

Institute of Credit Management Courses

- Credit Management (Trade Consumer and Export)
- ICM Level 3 Diploma in Credit Management

2008/2009

Commencing Thursday 27th November 2008



University of Glamorgan Commercial Services

The Institute of Credit Management (ICM) provides a comprehensive range of nationally accredited qualifications. The ICM courses can provide a progression route to a Foundation Degree, BA Honours Degree and Masters Degree.

The Institute's aim is to raise professional standards in credit management, and to increase awareness of its importance as a crucial management function with a vital role in improving marketing, profitability and cash flow.



UGCS are currently the only ICM provider in South Wales. We offer the following courses:

- Credit Management (Trade Consumer and Export)
- Level 3 Diploma in Credit Management

Delegates may take the Credit Management (Trade Consumer and Export) course on a stand alone basis or may complete the award as part of the Level 3 Diploma in Credit Management.

Credit Management (Trade Consumer and Export)

The **Credit Management (Trade Consumer and Export)** will provide a basic understanding of the concepts, processes and techniques which underpin best practice across a range of credit environments. The level of knowledge gained will be appropriate to delegates working in the credit discipline up to credit controller and supervisory levels.

This award is intended especially for companies and individuals who do not wish to commit to the full Certificate in Credit Management but who, nevertheless, would like to gain knowledge of credit control and recognition of their achievement. Visit www.ugcs.co.uk/icm for further details

Study Mode

Credit Management (Trade Consumer and Export) will be delivered every Thursday evening from 5.00 pm to 7.00 pm.

Dates: Thursday 27th November 2008 - Thursday 28th May 2009

Cost per delegate

£850+VAT (1 module)

Delegates will receive an official ICM Study Guide as part of the course fee. Light refreshments are also included in the course fee.

Examination

The examination will take place during the ICM examination week in **June 2009**.

Level 3 Diploma in Credit Management

The **Level 3 Diploma in Credit Management** is a specialised vocational qualification for credit controllers and supervisors. In addition to credit management techniques, the qualification aims to provide a general business education that covers management skills and relevant aspects of accountancy, law and the business environment.

Course overview

By the end of the course delegates will be able to:

- develop a basic understanding of credit management and apply the concepts, systems and techniques across a range of credit environments
- understand and apply the fundamental accounting principles and techniques that affect credit management
- develop a broad understanding of the legal context and structures in which businesses operate and be able to apply relevant aspects of contract and commercial law
- develop an understanding of the national and international economic environment within which business organisations function
- develop a general understanding of management practices.



Structure

The **Level 3 Diploma in Credit Management** is composed of four individually examined and certified modules:

- Credit Management (Trade Consumer and Export)
- Accounting
- Business Law
- Business Environment

Study Mode

Credit Management:

Thursday 27th November 2008 –
Thursday 28th May 2009
5.00pm – 7.00pm

Business Environment:

Thursday 27th November 2008 –
Thursday 28th May 2009
7.00pm – 9.00pm

The Credit Management and Business Environment examinations will take place in **June 2009**.

Business Law:

Thursday 26th November 2009 –
Thursday 27th May 2010
5.00pm – 7.00pm

Accounting:

Thursday 26th November 2009 –
Thursday 27th May 2010
7.00pm – 9.00pm

The Business Law and Accounting examinations will take place in **June 2010**.

Visit www.ugcs.co.uk/icm for further details.

Cost per delegate

£1895+VAT (4 modules)

Delegates will receive an official ICM study guide for each module as part of the course fee. Light refreshments will also be included in the course fee.

Examination

The examinations will take place during the ICM examination weeks in **June 2009** and **June 2010**. Specific examination dates will be issued upon registration of the course.



Delegate Information for Credit Management (Trade Consumer and Export) and Level 3 Diploma in Credit Management

Membership and Examination Fees

It is the responsibility of each delegate to register for ICM student membership and for all relevant examinations directly with ICM. Payment should be made directly to ICM. For all membership and examination details please visit www.icm.org.uk or contact

Examinations:

01780 722909 or education@icm.org.uk

Membership:

01780 722903 or membership@icm.org.uk

Progression Route

Delegates must have successfully completed the Credit Management module as a pre-requisite to enrolling for any of the additional three modules on the Level 3 Diploma in Credit Management.

Bookings

To reserve a place on either of the ICM courses return the booking form, overleaf. Should you require further information about the ICM courses please contact:

David Austin

Business Development Executive

Tel: 01443 482482 Fax: 01443 485916

Email: dmaustin@glam.ac.uk

In-company Courses

Both of our ICM courses are available for delivery in-company for those organisations that have a number of people who wish to study the qualifications. This method allows us to tailor the delivery patterns to suit the requirements of the organisation.

Please contact David Austin on 01443 482482 or dmaustin@glam.ac.uk for further details and costings.

Visit www.ugcs.co.uk/icm for further details.

Booking Form

One Form per Delegate (Photocopy for Faxing)

INSTITUTE OF CREDIT MANAGEMENT

FAXBACK on (01443) 485916 or post to: Helen Colley, UGCS Ltd, University of Glamorgan, Pontypridd, CF37 1DL



Delegate Title:	First name:	Surname:
Company:	Position:	
Company Address:		
		Postcode:
Tel No:	Fax No:	
Email:	Mobile Telephone No:	

Delegate's home address details.

Home Address:		
	Postcode:	Home Tel No:

Please indicate with a tick which level you will be studying:

Credit Management (Trade Consumer and Export) **£850 + VAT**

Level 3 Diploma in Credit Management **£1895 + VAT**

Please state the modules you will be studying during 2008/2009:

Any special requirements: e.g dietary, access, etc
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Where did you hear about the Institute of Credit Management Courses?

UGCS Website

Work Colleague

ICM Website

Other (please state):

Tick appropriate box

<input type="checkbox"/> I enclose cheque to the sum of £	(payable to UGCS Ltd)
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<input type="checkbox"/> Please send invoice to the above company address using Purchase Order no.:

<input type="checkbox"/> Please debit my credit card: Visa/Mastercard/Other (please specify):

Card number:	Expiry Date:
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Cardholder Name:	Security Code:
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Approved Signature:	Position	Date:
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Booking Terms:

1. A place on the course is reserved when the completed booking form is received and accepted by UGCS Ltd. 2. An invoice will be issued on receipt of a confirmed booking and payment must be made prior to commencement or upon registration for the course. 3. Joining instructions will be forwarded following receipt of payment. 4. Cancellations must be in writing and are subject to the following charges: £25 administration charge up to 4 weeks prior to the course. 50% of the fees between 4 and 1 week prior to the course. No refund within 1 week of the course. We regret that the transfer of a booking to another event cannot be made but a substitute delegate will be accepted at any time. 5. UGCS Ltd reserves the right to alter the content, lecturers, timing and venue of the course for reasons beyond the control of UGCS Ltd. 6. Course fees are non-transferable. 7. UGCS Ltd shall not be liable for any loss or damage arising out of statements or views and opinions expressed.

Authorisation:

To enable registration, this booking form must be authorised by a director, partner or senior manager.

I confirm that I have read and agree to the Booking Terms and conditions.

Signature:	Print Name:	Position:
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