XAMA AML ACADEMY

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01 What is the AML Academy?

The AML Academy by Xama introduces a dynamic approach to AML training for professionals, providing customised, engaging content as part of a managed training program.

02 What training will be delivered?

The AML Academy offers diverse AML training including induction sessions, updates, refreshers, and product training, tailored to specific roles and industries.

03 Delivery, tracking and reporting

The AML Academy delivers training directly to staff, tracks progress and attendance, and provides quarterly and on-demand reports on training completion and CPD points.

04 Internal AML training

The AML Academy incorporates client's AML policies into training, and integrates client-provided internal training for comprehensive recordkeeping.
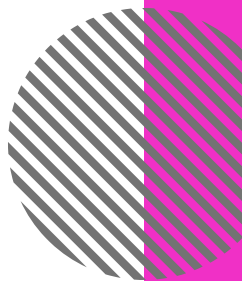
05 Application and onboarding

Application to the AML Academy is open to Premium and Premium+ Xama subscribers. Onboarding includes staff registration and subscription cost estimates.

06 Management and support

Post-onboarding, continuous training is provided and tracked with the support from the Xama team and a dedicated training coordinator.

07 Pricing

Access to the academy is included within your Premium and Premium+ subscription. For Premium subscribers training for 2 members of staff is included. This rises to 5 for Premium+ subscribers.

1 THE AML ACADEMY

The AML Academy is a brand new service offered by Xama. The project, which was announced in January 2024, will change the way AML training is delivered to professional services firms.

It is the MLRO's responsibility to deliver appropriate AML training for each of the staff members within their firm. Often this is done through a one off annual training session or through the provision of online training material.

There is a significant challenge for MLROs to:

- Deliver fresh and engaging content regularly.
- Deliver training at appropriate levels depending on the role of each staff member.
- Keep training records up to date.

The AML Academy is committed to solving this challenge for MLROs by providing a fully managed AML training program.

Whilst the academy will be offered separately to the Xama AML software platform to start with, it will be fully integrated into your Xama account over time.

TRAINING CONTENT

We believe that there is a huge opportunity to improve the quality of AML training, and by doing so change the general perception professionals have of AML.

The academy will deliver 4 key types of AML training:

- **Induction training:** This is a series of training sessions which are delivered to staff as they are registered with the academy. The key objective is to get staff training records up to date in order to meet compliance requirements as well as familiarise staff with the firm's internal policies and procedures.
- **AML updates:** Distribution of important updates to AML guidance which may lead to updates within a firm's policies and procedures.
- **Regular refresher training:** Ongoing refresher training with the goal to embed a strong familiarity with AML concepts, and expand knowledge and understanding beyond the basics.
- **Product training:** As part of the induction process, and also regular updates when new functionality is introduced to the Xama platform.

Content will be delivered by Xama and our partners in different formats. These will include:

- A variety of long and short form online courses which will include quizzes and certificates
- eWebinars (interactive recorded webinars)
- Live webinars
- Case studies
- Newsletters
- Podcasts
- In person events

2 TRAINING CONTENT

Content will be targeted to the needs of each individual. Individuals will be tagged with one or more of the following roles:

- MLRO (Money Laundering Reporting Officer)
- BOOM (Business owner, officer, manager)
- Involved with client onboarding and customer due diligence
- Xama user
- None of the above

By allocating one or more roles to staff members, content can be delivered at the correct level for each member of staff. By informing us of new staff members or any change in the role of existing staff members, training can be adjusted accordingly.

Furthermore, as part of the application process the Academy will record which industries your firm specialises in, and where you may have exposure to higher money laundering risk.

We will aim to prioritise content that aligns best with the industries you work with, and target higher risk topics which may be important within your firm.

3 DELIVERY AND REPORTING

Delivery

Training will be scheduled and then delivered directly to the email provided for each registered staff member. The email will include:

- Description of the training to be completed.
- Instructions on how to complete the training.
- If required, a method by which the completion of training can be confirmed.
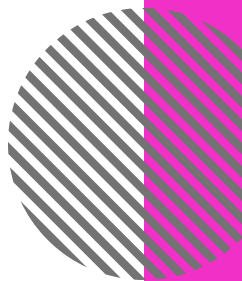
Reminders will be sent for outstanding training and staff will have the opportunity to opt out or postpone training to a later date should it be required.

Tracking

The delivery, attendance and completion for each piece of training content will be tracked.

The following are examples of how this will be achieved:

- The completion of online courses hosted by Xama will be automatically attached to staff's training records.
- Attendance to live webinars and events will be recorded by our training coordinator.
- Staff will confirm that they have received, read and understood content delivered as newsletters.

3 DELIVERY AND REPORTING

Reporting

The Xama AML Academy will maintain real time records of AML training across all staff registered with the Academy.

You will receive a report for all staff every quarter and a report can also be requested on demand from the training coordinator.

Reports will provide detail of:

- Each piece of content that was delivered for training.
- Record of whether training was completed, opted out of or postponed.
- Highlight any outstanding training or where training would be deemed out of date due to incompletion.
- Provide an indication of CPD points based on estimated time to complete each training event.
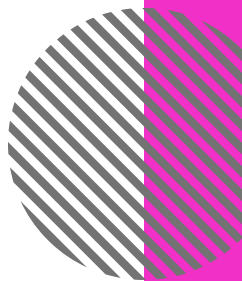
4 INTERNAL TRAINING

As part of the application and onboarding process we will request a copy of your AML Policies and Procedures and this will be distributed to your staff.

Your staff will indicate that they have read and understood your policies and procedures and this will be added to their training records.

However, we would always encourage further internal training on the processes which you have implemented within your firm to mitigate money laundering risk and comply with AML regulations.

We aim to incorporate internal training into the Academy in the following ways:

- Any internal training which you provide outside of the Academy can be submitted to us via the training coordinator and captured as part of the staff training records. This will ensure one central place all AML related training can be reported on.
- If you have internal online training resources, this can be added to the content which we schedule to be delivered exclusively to your staff.
- As part of training provided for MLROs we will provide guidance on what type of internal training you might want to undertake. Typically internal training should be aligned with what is documented within your policies and procedures.

5

APPLICATION AND ONBOARDING

Application

Application to the AML Academy is open to all Premium and Premium+ subscribers of the Xama AML platform.

As part of the application process, you will submit information about your firm such that we can determine:

- The size and complexity of your firm.
- The number of staff members and different roles to be considered.
- The structure of senior management responsible for AML compliance.
- Any industries you specialise within.
- Any high risk services or jurisdiction which might require more specialised AML training.

We hope to accept all applications to the AML Academy but will also be honest with you if we believe your firm would be better served through more specialist training.

Please only apply to the Academy if you have reviewed the cost it may add to your monthly subscription.

5 APPLICATION AND ONBOARDING

Onboarding

There may be a delay between your application being accepted and for onboarding to commence. We kindly ask for your patience in this regard.

As we refine the onboarding process and start to streamline and automate content delivery, we will be able to onboard and serve firms more quickly and delays with onboarding should decrease.

As part of the onboarding process we will:

- Request details of each staff member to be registered for training.
- Confirm that you understand the impact registration to the Academy might have on your monthly subscription costs.

Once we have received and processed all required information we will commence training to all registered staff.

6 MANAGEMENT AND SUPPORT

Training will automatically commence following the onboarding process and will be delivered for the duration of your subscription to the AML Academy. Should we need any additional information, we will reach out using the training contact details provided as part of the application process.

Training will be:

- Paused if payment is outstanding on your account.
- Cancelled should you cancel your Premium or Premium+ subscription.

You will have access to the Xama team and training coordinator who will act as your dedicated account manager.

7 PRICING

Access to the Xama AML Academy is included within your Premium or Premium+ subscription which is a prerequisite for applying to the AML Academy.

As part of your subscription, the following allocation of staff are included within the cost:

- Premium: Includes training for 2 individuals
- Premium+: Includes training for 5 individuals

Any additional staff registered for training in the academy will be charged at £7 / month (excl VAT) each.

You will only be charged for additional staff once onboarding is complete and training commences.

Cancelling your subscription to the Academy

You can cancel your participation in the Academy at any time either by:

- Cancelling your Premium or Premium+ subscription.
- If you want to maintain your Premium subscription and only cancel the training you receive via the AML Academy, please inform us at xamaonboarding@xamatech.atlassian.net.