

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

Please return to:



Tel: 020 8332 9955
Fax: 020 8332 2585
Website: www.abfa.org.uk

Please contact the ABFA on 020 8332 9955 if you have any questions regarding any information contained within this mailer.

Costs

Operational and Legal Module

- Operational Aspects of Invoice Finance Element £350
- Operational Aspects of ABL Element £350
- Legal Aspects of Invoice Finance Element £350
- Legal Aspects of ABL Element £350

Financial Understanding Module

Residential Week £700

Residential Week £2,150
(Please note that VAT at the current rate is applicable on all ABFA courses.)

Registration Details

Operational and Legal Module

Legal Aspects of Invoice Finance
Legal Aspects of ABL

Registration by 30th November for examination in May.

Please note: Registration for the Operational Aspects of the module are taken from January-April.

Legal Aspects of Invoice Finance / Legal Aspects of ABL

Registration by 30th November for examination in May.

Financial Understanding

Registration by 31st March for examination in November.

Residential Week

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

Further details about the Diploma modules is available on the website www.abfa.org.uk or telephone **0208 332 9955**.

Online registrations can be made at:
www.abfa.org.uk/publicdb/select_event.asp

Please make all payments payable to the ABFA.

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.



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

New and Improved
ABFA
Diploma Course





MODULE INFORMATION

BOOKING FORM

ABFA Diploma Course - Legal Elements of the Operational and Legal Module

Please copy this form if more places are needed.



DETAILS

- 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 behavioural skills.
- 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 was held on 6th - 11th June 2010.

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

Bookings are currently being taken for the legal elements within the Operational and Legal Module.

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.

On-line registrations can be made at:
www.abfa.org.uk/publicdb/select_event.asp

Contact Name _____
 Company _____
 Address _____
 _____ Postcode _____
 Telephone _____
 E-mail _____

I am registering the following student(s) on the ABFA Diploma.

Delegate 1

Name _____
 Job Title _____
 Address (If different from above) _____
 _____ Postcode _____
 E-mail _____

Delegate 2

Name _____
 Job Title _____
 Address (If different from above) _____
 _____ Postcode _____
 E-mail _____

| | 1st Delegate | 2nd Delegate |
|----------------------------------|--------------------------|--------------------------|
| Legal Aspects of Invoice Finance | <input type="checkbox"/> | <input type="checkbox"/> |
| Legal Aspects of ABL | <input type="checkbox"/> | <input type="checkbox"/> |

Bookings and Payment

| | 1st Delegate | 2nd Delegate |
|------------------------------|--------------|--------------|
| Course Fee(s) | £ | £ |
| Total VAT @ current rate | £ | £ |
| Grand Total Payment enclosed | £ | £ |

Course material will be sent to the student directly in the post.

Please note that only the fee for the module you have registered student(s) on is currently payable. You will be asked to pay the Residential Week fee part of the ABFA Diploma when registering delegates specifically on the Residential Week.

Please send this completed booking form to the ABFA at the following address:

The Administration Office, The ABFA, 2nd Floor,
Boston House, The Little Green, Richmond, TW9 1QE
Tel: 020 8332 9955 Fax: 020 8332 2585

Please note that registration on the ABFA Diploma is normally done via your Line Manager/Training Manager.

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.