



Terms of Reference: Authors (Workbooks)

The Securities & Investment Institute produces publications and workbooks on for our IAQ (Investment Administration Qualification), Certificate and Advanced Certificate programmes.

Experienced freelance authors are sought to help develop the Institute's growing range of workbooks and related study material. Ideally you would have experience in the financial sector, and have had published work on your area of specialism.

A. Requirements

Authors (Workbooks) will be requested to support the SII in the following ways:

- To update a specific Institute workbook as per a new syllabus.
- To ensure that the syllabus (with regard to new/altered syllabus sections/learning objectives) is covered.
- To amend where necessary regarding industry changes since the previous workbook edition was published.
- To address workbook review comments where necessary.
- To keep as closely as possible to the production schedule supplied by the Institute.

Time Allocation

As per the Institute's production schedule, mentioned above

Fee

New title: £2,000

Update of existing title: £1,250

B. Biography

Please attach a short career biography of c100 words summarising career background, and relation to the workbook that you would like to work on. Please state your exact job title and the full name of the organisation (and division of that organisation) that you work for.

The SII assumes that by submission of biographical data and job title and firm that permission is granted to the SII for these to be used *responsibly* in describing (outside the SII) the quality assurance processes you would be involved in and your support of the workbook.

If you agree with sections **A.** and **B.** above please sign below and return a signed copy:

Name: _____

Date: _____