



Educating the Industry in 2012

COURSE PROGRAMME

Birmingham
Gatwick
London
Manchester
Stratford-upon-Avon



Foreword

by Kate Sharp
Chief Executive Officer - ABFA



2012 promises to be another busy and successful year for the ABFA Educational Programme, with many new and exciting topics being added to a well established Day Course and Distance Learning programme.

The ABFA is continually updating and changing the Education Programme and this tradition was continued through 2011 with the first ABFA on-line webinar. The webinar focused on issues arising from RPO/ MSP arrangements within the recruitment industry. The hour long recording enabled staff to watch a presentation from their own computer, and gave them the opportunity to interact with the presenters in an on-line Q&A session during and after the presentation.

The method of delivery proved very popular with around 300 people taking part. As a result webinars have now been added to the list of ABFA education delivery mechanisms for the future.

Among other 2011 developments was the first ABFA 'Senior Executive Seminar'. Delivered in April the event was designed to bring together senior management from within the industry to network and to consider and discuss a strategy for the industry. Hosted by Chris Parry, a senior strategic advisor to the UK Government, delegates learnt about the development of long term strategies before considering the future of the industry. Many ideas came out of the seminar and have been used to help develop ABFA strategy for the coming years.

The ABFA also ran a number of 'Introduction to Invoice Finance and ABL' seminars, aimed at new employees. The seminars also attracted many externally based attendees looking to find out more about the industry.

2011 also saw the involvement of the ABFA in the long running Institute of Credit Management's Turner Lecture, a mock trial held each year on different legal topics. In November 2011, the trial was based around Liquidated Damages and the impact on an Invoice Financier. The lecture was attended by 150 guests.

As well as 355 people attending the various day courses in 2011, an increase of 15% from 2010, a great deal more students signed up for the ABFA's Distance Learning qualifications. 300 students signed up for the on-line Foundation Course, which remains a popular means of offering staff good background knowledge to the industry. In 2012 the ABFA will be working with the International Factors Group to develop the course for sale in other parts of the world. The IFG course will be modified to address legal and cultural difference across the globe and will be offered in different languages, initially Spanish, Russian and Mandarin. These courses are likely to go on sale later on in 2012.

The ABFA Certificate Course saw 85 students register, a lower number of students than usual. The ABFA will be releasing an audio version of the Certificate workbook at the start of 2012 which is aimed at helping students to fit study and revision into a busy working schedule. This should become a particularly useful tool for students, such as Auditors and Relationship Managers, whose role involves a lot of travelling.

73 students undertook one of the stages of the Diploma qualification in 2011, meaning that a growing number of students are taking their studies further than they have in previous years. The Financial Understanding element of the Diploma remains the most popular course, with 20 students completing it in 2011.

In addition to the standard programme of Day and Distance Learning Courses 2012 will see the introduction of on-line Distance Learning Forums for students engaged on Distance Learning Programmes. The forums are designed to encourage self support groups of students willing to join and share experiences and to help each other learn. It is also anticipated that the forums will build up a useful Q&A library for future students.

The ABFA will also be launching six new on-line courses at the start of 2012, two industry specific courses based around the topics of 'Fraud Prevention' and 'Legal Documentation', and four courses that will make up an ABFA 'Compliance Library'. These courses will be on the subjects of Anti-Money Laundering, Data Protection, Information Security and the Bribery Act.

Finally, I would like to take this opportunity to thank all of the Affiliate companies who continue to freely give of their valuable time and experience helping to make the ABFA Educational Programme such a success. Many thanks also to the staff from within our member companies who also give up their valuable time to help in the continued success and development of much of the Education Programme. The ABFA team looks forward to continuing to deliver high quality industry specialist training courses for all staff across the ABFA membership, as well as to introduce more externally focused education to help grow the profile and understanding of the industry.

We hope you will enjoy the 2012 programme.

If you have any questions or ideas that you would like to discuss, please feel free to contact Alex Waterman at the ABFA on 0208 334 0814.

A handwritten signature in black ink, appearing to read 'Kate Sharp'. The signature is fluid and cursive, written on a white background.



Contents

Day Courses	Account Management	5
	Audit & Survey Training	6
	Cashflow & Credit Management	7
	Certificate Course - Introductory Seminar	8
	Certificate Course - Legal Aspects Review	9
	Diploma Course - Financial Understanding Review	10
	Fighting Financial Crime	11
	Financial Analysis	12
	Fraud & Loss Prevention	13
	Introduction to Invoice Finance and ABL	14
	Legal Aspects of Receivables Financing & Asset Based Lending	15
	Recovery of Distressed Situations	16
	Stock as Collateral for Lending	17
	Syndications	18

Distance Learning Courses

The ABFA's Distance Learning Programme is comprised of three layers of qualifications - the ABFA Foundation Course, the ABFA Certificate Course and the newly designed ABFA Diploma Course. The Residential Week is also a stand alone qualification, and the ABFA now has several e-Learning Courses also on offer, with more in development. See the Compliance Library section for more details.

Compliance Library	19
E-Learning Foundation Course	20-21
Certificate Course	22-23
Diploma Course	24-25
Residential Week	26-27
E-Learning Courses	28
Trainer Profiles	29-31

DAY COURSE DIARY DATES 2012

You can book students on-line on all ABFA Day Courses by visiting
www.abfa.org.uk/publicdb/select_event.asp

Course	Date	Location
Certificate Course - Introductory Seminar	24th January 2012	Birmingham
Certificate Course - Legal Aspects Review	30th January 2012	London
Introduction to Invoice Finance & ABL	8th March 2012	London
Stock as Collateral for Lending	28th March 2012	London
Fighting Financial Crime	TBC	London
Fraud & Loss Prevention	25th-26th April 2012	Birmingham
Cashflow & Credit Management	2nd May 2012	London
Legal Aspects of Receivables Financing	16th-17th May 2012	Manchester
Introduction to Invoice Finance & ABL	22nd May 2012	Manchester
Diploma Course - Financial Understanding Review	14th June 2012	Birmingham
Residential Week	17th-22nd June 2012	Stratford-upon-Avon
Certificate Course - Introductory Seminar	21st June 2012	Birmingham
Certificate Course - Legal Aspects Review	26th June 2012	London
Introduction to Invoice Finance & ABL	4th July 2012	London
Audit & Survey Training	11th-12th September 2012	Stratford-upon-Avon
Introduction to Invoice Finance & ABL	19th September 2012	Birmingham
Account Management	26th-27th September 2012	Gatwick
Recovery of Distressed Situations	2nd October 2012	London
Financial Analysis	9th October 2012	London
Syndications	18th October 2012	London
Introduction to Invoice Finance & ABL	22nd November 2012	London

ACCOUNT MANAGEMENT

26th-27th SEPTEMBER GATWICK

“Really good course, enjoyable and informative. Would definitely recommend!”



COURSE CONTENT

The topics to be covered include:

- Role and responsibilities of Account Managers
- Internal and external customer care and service
- Advanced communication and influencing skills
- Security vs service - the ‘balance’
- Negotiation techniques for Account Managers
- Selling security
- Client visits/reviews
- Fraud overview
- Personal action plans
- Financial statements

Who Should Attend?

This workshop is aimed at existing Client Managers and those who are involved in monitoring and managing clients on a day-to-day basis. Delegates attending should have no more than 12 months experience in the role. The course would also benefit Senior Controllers and Administrators who are becoming involved with the Account Management function.

“Excellent course, professional, informative, pitched just right...”

What Students Will Learn

The course will focus on the demands of the Account Manager’s role, how to approach clients and how to balance both service and security issues.

Duration 2 days

Cost

£475 Members
£715 Non-Members
(Please note that VAT is applicable on ABFA courses).

Date & Location

26th-27th
September 2012
Gatwick

Presenters:

Ian Lewis - GE Capital
Chris Cade - HSBC

Maximum Number 24

Follow-up Course

Fraud and Loss
Prevention

“Thoroughly enjoyed the course and will be attending others in the future...”

AUDIT AND SURVEY TRAINING

11th-12th SEPTEMBER STRATFORD-UPON-AVON

“Very good course. Both trainers very helpful and give great advice on any questions thrown at them.”

“Course - excellent.”



COURSE CONTENT

The topics to be covered include:

- Debtor analysis
- Creditor analysis
- Financial overview
- Stock auditing
- Business systems
- Transaction testing
- Business risks
- Management review
- Cash management
- Recovery solutions
- Audit summary

Who Should Attend?

This two-day course is aimed at Auditors, Surveyors and Managers looking to gain a basic to intermediary understanding of the best ways to complete an audit or survey visit. The course will include interactive training and video case studies to help make the course a very real and enjoyable experience.

What Students Will Learn

The history and purpose of audit, quickly spotting headline issues, fraud indicators, paperwork analysis, body language, report writing and the future of audit and survey.

Duration 2 days

Cost

£475 Members
£715 Non-Members
(Please note that VAT is applicable on ABFA courses).

Date & Location

11th-12th September
2012
Stratford-upon-Avon

Presenters: Hilton-Baird

Maximum Number 24

“I felt I gained a lot of knowledge which I will take away and use.”

CASHFLOW & CREDIT MANAGEMENT

2nd MAY 2012 LONDON

“Really excellent course.”



COURSE CONTENT

The topics to be covered include:

- Understanding the business
- Exploring the dependencies within the supply chain
- Difference between ‘essential’ and ‘desired’ cash flow
- Accounting for ‘erosion’
- Elements of forecasting
- Constructing the model
- Link to actual position
- Effect on invoice finance position
- Cash spikes and timing issues
- Practical application of the model

Who Should Attend?

This course is aimed at Client Managers, Risk and Operations Managers and new and existing sales staff. The course is appropriate at all levels from new to senior staff.

What Students Will Learn

Students will be introduced to cash flow planning and monitoring by using case study information from ‘live’ examples and participate in group exercises in order to appreciate the significance of cash flow management as an important tool in managing risk and achieving turnaround.

Duration 1 day

Cost

£325 Members
£490 Non-Members
(Please note that VAT is applicable on ABFA courses).

Date & Location

2nd May 2012
London

Presenters: Duff & Phelps

Maximum Number 24

“Very interesting course...”

“Good, interactive course.”

“It was great preparation for the exam and essays ahead.”

CERTIFICATE COURSE - INTRODUCTORY SEMINAR

24th JANUARY BIRMINGHAM / 21st JUNE BIRMINGHAM

“Really enjoyed it. Picked up some great revision tips and how to prize out information from the booklet”



COURSE CONTENT

The topics to be covered (from Modules 1&2 of the ABFA Distance Learning Certificate Course) include:

- History of invoice finance products
- International marketing and sales
- Audit and survey
- Client management risk terminations

“Brilliant and extremely informative day!! Great atmosphere.”

Who Should Attend?

This one-day course is aimed at students who are studying for the Certificate course. The course will aim to assist delegates in preparing for the first two sections of the Certificate Workbook. The course has been designed as a result of feedback from delegates and line managers. Delegates attending should be studying for the ABFA Certificate course.

It is important that Delegates attending have read Sections 1 & 2 of the Certificate Workbook before attending the course.

What Students Will Learn

The course is designed to be an informal chance to gain some additional knowledge as well as chat through areas that may be of difficulty to students. Please note that the final section of the workbook (Legal Aspects) will not be covered, as we offer this as a separate course prior to the third Assignment.

Duration 1 day

Cost

£175 Members
£175 Non-Members
(Please note that VAT is applicable on ABFA courses).

Dates & Locations

24th January 2012
Birmingham
Presenter: Judy Lynex
21st June 2012
Birmingham
Presenter: Judy Lynex

Maximum Number 20

CERTIFICATE COURSE - LEGAL ASPECTS REVIEW

30th JANUARY LONDON / 26th JUNE LONDON

“A fantastic day to which I could definitely relate to a number of current instances within my portfolio and my current role.”

“Excellent course...!”

“Excellent course. I think this has provided me with a really good base from which to complete my assignment. I would recommend this course highly.”



COURSE CONTENT

The topics to be covered (from Module 3 of the ABFA Distance Learning Certificate Course) include:

- Finance agreements
- Debtor litigation

Sessions will include syndicate break-outs and an opportunity for delegates to act as jurors. In addition there will be an opportunity to look at some previous exam questions.

Who Should Attend?

This one-day course is aimed at students who are studying for the Certificate course. The course will assist delegates in preparing for the Certificate exam by providing them with additional learning support material. Delegates attending the course should be studying for the ABFA Certificate and embarking on taking the certificate examination.

What Students Will Learn

The course will cover:

- Business structures
- Basic law of contract
- Factoring and invoice discounting agreements
- Assignment of debts
- Notices of assignments
- Bans on assignment
- Reservation of title clauses
- Master agreement terms
- Fixed and floating charges including
 - Enterprise Act
 - Spectrum Plus case
- Data protection and money laundering procedures

The course will assist students to build their knowledge, skills and understanding of the legal issues that affect the day-to-day running of the industry.

Duration 1 day

Cost

£175 Members
£175 Non-Members
(Please note that VAT is applicable on ABFA courses).

Dates & Locations

30th January 2012
London

Presenter:
Edward Wilde, SSD

26th June 2012
London

Presenter:
Edward Wilde, SSD

Maximum Number 24

“Interesting and informative.”

DIPLOMA COURSE - FINANCIAL UNDERSTANDING REVIEW

14th JUNE BIRMINGHAM



“Judy was very knowledgeable and her manner in presenting the course was excellent.”

COURSE CONTENT

The topics to be covered include

- Bookkeeping
- Financial Statements
- Legal & Statutory Frameworks
- Profit & Loss Account, Balance Sheet and Cash Flow Statements
- Ratio Analysis
- Advanced Interpretation of Financial Accounts
- Objectives, Strategy & Management

Who Should Attend?

This one day course is aimed at students who are studying for the Financial Understanding module of the ABFA Diploma.

What Students Will Learn

This one day 'workshop-based' seminar is designed to help prepare delegates for their forthcoming examination. The focus of the day will be on practical interpretation and analysis of an organisations' financial position. By the end of

the day students should feel confident that they can understand a businesses financial strengths and weaknesses from a range of perspectives. Students will work in small syndicate groups on sample examination questions - a valuable chance to share knowledge and learn from each other through lively interaction between students.

Duration 1 day

Cost

£175 Members
£175 Non-Members
(Please note that VAT is applicable on ABFA courses).

Date & Location

14th June 2012
Birmingham

Presenter: Judy Lynex

Maximum Number 20

“Great way to focus the mind and prepare for the exam.”

FIGHTING FINANCIAL CRIME

TBC LONDON

“Very useful and informative.”

“Enjoyable.
Good to meet similar minded people.”



COURSE CONTENT

The topics to be covered include:

- Bribery and corruption policies, procedures and investigations; the interaction with the money laundering regime and a brief comparison with the US Foreign Corrupt Practices Act (“FCPA”)
- A few interesting features of the Fraud Act 2006
- Managing high risk situations and SARs
- A brief view of the applicability of the US Foreign Accounts Tax Compliance Act (“FATCA”)
- EC draft regulation regarding Europe-wide freezing orders (“European Account Preservation Orders”)
- An update on current sanctions risks for the financial services sector
- A guide to the core elements of international financial sanctions regimes
- An introduction to the key components of any compliance framework aimed at meeting the regulatory challenge.

Who Should Attend?

This advanced course has been developed, at the request of the ABFA AML group, to provide additional training and advice to Money Laundering Reporting Officers (MLRO’s) and any other staff responsible for the monitoring and reporting of any suspicious financial activity. The course will be aimed at staff who already have a sound understanding of Anti Money Laundering regulations and is designed to enhance that understanding and provide the opportunity to ask questions of experts and share experiences with others in a similar role.

What Students Will Learn

Delegates will learn some of the key areas for consideration when evaluating risks to businesses in our industry, as well as ways to ensure that the business is complying with its legal obligations. Delegates will also be given an update on the UK’s new Bribery Act and developments in AML practices and procedures, including the implications of financial sanctions regimes.

Duration

1/2 day - Registration will be at 9.30am for a 10am start and will close at 1pm followed by lunch.

Cost

£175 Members
£300 Non-Members
(Please note that VAT is applicable on ABFA courses).

Date & Location

TBC - London

Presenters: DLA Piper

Maximum Number 24

Follow-up Course

Fraud & Loss Prevention

“Excellent presentations and presenters.”

FINANCIAL ANALYSIS

9th OCTOBER LONDON



COURSE CONTENT

The topics to be covered include:

- Financial analysis
- Assessing financial health
- Cashflow calculations
- Debt capacity
- Business failures - warning signs
- Creative accounting
- Accounting standards and requirements

The course will include case studies and tools to help the delegates apply what they learn to their day-to-day jobs.

Who Should Attend?

This course is aimed at Client Managers, Risk and Operations staff and new and existing sales staff. The course will benefit any staff involved in assessing and monitoring the financial performance of prospects or clients, who want to familiarise themselves with the tools and techniques of financial analysis. A fair understanding of profit and loss and balance sheets is essential. Delegates with no knowledge of the subject should consider attending the ICM 'Working with Company Accounts' course before registering on this course.

What Students Will Learn

- Understanding of Financial jargon
- High level assessment of financial statements (Profit & Loss, Balance Sheet and Cashflow Statements)
- Financial Ratios
- Financial & Non-Financial Risk

Duration 1 day

Cost

£325 Members
£490 Non-Members
(Please note that VAT is applicable on ABFA courses).

Date & Location

9th October 2012
London

Presenters: Jean Pousson

Maximum Number 24

“Very enjoyable and informative 2 days.”

FRAUD & LOSS PREVENTION

25th-26th APRIL BIRMINGHAM

“Excellent course, excellent trainers... more training courses please!...”



COURSE CONTENT

The course involves a mixture of presentations, case studies and panel discussions and covers:

- How to maximise recoveries
- Knowing and understanding clients and their risk profile
- Learning and applying the rules of the game
- Confronting the situation
- Legal remedies and liaison with police, accountants and other external agencies

“The course found just the right balance in respect to presenting and team tasks and case studies...”

Who Should Attend?

Client Managers, Account Managers, Audit Managers and other staff directly involved in dealing with clients with at least 2 years industry experience, will benefit from attending this course.

What Students Will Learn

- The early warning signs of fraud
- Typical client management tools
- Crisis management tools
- Using internal and external resources
- Supportive client management and crisis management
- Recognising and dealing with deliberate frauds
- Maximising recoveries at minimum cost and disruption

Duration 2 days

Cost

£475 Members
£715 Non-Members
(Please note that VAT is applicable on ABFA courses).

Dates & Locations

25th-26th April 2012
Birmingham

Presenters: DLA Piper

Maximum Number 24

Follow-up Courses

Legal Aspects of Receivables
Financing & Asset Based Lending

“... a well presented and informative course with good insights and backed up by case studies.”

INTRODUCTION TO INVOICE FINANCE AND ABL

8th MARCH LONDON / 22nd MAY MANCHESTER / 4th JULY LONDON /
19th SEPTEMBER BIRMINGHAM / 22nd NOVEMBER LONDON



“It has given me a better insight and understanding into Invoice Finance. It has also helped towards learning in daily tasks for my job.”

COURSE CONTENT

The topics to be covered include

- Brief history of the industry
- Definition of Factoring and Invoice Discounting
- Benefits of Invoice Finance
- The Invoice Finance market
- Spotting an opportunity - businesses suitable for invoice finance?
- Fraud
- Other Asset Based Lending

“Very informative, I am glad I attended...”

“Very well structured course...”

Who Should Attend?

This course is suitable to new and recent entrants to the industry, as well as external delegates looking for a better understanding of the industry, including external bank staff and affiliate staff.

“Helped improve my knowledge in certain areas and cleared up a few issues I was unsure about...”

What Students Will Learn

The course is designed to give delegates an understanding of how this industry has developed and a detailed but simple explanation of how the main invoice finance products work. Delegates will also learn the benefits of invoice finance and ABL products and what makes businesses suitable for this type of finance. Finally delegates will learn why they must be aware of fraud and what the future holds for the industry.

Duration 1 day

Cost

£175 Members
£175 Non-Members
(Please note that VAT is applicable on ABFA courses).

Dates & Locations

8th March 2012
London
22nd May 2012
Manchester
4th July 2012
London
19th September 2012
Birmingham
22nd November 2012
London

Presenter: Alex Waterman
- ABFA

Maximum Number 16

Follow-up Courses
Foundation course

“Very good course
with practical
examples.”

LEGAL ASPECTS OF RECEIVABLES FINANCING & ASSET BASED LENDING

16th-17th MAY MANCHESTER

“The speakers are always well informed, up to date and good at explaining the issues in a concise style and keeping them relevant to my role.”



COURSE CONTENT

The topics to be covered include:

The legal and practical implications of terms contained in:

- Receivables financing agreements
- Fixed and floating charges
- Guarantees and indemnities
- Deeds of priority
- Waivers

Important issues to be considered when financing:

- Stock, plant and machinery
- The importation/export of goods
- MBOs/MBIs
- Clients located in foreign jurisdictions
- Debts due from customers located in foreign jurisdictions

How in practice the rules relating to set off affect the financing of receivables. Successful claims recovery - rebutting defences commonly served by debtors and guarantors.

Reacting to the insolvency of clients:

- Funding insolvent clients
- Exercising 'related rights'
- Pursuing and rebutting reservation of title claims
- Appointing Receivers and Administrators
- The implications of the Insolvency Act 2000 and the Enterprise Act

Current issues affecting the receivables financing industry:

- Recent cases
- New and forthcoming legislation

Who Should Attend?

This course will benefit those involved in new business or operations who wish to develop their existing knowledge of the law affecting the operation of receivables financing and asset based lending facilities.

It is important that all delegates attending have a basic understanding of the law that affects the industry.

What Students Will Learn

The course will help delegates broaden and develop their understanding of the law affecting the receivables financing industry.

Duration 2 days

Cost

£475 Members
£715 Non-Members
(Please note that VAT is applicable on ABFA courses).

Dates & Locations

16th-17th May 2012
Manchester

Presenters: Bermans

Maximum Number 24

Follow-up Course

Fraud & Loss Prevention

“Excellent course.
Thoroughly enjoyed
the sessions.”

“Good value - very
glad I attended...”

RECOVERY OF DISTRESSED SITUATIONS

2nd OCTOBER LONDON



COURSE CONTENT

The topics to be covered include:

- Warning signs of impending insolvency – soft and hard
- Features of a failing client
- Handling the client in the initial stages
- How and when to instruct and work with recovery professionals
- Definition and types of insolvency
- Why use one type of procedure over another
- Exit strategies/ Recovery options
- Creditors 'pecking order'
- Decision making and real life war stories and in recruitment, haulage, printing and wholesaling sectors

Who Should Attend?

This one-day course is suitable for those who are responsible for making day-to-day funding decisions or recommendations on client facilities and who wish to develop their knowledge and use of corporate recovery and insolvency procedures and insolvency law. The course is aimed at those working within risk, operations, underwriting or account management, with at least two years industry experience.

What Students Will Learn

This course is designed to help delegates explore recovery opportunities and will provide an understanding of corporate insolvency procedures

Duration 1 day

Cost

£325 Members
£490 Non-Members
(Please note that VAT is applicable on ABFA courses).

Dates & Locations

2nd October 2012
London

Presenters: RSM Tenon

Maximum Number 24

Follow-up Course

Fraud & Loss Prevention

“ Knowledgeable trainers
and excellent examples
of actual deals.”

STOCK AS COLLATERAL FOR LENDING

28th MARCH LONDON

“An excellent course which
fully met my expectations in
terms of objectives...”



COURSE CONTENT

The topics to be covered include

- The relationship between invoice discounting and lending against stock
- Collateral management
- Identifying the risks involved in using stock collateral

“Excellent course....
Liked the case
studies and the
'war' stories...”

Who Should Attend

This course is aimed at New Business Development, Risk and Underwriting and Client and Portfolio Managers who are engaged in, or who are considering, lending against stock.

What Students Will Learn

- How to identify new business opportunities
- Where the risks are and how can they be managed
- Managing the collateral
- The risks and benefits of different types of stock
- Stock appraisal and availability
- The importance of managing the stock
- The impact of insolvency
- The exit options
- Case studies and break out discussion groups

Duration 1 day

Cost

£325 Members
£490 Non-Members
(Please note that VAT is applicable on ABFA courses).

Date & Location

28th March 2012
London

Presenters:

Alan Couzins - Leumi ABL
and GoIndustry

Maximum Number 24

“Very worthwhile, thank you.”

SYNDICATIONS

18th OCTOBER LONDON



COURSE CONTENT

The topics to be covered include

- ABL Market Pressures
- Route to the Market: Credit, Pricing, Ambition
- Barriers to the Market: Experience, Skills, Pricing, Lack of standardised documentation, Policies and protocol
- Sub-participation vs. Syndicated Loan Structure: Single purchaser or several rights, Set-off, Relationship with “borrower”, Decision making, Pro rata sharing, Agent responsibilities, Security trustees, Relationship between “lenders”
- Standardised approach: Documentation, Lead role, Portfolio reporting, Delegation, Majority lender decisions, Daily involvement, Legal opinions, Exit strategy.

Who Should Attend?

This course is aimed at Directors and Senior Managers of companies thinking about entering into syndicated deals, and Business Development/Underwriting, Credit and Risk personnel.

What Students Will Learn

Delegates will get a greater understanding of syndicated loans, their structure and legalities. Topics that will be covered include the history of the market, syndicated loan structures and legal documentation.

Duration 1 day

Cost

£325 Members
£490 Non-Members
(Please note that VAT is applicable on ABFA courses).

Dates & Locations

18th October 2012
London

Presenter:

Andrew Watson, SSD

Maximum Number 24

COMPLIANCE LIBRARY

In March 2012 the ABFA are launching a brand new suite of e-learning courses designed to cover ABFA member compliance training needs. Having joined forces with a recognised compliance training company, the four courses, specific to the asset based finance industry, will be available, along with a management tool which will help monitor students progress and record completion of the courses.

It is vitally important for a business dealing in the financial sector to show that it is providing adequate training in the world of compliance, from satisfying Anti-Money Laundering regulations, to the protection of data and information, and more recently the understanding of and adherence with the Bribery Act.

This is why the ABFA have decided to develop, in conjunction with Unicorn Training, a suite of interesting, interactive and informative courses designed to satisfy training requirements, test students understanding and record their results on a management and monitoring tool. The new Compliance Library will allow members to nominate an administrator with the ability to book students onto individual courses, or all courses depending on each members needs.

Each course should take no more than an hour to complete, with each one concluding with a multiple choice test which must be completed before students successfully pass.

The four courses that will be available from March 2012 are as follows;



Anti-Money Laundering

This e-learning course has been designed for all staff working within the asset based finance industry requiring anti-money laundering training, particularly staff handling, or responsible for the handling of transactions which may involve money laundering. The course has been designed to ensure that all asset based finance companies can give their staff relevant, industry related training in how to recognise and deal with transactions which may be related to money laundering.

The course will explain the legal framework around money laundering in relation to proceeds of crime and terrorism, offences and penalties, as well as examples of suspicious transactions. The course explains procedures for adequate due diligence of clients and customers as well as what to do if you spot a suspicious transaction.

Countering Bribery and Corruption

This course enables staff to

protect themselves and their organisation against bribery and corruption and the reputational and financial damages that come from involvement with this.

The course starts with a video showing the impacts that being found guilty of bribery can have. International and UK legislation are then covered, with a strong emphasis on the Bribery Act 2010. The course also includes practical guidance for commercial organisations on how to put in place proportionate bribery prevention procedures.

Throughout, the content also includes a number of interactive tasks and real life examples relating to bribery and corruption. Finally, there is a multi-branching case study, along with an end of course multiple choice assessment.

How to Comply with the Data Protection Act

This course gives a comprehensive insight into a company's legal obligations under the Data Protection Act.

Throughout the course, students get to learn about

responsibilities which must be adhered to under the Data Protection Act and includes a number of interactive tasks and real life examples of how data protection applies. Finally, there is an end of course multiple choice assessment allowing you to test your knowledge and apply it.

Information Security and your Responsibilities

This course is a comprehensive look at why information security is important. It explains how to mitigate information security risks and what responsibilities staff have for information security in their job roles.

The course starts with a video showing the personal and business consequences of an information security breach.

Throughout, the content then discusses all aspects of information security and includes a number of interactive tasks and real life examples of how it applies. Finally, there is a multi-branching case study, along with an end of course multiple choice assessment.

Cost

Individual Course

£20 Members
£30 Non-Members

All 4 Courses

£60 Members
£90 Non-Members

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

Registration

To register students on any of the courses within the ABFA Compliance Library, a nominated administrator will need to register by contacting Alex Waterman at the ABFA on 0208 334 0814 or by e-mail at alex.waterman@abfa.org.uk

Once an administrator has registered, they will be responsible for bookings and management of students through the courses.

E-LEARNING FOUNDATION COURSE

Content

The ABFA e-Learning Foundation 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.

Level

This e-learning 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, and the course can be taken anywhere that the student has access to the internet.

Assessment

Having completed and been assessed on each module of the course, the student undertakes a final electronic examination covering the first 5 modules. Papers will be graded 'pass', 'credit' or 'distinction' and successful students will receive an ABFA Foundation Certificate.

Study Time

The modules are designed to be completed within a period of 3 months. Depending on your knowledge and experience it is estimated that each module will take between 3 and 7 hours work to complete and it should be possible to finish each one, including the assessment, within 4 weeks.

Cost

e-Learning Foundation Course

£250 Members

£350 Non-Members

(Optional workbook to accompany the e-Learning Course - £20. Please note that VAT is applicable on ABFA courses).

Registration Details

Registrations for the ABFA e-Learning Foundation Course are taken throughout the year. Enrolment to the course is made by either contacting the Training Manager in your organisation or by applying directly to the ABFA.

On-line bookings can also be made by visiting - www.abfa.org.uk/publicdb/select_event.asp

IT Requirements

The minimum specification requirements to complete the e-Learning Foundation Course are detailed below. Please speak to your IT department if you have any concerns about having the relevant operating system/software to complete the course.

Operating System - Windows 98/2000/XP

Browser - MS Internet Explorer 5.5 or 6

Technology - HTML, JavaScript, Macromedia Flash 7.0 and 8.0

Screen Resolution - 600 x 800 pixels

Colour Resolution - 16 bit colour

Tracking - The course will be SCORM 1.2 compliant although this will only be utilised if the course is delivered from a SCORM compliant Learning Management System.



COURSE STRUCTURE

The course is comprised of 5 modules which students complete with the guidance of a coach, usually their line manager or another experienced member of their organisation. The activities are designed to encourage the student to learn more about their own organisation as well as the industry in general.

Module 1 - The Development of Invoice Finance

At the end of this module students will be able to -

- Describe the development of their own organisation in the context of the invoice finance industry as a whole
- Identify the different types of invoice financing available
- Describe the products their company offers

Module 2 - Why Companies use Invoice Finance

At the end of this module students will be able to -

- Recognise the different financing options for a company
- Describe the security your company uses and in what circumstances
- Explain why a company needs funding
- Calculate the cost of invoice financing to a given company
- Describe how your company finds and serves its own clients

Module 3 - Assessing the prospective client and the take-on process

At the end of this module students will be able to -

- Recognise some of the considerations when deciding the suitability of potential clients
- List the facts which an invoice financier establishes about the nature of a client's business before offering a facility
- Reproduce the process by which an offer to finance is made within your company
- Describe the take-on process for a new client

Module 4 - Managing the Client

At the end of this module students will be able to -

- Illustrate how the invoice financier views a sales ledger and determines how much they are prepared to advance to the client
- Explain the significance of debt verification
- Describe how the invoice financier monitors the client
- Recognise the different reasons that cause an invoice to be unapproved and the impact this has on a client's facility
- Identify different types of retentions
- Calculate client availability

Module 5 - Asset Based Lending

At the end of this module students will be able to -

- Explain the different types of retentions that may be held on a stock finance facility
- Describe the forms of security that a lender may take to support an asset based facility
- Demonstrate the difference between invoice finance and asset based lending
- Explain the fee charging system for such facilities

CERTIFICATE COURSE

A 12 Month Self-Study Distance Learning Programme

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.

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, please see page 24 for more details.

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.

Registrations can also be made through the ABFA website at - www.abfa.org.uk/publicdb/select_event.asp



COURSE STRUCTURE

There are 3 modules consisting of the following:

Module 1 - Product 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 for the Certificate Course. For more information see pages 8 and 9 of this brochure.

Assignment Schedule

Assignment No.	August - November Registration			Feb - May Registration		
	Sent to student date	Returned by student no later than	Marked and returned by ABFA by	Sent to student date	Returned by student no later than	Marked and returned by ABFA by
One	1 Feb	28 Feb	4 Apr	1 Aug	31 Aug	4 Oct
Two	1 May	31 May	4 July	1 Nov	30 Nov	4 Jan
Three	1 Aug	31 Aug	4 Oct	1 Feb	28 Feb	4 Apr

DIPLOMA COURSE

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

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 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.

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 approx 4 hours per week.

Costs

Operational and Legal Module

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

Financial Understanding Module

£700

Residential Week

£2,250

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

Registration Details

Financial Understanding

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.

Residential Week

Registration with the ABFA is by 31st 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. On-line registrations can be made at - www.abfa.org.uk/publicdb/select_event.asp

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



COURSE STRUCTURE

There are three elements to the ABFA Diploma; an Operational and Legal Module 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 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.

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
- 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 / International Accounting Standards
- Ratio and trend analysis, especially relevant to Asset Based Lenders

ABFA Residential Week

This module 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 2 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.

RESIDENTIAL WEEK

Sunday 17th - Friday 22nd June, 2012

Who Should Attend?

This course is aimed at those individuals looking to progress into a management role or are new to a management role. Client Managers, Account Managers and Operations Managers would benefit greatly.

Registration Details

The Residential Week will be held from 17th - 22nd June 2012 in Ettington Chase, Stratford-Upon-Avon. The last date for registration for the course is 31st May 2012, and bookings can be made on-line by visiting - www.abfa.org.uk/publicdb/select_event.asp

Prior to their arrival students will be sent full joining instructions.

Entry Requirements

Whilst the course has been specifically designed for ABFA Diploma students the Residential Week is open to other member employees and is an excellent development programme in its own right.

Employees who wish to develop their management and leadership skills but are not taking the ABFA Diploma are encouraged to discuss opportunities for inclusion on the course with their Line Manager or contact the ABFA directly.

Assessment

The Residential Week is assessed at the time of attendance. Throughout the week students are assessed as they deal with the issues that are presented, against a defined set of behavioural skills, with the collective records from all assessors forming their overall results. Skills tested are: assertiveness, communication, decision-making, innovation, leadership, motivation, negotiation, organisation and reasoning. The assessors who are present for the entire week view all students to ensure a fair and reasonable result is achieved.

Once students have completed the Residential Week, they (and their employers) will be notified of the mark awarded and they will receive feedback from the assessors to assist in planning their personal development. This will involve the students attending a feedback session at a pre-determined location and time, to be advised during the week.

Sunday 17th June - Friday 22nd June, 2012 Ettington Chase, Stratford-upon-Avon

The ABFA Residential Week course is part of the ABFA Diploma, but also operates as a stand-alone assessment centre focussing on personal and professional development in the areas of inter-personal and management skills.

Duration 5 days

Cost

£2,250 Members
£2,250 Non-Members

(This is payable on registration. Please note that the cost includes all accommodation and meals. VAT is applicable on ABFA courses).

Maximum Number 20





COURSE STRUCTURE

The course lasts for a week and is made up of two elements, the Business Simulation Exercise and Management Exercises.

Business Simulation Exercise

The Business Simulation Exercise gives students an opportunity, working in a team, to direct and manage an invoice finance company. It encourages students to operate in a truly competitive environment where good business management, well thought out ideas, and innovative approaches are reflected in their achievements. Throughout the week decisions taken will impact on their results, encouraging students to gain a wider understanding of current industry issues. This simulation model has been developed specifically for the ABFA to include as many of the issues that face the industry as possible. The team environment also encourages the exchange of ideas in addition to allowing students to develop a wider understanding of how the various areas of control impact on each other.

Management Exercises

The Residential Week is interspersed with a number of Management Exercises, which are both team and individually based.

E-LEARNING PROGRAMME

2012 will see two new e-Learning courses added to the existing ABFA e-Learning Course Suite. These courses will focus on helping students to understand the invoice finance industry in greater detail. Please see below for further details. More information will also be available upon their launch.

The ABFA provides a number of e-learning industry risk courses readily accessible to all staff of member companies, offering an understanding of many of the industries that their clients are likely to be involved with. The 45 minute courses are designed to be interactive and are broken down into modules, allowing students to cover the course in a single session or in a number of separate sessions, whatever is the most appropriate.

The flexibility of the e-learning medium allows students to enter and leave the course at any point, so completing the course at any time and at their own pace. The courses incorporate a visual dimension that brings key learning points to life. Questions at the end of each section reinforce learning and the final short test confirms the learning. Students achieving 50% or above in the final test will be encouraged to print off a certificate in confirmation of their successful completion of the course.

These courses will increase knowledge of particular industries and assist with the efficient management of clients within those industries. It is designed to enable the learner to communicate more successfully with their clients and to manage industry risk more effectively. There are now six industry risk modules available.

For staff of ABFA members all that is required to access each course is your corporate membership password. These have been issued to all Managing Directors and Training Manager contacts of ABFA member companies, and we would ask all Training Managers to ensure that the password is made available to all staff interested in sitting each course. (If you would like to be reminded of the password, please contact the ABFA.)

Each course should take no more than 45 minutes, and is free at point of entry to staff of member companies. The courses are also available to non-members of the ABFA at £50 per person. The courses are as follows;

Industry Risk - the Food Industry

This course looks at the trends and issues affecting the food industry, the largest manufacturing sector in the UK. The course looks in detail at the trading risks being faced by companies operating in this sector today and how these risks can be managed.

Industry Risk - the Road Transport and Logistics Industry

This course addresses the trends and issues affecting the road transport and logistics industry. It looks in detail at various risk scenarios, such as an increase in petrol prices, and clarifies the industry's terminology.

Industry Risk - the Recruitment Industry

This course looks at the trends and issues affecting the recruitment industry, one of the largest markets for the invoice finance community in the UK. The course looks in detail at the trading risks being faced by companies operating in this sector today and how these risks can be managed, including legal issues, attracting staff and staff selection.

Industry Risk - the Printing Industry

This course addresses the trends and issues affecting the printing industry. It looks in detail at the different ways of printing, and the issues and challenges facing the printing industry in these difficult times, and how factors such as the internet and other technology may affect the future of the industry.

Industry Risk - the Clothing Industry

This course looks at the trends and issues affecting the clothing industry and rag trade. This industry was one of the first industries to be financed by factors, and the course looks at its history, the processes involved in producing clothing and the financing risk.

Industry Risk - the Construction Industry

This course addresses the trends and issues affecting the construction industry. Although this industry is rarely financed by our members, it is important to understand the issues affecting the construction industry when dealing with companies involved or linked to it. It looks at many issues such as contractual work, tax issues and stage payments.

ABFA e-Learning Foundation Course

In addition to the industry risk courses, the ABFA provides the Foundation course on an e-learning platform. Please see pages 20-21 for more information.

Fraud and Loss Prevention - NEW

This course is designed to help students understand the risks involved in financing businesses through Invoice Finance or ABL. The course looks at why fraud is a threat to Invoice Financiers, the different types of fraud and indications of when fraud may be taking place. It then goes on to explain ways of minimizing fraud, from monitoring clients, to knowing them well enough to be able to spot strange or fraudulent activity.

Legal Documentation - NEW

This course helps students understand the basic principles of the legal framework that supports the Invoice Finance and ABL market. It is designed to explain how basic law affects the industry and the way we finance businesses. It also explains the main purpose of commonly used documentation such as Master Agreements, Debentures and Guarantees. The course finishes with an on-line assessment, helping students ensure that they understand the topics covered.

TRAINER PROFILES

Simon Airey, DLA Piper

Simon was a barrister in private practice for 12 years before joining DLA Piper and has extensive experience of a broad range of litigation. He specialises in tax and fraud investigations, bribery and corruption, and corporate compliance issues. He acts in associated litigation and advises clients under investigation by various enforcement authorities, including the Serious Fraud Office, HM Revenue & Customs and their overseas equivalents. Simon has advised one of the world's largest investment banks in relation to a major FSA investigation relating to money laundering compliance deficiencies. He was co-opted to the bank's Policy Committee and re-drafted the Anti-Money Laundering Policies and Procedures Manual.

Alan Baird, Hilton-Baird Audit & Survey

Alan Baird is a founding Director of the Hilton-Baird Group. Alan has always run his own businesses during which he has experienced life as a factoring client as well as having to deal with the stress of business failure. For over 10 years as a risk / intensive care manager for a major UK invoice finance provider he successfully managed the turnaround of many businesses, ensuring the longevity of many client relationships as well as significantly reduced bad debt provision.

Bernard Barrett, Bermans

Bernard is one of Britain's leading authorities on the law as it applies to the ABL industry. Bernard has led Bermans Factoring and Invoice Discounting team for over 30 years and has lectured extensively for the ABFA and its predecessors since the Educational Programme was set up.

Steve Billot, RSM Tenon

Steve is a Director in the business restructuring team in London. He is the National Head of the Business Review Team and has conducted almost 700 IBR's during his career. Steve is a licensed Insolvency Practitioner, and joined RSM Tenon in July 2010. Prior to that he worked in the DTI Insolvency service for 10 years before moving to Levy Gee where he was the practice manager before becoming joint managing partner.

Trevor Binyon, RSM Tenon

Trevor Binyon, Corporate Recovery Director with RSM Tenon has more than 20 years corporate restructuring and insolvency experience. He

joined RSM Tenon in 2002, and became a Licensed Insolvency Practitioner in 1997. Trevor is also a Chartered Certified accountant. Trevor has managed many corporate projects, scrutinising and helping under performing businesses, as well as managing formal business reviews, re-financing, and intensive care assignments for secured lenders. Possessing a wealth of ABL, cross border and financial analysis experience, Graham has considerable risk management expertise in the receivables finance arena. Prior to joining Hilton-Baird, Graham worked as Regional Audit Manager for GMAC, overseeing the team of auditors, conducting higher risk audits and surveys and ensuring the smooth running of the department. Having earned an MSc Masters in Finance, Graham is also a Fellow of the Association of Chartered Certified Accountants (FCCA) and a member of the Institute of Internal Auditors (MIIA).

Simon Boon, DLA Piper

Simon heads DLA Piper's UK-based receivables financing and asset-based lending team. He has more than 30 years' experience in advising clients on contentious receivables financing and trade finance work. Simon conducts claims against the former clients of finance companies, guarantors and indemnifiers and undertakes fraud investigations and insolvency-related litigation. Simon is a regular speaker at conferences and seminars covering the legal aspects of receivables financing and asset-based lending, fraud and money laundering. Simon was awarded "ABFA lecturer of the year" in 2004 and 2008.

Chris Cade, HSBC Invoice Finance (UK)

Chris joined HSBC Invoice Finance in 1996, moving into the Sales Linked Finance industry following 8 years at Barclays Bank working in there Commercial Bank. Since joining the industry, he has undertaken a number of client facing roles, initially with small factoring clients moving onto the companies largest relationships. Subsequently he managed a team of Relationship Managers and is currently the Head of the National Corporate Team, being responsible for Relationship Management and Sales Development of HSBC's Invoice and other Asset based lending services.

Alex Chapman, Bermans

Partner in charge of Bermans Liverpool ABL Commercial team, Alex works for industry members on non-contentious commercial

issues, particularly on matters of security, take-on and due diligence.

Alan Cousins, Leumi ABL

Alan is Operations Director at Leumi ABL and has 27 years' experience in every operational area of the factoring, invoice discounting and asset-based lending industry. He is responsible for all operational aspects of the asset based lending portfolio at Leumi ABL. Alan was previously at RBS Invoice Finance where he was responsible for structuring Asset Based Lending and Syndication transactions for RBS Invoice Finance. Prior to that Alan was at Kroll in their Corporate Advisory & Restructuring Group.

Ian Dyer, GoIndustry

Ian heads up the Inventory Valuation team at GoIndustry Dovebid, which cover numerous UK and cross border valuations across a wide range of industries. Ian is also involved on the recovery side, working with both IP's and lender pre and post instruction to achieve the best outcome. Prior to joining GoIndustry, Ian worked in a similar role with Edward Symmons and as a Management Accountant / Finance analyst in a range of industries.

John Forrest, DLA Piper

John joined DLA Piper in August 2008 from the UK Government, where he was the head of the international trade and investment team. He has over 15 years' experience in advising UK ministers, financial institutions and large corporations in relation to the development and implementation of international sanctions and advises a range of clients on the complex regulatory framework, meeting compliance obligations and managing investigations and enforcement proceedings. John regularly advises on matters relating to financial sanctions, trade embargoes, trafficking and brokering controls and international trade and investment issues.

David Gledhill, Bermans

Head of Bermans Factoring Commercial department at Manchester; David has specialised in Company, Commercial and Insolvency law as it applies to the industry, for over 20 years. David is highly regarded for his commercial approach and practical advice.

David Grier, Duff & Phelps

David Grier is a managing director in the London office and is part of the Global Restructuring Advisory practice. He specialises in leading change and delivering non-insolvency

business turnaround solutions. He has spent more than 21 years working within a number of the UK's largest financial institutions. David maintains strong relationships with the lending community and associated professional advisers and leads the Business Consulting team in London. David is a member of the turnaround management association and the institute of directors and regularly provides advice and training seminars to members of the institute for turnaround. David holds an MBA and provides non-executive support to growing and developing companies.

Julie Hunter, Bermans

Partner in charge of Bermans Factoring litigation team, Julie has over 16 years experience in conducting recoveries for the industry and lectures for the ABFA as well as providing in-house training to industry members.

Ian Lewis, GE Capital

Ian Lewis is a Senior Relationship Manager of GE Capital in the north of England with responsibility for client satisfaction, income and risk on a portfolio of clients which have either Factoring, Invoice Discounting or ABL facilities. Ian has spent the last 16 years in Relationship Management in Invoice Finance, either managing clients directly or managing a team of relationship managers. Prior to this he spent 17 years in International and Corporate Banking. Ian is an Associate of the Chartered Institute of Bankers and has also passed the ABFA's Certificate and Diploma qualifications, achieving the Top Student award in the Measuring Performance element.

Judy Lynex

Judy has worked in the Invoice Financing industry for ten years following which she completed her MBA and became a lecturer and technical author and now runs her own Training Consultancy business. She currently acts as a coach for all ABFA Diploma students, as well as providing in-house training for Certificate Course students.

Roger McCourt, DLA Piper

Roger is a partner in the Banking & Finance Litigation team based in Leeds and has over 14 years experience acting for banks and financial institutions. He deals with a variety of contentious issues including complex recoveries, banking operational issues, professional negligence claims and fraud. He advises on all areas of dispute resolution including risk management and ADR. Roger specialises in the ABL industry and represents many of the leading names in the industry.

Jean Pousson, Jean Pousson and Associates

Jean Pousson is Managing Partner of Jean Pousson and Associates, a specialised consultancy practice he set up in 1994, providing banking, finance and strategy training

to an international client base. Jean was previously Director of Studies at the TSB Group Management College, responsible for overall academic leadership but with direct responsibility for finance and strategy programmes. Previously his banking career spanned fifteen years with Barclays Bank where the last five years saw him occupy various management positions within Retail and Corporate Banking associated with credit risk assessment.

Elaine Shelley, GoIndustry

Elaine leads the National Asset Based Lending sales team at GoIndustry Dovebid which provides asset valuation and disposal services on a global basis. She is involved in numerous UK and cross border reviews and valuations across a wide range of industries for a wide range of tangible and intangible assets, with her focus on ABL lead transactions, ongoing monitoring and recovery of assets. Prior to joining GoIndustry, Elaine worked in audit and risk advisory roles at PWC, Baker Tilly and ABL Resources in addition to GMAC Commercial Finance.

Peter Sinnett, Bermans

In-House Counsel at Bermans, Peter has a Masters from Cambridge and lectures for the ABFA and his local University as well as writing articles on his areas of specialisation: Asset Based Lending and leasing; and Bermans' popular "Guide to Factoring and Discounting Law".

John Smith, Risk Factor Solutions

John spent 11 years in retail and corporate banking before he began his career in the factoring industry working for 12 years with International Factors in the UK. In 1997 John became EMEA Sales Manager for IBM Global Financing, specialising in Supply Chain Finance, Asset Based Lending, Accounts Receivable Finance and Structured Finance. In 2001 John started Risk Factor Solutions Limited, providing risk management solutions and software to over 80 UK and International Commercial Finance companies.

Andrew Stoneman, Duff & Phelps

Andrew Stoneman is a managing director in the London office and part of the Global Restructuring Advisory practice. He has more than 20 years experience in corporate recovery and turnaround. He has worked on a number of assignments for major clearing banks, asset based lenders, factoring companies and many international law firms. He has developed strong relationships with lenders and professional advisers. His work with factoring companies has involved numerous forensic assignments and providing evidence in court. Andrew's sector expertise includes the travel industry, subprime mortgage lenders, recruitment and media. Andrew is a Chartered Accountant and a licensed UK Insolvency Practitioner. Andrew regularly

speaks at international conferences and has presented numerous courses and seminars for the ABFA.

Alex Waterman, ABFA

Alex has worked in the asset based finance industry for 14 years in various roles including audit, survey and relationship management. He started in the industry at Lombard NatWest which then became RBS Invoice Finance before moving to IGF Invoice Finance in 2002. Following a year managing an accounts team within a recruitment agency Alex joined the ABFA as Head of Education in 2007 where he organises all Day Courses and Distance Learning Programmes, as well as developing new training tools for the industry.

Andrew Watson, SSD Solicitors

Andrew leads SSD's Asset Based Lending team, based in the London office. His particular expertise covers the drafting of receivables financing and asset based lending facilities and security documentation, cross border financing and security arrangements, product development, portfolio transfers and acquisitions within the asset based lending arena. Having specialised in Asset Based Lending for 21 years, Andrew is widely acknowledged as a leading lawyer in this field. Andrew is also the author 'Legal Aspects of Asset Based Lending' one of the ABFA Diploma course workbooks.

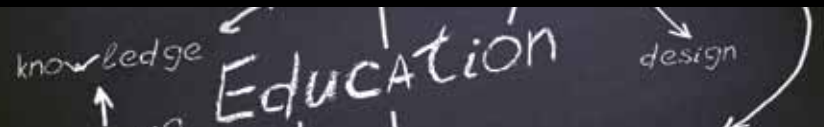
Edward Wilde, SSD Solicitors

Edward Wilde is an English solicitor with over 30 years experience of advising factoring and other asset based finance companies. He is a senior member of the Finance Law Team at Squire, Sanders & Dempsey Solicitors, London. For many years, apart from being senior partner of Wildes, a law firm specialising in work for ABFA members, he was also a partner in a New York law firm responsible for all their European matters. Among his present ABFA appointments he is the Company Secretary and Honorary Legal Adviser to the ABFA, a member of the ABFA's Educational Committee and a member of the ABFA's Legal and Technical Forum.

Laurence Winston, SSD Solicitors

Laurence is a Partner in Hammonds Asset Based Lending team, based in London. He specialises in commercial litigation acting predominately for asset based lenders and other financial institutions in guarantee and performance warranty claims and fraud/asset recovery. Laurence was also recently awarded ABFA Lecturer of the Year 2005, along with his colleague Robert Weekes.

If you have any questions regarding the information contained in this brochure please contact the ABFA on **020 8332 9955** or visit our website at www.abfa.org.uk





COURSE
PROGRAMMES
IN 2012



The ABFA,
3rd Floor, 20 Hill Rise,
Richmond, Surrey,
TW10 6UA

Tel: 020 8332 9955

Fax: 020 8332 2585

Website: www.abfa.org.uk