



## ABFA Certificate Course

**A 12 month self-study distance  
learning programme**

**Cost:** £650 Members  
£970 Non Members  
This is payable on registration.  
Please note that VAT is applicable for  
ABFA educational courses and that there is  
a £100 administration fee for any deferrals.

**Registration:** There are two registrations held annually:  
1st February - 31st May  
1st August - 30th November



**Tel:** 020 8332 9955  
**Fax:** 020 8332 2585  
**Website:** [www.abfa.org.uk](http://www.abfa.org.uk)

Please return to:

The Administration Office  
The ABFA  
Boston House  
The Little Green  
Richmond, TW9 1QE

# BOOKING FORM

## ABFA Certificate Course

A 12 month self-study  
distance learning programme

## MORE DETAILS

## DETAILS

**The ABFA Certificate:** The ABFA Certificate course is the second level of the ABFA's 3-Step Distance Learning Programme. It is a natural continuation from the ABFA Foundation course, provides a solid base for the ABFA Diploma Programme, and is a professional qualification in its own right.

**Course content:** The Certificate looks in detail at the management and control of invoice financing and provides an introduction into other asset based finance products. As a course of study, it is aimed to help students build their skills, knowledge and understanding of the industry.

**Level:** The course is primarily aimed at those students operating as Client Managers, Operations Supervisors or Team Leaders, Auditors or a similar level in their organisation, but is equally suitable for anyone wishing to gain a deeper knowledge of the invoice finance industry.

**Study Time:** This is dependent upon the student's level of industry experience, but as a guide students should expect to study in the region of 5-6 hours per week.

### Course structure:

There are three modules consisting of the following:

#### Module 1 - Products and Services

- The history of invoice finance
- Invoice finance products available in the market
- International invoice finance products
- Other asset based finance products

#### Module 2 - Processes and Management

- The concepts of marketing and sales
- The new business visit and survey
- Industry-specific risk areas
- Invoice finance pricing
- Client management
- Auditing
- Invoice finance fraud and risk
- Client termination

#### Module 3 - Technical and Legal Aspects

- Various business structures
- Basic law of contract
- Legal aspects of invoice finance
- Insolvency
- Debtor litigation
- Financial analysis techniques used in invoice financing

### Assessment:

The overall grade for the Certificate Course comprises of two elements, the combined grades from the 3 mandatory assignments and the grade achieved in the examination.

Assignments are sent to the student by the ABFA at pre-determined intervals and must be completed and returned to the ABFA for assessment. Assignments will be graded a 'fail', 'pass', 'credit' or 'distinction' and students must pass all three assignments to be able to sit the final examination.

**The grades awarded for these assignments, in total, make up 40% of the overall grade for the Certificate Course.**

On completion of the third assignment a mock examination paper will be sent to the student for revision purposes and, one year after registration, students will sit an examination which will make up 60% of the marks required to pass the Certificate Course. The examination carries a 50% pass mark and papers will be graded a 'fail', 'pass', 'credit' or 'distinction'. Successful students will receive a certificate based on the combined result of the assignments and examination.

For more information on the Certificate course assessment, please see the ABFA Course Brochure.

Contact Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

#### Delegate

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Email \_\_\_\_\_

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Name \_\_\_\_\_ Job Title \_\_\_\_\_

Email \_\_\_\_\_

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Name \_\_\_\_\_ Job Title \_\_\_\_\_

Email \_\_\_\_\_

#### Delegate

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Email \_\_\_\_\_

Course material will be sent directly to students once the registration period has closed.

### Bookings and Payment

Per Person

Fee £ .....

Total Payment enclosed £ .....

Please make your payment payable to: **ABFA**

Note: VAT is applicable for ABFA courses

#### Cancellation policy

- Any changes or cancellations must be made in writing.
- All cancellations must be received at the ABFA 21 days before the start of the course to qualify for a full refund.
- Written cancellations 14 days before the start of the course will be subject to a 50% refund.
- No refund is possible for any cancellations made 7 days before the start of the course.
- We are happy to welcome a substitute delegate at any time.
- In the event that a presenter cancels, every effort will be made to find a replacement presenter of equivalent experience.

#### Consent Clause

I hereby give my explicit consent (and have obtained the explicit consent from the people I have named on this form) to the ABFA, and any data processors they may use processing the personal data provided on this form, for the purposes set out at the beginning of the form.