

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](http://www.abfa.org.uk)

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

## Assessment

### Cashflow Finance

The assesment for Cashflow Finance consists of three compulsory assessments, the final one of which will comprise 40% of the overall mark, with the examination making up the other 60%.

### Measuring Performance

The *ifs* runs this module with flexible assessment; students can choose to be examined when they feel ready. The assessment is made up of two compulsory components, each represents 50% of the overall mark.

There is a two hour objective test (in multiple choice format) delivered electronically in various test centres around the country and one written coursework assignment.

### Residential Week

The Residential Week is assessed at the time of attendance. To achieve the ABFA Diploma students are required to pass all three elements of the course. Successful candidates will be awarded a Pass, Credit or Distinction and can use the designatory letters "Dip. ABFA".

For more information on the ABFA Diploma please visit: [www.abfa.org.uk/education/diplomaCourse.asp](http://www.abfa.org.uk/education/diplomaCourse.asp)

### Registration Deadlines & Details

#### Cashflow Finance

Registration by 31st March for examination in November.

#### Measuring Performance

Flexible registration all year round. Please contact the *ifs* on 01227 762 600 or visit their website - [www.ifslarning.com](http://www.ifslarning.com)

#### Residential Week

Registration is by 31st May for assessment in July.

**Please make all payments payable to the 'ABFA Educational Foundation'.**



**Two distance learning modules  
and a residential week within a  
three-year programme**

# ABFA Diploma Course

# BOOKING FORM

## ABFA Diploma Course - Cashflow Finance

- Please copy this form if more places are needed.

## MODULE INFORMATION

### DETAILS

- Content:** The ABFA Diploma is the third step of the ABFA Distance Learning Programme and 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; two distance learning modules, Cashflow Finance, Measuring Performance and a Residential Week. Measuring Performance is run by the *ifs* but the other two elements, Cashflow Finance and the Residential Week are run and administrated by the ABFA. In the latter, students work through an Invoice Financing business simulation model and a number of management exercises, all designed to test a range of management behavioural skills. Please note that students can register for any individual element of the Diploma without having to commit to the Diploma as a whole. Each element of the Diploma promises to give students a great opportunity to improve their knowledge and experience of the industry. The timeframes for each of the individual elements of the ABFA Diploma are:
- Study time:** **Cashflow Finance** - students begin studying in April for examination in November  
**Measuring Performance** - the *ifs* offer flexible assesment to students, the maximum timeframe being one year from commencing study to sitting the exam  
**Residential Week** - a one week intensive course of study in July
- Cost:** **Cashflow Finance:** £645  
**Measuring Performance:** (Please ask the *ifs* for the cost of this module.)  
**Residential Week 2009:** £2,000 (VAT not applicable on any of the above)  
For Registration details, please see the reverse.

#### Cashflow Finance

This module enables students to develop a thorough understanding of invoice and stock financing and is an introduction to other types of asset based working capital finance. It looks at products and operational activities, as well as the relevant legal framework within which the industry operates. The module includes:

- An Introduction to Cashflow Finance
- Invoice Finance
- Stock Finance
- Negotiating the deal
- Structuring the deal
- Taking on a Client
- The Master Agreement
- Change
- Managing Risk

#### Measuring Performance (*ifs* module)

This module begins with an overview of the 'balanced scorecard' approach to measuring performance. Thereafter, it looks at financial performance information, and then goes on to examine the use of non-financial performance indicators. The module concludes with a review of the budgetary process in organisations. The module includes:

- The balanced scorecard
- The underpinning principles of financial reporting
- The primary financial statements
- Non-financial measures of performance
- Performance indicators and budgets

#### 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.

- 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.

#### Course Title - ABFA Diploma

Contact Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_

Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_

I am registering the following student(s) on the ABFA Diploma. (Please note that registrations for Measuring Performance must be made directly with the *ifs* and registration for the Residential Week module will be made on a separate application.)

#### Delegate

Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
Address (If different from above) \_\_\_\_\_

Postcode \_\_\_\_\_

E-mail \_\_\_\_\_

Cashflow Finance

#### Delegate

Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
Address (If different from above) \_\_\_\_\_

Postcode \_\_\_\_\_

E-mail \_\_\_\_\_

Cashflow Finance

#### Bookings and Payment

	1st Delegate	2nd Delegate
Course Fee(s)	£ .....	£ .....
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 Educational Foundation to:  
The Administration Office, Asset Based Finance Association, 2nd Floor,  
Boston House, The Little Green, Richmond, TW9 1QE  
Tel: 020 8332 9955 Fax: 020 8332 2585. Thank you.

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 Limited, 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.