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Please return to:



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**Assessment:** Having completed and been granted access by the Coach to all five modules of the E-Learning Foundation, the student undertakes a final on-line examination, under exam conditions at a time and place the student and Coach agree on. The Exam results will be calculated immediately, shown to the students, and automatically e-mailed to their Coach. Results will be graded 'fail', 'pass', 'credit' or 'distinction'. Successful students will receive an ABFA Foundation certificate from the ABFA in due course.

**Cost:** E-Learning version  
£250 Members  
£350 Non Members  
Additional Workbook to accompany  
E-learning Course - £20

\*Please note that a student will automatically be registered on the E-Learning version unless the ABFA is notified otherwise.

\*Please note that VAT at the current rate is applicable for all ABFA educational courses.

**Registration deadlines:** Registrations for the ABFA Foundation Course are taken throughout the year.  
To register a student on the ABFA E-Learning Foundation course please visit [www.abfa.org.uk/publicdb/select\\_event.asp](http://www.abfa.org.uk/publicdb/select_event.asp)

The Foundation course is the first level of the ABFA's Distance Learning Programme

## E-Learning - The ABFA Foundation Course



## DETAILS

### The ABFA Foundation:

The ABFA Foundation E-Learning course provides an overview of the invoice financing industry including a brief history of the industry, the products, the benefits to clients and the methods that the industry uses to finance its clients whilst protecting its investment. It is designed to assist staff to obtain a general understanding of the workings of the industry together with an increased awareness of clients' expectations and issues.

### Course Structure:

The course is comprised of five on-line modules which students complete with the guidance of a coach, usually their line manager or higher. The activities are designed to encourage the student to learn more about their own organisation as well as the industry in general.

The on-line version of the course allows students to work through the modules step by step, and includes plenty of interaction to help the students measure their understanding as they go. It also enables the Coach to closely monitor the progress of the students as the Coach grants access to each new on-line module, when the student is ready.

### Level:

The course is suitable for recent entrants to the industry and support staff who may wish to learn more about the industry in which they work. There are no specific entry requirements.

### Study Time:

The five Foundation on-line modules are designed to be completed within a period of three months. Depending on your knowledge and experience it is estimated that each module will take between 3-7 hours to complete.

## COURSE STRUCTURE

### Module 1 - What is Invoice Financing?

- The origins and growth of their own organisation in the context of the industry as a whole
- The different types of invoice financing available
- The types of products their company offers and the criteria which may apply to different customers
- Additional products which their company offers
- How the products are managed by their organisation
- The concept of funding mechanisms and their calculation

### Module 2 - Why a Company uses Invoice Financing?

- Different ways of introducing funds into a company
- How funding may be secured
- Why a company needs funding
- The cost of Invoice Financing to a company
- How their organisation finds and serves its own clients

### Module 3 - The Client & the Process of Invoice Financing

- The risks to be considered when deciding the suitability of a potential client
- The facts which an Invoice Financier establishes about the nature of a client's business before offering a facility
- The process by which an offer is made within their company
- The process which establishes the relationship with the clients within their company

### Module 4 - The Invoice Financier & the Process of Invoice Financing

- How the Invoice Financier views a sales ledger and determines how much they are prepared to prepay to the client
- The significance of debt verification
- How the Invoice Financier monitors their investment
- The different reasons that cause an invoice to be unapproved and the impact this has on a client's facility
- The different types of retentions

### Module 5 - Asset Based Lending

- The growth of asset based lending in the UK
- The different types of retentions that may be held on a stock finance facility
- The security required for asset based lending
- Stock financing
- Term lending



## E-LEARNING COURSES

### Accessing The ABFA Foundation E-learning Course

#### For the attention of all students

Once you have been registered on the course and received your User Name and Password please follow the steps below -

1. Go to the ABFA website at [www.abfa.org.uk](http://www.abfa.org.uk)
2. Click on "Education" (at the top of the page)
3. Click on E-learning (on the left hand side of the page)
4. Click on the "access" link under ABFA Foundation E-Learning Course
5. Type in the "User Name" and "Password" which has been assigned to you
6. Click on "login" and start the course

\*You do not need to complete the course in one sitting, the system will remember where you are in your studies when you log out and log back in.

\*If you have any questions regarding access to the course, please contact the ABFA for assistance.

The minimum operating system required to complete the e-Learning Foundation course is -

**Operating System** - Windows 98/2000/XP  
**Browser** - MS Internet Explorer 5.5 or 6  
**Technology** - HTML JavaScript Macromedia Flash 7.0 or 8.0.

