

ABFA DIPLOMA QUALIFICATION

Two optional Distance Learning Modules and a Residential Week providing one of three NEW levels of Qualification



Bookings are currently being taken for Financial Understanding or the Operational Aspects within the Operational and Legal Module

PLEASE BOOK ONLINE AT
www.abfa.org.uk/publicdb/select_event.asp

DETAILS

COSTS

Operational Modules

- Operational Aspects of Invoice Finance - **£350**
- Operational Aspects of ABL - **£350**

Financial Understanding Module - **£700**

Residential Week - **£2,250**

Please note that VAT at the current rate is applicable on all ABFA courses.

REGISTRATION INFO

Financial Understanding

Registration by 31st March for examination in November.

Operational Modules

- Operational Aspects of Invoice Finance
- Operational Aspects of ABL

Registration by 31st May for examination in November.

Legal Aspects of Invoice Finance / Legal Aspects of ABL

Registration for the Legal Aspects of the module will be taken from September to November 2012.

The course commences on 1st December for examination in May.

Residential Week

Registration with the ABFA is by 31st May for assessment in June.

STUDY TIME

Each of the Modules/Elements is designed to cover a 26 week study plan assuming a study time of approximately 4 hours per week.

CONTENT

The ABFA Diploma is the third step of the ABFA's Distance Learning Programme and is a recognised academic qualification equivalent to a first year UK Degree. It focuses on the asset based finance industry and is designed to lay the foundations for a successful career in management.

LEVEL

The course is primarily aimed at students operating at Manager level and above, within their organisation.

COURSE STRUCTURE

There are three elements to the ABFA Diploma; an Operational and Legal Module (replacing Cashflow Finance) which consists of four optional sub elements; at least one Operational and one Legal must be completed to complete the Module; a Financial Understanding Module (replacing Measuring Performance) and the ABFA Residential Week. In the latter, students work through an Asset Based Finance business simulation model and a number of management exercises, all designed to test a range of management behavioral skills.

CANCELLATION POLICY FOR COURSES

- Any changes or cancellations to bookings must be made in writing (email is acceptable).
- All cancellations must be received at the ABFA 21 working days before the start of the Course to qualify for a full refund.
- Written cancellations 14 working days before the start of the Course will be subject to a 50% refund.
- No refund is possible for any cancellations made after 7 working days from the start of the Course.
- We are happy to welcome a substitute delegate at any time.

QUALIFICATION

There are now three levels of qualification available within the ABFA Diploma structure. Students must complete the following Modules to obtain a level of ABFA Diploma qualification;

Diploma

Certificate Course + Any one Diploma Module

or

Any two Diploma Modules

Higher Diploma

Certificate Course + Any two Diploma Modules

Diploma with Honours

All three Diploma Modules

ASSESSMENT

For each of the Distance Learning Modules students will receive a comprehensive work book and study guide. Assignments will be set during the study period for students to submit for assessment. At the end of the study period students sit a formal examination. The Residential Week is assessed at the time of attendance and this year it is being held on 17th - 22nd June 2012.

MODULE INFORMATION

Operational and Legal Module

This newly updated module enables students to develop a thorough understanding of Invoice and Asset Based Financing and is an introduction to other types of asset based working capital finance. There are four optional sub elements, of which students must complete at least two, one Operational and one Legal sub element. The elements to choose from are as follows;

- Operational Aspects of Invoice Finance
- Legal Aspects of Invoice Finance
- Operational Aspects of ABL
- Legal Aspects of ABL

These elements cover all aspects of Asset Based Finance, including: Invoice Finance, Stock Finance, Plant & Machinery, Property, Intellectual Property, Cashflow Loans etc, Negotiating the Deal, Structuring the Deal, Taking on a Client, Legal Documentation, Insolvency and Managing Risk.

Financial Understanding

This module commences with an overview of book-keeping, followed by a detailed explanation of the main financial statements, cashflow forecasts, accounting standards, ratios and trends. The course aims to give students an in-depth understanding of the various financial statements regardless of their layout, and the ability to highlight trends or issues when dealing with prospects or clients in the Asset Based Lending industry. The module includes the underpinning principles of financial reporting, the primary financial statements, accounting standards inc. international accounting standards and ratio and trend analysis, especially relevant to Asset Based Lenders.

ABFA Residential Week

This takes place in an assessment centre and is focused on personal and professional development in the areas of inter-personal and management skills. Students have an opportunity to discuss ideas with others from the industry and through teamwork to develop a wider knowledge of current operating practice. The week comprises of two key areas, a week long business simulation model where students direct and manage an Asset Based Finance business, and various Management Exercises designed to assess various behavioural skills.