Diploma of Credit Management

FNS51520

LEARN ABOUT HIGHER LEVEL CREDIT MANAGEMENT ISSUES LIKE INSOLVENCY AND LEGAL PROCEEDINGS

May 2021

About This Course

The Diploma of Credit Management will give you the higher level skills and knowledge needed in credit control. On completion of this course you will have developed the essential skills to critically review policies and procedures around credit management to enable you to identify potential risks. Key components of this course are learning about warning signals in personal and corporate insolvency cases.

By enrolling in the Diploma of Credit Management you will benefit from a comprehensive learning platform around complex credit situations including personal and corporate insolvency. Electives allow you to develop the leadership skills to manage a credit control team or to advance your own skills in areas such as customer service and time management.

Subject Choices

2 electives are required (depending on subjects chosen)

- Cornerstones in Finance: Ethics, Compliance and Risk Management
- Respond to Personal Insolvency Situations
- Action Corporate Insolvency Situations
- Develop Policies and Procedures
- Professional and Compliant Work Practices in Finance
- Effective Debt Collection Practices (E)
- Initiate Legal Processes to Recover Debts (E)
- Professional and Effective Work Practices (E)

Key Course Facts

Start Date:

Start immediately

Delivery Options:

On-line/Correspondence

Duration:

Complete within 24 months

Group Training:

Contact the College for Availability

Course Fees: $7,500

All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Existing Worker Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

School Based Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Subsidised Training Options for this Qualification *

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* NSW fee listed is for the Smart and Skilled category 'no prior qualification'. A fee increases of 15-17% applies to those who have completed a qualification previously. This training is subsidised by the NSW Government.

* Jobs & Skills WA courses are subsidised by the Department of Training and Workforce Development. The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.

** Subject to eligibility and availability at the time of enrolment

Entry Requirements

Computer and Internet

- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

Prior Certificate IV Level Qualifications

It is a requirement for entry into the course that you have a relevant Certificate IV level qualification. It is advised that those undertaking this course should have a minimum of 3 years' experience in a credit role and an understanding of the key requirements of credit management which is approving credit, managing risk within legal frameworks, understanding personal and corporate insolvency and the process of legal proceedings. Access to actual workplace policies and procedures will assist with the policy development assessment. Without access to organizational lending, credit or collections policies this will increase independent research which may not always be readily available.

Relevant Work Background

This qualification is not suitable for those who do not have a relevant credit or lending background. A minimum of 3 years experience is required.

Reading and Writing Skills

The course is an online correspondence course so you need to have average English reading and writing skills, or higher. As a guide - you should have completed Year 12 schooling, or have sound workplace written communication skills.

Spoken English Skills

Some components of this course have practical components where students will be required to demonstrate verbal communication skills as part of their assessments. Average English skills are necessary to complete these components successfully.

Numeracy Skills

Numeracy skills are required at an average level eg completion of Year 10 maths and the ability to use a calculator.

Subject Descriptions

Core Subjects:

Cornerstones in Finance: Ethics, Compliance and Risk Management

Ethics, compliance and risk, form the foundation of financial institutions. This subject discusses the skills required to apply ethical principles to decision making and to act in line with ethical principles, and to ensure that work practices are compliant and within business risk strategies. Case studies are used to show individuals how to apply ethical frameworks to decide on, carry out, and evaluate the effectiveness of a course of action in response to an ethical and compliance situation in their workplace.

Unit(s):

BSBRSK501 - Manage risk

FNSFMK515 - Comply with financial services regulation and industry codes of practice

FNSINC504 - Apply ethical frameworks and principles to make and act upon decisions

FNSPIM410 - Collect, assess and use information

Respond to Personal Insolvency Situations

Unit(s):

FNSCRD511 - Respond to personal insolvency situations

FNSCRD504 - Manage the credit relationship

Action Corporate Insolvency Situations

Unit(s):

FNSCRD515 - Respond to corporate insolvency situations

Develop Policies and Procedures

Unit(s):

FNSORG512 - Develop, implement and monitor policy and procedures

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Professional and Compliant Work Practices in Finance

This subject ensures that you have the skills to identify and interpret compliance requirements, procedures and to identify industry professional approaches to procedures, guidelines, policies and standards, including ethical requirements.

Unit(s):

FNSINC411 - Conduct work according to professional practices in the financial services industry

FNSORG411 - Conduct individual work within a compliance framework

Elective Subjects: 2 electives are required (depending on subjects chosen)

Effective Debt Collection Practices

Unit(s):

FNSCRD405 - Manage overdue customer accounts

Initiate Legal Processes to Recover Debts

Unit(s):

FNSCRD404 - Utilise the legal process to recover outstanding debt

Professional and Effective Work Practices

Being able to organise personal work priorities is an essential job skill. Learn how to set and meet work priorities through time management and planning your work schedule. Skills to identify potential problems and prevent stress in the workplace are also covered. Also learn the importance of professional development activities.

Unit(s):

BSBWOR501 - Manage personal work priorities and professional development

Service Guarantees

Quality Training Provider

ACCM has a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes!
For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment

Within 30 minutes of applying to enrol, your personal log-on details are emailed to you. This gives you access to our on-line system Webclass. Login to Webclass and complete the administrative items. Once you have completed these items a College Student Adviser will phone you to discuss your needs, course requirements, suitability and electives. You will then have access to the first study module via WebClass.

Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in a week or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

Your College Student Adviser will phone you to welcome you to the course and ensure that you understand the best way to make progress in your course. They will also assist you with any questions you may have.
They will be in regular contact with you, especially at the start of your course, to offer motivation, support and guidance.
For employment based enrolments they will also make contact with your work supervisors to address any questions they may have.

Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.
Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.
The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.