

CERTIFICATE COURSE

A 12 MONTH DISTANCE LEARNING PROGRAMME



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

COURSE STRUCTURE

WHO SHOULD ATTEND?

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 at supervisory level, Client Managers, Operations Managers, 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. It is significantly more detailed and requires students to have a greater capacity for learning than the Foundation Course.

The Certificate Course also counts towards the Diploma qualification.

ASSESSMENT

At the end of each section within a module there are review questions and actions. These largely require the student to investigate their own company's procedures and practices. These are for discussion within the student's organisation and are not assessed by the ABFA.

At pre-determined intervals the student will be sent an assignment based on each of the modules, 3 assignments in total. These will require completion within a month and will be returned to the ABFA for assessment. The assignments will attract a mark of 'fail', 'pass', 'credit' or 'distinction', and only those students who pass will be able to continue on to the next module. The assignments will take the form of questions on various topics included in the module.

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

There will be the opportunity to re-take the assignments, but only students who have completed all 3 assignments with a mark of 'pass' or greater will be able to take the examination.

The examination will take place at the end of the year and will make up 60% of the marks required to pass the Certificate

course. The examination will carry a 50% pass mark and will be based on the content of the Certificate course workbook.

Papers will be graded 'fail', 'pass', 'credit' or 'distinction.' Students passing the whole course will receive an ABFA certificate.

STUDY TIME

This is dependent upon the student's level of industry experience and knowledge. The maximum commitment is expected to be 5 to 6 hours of study time per week.

COST

£650 Members
£970 Non-Members
(This is payable on registration. Please note that VAT is applicable for ABFA courses and that there is an additional £100 administration fee for examination and course deferrals).

REGISTRATION DEADLINES

There are 2 registrations held annually:
1 February - 31 May
1 August - 30 November

To enrol please contact the Training Manager in your organisation or your Line Manager.

COURSE MODULES

There are 3 modules consisting of the following:

Module 1 - Products and Services

On completion of the module students should have a detailed understanding of:

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

Students should also have gained an introductory level of:

- Other asset based finance products

Module 2 - Processes and Management

On completion of the module students should have a detailed understanding of:

- 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

On completion of the module students should have a detailed understanding of:

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

** Please note that there are 2 courses that have been designed to assist students with studying on this course. The Certificate Course - Introductory Seminar and the Certificate Course - Legal Aspects Review.*

CANCELLATION POLICY FOR CERTIFICATE 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.