-C2 Certification Programmes. The assessment for the CCMP-C2 certification is as follows:

- Formative Assessment:
  The Formative Assessment (Collaborative Learning) will account for thirty percent (30%) of the total passing mark for CCMP-C2 certification.

- Summative Assessment:
  The examination will account for seventy percent (70%) of the total passing mark for CCMP-C2 certification.

Further details are set out below and in paragraph 8.2.



Conferment of the award will be decided by the Conferment Committee (CC), where they will review and approve the relevant CCMP qualification designation for candidates who have fulfilled the assessment requirements as proposed by SIDC.

5.2.3 CCMP– CA Framework

(i) The Certified Capital Market Professional (CCMP) – Compliance Advocate is a Certification Programme for experienced compliance professionals to lead, mentor and network with compliance communities of practice, discuss compliance issues and scenarios, and formulate strategies and solutions which balance business needs with regulatory requirements and expectations.

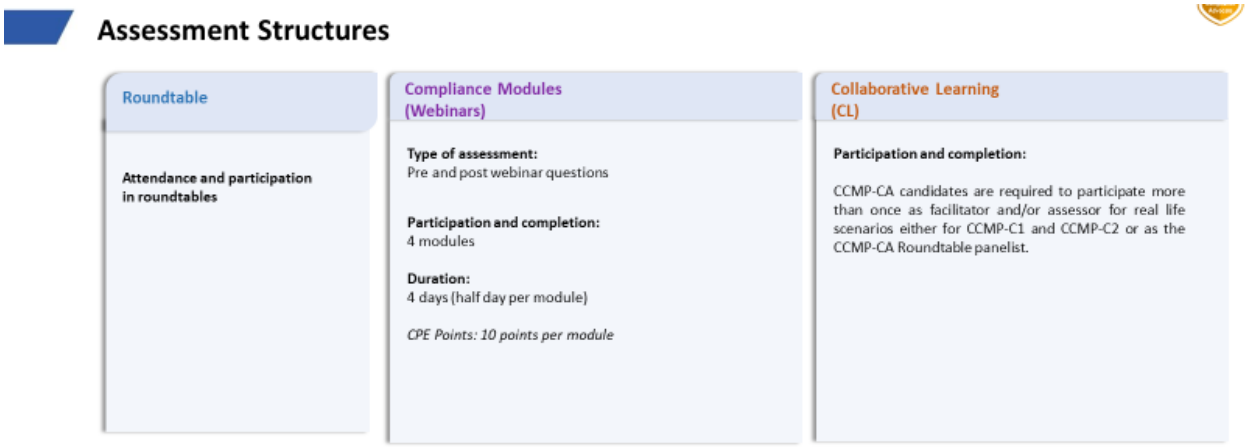
(ii) The CCMP-CA is made up of three (3) components:

	Component	Mode of delivery
1	**Roundtable on Compliance** The roundtable provides a platform for the panellists and participants to discuss ongoing changes in the compliance landscape. *Please click on the respective CCMP Terms & Condition for more details on the Roundtable on Compliance.*	A half-day roundtable session (Physical/Hybrid)
2	**Compliance Culture Advocate Programme**	Webinars accessible in SIDC's Learning and Assessment

	The programme comprises four (4) instructor-led webinars for candidates to attend and complete as follows: (1) Business Sustainability and the Future of Compliance (2) Compliance Management Advisory and Advocacy (3) Governance, Risk Oversight and Compliance in the Capital Market (4) Strengthening the Capital Market through RegTech and SupTech • Candidates will receive a Certificate of Attendance for the attendance of each webinar. • Candidates will receive email reminders on the scheduled webinar dates. • The video of the webinar will be uploaded on LAMS the day after the scheduled webinar and accessible for forty-five (45) days. • Attendance for the webinars is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2. • Failure to attend the webinars would lead to an "INCOMPLETE" grade. Candidates wishing to pursue certification further must re-register and ensure completion of all components. • No appeals will be entertained for non-attendance of the webinars. *Please click on the respective CCMP Terms & Condition for more details on the Compliance Culture Advocate Programme.*	Management System (LAMS)
3	**Collaborative Learning** • CCMP-CA candidates are required to participate a minimum of three (3) times either as facilitator and/or assessor for real-life scenarios, either for CCMP-C1 and CCMP-C2 or as a CCMP-CA Roundtable panellist. • Failure to complete the Collaborative Learning (CL) would lead to an "INCOMPLETE" grade. Candidates wishing to pursue certification further must re-register and ensure completion of all components. *Please click on the respective CCMP Terms & Condition for more details on the Collaborative Learning.*	Facilitator and/or Assessor in CCMP-C1/C2 real-life scenarios. Or Participation as roundtable panellist.

(iii) Conferment of CCMP-CA Award

Subject to paragraph 5.2.3, candidates will be awarded the CCMP-CA certificate upon completion of all components under CCMP-CA Certification Programmes as follows:



Conferment of the award will be decided by the Conferment Committee (CC), where they will review and approve the relevant CCMP qualification designation for candidates who have fulfilled the requirements as proposed by SIDC.

5.3 CCMP–SRI Framework

5.3.1 CCMP- SRI1 Framework

(i) The CCMP-SRI1 is a Certification Programme for professionals aspiring to upskill in sustainable development and SRI within the Malaysian capital market context.

(ii) The CCMP-SRI1 is made up of four (4) components:

	Component	Mode of delivery
1	**e-Learning Modules** There are eight (8) modules for candidates to complete through self-directed learning as follows: (1) Introduction to Sustainability, ESG and SRI (2) The Sustainability Landscape and Regulatory Environment-Malaysia ASEAN and Global Perspectives (3) Understanding ESG Risks (4) ESG/Sustainability Reporting and Disclosure (5) Assessing ESG Data and Its Impact (6) Analysing and Integrating ESG Ratings (7) SRI and the Malaysian Capital Market (8) Applying SRI Taxonomies • Candidates will receive a Certificate of Attendance upon completion of each e-Learning Module. • Candidates must complete the eight (8) e-Learning Modules before undertaking the Summative Assessment. Failure to complete these modules will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of	e-Learning and Knowledge Checks accessible in SIDC's Learning and Assessment Management System (LAMS)

	all e-Learning Modules prior to re-attempting the Summative Assessment. • Candidates will receive email reminders to complete the e-Learning Modules. *Please click on the respective CCMP Terms & Condition for more details on the e-Learning Modules.*	
2	**Workshops** The Workshops comprise six (6) instructor-led programmes for candidates to attend and complete as follows: (1) Integrating Sustainability – Part 1 Environment, Social and Governance Factors (2) Integrating Sustainability – Part 2 Industry Sectors and Materiality (3) Developments in Sustainability Practices and Reporting - Disclosures and Assessment (4) Improving SRI Decision Making - the Quality of ESG Data (5) Sustainability Taxonomies - Developments Across the Globe (6) Aligning and Structuring SRI – Requirements, Methodologies and Standards Instructor-led Workshops • Candidates will receive email reminders on the scheduled workshop dates. • The mode of Workshops whether physical or Webinar is to be determined by SIDC • Candidates will receive a Certificate of Attendance for the attendance of each workshop • The video of the workshop will be uploaded on LAMS the day after the scheduled webinar and accessible for forty-five (45) days. • Candidates who are unable to attend the scheduled workshops are allowed to view the videos of the Workshops to be considered as attendance. *Please click on the respective CCMP Terms & Condition for more details on the Workshops.*	Workshops (Physical/Webinars), Videos of Webinars and Presentation Slides accessible in SIDC's LAMS
3	**Collaborative Learning** The Collaborative Learning (CL) consists of two (2) facilitator-led session. In the session, candidates will examine and discuss case studies. Additionally, they will be tasked with addressing real-life scenarios. • Case Study Day 1 Session – Full Day • Facilitator-led • Case Study Discussion • Case Study Workbook (uploaded on LAMS seven (7) working days before the session) • Assignments (to be submitted within seven (7) days after the session) • (Real-life Scenarios) Day 2 Session – Half (½) day	Workshops (Physical/Webinars) and Case Study workbook accessible in SIDC's LAMS

	• Facilitator-led
	• Group Break-out Scenario Discussion
	• Grouping, Scenarios and Presentation Rubrics will be announced on WhatsApp before the session.
	  • Assignments (to be submitted within seven (7) days after the session)
	  • Candidates will receive a Certificate of Attendance for the attendance of the CL session.
	  • Candidates will receive email reminders on the scheduled CL dates.
	  • Attendance for the CL sessions and the assignment is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2.
	  • Failure to attend the CL and/or conduct and submit the assignment would lead to an "INCOMPLETE" grade, and candidates would not be allowed to sit the Summative Assessment (SA). Failure to complete the CL will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of the CL prior to re-attempting the SA.
	  • No appeals will be entertained for the non-attendance of the CL and the non-submission of the formative assessment (collaborative learning).
	
	Please click on the respective CCMP Terms & Condition for more details on the Workshops.	

4	**Summative Assessment** Before candidates are allowed to undertake the Summative Assessment (SA), they are required to: • Complete the e-Learning Modules and knowledge checks. • Complete the workshops including attendance, participation and , submission of assignments within the stipulated timelines. • Complete the Collaborative Learning (CL) including attendance, participation and submission of assignments within the stipulated timelines. Assessment: • Sixty (60) questions covering 60% from eLearning Modules and 40% from workshops • Duration– One and a half hours (1/2 hours) • The SA would form sixty percent (60%) of the passing mark for CCMP-SRI1 certification. • Candidates will receive email reminders on the scheduled SA date. • Attendance for the CL Webinars and the submission of assignments is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2. *Please click on* the *respective CCMP programme more details on the Summative Assessment.*	Online, Scheduled and Remote-proctored in SIDC's LAMS

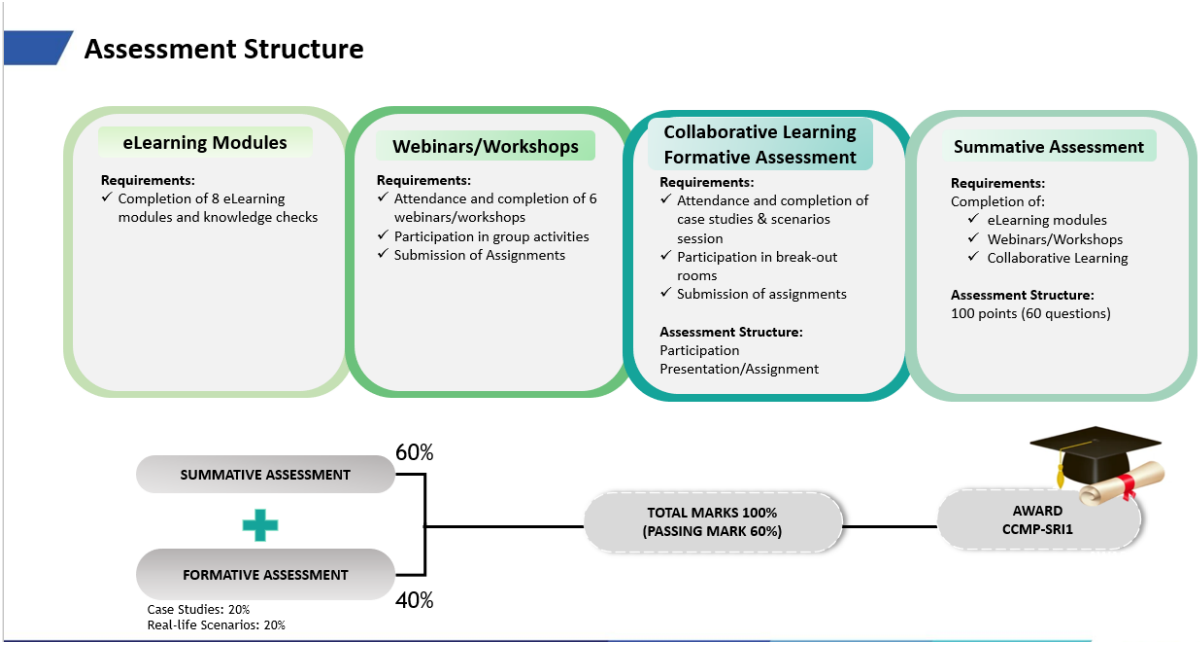
(iii) Conferment of CCMP-SRI1 Award

Subject to 5.3.1, candidates will be awarded the CCMP-SRI1 certificate upon completion and passing of all components under the CCMP-SRI1 Certification Programmes. The assessment for CCMP-SRI1 certification is as follows:

- Formative Assessment (Collaborative Learning):
  The Formative Assessment (Collaborative Learning) will account for forty percent (40%) of the total passing mark for CCMP-SRI1 certification.

- Summative Assessment:
  The examination will account for sixty percent (60%) of the total passing mark for CCMP-SRI1 certification.

Further details are set out below and in in paragraph 8.3.



Conferment of the award will be decided by the Conferment Committee (CC), where they will review and approve the relevant CCMP qualification designation for candidates who have fulfilled the assessment requirements as proposed by SIDC.

5.3.2 CCMP– SRI2 Framework

(i) The CCMP-SRI2 is a Certification Programmes for professionals in the capital markets and financial services industry and those involved in investment and asset ownership decision making with experience in assessing and/or structuring SRI professionals who have fulfilled the Entry Requirements as set out in paragraph 6.3 looking to further upskill their competencies to be more effective looking to further upskill their competencies to be effective advisers on transformative sustainability development, ESG and SRI structuring from the Malaysian, ASEAN and global best practices context.

(ii) The CCMP-SRI2 is made up of three (3) components:

	Component	Mode of delivery
1	**Workshops** The Workshops comprise six (6) instructor-led programmes for candidates to attend and complete as follows: (1) Rethinking Sustainability Frameworks and Strategies (2) Carbon Markets – Voluntary and Regulatory Compliance (3) Developing Sustainability Assessment Frameworks- ESG integration (4) Diversifying Investment Portfolio with ESG- focused investments (5) Structuring Sustainable Bonds and Alternative Investments – Strategies and Methodologies (6) Sustainability and Islamic Capital Markets • Candidates will receive email reminders on the scheduled workshop dates. • The mode of workshops whether online (webinar) or physical is to be determined by SIDC • Candidates will receive a Certificate of Attendance for the attendance of each workshop • The video of the workshop will be uploaded on LAMS the day after the scheduled webinar and accessible for forty-five (45) days. • Candidates who are unable to attend the scheduled workshops are allowed to view the videos of the workshops to be considered as attendance. *Please click on the respective CCMP Terms & Condition for more details on the e-Learning Modules.*	Workshops (Physical/Webinars), Videos of Webinars and Presentation Slides accessible in SIDC's LAMS
2	**Collaborative Learning** The Collaborative Learning (CL) comprises facilitator-led sessions. In these sessions, candidates will examine and discuss case studies. Additionally, they will be tasked with addressing real-life scenarios. (1) Sustainability transformation issues and challenges, Sustainability by Design, Carbon Markets from ASEAN and global perspective: Case Study Series • Facilitator-led • Case Study Discussion • Case Study Workbook (uploaded on LAMS seven (7) working days before the Webinar). (2) Sustainability assessment framework/investment strategies from ASEAN and global perspective • Facilitator-led • Group Break-out Scenario Discussion • Grouping, Scenarios and assignment Rubrics will be announced on WhatsApp before the webinar date. (3) SRI Products - Sustainable Bond , Alternative Investments, Islamic capital market products from ASEAN and global perspective • Facilitator-led. • Assignments – Facilitator Rating	Webinar and Case Study workbook accessible in SIDC's LAMS

	• Candidates will receive a Certificate of Attendance for attendance of the CL session. • Candidates will receive email reminders on the scheduled CL dates. • Attendance for the CL sessions and the presentation is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2. • Failure to attend the CL and/or conduct and submit the assignments/presentation would lead to an "INCOMPLETE" grade, and candidates would not be allowed to sit the Summative Assessment (SA). Failure to complete the CL will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of the CL prior to re-attempting the SA. • No appeals will be entertained for the non-attendance of the CL and the non-submission of the formative assessment (collaborative learning).	
3	**Summative Assessment** Before candidates are allowed to undertake the Summative Assessment (SA), they are required to: • Complete the workshops including attendance, participation and submission of assignments within the stipulated timelines. • Complete the Collaborative Learning (CL) including attendance, participation and submission of assignments within the stipulated timelines. Assessment: • Sixty (60) questions • Duration: One and a half hours (1/2 hours) • The Summative Assessment would form sixty percent (60%) of the passing mark for CCMP-C2 certification. • Candidates will receive email reminders on the scheduled SA date. • Attendance for the CL workshops and submission of assignments is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2.	Online, Scheduled and Remote-proctored in SIDC's LAMS

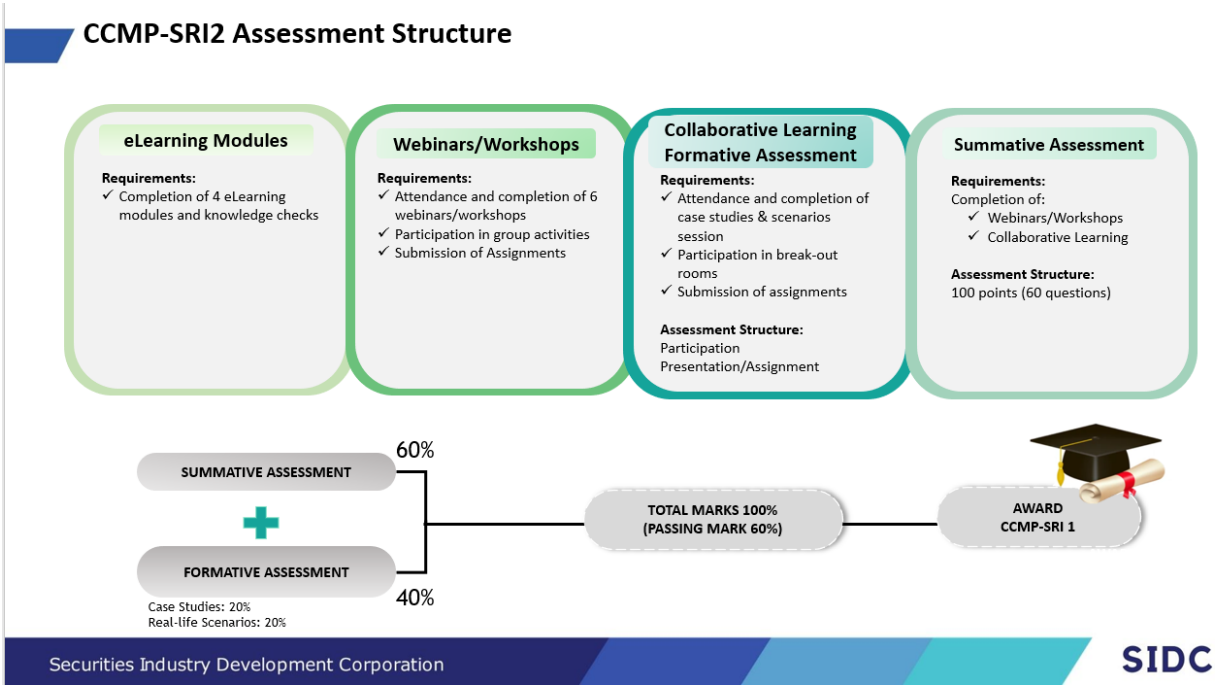
(iii) Conferment of CCMP-SRI2 Award

Subject to paragraph 5.3.2, candidates will be awarded the CCMP–SRI2 certificate upon completion and passing of all components under the CCMP–SRI2 Certification Programmes. The assessment for the CCMP-SRI2 certification is as follows:

- Formative Assessment:
  The Formative Assessment (Collaborative Learning) will account for forty percent (40%) of the total passing mark for CCMP- SRI2 certification.

- Summative Assessment:
  The examination will account for sixty percent (60%) of the total passing mark for CCMP- SRI2 certification.

Further details are set out below and in paragraph 8.3.



Conferment of the award will be decided by the Conferment Committee (CC), where they will review and approve the relevant CCMP qualification designation for candidates who have fulfilled the assessment requirements as proposed by SIDC.

6. Enrolment

6.1 CCMP-D (for Dealer's Representative) General Entry Requirements

6.1.1 There are no entry requirements for an individual to be eligible to enrol for the CCMP-D (for Dealer's Representative) Certification Programme.

6.1.2 It is the assessment component to be passed by qualified Capital Markets Services Representative's Licence (CMSRL) holders for dealing in securities seeking to be additionally licensed for dealing in derivatives.

6.1.3 Candidates are advised to refer to the Licensing Handbook for the detailed requirements.

6.2 CCMP-C General Entry Requirements

6.2.1 CCMP-C1

An individual shall be eligible to enrol for the CCMP-C1 Certification Programmes based on the following requirements:

(i) Possess a degree/ professional qualification from a recognised institution; or

(ii) Possess a diploma from a recognised institution with a minimum of three (3) years of relevant capital market experience.

6.2.2 CCMP-C2

An individual shall be eligible to enrol for the CCMP–C1 Certification Programmes based on the following requirements:

(i) Possess CCMP-C1 qualification; or

(ii) Registered as a Compliance Officer/Head of Compliance with the Securities Commission Malaysia with a minimum of two (2) years' of relevant capital market experience.

6.2.3 CCMP-CA

An individual shall be eligible to enrol for the CCMP–C1 Certification Programmes based on the following requirements:

(i) Possess CCMP-C2 qualification; or

(ii) Registered as a Compliance Officer/Head of Compliance with the Securities Commission Malaysia with a minimum of five (5) years' of relevant capital market experience.

6.3 CCMP-SRI General Entry Requirements

6.3.1 CCMP-SRI1

An individual shall be eligible to enrol for the CCMP–C1 Certification Programmes based on the following requirements:

(i) Possess a degree/ professional qualification from a recognised institution; or

(ii) Possess a diploma from a recognised institution with a minimum of three (3) years of relevant capital market and/or sustainability-related experience

6.3.2 CCMP-SRI2

An individual shall be eligible to enrol for the CCMP–C1 Certification Programmes based on the following requirements:

(i) Possess CCMP-SRI2 qualification.

6.4 Exemption

General Entry Requirements

Candidates who do not fulfil the general entry requirements for any of the CCMP Certification Programme may be granted an exemption on a case-by-case basis by writing in to the AssessmentSecretariat@sidc.com.my.

7. Enrolment Fees

7.1 CCMP Fee Structure

7.1.1 CCMP-D (for Dealer's Representative)

The following fee structure is applicable for all eligible individuals enrolled under the CCMP-D.

CCMP-D (for Dealer's Representative) Certification Programmes	**Fee* (RM)**
CCMP–D for Dealer's Representative Certification and Resitting • e-Learning Programme • Trading Simulation Programme • Summative Assessment scheduled date	550

7.1.2 CCMP-C

CCMP-C1

The following fee structure is applicable for all eligible individuals enrolled under the CCMP-C1.

CCMP-C1 Certification Programme	**Fee* (RM)**
CCMP–C1 Certification • Regulatory and Technical e-Learning Modules • Behavioural Modules • Collaborative Learning • Summative Assessment scheduled date	1700
CCMP-C1 Summative Assessment Resit • Applicable for candidates who have registered for and completed the CCMP-C1 Certification but failed to be awarded the CCMP-C1 qualification as per paragraph 8.4.7. • Access to the Regulatory and Technical e-Learning Modules will be provided up to the Summative Assessment (SA) date. • Access to the Behavioural Modules Webinar Recordings and Presentation Slides will be provided up to the SA date.	300

*Fees are valid for enrolment up to 31 December 2023, and are subject to change from 1 January 2024. Applicable for Malaysian citizens only.

CCMP-C2

The following fee structure is applicable for all eligible individuals enrolled under the CCMP-C2.

CCMP-C2 Certification Programmes	**Fee* (RM)**
CCMP–C2 Certification • Regulatory and Technical e-Learning Modules • Behavioural Modules • Collaborative Learning • Summative Assessment scheduled date	1700
CCMP-C2 Summative Assessment Resit • Applicable for candidates who have registered for and completed the CCMP-C2 Certification but failed to be awarded the CCMP-C2 qualification as per paragraph 8.4.7. • Access to the Regulatory and Technical e-Learning Modules will be provided up to the Summative Assessment (SA) date. • Access to the Behavioural Modules Webinar Recordings and Presentation Slides will be provided up to the SA date.	300

*Fees are valid for enrolment up to 31 December 2023, and are subject to change from 1 January 2024. Applicable for Malaysian citizens only.

CCMP-CA

The following fee structure is applicable for all eligible individuals enrolled under the CCMP-CA.

CCMP-CA Certification Programmes	**Fee* (RM)**
CCMP–CA Certification • Roundtable on Compliance • Compliance Culture Advocate Programme	5,000

*Fees are valid for enrolment up to 31 December 2024, and are subject to change from 1 January 2025. Applicable for Malaysian citizens only.

7.1.3 CCMP-SRI

CCMP-SRI1

The following fee structure is applicable for all eligible individuals enrolled under the CCMP-SRI1.

CCMP-SRI1 Certification Programmes	**Fee* (RM)**
CCMP–SRI1 Certification • eLearning Modules • Workshops • Collaborative Learning • Summative Assessment scheduled date	7000
CCMP-SRI1 Summative Assessment Resit • Applicable for candidates who have registered for and completed the CCMP-SRI1 Certification but failed to be awarded the CCMP-SRI1 qualification as per paragraph 8.4.7. • Access to the e-Learning Modules will be provided up to the Summative Assessment (SA) date. • Access to the Behavioural Modules Webinar Recordings and Presentation Slides will be provided up to the SA date.	TBC

*Fees are valid for enrolment up to 31 December 2024, and are subject to change from 1 January 2025. Applicable for Malaysian citizens only.

CCMP-SRI2

The following fee structure is applicable for all eligible individuals enrolled under the CCMP-SRI2.

CCMP-SRI2 Certification Programmes	**Fee* (RM)**
CCMP–SRI2 Certification • Workshops • Collaborative Learning • Summative Assessment scheduled date	TBC
CCMP-SRI2 Summative Assessment Resit • Applicable for candidates who have registered for and completed the CCMP-SRI2 Certification but failed to be awarded the CCMP-SRI2 qualification as per paragraph 8.4.7. • Access to the Regulatory and Technical e-Learning Modules will be provided up to the Summative Assessment (SA) date. • Access to the Workshops Recordings and Presentation Slides will be provided up to the SA date.	TBC

7.1.4 Successful enrolment is subject to seat availability, adhering to a first-come-first-served policy, and contingent upon full payment received by SIDC. For specific programme dates, candidates are advised to consult the respective CCMP-C and CCMP-SRI Calendar in www.sidc.com.my .

7.1.5 Registration and Payment of Fees for CCMP-C and CCMP-SRI Certification Programmes

(i) The CCMP certification programmes are HRD Corp (HRDC) claimable. To claim full CCMP fees from HRDC, candidates shall adhere to all requirements set by HRDC including full attendance and completion of the CCMP certification programmes.

(ii) All candidates who wish to enrol for the CCMP programme may do so at https://www.sidc.com.my , creating an account in the process. After the successful creation of an account, an invitation link will be sent to the email address used during account creation.

(iii) Upon successful sign-up, candidates may proceed to finalise their registration for the relevant CCMP Certification Programmes. The payment of the relevant fees can be carried out through the candidate's registered account.

(iv) Once enrolled, candidates will be directed to the payment page where payment can be made via FPX (online transfer), credit card or e-wallet. Enrolment is successful once the payment is accepted by SIDC.

(v) Once payment is received, a receipt for the payment may be downloaded from the same link.

(vi) Candidates will receive a confirmation email from SIDC (sidc@sidc.com.my) upon receipt of full payment. Candidates will subsequently receive an email within three (3) working days containing the access link to e-Learning, webinars, Collaborative Learning, assessment as well as enrolment details.

(vii) Candidates must commit to providing truthful, precise, up-to-date, and comprehensive information during the account sign-up process. Candidates are solely accountable for the use, safeguarding, and confidentiality of their assigned passwords, which should be used exclusively by the candidate and not shared with or transferred to any third parties. Additionally, candidates agree to promptly notify and email the AssessmentSecretariat@sidc.com.my if they become aware of any unauthorised use or security breach.

7.2 Refund

7.2.1 All paid fees are non-refundable and non-transferable.

7.2.2 Candidates are advised to assess their readiness and make a firm decision before they register for the CCMP.

7.2.3 A candidate who has withdrawn, is absent from or does not fulfil any of the requirements of the CCMP Certification Programmes components will not be entitled to any refund of the fees paid or to carry forward the fee to the next sitting/intake unless under the circumstances set out in paragraph 8.6.

8. Certification Structure

8.1 CCMP-D (for Dealer's Representative) Learning Journey and Completion

8.1.1 Candidates are expected to complete the CCMP-D (for Dealer's Representative) components within a two (2) month period or as scheduled.

8.1.2 No extension of time shall be provided above and beyond the stated maximum two (2) month period.

8.1.3 The Assessment is to be completed as scheduled and candidates are required to complete the e-learning and trading simulation respectively prior to taking the Assessment within the stipulated period.

8.2 CCMP-C Learning Journey and Completion

CCMP-C1 and CCMP-C2

8.2.1 Candidates are expected to complete the CCMP-C1 or CCMP-C2 components within a four (4) month period or as scheduled.

8.2.2 The CCMP-C1 and CCMP-C2 learning journey commences with being provided access to the Regulatory and Technical e-Learning Modules, followed by scheduled Behavioural Module Webinars, scheduled Collaborative Learning sessions and the Summative Assessment.

8.2.3 Candidates of CCMP-C1 or CCMP-C2 must complete the certification within one (1) year of registration.

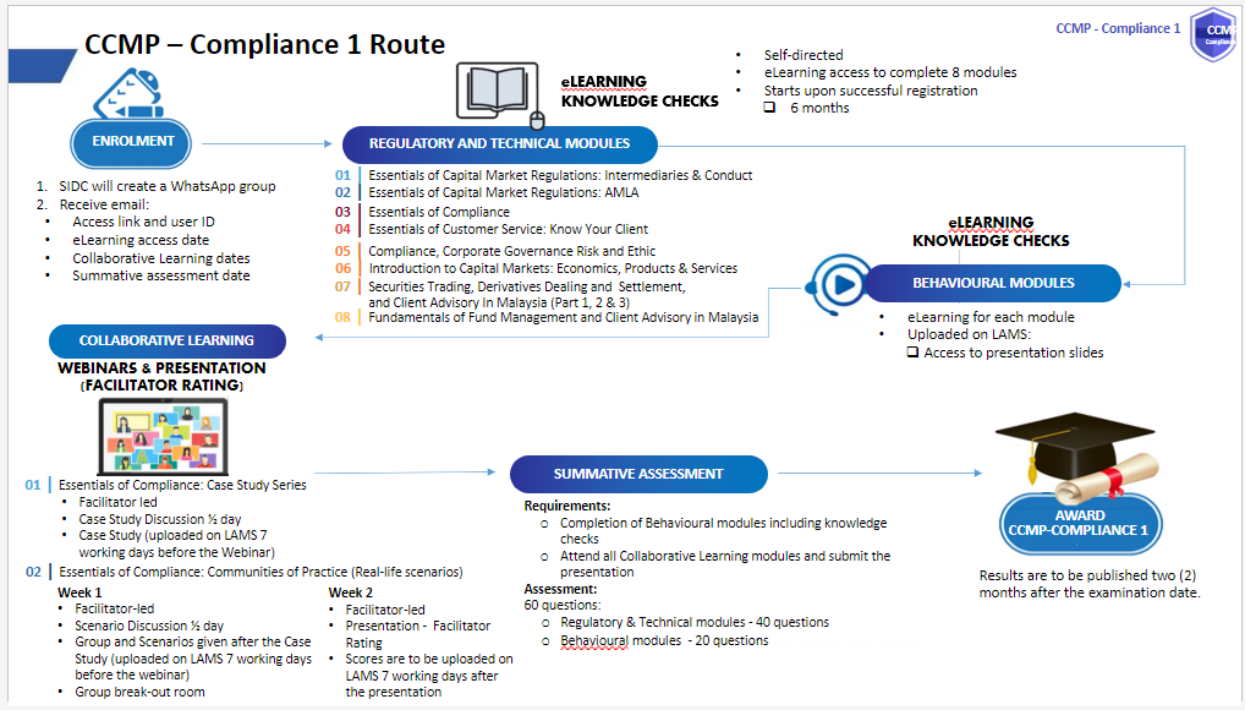
8.2.4 Access period for the CCMP-C1 and CCMP-C2 is as follows:

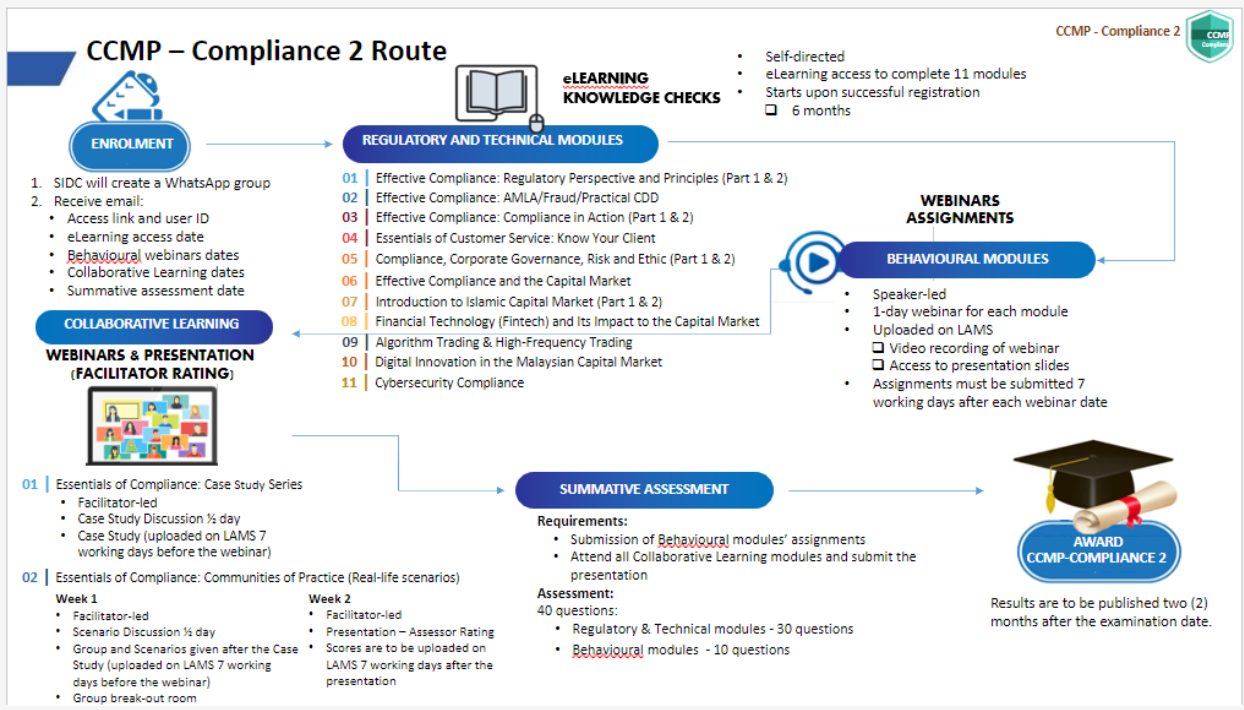
CCMP-C1 and CCMP-C2 Components	Schedule/Access Period
Regulatory and Technical e-Learning Modules	Six (6) months' access upon successful registration as per paragraph 7.1.5
Behavioural Modules Webinars (Modules 1, 2 and 3)	As per scheduled date
Behavioural Modules Webinar Recordings (Modules 1, 2 and 3)	Up to forty-five (45) days from the Webinar date
Behavioural Modules Webinars Assignment Submissions (Modules 1,2 and 3)	Within seven (7) days from the Webinar date
Behavioural Modules e-Webinars for Modules 1, 2 and 3 and Post-Webinar tests (CCMP-C1 only)	As stated

Collaborative Learning (Attendance is compulsory) (1) Essentials of Compliance: Case Study Series Day 1 – Half (½) day (2) Essentials of Compliance: Communities of Practice (Real-life scenarios) Day 2 – Half (½) day Day 3 – Half (½) day	 As per scheduled date As per scheduled date As per scheduled date
Summative Assessment	As per scheduled date

8.2.5 Attendance of Collaborative Learning is compulsory. Candidates will receive an "INCOMPLETE" grade if they fail to attend any of the Collaborative Learning webinars and/or participate in the presentation for the Collaborative Learning and/or sit the Summative Assessment without valid reason and supporting evidence as set out in paragraph 8.6. Such absenteeism will result in the candidates failing the overall CCMP-C1 and CCMP-C2 Certification Programmes. Such absenteeism will also result in the immediate termination of the candidate's learning journey. Those affected by this termination and who still express a desire to continue must register afresh for a new certification programmes.

8.2.6 Learning Journey:





CCMP-CA

8.2.7 Upon successful enrolment, candidates are required to attend a half day roundtable session, four (4) webinar sessions and to participate in at least three (3) sessions as either a roundtable panellist or facilitator and/or assessor for real-life scenarios in CCMP-C1/C2.

8.2.8 Candidates of CCMP-CA must complete the certification within one (1) year of registration.

CCMP-CA Components	Schedule/Access Period
Roundtable on Compliance – attend* **This can be fulfilled by either attending a roundtable session or by participating as a roundtable panellist.*	As per scheduled date
Compliance Culture Advocate Programme Webinars (Modules 1, 2, 3 and 4) Behavioural Modules Webinar Recordings (Modules 1, 2, 3 and 4)	As per scheduled date Up to forty-five (45) days from the Webinar date
Collaborative Learning Participate as: (1) Facilitator or assessor for Collaborative Learning Real-life scenarios for CCMP-C1 and/or CCMP-C2; or (2) Roundtable panellist a minimum of three (3) times.	 As per scheduled date As per scheduled date

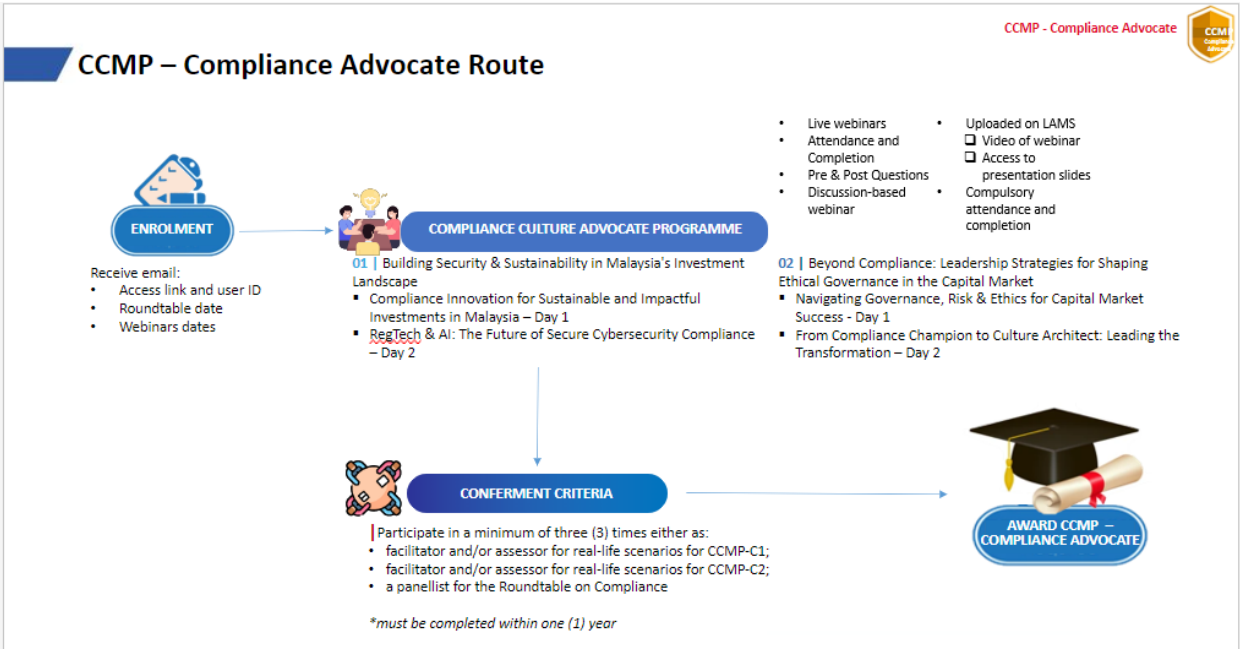
8.2.9 Upon successful enrolment, candidates are required to attend a half day roundtable session, four (4) webinar sessions and to participate in at least three (3) sessions as either a roundtable panellist or facilitator and/or assessor for real-life scenarios in CCMP-C1/C2.

8.2.10 Candidates of CCMP-CA must complete the certification within one (1) year of registration.

8.2.11 Candidates will receive an "INCOMPLETE" grade if they fail to attend any of the webinars without valid reason and documented proof as set out in paragraph 8.6. Such absenteeism will result in the candidates failing the overall CCMP-CA Certification Programmes. Such absenteeism will also result in the immediate termination of the candidate's learning journey. Those affected by this termination and who still express a desire to continue must register afresh for a new certification programmes.

8.2.12 SIDC strongly urges candidates to evaluate their preparedness and commit definitively before enrolling for the CCMP-CA.

8.2.13 Learning journey:



8.3 CCMP-SRI Learning Journey and Completion

8.3.1 Candidates are expected to complete the CCMP-SRI1 or CCMP-SRI2 components within a three (3) month or a three and half (3.5) month period respectively or as scheduled.

8.3.2 The CCMP-SR1 and CCMP-SRI2 learning journey commences with being provided access to the e-Learning Modules, followed by scheduled Workshops, scheduled Collaborative Learning sessions and the Summative Assessment.

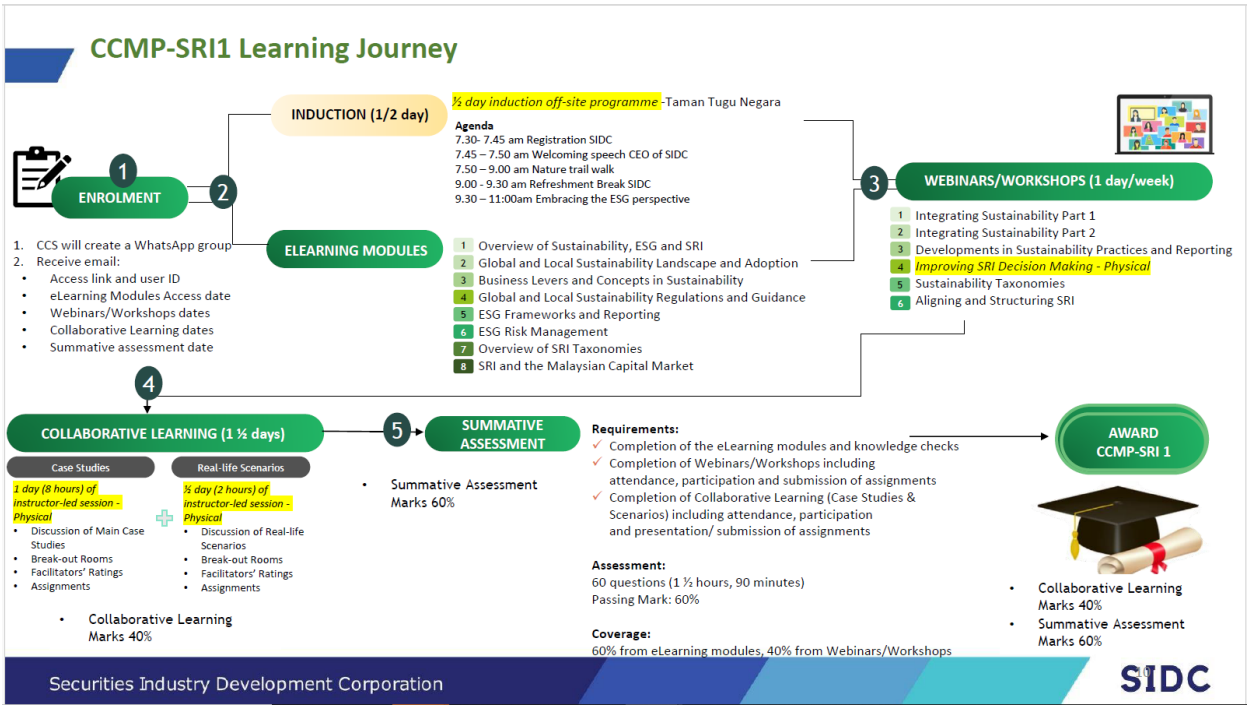
8.3.3 Candidates of CCMP- SRI1 or CCMP- SRI2 must complete the certification within one (1) year of registration.

8.3.4 Access period for the CCMP- SRI1 and CCMP- SRI2 is as follows:

CCMP- SRI1 and CCMP- SRI2 Components	Schedule/Access Period
e-Learning Modules (Not applicable to CCMP-SRI2)	Six (6) months' access upon successful registration as per paragraph 7.1.5
Workshops Workshop Recordings	As per scheduled date Up to forty-five (45) days from the Wokshop/Webinar date
Collaborative Learning (Attendance is compulsory) (1) Case Studies Day 1 – One day (1 day) (2) Real-life Scenarios Day 2 – Half day (1/2 day)	 As per scheduled date As per scheduled date
Summative Assessment	As per scheduled date

8.3.5 Attendance of Collaborative Learning is compulsory. Candidates will receive an "INCOMPLETE" grade if they fail to attend any of the Collaborative Learning sessions and/or submission of assignments for the Collaborative Learning and/or sit the Summative Assessment without valid reason and supporting evidence as set out in paragraph 8.6. Such absenteeism will result in the candidates failing the overall CCMP-SRI1 and CCMP-SRI2 Certification Programmes. Such absenteeism will also result in the immediate termination of the candidate's learning journey. Those affected by this termination and who still express a desire to continue must register afresh for a new certification programme.

8.3.6 Learning Journey:



8.4 Conduct of Summative Assessment

8.4.1 The Summative Assessment sessions are conducted by SIDC via the online-based examination and remote proctoring system on SIDC's Learning and Assessment Management System (LAMS). Candidates are expected to comply with the conduct of Summative Assessment stipulated in this Handbook and *respective* *CCMP Terms & Condition*

8.4.2 For online-based examinations taken via remote proctoring, the following process and rules apply:

(i) Candidates may sit the examination from their homes or offices, provided the environment is a walled room with a closed door and free from distractions ("Remote Examination Area").

(ii) Candidates must thoroughly read and familiarise themselves with the policies and procedures of the online examination system before attempting the assessment.

(iii) Should candidates access the online-based examination system thirty (30) minutes later then the stipulated scheduled examination session, they will be considered 'absent' and will not be allowed to begin the examination.

(iv) Upon registration for the examination session, candidates may be requested to show their examination surroundings via web cam, which will be inspected by a Proctor before commencing the examination. Should the Remote Examination Area fail to meet SIDC's requirements, the Proctor has the discretion to prohibit the candidate from sitting the examination and terminate access.

(v) No one else is permitted to be in the room with the candidate during assessment.

(vi) Candidates are strictly prohibited from seeking any assistance from others while taking the examination.

(vii) Candidates must ensure that the computer screen displaying the examination questions is not visible to any other individual. Should the Proctor detect the presence of another person in the room during the examination, the examination will be terminated.

(viii) Candidates are not allowed to ask the Proctor any examination-related questions.

(ix) Candidates must present a valid and unexpired identification document for verification purposes.

(x) If the computer is left unattended during the examination, the Proctor will automatically end the examination session, and the candidate will not be able to resume the examination.

(xi) Candidates are not allowed to copy, paste, attempt to remember examination questions or answers, or share or discuss any examination content with others.

(xii) Candidates can click the chat icon on the screen to request assistance from the Proctor should they have any queries or encounter technical issues or distractions.

8.4.3 Candidates are advised to log in to their registered account to access the examination thirty (30) minutes prior to their examination session.

8.5 Formative Assessment (Collaborative Learning), Summative Assessment and Overall Results for Conferment

8.5.1 Formative Assessment (Collaborative Learning)

(i) The CCMP-C1, CCMP-C2, CCMP-SRI1 and CCMP-SRI2 are the Certification Programmes with a Formative Assessment component.

(ii) The CCMP-C1, CCMP-C2, CCMP-SRI1 and CCMP-SRI2 will be assessed on their Collaborative Learning through the Formative Assessment by assessors appointed by SIDC based on the relevant assessment rubric which will be provided to the candidates prior to the Formative Assessment (FA Marks).

(iii) The FA Marks will form a percentage of the Overall Passing Mark for the candidates to be conferred the relevant CCMP award as follows (FA Results Percentage):

- CCMP-C1: 30%
- CCMP-C2 :30%
- CCMP-SRI1:40%
- CCMP-SRI2 :40%

(iv) The FA Marks will be made available to candidates via SIDC's Learning and Assessment Management System (LAMS) seven (7) working days after the last Formative Assessment.

(v) The FA Marks are FINAL and a request to review or recheck the FA Marks will NOT be entertained.

8.5.2 Summative Assessment

(i) Save for the CCMP-CA, all of the CCMP Certification Programmes have a Summative Assessment component.

(ii) The Summative Assessment marks (SA Marks) will form a percentage of the Overall Passing Mark for the candidates to be conferred the relevant CCMP award as follows (SA Results Percentage):
- CCMP-D (for Dealer's Representatives): 100%
- CCMP-C1: 70%
- CCMP-C2: 70%
- CCMP-SRI1: 60%
- CCMP-SRI2: 60%

(iii) For CCMP-D (for Dealer's Representatives), the SA Marks will be made available via SIDC's LAMS three (3) working days after the completion of the examinations.

(iv) For CCMP-C1, CCMP-C2, CCMP-SRI1 and CCMP-SRI2, the SA Marks will be made available via SIDC's LAMS, two (2) months after the completion of the examinations together with the Overall Marks as set out in paragraph 8.5.4. (For further provisions on examination results, please refer to the relevant CCMP Certification Programme Terms and Conditions respectively).

(v) The SA Marks are FINAL and a request to review or recheck the SA Marks will NOT be entertained.

8.5.3 Overall Results for the Conferment of the CCMP-D (for Dealer's Representatives) Award

(i) As the CCMP-D only has the Summative Assessment component, the Passing Mark to determine the eligibility of the candidate to be awarded the CCMP-D is 70% of the 30 questions.

8.5.4 Overall Results for the Conferment of CCMP-C1 and CCMP-C2 Award

(i) The Overall Passing Mark to determine the eligibility of the candidate to be awarded the CCMP-C1 and CCMP-C2 qualifications shall be calculated as follows:

The Overall Passing Mark will comprise the SA Marks plus FA Marks based on the following weightage:
- Seventy percent (70%) for the SA Marks
- Thirty percent (30%) for the FA Marks

(ii) To determine the Overall Passing Mark according to the above weightage, the SA Marks and the FA Marks will be standardised as follows:

CCMP-C1
Standardised SA Marks Based on Seventy Percent (70%) Weightage
= (SA Marks/0.6) x 0.7
Standardised FA Marks Based on Thirty Percent (30%) Weightage
= (FA Marks) x 0.3

CCMP-C2
Standardised SA Marks Based on Seventy Percent (70%) Weightage
= (SA Marks/0.4) x 0.7
Standardised FA Marks Based on Thirty Percent (30%) Weightage
= (FA Marks) x 0.3

(iii) The Overall Passing Mark is seventy percent (70%) out of the Standardised SA Marks based on Seventy Percent (70%) Weightage plus FA Marks based on Thirty Percent (30%) Weightage.

SAMPLE

CCMP-C1

	Date	**Total Marks**
Formative Assessment (collaborative learning)	19 October 202X	14%
Summative Assessment	12 October 202X	59%
	Total	73%*
	Result	**Pass**

**Passing mark = 70%*

SAMPLE

CCMP-C2

	Date	**Total Marks**
Formative Assessment (collaborative learning)	19 May 202X	13%
Summative Assessment	12 May 202X	64%
	Total	77%*
	Result	**Pass**

**Passing mark = 70%*

(iv) Subject to conferment of the respective award to be decided by the Conferment Committee (CC), the Overall Marks will be made available via SIDC's LAMS two (2) months after the completion of the examinations as set out in paragraph 8.5.2.

(v) The e-Result Slip contains a QR code. Those who scan the QR code will be brought to the SIDC e-Result 'verification' page which displays the candidate's details (Name, Identity Card Number/Passport Number, examination date, examination module and examination result).

8.5.5 Overall Passing Mark for the Conferment of CCMP-SRI1 and CCMP-SRI2 Awards

(i) The Overall Passing Mark to determine the eligibility of the candidate to be awarded the CCMP-SRI1 and CCMP-SRI2 qualifications shall be calculated as follows:

The Overall Passing Mark will comprise the SA Marks plus FA Marks based on the following weightage:

- Sixty percent (60%) for the SA Marks
- Forty percent (40%) for the FA Marks

(ii) To determine the Overall Passing Mark according to the above weightage, the SA Marks and the FA Marks will be standardised as follows:

CCMP-SRI1
Standardised SA Marks Based on Seventy Percent (60%) Weightage
= (SA Marks/0.6) x 0.6
Standardised FA Marks Based on Thirty Percent (40%) Weightage
= (FA Marks) x 0.4

CCMP-SRI2
Standardised SA Marks Based on Seventy Percent (60%) Weightage
= (SA Marks/0.6) x 0.6
Standardised FA Marks Based on Thirty Percent (40%) Weightage
= (FA Marks) x 0.4

(iii) The Overall Passing Mark is sixty percent (60%) out of the Standardised SA Marks based on Sixty Percent (60%) Weightage plus FA Marks based on Forty Percent (40%) Weightage.

SAMPLE

CCMP-SRI1

	Date	**Total Marks**
Formative Assessment (collaborative learning)	19 October 202X	14%
Summative Assessment	12 October 202X	59%
	Total	73%*
	Result	**Pass**

**Passing mark = 60%*

SAMPLE

CCMP-SRI2

	Date	**Total Marks**
Formative Assessment (collaborative learning)	19 May 202X	13%
Summative Assessment	12 May 202X	54%
	Total	67%*
	Result	**Pass**

**Passing mark = 60%*

(iii) Subject to conferment of the respective award to be decided by the Conferment Committee (CC), the Overall Marks will be made available via SIDC's LAMS two (2) months after the completion of the examinations as set out in paragraph 8.5.2.

(iv) The e-Result Slip contains a QR code. Those who scan the QR code will be brought to the SIDC e-Result 'verification' page which displays the candidate's details (Name, Identity Card Number / Passport Number, examination date, examination module and examination result).

8.6 Deferment of CCMP Certification Components

8.6.1 Candidates are not allowed to defer the scheduled CCMP Certification Components except in instances involving extenuating circumstances listed under paragraph 8.6.2. The deferment allowed in paragraph 8.6 is only applicable for the Collaborative Learning or Summative Assessment components.

8.6.2 Deferment of the Collaborative Learning or Summative Assessment components will be granted solely under the following extenuating circumstances:
(i) Medical reason; or
(ii) Death of an immediate family member (spouse, child, parent, parent-in-law, grandparent, brother or sister only).

8.6.3 The application for deferment is subject to a processing fee of RM100 and all applications must include the relevant supporting documents which shall be submitted to AssessmentSecretariat@sidc.com.my. Applications without relevant supporting documents will not be entertained. The decision to grant or deny the extension application rests solely with SIDC.

8.6.4 For medical reason, application must be made within three (3) full working days (excluding weekends and public holidays) from the date of the webinar or examination. Candidates MUST provide a scanned copy of the medical certificate in their application.

8.6.5 In the event of death of an immediate family member occurring within seven (7) days prior to the webinar or examination date, the candidate is allowed to defer the webinar or examination to another date. All the following documents must be received by SIDC via email at AssessmentSecretariat@sidc.com.my within five (5) full working days from the date of the webinar or examination:
(i) A scanned copy of the death certificate;
(ii) A written notice from the candidate indicating the relationship between the candidate and the deceased.

8.6.6 Deferment by SIDC is subject to seat availability, adhering to a first-come-first-served policy, and contingent upon successful completion of the relevant fee payment. For specific programme dates when these options are available, candidates are advised to consult the respective CCMP Certification Programmes Calendar in www.sidc.com.my.

8.7 Resit

8.7.1 Applicable for candidates who have registered and completed the CCMP Certification Programmes with a Summative Assessment component but failed to be awarded the qualification. Resitting is subject to registration and payment of the relevant fees set out in paragraph 7 and other applicable terms and conditions.

8.7.2 Resitting is subject to the relevant CCMP Certification validity period as mentioned of this Handbook and seat availability, adhering to a first-come-first-served policy, and contingent upon successful completion of the relevant fee payment. For specific programme dates when these options are available, candidates are advised to consult the CCMP Calendar in www.sidc.com.my.

8.8 Code of Conduct

8.8.1 All candidates are expected to display the highest standards of professionalism and ethical conduct, comply with relevant laws and regulations and maintain the reputation of the compliance profession. Failure to do so may result in SIDC taking necessary action against the candidates, including, but not limited to, instituting disciplinary action, terminating their registration and access to the CCMP Certification Programme and/or revoking the certification award and relevant designation attached to such award.

8.8.2 To help candidates recognise and maintain these high standards of behaviour, SIDC has laid out the refer to Clause 7 on Remote Proctored Examinations and Clause 11 on Offences & Disciplinary Action in the relevant Terms and Conditions of the CCMP Certification Programme, which candidates are expected to follow.

8.9 Others

8.9.1 CPE points maybe claimed upon fulfilment of CPE requirements as stated in Chapter 8 of the *Licensing Handbook* and *Guidelines on Compliance with the CPE Requirements*.

8.9.2 Candidates are subject to the provisions of this Handbook, which shall form part of the Terms and Conditions of the CCMP Certification Programme. In the case of any inconsistencies between the Terms and Conditions of the CCMP Certification Programme and the Handbook, then the provisions of the Terms and Conditions shall prevail.

8.9.3 All content and materials in this Handbook are current as at the date of publication and subject to change without notice.

9 Enquiries, Comments and Suggestions

9.1 All enquiries should be sent:

Registration and Payment

Tel: +603 6204 8625 or +603 6204 8211

Email - registration@sidc.com.my

Technical Support

Tel: +603 6204 8399 or +6012 2668031

Email - technicalsupport@sidc.com.my

Assessment

Assessment Secretariat
Tel: +603-6204 8892

Email - AssessmentSecretariat@sidc.com.my