



DIPLOMA COURSE

Two optional Distance Learning modules and a residential Leadership Development Week providing the highest of three levels of qualification.

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.

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 the ABFA's 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

Successful students completing the whole course (Diploma with Honours) will be awarded a 'pass', 'credit' or 'distinction' and students will be able to use the designatory letters 'Dip. ABFA'.

ASSESSMENT

For each of the Distance Learning modules students will receive a comprehensive workbook 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 Leadership Development Week is assessed at the time of attendance and this year it is being held on 1st-6th June 2014.

For more information on the ABFA Diploma please visit www.abfa.org.uk/education/diplomaCourse.asp

STUDY TIME

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

Costs

Operational and Legal Module

Either

Operational Aspects of Invoice Finance element £350

Legal Aspects of Invoice Finance element £350

Or

Operational Aspects of ABL element £350

Legal Aspects of ABL element £350

Financial Understanding Module £700

Leadership Development Week £2,250

(Please note that VAT is applicable on the ABFA's courses.)

Please make all payments payable to the Asset Based Finance Association.

REGISTRATION DETAILS

Financial Understanding Module

Registration by 31st March for examination in November.

Operational and Legal Module

- 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 by 30th November for examination in May.

Leadership Development Week

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

Further details about the Diploma modules are available on the website www.abfa.org.uk or telephone +44 (0)208 332 9955. Online registrations can be made at - http://www.abfa.org.uk/publicdb/select_event.asp?type=course

The ABFA Diploma is the most respected and highest level qualification in the industry.

DIPLOMA COURSE



COURSE STRUCTURE

There are three elements to the ABFA Diploma: an Operational and Legal Module which consists of two sub-elements specialising in either invoice finance or asset based lending; a Financial Understanding Module; and the ABFA Leadership Development 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.

OPERATIONAL AND LEGAL MODULE

This newly updated module enables students to develop a thorough understanding of invoice finance and asset based lending and is an introduction to other types of asset based working capital finance. There are two sub-elements.

The sub-elements to choose from are as follows:

Either

Operational Aspects of Invoice Finance and
Legal Aspects of Invoice Finance

Or

Operational Aspects of ABL and Legal Aspects
of ABL

**These sub-elements cover all aspects of
asset based finance, including:**

- Invoice finance
- Stock finance
- Plant and machinery, property, intellectual property, cashflow loans etc
- Negotiating the deal
- Structuring the deal
- Taking on a client
- Legal documentation
- Insolvency
- Managing risk

FINANCIAL UNDERSTANDING MODULE

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 / international accounting standards
- Ratio and trend analysis, especially relevant to asset based lenders

ABFA LEADERSHIP DEVELOPMENT WEEK

This residential module takes place in an assessment centre and is focused on personal and professional development in the areas of interpersonal 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:

- **Business Simulation Model** - students have the opportunity to direct and manage an invoice finance company. Throughout the week decisions taken will impact on their results, so encouraging a wider understanding of current industry issues.
- **Management Exercises** - these exercises have been specifically developed to assess behavioural skills such as communication, decision-making, leadership and reasoning.

Cancellation Policy

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