



UK FINANCE

INVOICE FINANCE AND ASSET BASED LENDING

2020 LEARNING PROGRAMMES

Day Courses • Distance Learning • eLearning



ABOUT US

UK Finance is the collective voice of the banking and finance industry. Representing more than 250 firms across the industry, we act to enhance competitiveness, support customers and facilitate innovation.

We work for and on behalf of our members to promote a safe, transparent and innovative banking and finance industry.

UK Finance Training delivers an exciting and extensive programme of training interventions, webinars, eLearning and distance learning certifications which run throughout the year.

These programmes aim to inform members, give guidance on policy, support compliance and reflect best practice across a range of topics from financial crime to insolvency risks, collateral for lending and the IFABL Standards Framework.

We are committed to ensuring that all our learning solutions deliver meaningful and up-to-date information on emerging trends and risks. Our learning faculty is comprised of experienced industry practitioners drawn from around the world.

ABOUT INVOICE FINANCE AND ASSET BASED LENDING

We work with members, government and regulators to produce a wide range of industry guidance to help members operate in the best interests of their customers and to the benefit of the industry. Our guidance includes toolkits and standards and covers areas including small business banking, vulnerable customers, European and UK regulation and payments directives.

Invoice Finance and Asset Based Lending (IFABL) are types of finance used by over 40,000 businesses of all sizes in the UK. This type of finance is designed for businesses who sell on credit terms to other businesses.

UK Finance works with members to set standards, provide training and support the next generation into our industry. The IFABL Standards Framework sets and enforces the standards that clients can expect when dealing with a UK Finance IFABL member.

The UK Finance programmes can all be booked through our website (www.ukfinance.org.uk/training) or by contacting the Training Team (training@ukfinance.org.uk)

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Ted Winterton, CEO UK Bibby Financial Services' (UK Finance IFABL PSB Education Lead):

"People make our businesses. As business leaders we have a responsibility to look after and invest in the development of the people in our organisations. There are a variety of reasons for investing in employee development including: Increased engagement, loyalty, performance, confidence and future proofing our businesses.

"Thanks to UK Finance the opportunities for development are available in extensive training courses covering the latest updates in invoice finance and asset based lending.

"It's up to us as business leaders, along with the people in our organisations, to make the most of these opportunities. UK Finance offers the people in our industry the courses they need to succeed, from Foundation to Diploma level along with a whole range of day courses. We must help to make our people aware of what is available and support them in their career aspirations."

The Invoice Finance and Asset Based Lending Education Programme offers varied, product-based courses with the aim of informing and displaying the application of commercial finance.

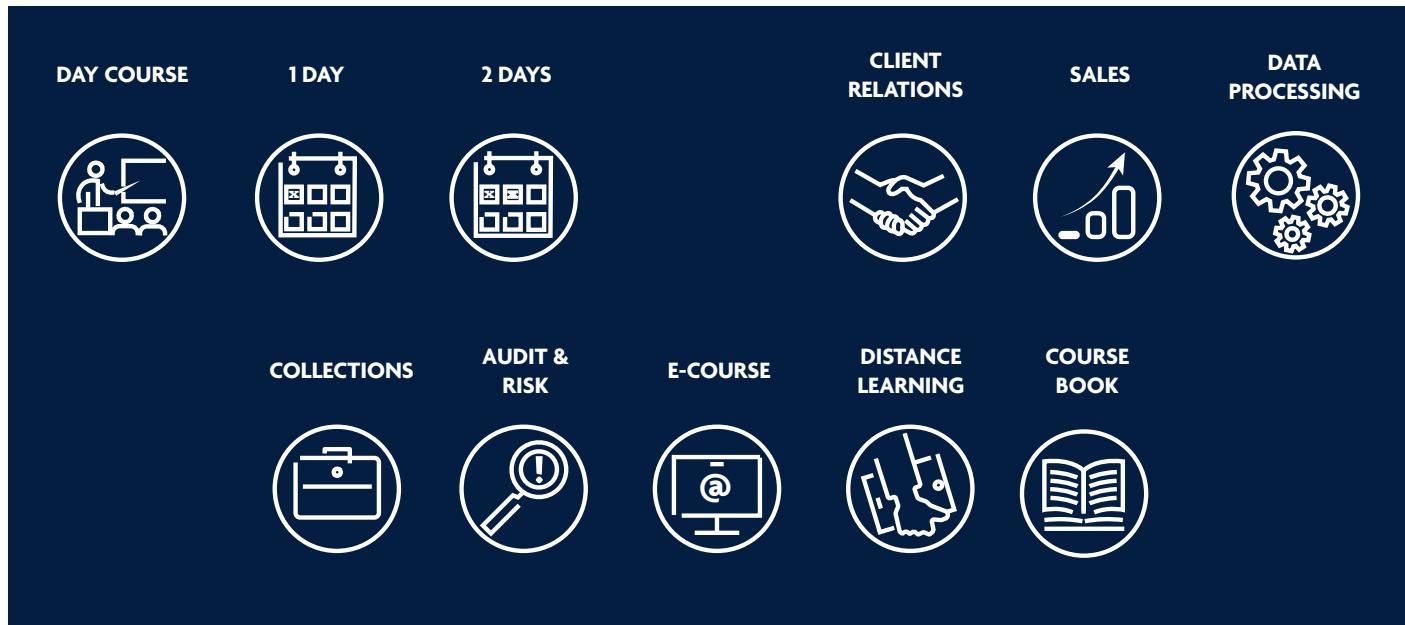
Across all programmes we focus on the training needs of five key roles within the industry: Sales, Audit and Risk, Client Relations, Collections and Data Processing. We offer a range of courses open to all within the industry, and we believe a broader knowledge base is beneficial to all staff.

Our day courses range between one and two days taking place in London, Manchester and Birmingham, and are delivered by industry experts imparting their industry experience to educate the next generation.

To meet the needs of our members we have continued to develop a programme that is more accessible to staff. Our online Learning Management System (LMS) has been a key part of this and you will find many of our distance learning programmes delivered through this system. The LMS is a useful resource for staff of all levels looking to brush up on industry-related topics. The six industry modules as well as the Standards Framework module are free for staff of all UK Finance Invoice Finance and Asset Based Lending members.

As we aim to adapt and meet the changing needs of the industry we would welcome any feedback or suggestions you have to improve our training programmes. Email (training@ukfinance.org.uk) or call the team on 0203 934 1197.

Course Quick Keys:



Distance Learning Development Journey

There are three levels of development, supported by our experts, eLearning modules, and exams. These levels include:



IFABL Foundation

The Foundation course is the first level of the UK Finance's IFABL distance learning programme and provides an overview of the industry. It is designed to give staff a general understanding of the workings of the industry and an awareness of clients' expectations and issues.



IFABL Certificate

The Certificate course is the second level of UK Finance's IFABL distance learning programme. It is a natural continuation from the Foundation course and provides a solid base for the Diploma course. The course is an industry-wide recognised professional qualification in its own right.



IFABL Diploma

The Diploma is the third step of UK Finance's IFABL distance learning programme. It focuses on the Invoice Finance and Asset Based Lending (IFABL) industry and is designed to lay the foundations for a successful career in management.

ADVANCED FINANCIAL ANALYSIS

9 June 2020, Birmingham



An activity-based course comprising of a series of exercises and realistic simulations of the issues routinely faced by client and relationship managers.

Students will also be guided through the client life cycle stages.

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 in their day-to-day jobs.

WHO SHOULD ATTEND?

This course is aimed at experienced client managers, risk and operations staff and new and existing sales staff.

The course will benefit 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.

WHAT STUDENTS WILL LEARN

- Understanding of financial jargon
- High level assessment of financial statements (profit and loss, balance sheet and cashflow statements)
- Financial ratios
- Financial and non-financial risk

DURATION

1 day

MAXIMUM CAPACITY

x20

COST

£399 +VAT members & associate members

£499 +VAT non-members

DATE AND LOCATION

TBC, Birmingham

PRESENTERS

Jean Pousson

FOLLOW-UP COURSE

Stock as Collateral for Lending

BOOK NOW

"The trainer was sensational!"

"Really knowledgeable trainer. He was amazing."

CHANGE MANAGEMENT FOR INVOICE FINANCE & ASSET BASED LENDING

10 March 2020, London



COURSE CONTENT

The course explores some of the typical pressures for change, provides a framework for structuring and management of projects, and concludes with a review of the common causes of project failure.

Delegates will leave with a set of practical project management tools and the confidence to deploy these in their day-to-day roles.

The topics to be covered include:

Where do the IFABL pressures for change typically originate?

- Shifting Landscape
- Cost Reduction
- Growing Market Share
- Managing Risk
- Service Delivery

An Introduction to Practical Project Management

- Sponsors
- Business Case
- Project Initiation
- Effective management of project tasks and stakeholders
- Risk Management
- Delivery and lessons learnt

Common Project Pitfalls

- Alignment with Business Strategy
- Managing tasks not people
- Scope Creep
- Programme vs Project

WHO SHOULD ATTEND?

For those new or returning to managing change initiatives in the industry.

WHAT STUDENTS WILL LEARN

- Appreciation of the competing pressures for change within an IFABL business
- Outline, functioning grasp of the project lifecycle. Able to make simple business cases, initiate projects and manage them through to a successful close
- Insight into common reasons for project failure, the ability to spot their onset and tools to mitigate their impact

DURATION

1 day

MAXIMUM CAPACITY

x16

COST

£399 +VAT members & associate members

£499 +VAT non-members

DATE AND LOCATION

10 March 2020, London

PRESENTERS

Rob Harris – Loxbear Advisory

FOLLOW-UP COURSE

Diploma: Operational Aspects of Invoice Finance or ABL

BOOK NOW



"Very good course. The trainer was very helpful and gave great advice on any questions thrown at them."

CLIENT AND RELATIONSHIP MANAGEMENT

20 – 21 July 2020, Birmingham



An activity based course comprising of a series of exercises and realistic simulations of the issues routinely faced by client and relationship managers.

Students will also be guided through the client life cycle stages.

COURSE CONTENT

The topics to be covered include:

- Role and responsibilities of client and relationship managers
- Internal and external customer care and service
- Communication and influencing skills
- Security versus service - the 'balance'
- Negotiation techniques client and relationship managers - selling security
- Client visits/reviews
- Fraud overview
- Personal action plans

- Financial statements
- Anticipating potential complaints from clients

WHO SHOULD ATTEND?

This workshop is aimed at existing client and relationship managers and those who are involved in monitoring and managing of clients on a day-to-day basis.

The course would also benefit senior controllers and administrators who are becoming involved with the client and relationship managers function.

WHAT STUDENTS WILL LEARN

The course will focus on the demands of the client and relationship manager's role, how to approach clients and how to balance service, income and security issues.

DURATION

2 days

MAXIMUM CAPACITY

x20

COST

£599 +VAT members & associate members

£799 +VAT non-members

DATE AND LOCATION

TBC, Birmingham

PRESENTERS

Mike Hirst - HSBC

Ian Lewis

FOLLOW-UP COURSE

Fraud and Loss Prevention

BOOK NOW 

"I thoroughly enjoyed the course, very informative delivery of the day-to-day role of a Client Account/Relationship Manager. I particularly enjoyed the group exercises, as many interesting conversations/topics were debated. The course was run by a highly experienced team that had a wealth of industry knowledge and some great stories to share."

"The course was incredibly well run with very knowledgeable presenters. Going forward I will be able to use the knowledge gained from the course in my day to day account manager role."

INTRODUCTION TO ASSET BASED LENDING

19 March 2020, London



COURSE CONTENT

Asset Based Lending (ABL) providers are seeking to increase the awareness and utilisation of this alternative source of finance.

Many traditional lenders are seeking innovative ways to widen their portfolio of product solutions.

This course will provide a detailed understanding of the benefits of asset based lending.

Delivered in a highly interactive workshop format which will review key technical elements via case study examples.

Group discussion and play back of learning themes will provide delegates with the opportunity to test understanding of ABL concepts.

Topics to be covered:

- Is ABL a credible alternative lending product?
- Understanding how an ABL proposal works
- Which sectors are suitable?
- What are the challenges in monitoring security?

WHO SHOULD ATTEND?

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

WHAT STUDENTS WILL LEARN

- Gain an appreciation of asset based lending scenarios.
- Understand where ABL is a suitable funding option and also gain clarity on where it is not a suitable solution.
- Understand Borrowing Base and Headroom concepts
- Understand the relevant product terminology
- Understand the issues relating to inventory, plant & machinery and equipment

DURATION

1 day

MAXIMUM CAPACITY

x16

COST

£399 +VAT members & associate members

£499 +VAT non-members

DATE AND LOCATION

19 March 2020, London

PRESENTERS

Barbara Brown – Positive Momentum

FOLLOW-UP COURSE

Foundation course

Introduction to Invoice finance and Asset Based Lending

BOOK NOW



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

“Very enjoyable and informative two days.”

INTRODUCTION TO INVOICE FINANCE AND ASSET BASED LENDING

26 February 2020, Manchester



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

WHO SHOULD ATTEND?

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

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 asset based lending 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

MAXIMUM CAPACITY

x16

COST

£399 +VAT members & associate members

£499 +VAT non-members

DATE AND LOCATION

26 February 2020, Manchester

PRESENTERS

Alex Waterman – UK Finance

FOLLOW-UP COURSE

Foundation course

Introduction to Asset Based Lending

BOOK NOW 

"It has given me a better insight and understanding into invoice finance."

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

STOCK, PLANT AND MACHINERY AS COLLATERAL FOR LENDING

28 April 2020, Birmingham



COURSE CONTENT

The topics to be covered include:

- Introduction – relationship between accounts receivables and inventory and associated risks
- New business – including legal security, structure and exit strategy
- Collateral management – audit, client management
- Client changes, distress, exit options
- Checking legal security - the options available
- Working case studies of client changes and actions lenders will potentially consider or take.
- Monitoring in the event of company change, distress – what are the key considerations?
- Options available and associated case studies
- Difference between Net Orderly Liquidation Value (NOLV) and Forced Sales Value

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, plant and machinery (P&M).

It is also for those who are looking to gain a full and comprehensive understanding of stock and P&M lending that goes beyond a basic appreciation.

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 and P&M appraisal and availability
- The importance of managing the stock and P&M
- The impact of insolvency
- The exit options

DURATION

2 days

MAXIMUM CAPACITY

x20

COST

£599 +VAT members & associate members

£799 +VAT non-members

DATE AND LOCATION

TBC, Birmingham

PRESENTERS

Liquidity Services

FOLLOW-UP COURSE

Diploma - Financial Understanding

BOOK NOW



"Knowledgeable trainers and excellent examples of actual deals."

UNDERSTANDING CASHFLOW IN INVOICE FINANCE

24 March 2020, London



COURSE CONTENT

New or industry inexperienced relationship managers do not necessarily have prior exposure to financial and accounting practices.

To boost their understanding of their client's financial situation they need to upskill and develop highly practical skills to be able to add value to new and existing relationships.

This course will provide a high impact solution to the financial knowledge gaps.

The course will:

- Analyse the key drivers of business cashflow
- Provide practical advice and insight on optimising working capital
- Understand the importance of sensitivity analysis
- Understand how to determine how viable a business is
- Signpost options to mitigate cashflow risks in a business

WHO SHOULD ATTEND?

This course is suitable for new or industry inexperienced relationship/account support managers and business development managers.

WHAT STUDENTS WILL LEARN

A highly interactive workshop which will review key technical elements via case study examples, group discussions and a play back of learning providing the delegates the opportunity to test approaches.

Delegates will learn:

- How to help their clients focus on the importance of cash in their business
- What are the components of cashflow
- What are the key challenges and opportunities of managing cashflow effectively
- Avoiding the catastrophes

DURATION

1 day

MAXIMUM CAPACITY

x16

COST

£399 +VAT members & associate members

£499 +VAT non-members

DATE AND LOCATION

24 March 2020, London

PRESENTERS

Barbara Brown – Positive Momentum

FOLLOW-UP COURSE

Advanced Financial Analysis

Diploma: Finance Understanding

BOOK NOW 

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

FINANCE SECTOR DAY COURSES

DATE	TITLE	TYPE	LENGTH	LOCATION	BOOK
May					
May	Free Webinar Series: Covid-19 Impact	Webinar	1 hour	Online	Booking
13 May	Getting to Grips with the Distress and Inconvenience Award	Workshop	1 day	Skype	Booking
14 May	Network: MLRO	Network	2 hours	Skype	Booking
14 May	MiFID II Transaction Reporting - Change Management	Workshop	1/2 day	Skype	Booking
21 May	Free Webinar: Strong Customer Authentication	Webinar	1 hour	Online	Booking
21 May	Network: Chief Compliance Officers	Network	2 hours	Skype	Booking
27 May	Digital Media & Financial Promotions	Workshop	1 day	Skype	Booking
June					
02 Jun	Network: Head of Operational Risk	Network	2 hours	London	Booking
02 Jun	ICAAP Best Practice Principles	Workshop	1 day	Skype	Booking
03 Jun	Network: Head of Regulatory Reporting	Network	2 hours	London	Booking
05 Jun	Continuous Professional Development for the MLRO AM/PM	Workshop	1/2 day	London	Booking
08 Jun	Conduct and Culture Focus: Measuring your conduct	Workshop	1 day	Skype	Booking
09 Jun	ILAAP Best Practice Principles - Skype Enabled	Workshop	1 day	Online	Booking
10 Jun	Asset-Liability Committee (ALCO) Governance	Workshop	1 day	Skype	Booking
11 Jun	Vulnerability Academy: Improving Customers Outcomes	Academy	6 months	London	Booking
22 Jun	Conduct and Culture Academy	Academy	2 months	London	Booking
23 Jun	RCA: Tactical Problem Solving	Workshop	1 day	London	Booking
25 Jun	Risk and Resilience Academy	Academy	2 months	London	Booking
30 Jun	Interest-Rate Risk in the Banking Book (IRRBB) - Skype Enabled	Workshop	1 day	Online	Booking
July					
01 Jul	RCA Advanced Problem Solving	Workshop	2 days	London	Booking
03 Jul	Complaints Handling: Final Response Letters - the Right Results	Workshop	1 day	London	Booking
08 Jul	Open Source - Internet Research and Investigation Course	Workshop	1 day	London	Booking
08 Jul	Network: General Counsel/Head of Legal Network	Workshop	1 day	London	Booking
September					
01-02 Sept	Festival of Finance	Conference	2 days	Manchester	Booking
01 Sep	Network: Chief Risk Officers	Workshop	2 days	London	Booking
02 Sep	Conducting Effective Customer Due Diligence	Workshop	1 day	London	Booking
02 Sep	Introduction to Financial Crime Compliance (AML) Risk Management	Workshop	1 day	London	Booking
03 Sep	Managing Bribery and Corruption Risks	Workshop	1/2 day	London	Booking
07 Sep	Conduct and Culture Focus Full Series	Workshop	5 months	London	Booking
07 Sep	Conduct and Culture Focus: Right First Time	Workshop	1 day	London	Booking

To discuss your learning requirements or for more information on these workshops – including developing tailored training to run in-house – please contact Nick West on +44 20 3934 1197, email training@ukfinance.org.uk or visit us online www.ukfinance.org.uk/training

Point

Marketing

Telex

Communication

Design





FOUNDATION COURSE

Distance Learning Programme

CONTENT

The Foundation course provides an overview of the invoice finance and asset based lending industry including a brief history of the industry, the products, the benefits to clients and the methods that the industry uses to finance 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 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 will undertake a final electronic examination covering the first five modules. The system will grade with 'fail', 'pass', 'credit' or 'distinction' and successful students will receive a certificate.

The ideal course for newcomers to the invoice finance and asset based lending industry who wish to gain industry knowledge.

STUDY TIME

The course can be started at anytime throughout the year. Each module is designed to be completed within a period of three months. Depending on the students knowledge and experience. This equates to between three and seven hours which means it should be possible to finish each one, including the assessment, within four weeks.

COST

£299 +VAT members & associate members

£399 +VAT non-members

REGISTRATION DETAILS

Registrations can be made throughout the year. Enrolment to the course is made by visiting the distance learning section of the UK Finance website after which you will be sent login details to the learning platform.

COURSE STRUCTURE

The course is comprised of five 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.

IT REQUIREMENTS

The minimum and recommended IT specification requirements are:

- Internet Explorer 9, Chrome 30, Safari V5.0 + JavaScript enabled
- We recommend Internet Explorer 11, Safari 8+, Chrome 48+ JavaScript enabled
- This course is Flash based, and you will need to have the Adobe Flash Player installed on the browser, version 8 or above. Adobe Flash content is not supported on any Apple devices such as the iPad and iPhone. Please speak to your IT department if you have any concerns about having the relevant operating system/software to complete the course.

MODULE ONE - 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 TWO - 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 their company uses and in what circumstances.
- explain why a company needs funding.
- calculate the cost of invoice financing to a given company.
- describe how their company finds and serves clients.

MODULE THREE - 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 their company.
- describe the take-on process for a new client unapproved and the impact this has on a client's facility.
- identify different types of retentions.
- calculate client availability.

MODULE FOUR - 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.

MODULE FIVE - 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.



"With no prior knowledge of invoice finance, the course was vastly beneficial for providing information on both the basics and finer details of the product; as well as its application to businesses and their respective industries."

"I thought the course provided me with a good foundation in the understanding of invoice finance and would recommend it."

CERTIFICATE COURSE

Distance Learning Programme



The Certificate course is the second level of the three step distance learning programme. It is a natural continuation from the eLearning Foundation course, provides a solid base for the Diploma course, and is an industry wide recognised professional qualification in its own right.

CONTENT

The Certificate course is available to start any anytime throughout the year. The course follows a modularised concept and is structured by way of individual modules. The course looks in detail at the management and control of invoice financing and asset based lending, and is designed to provide a targeted but rounded qualification. As a course of study it is aimed to help students build their skills, knowledge and understanding of the industry in specific areas.

LEVEL

The course is primarily aimed at those students operating at supervisory level – such as client managers, operations managers, auditors (or a similar level in organisations), but is equally suitable for anyone wishing to gain a deeper knowledge of the invoice finance and asset based lending industry. It is an ideal qualification for Account Handlers and Relationship Managers wishing to progress their career.

This course is significantly more detailed and requires students to have a greater capacity for learning than the eLearning Foundation course. The Certificate course can also contribute towards the Diploma qualification.

ASSESSMENT

To complete the Certificate course, the student will have to complete three compulsory modules and will then have to choose a further three modules. There are eight optional modules to choose from.

The three compulsory modules are:

- The Asset Based Finance Landscape
- Legal Aspects
- Fraud and Risk

The eight optional modules are:

- Financial Analysis
- International Invoice Finance
- The Sales Process
- Client Management
- Audit and Survey
- Insolvency
- Debtor Litigation
- Asset Based Lending

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 the students' benefit and are not assessed by UK Finance.

At the end of the course the student will be required to complete an online examination. The examination will take the form of questions on various topics included in the modules and will attract a mark of 'fail', 'pass', 'credit' or 'distinction'.

Students passing the module will receive a certificate in that specific module and upon the successful completion of all three compulsory modules and the three optional modules, the student will receive the Certificate qualification.

COURSE STRUCTURE

MODULE ONE - The Asset Based Finance Landscape

This module gives students a detailed background into how invoice finance originally came about and the development of asset based finance in the UK. The module outlines the current landscape, including the marketplace, the role of UK Finance, Professional Standards and the Complaints Framework. The module then focuses on explaining the different products being offered in the marketplace.

Topics covered:

- History of Finance and Invoice Finance
- The Professional Standards
- Factoring Products
- Invoice Discounting Products
- Other invoice finance products
 - Non-recourse
 - Hybrid products
 - Selective Invoice Finance
 - Platforms
- Asset based lending products
- Latest statistics and industry updates
- AML and other relevant legislation

MODULE TWO - International Invoice Finance

This module sets out the different challenges faced by businesses trading overseas, including distance, language barriers, local legislation and customs, and currency. The module also covers the different documentation involved in transactions, and methods of payment. The module then goes on to cover import and export invoice finance and methods available to financiers to administer transactions, such as Factors Chain International.

Topics covered:

- Issues affecting international trade
- Credit assessment
- Documents of title
- Payment methods
- Export invoice finance
- Import invoice finance
- Currency transactions
- International invoice finance chains

MODULE THREE - The Sales Process

This module starts by underlining the importance of marketing to a business, along with the core marketing concepts. The module then goes on to outline the sales process involved in taking on a new client, from the first contact with a prospect through to the offer letter. The module also highlights to the student the different challenges and risks associated with offering invoice finance to different industry sectors, and ways to minimise these risks when structuring a deal. The module then goes on to explain the considerations required when pricing a facility.

Topics covered:

- Core concepts of marketing
- The marketing mix
- New business visit
- Gathering information (business set up, management team, financial information, sales ledger management)
- Challenges with financing specific industry sectors
- New business report
- Facility offers
- Pricing an invoice finance facility

MODULE FOUR - Client Management

This module covers many aspects of managing a client, from the point of take on, to client visits and reviews, to managing the dual role of risk and relationship. The module also covers invoice finance accounting methods, including statements and availability calculations. Risks associated with invoice finance are highlighted, along with warning signs and preventative measures to minimise risk.

Topics covered:

- Overview of the role
- Take on
- Managing the on-going relationship
- Client statements and availability
- Client visits
- Client reviews
- Risks and warning signs
- Challenges with financing specific industry sectors
- Preventative measures
- Termination

MODULE FIVE - Audit and Survey

This module highlights the benefits of undertaking audits and surveys and outlines the key information that should be gathered at an audit or survey. The module covers areas such as preparation for a visit, understanding the prospects' or clients' business, their systems, financial stability, sales ledger controls and statistics, quality of the debts and debtors, and identifying and evaluating risks for a financier.

Topics covered:

- Purpose of audit and survey visits
- Preparation for visit
- Financial stability (including bank and creditor position, HMRC and profitability)
- Sales ledger quality (including debtors, debts, erosions and record keeping)
- General overview (premises, staff, stock and gut feel)
- Contracts
- The audit reports

MODULE SIX - Fraud and Risk

This module focuses on specific issues that might lead to an invoice finance provider losing money. Areas covered include invoice errors, quality of goods or services, delivery problems (including PODs, free issue goods, part deliveries etc), discounts and returns, and fraudulent activity.

Topics covered:

- Invoice problems
- Contractual issues
- Different types of fraud
- Indicators of fraud
- Minimising fraud

MODULE SEVEN - Legal Aspects

This module starts by providing the student with an understanding of the different types of business structures in the UK. It also covers basic English law, including contract law and laws in relation to the sale of goods or services. The module then explains the basic principles underlining the provision of invoice finance, the different types invoice finance agreements, and other security available to a financier. Finally, the module highlights other considerations that an invoice financier must be aware of, including data protection and money laundering regulations.

Topics covered:

- Sources of Law
- Contract Law
- Sale of Goods and Services
- Purchase of debts
- Agreements
- Indemnities and Guarantees
- Legal problem areas
- Money Laundering and Data
- Protection legislation

MODULE EIGHT – Insolvency

This module outlines and compares the processes available where a business becomes insolvent, including CVA, administration, and liquidation. It explains the impact of each process on an invoice financier, how the financier's security would work in these situations, as well as how assets would be distributed.

Topics covered:

- CVAs
- Administration
- Liquidation
- Fixed and Floating Charges
- Distribution of assets
- Glossary of insolvency terms

MODULE NINE - Debtor Litigation

This module outlines the rules underlying rules which govern any form of debtor litigation. The module takes the student through the different processes available in pursuing debts, and the steps that should be followed to ensure successful litigation. It also outlines the judicial processes and factors that determine which track to follow, costs, and methods of enforcement.

Topics covered:

- The Civil Procedure Rules 1998
- Procedures available
- Pre-action protocols
- Defended claims
- Judgments
- Enforcing judgments
- Costs

MODULE TEN - Financial Analysis

This module focuses on giving the student a better understanding of financial statements. It explains the different elements of a set of accounts, their purpose and what they can tell you about a company. The module also gives the student a number of tools that can be used to evaluate the financial performance of a business.

Topics covered:

- Rules regarding financial accounts
- Directors Report
- Profit and Loss
- Balance sheet
- Cashflow forecasts
- Ratio analysis

MODULE ELEVEN – Asset Based Lending

This module provides the student with a comprehensive description of Asset Based Lending, including descriptions of the various asset types suitable for finance and the operational aspects relating to these products. This module also includes managing risk and exit strategies.

Topics covered:

- Types of assets financed
- Principles of stock finance
- Legal security
- Managing the collateral
- Change
- Managing risk
- Determining and managing an exit strategy

COST

Individual Modules:

£175 +VAT per module (members & associate members)

£200 +VAT per module (non-members)

Please note: the student will receive a certificate for each module successfully completed, however individual module completion will not be recognised as a qualification.

Certificate Course – Six Modules

£750 +VAT for six modules (members & associate members)

£1,100 +VAT for six modules (non-members)

STUDY TIME

This is dependent upon the student's level of industry experience and knowledge. Each module should take an estimated three months to complete. The student will have a maximum of six months to complete each module and 18 months to complete the Certificate course as a whole. The maximum commitment is expected to be five to six hours of study time per week.

REGISTRATION DEADLINES

Registration is open throughout the year. Enrolment to the course is made by visiting the distance learning section of the UK Finance website.



"The certificate course helped me to get an updated and broader vision of the Invoice Finance & ABL industry. The Fraud & Risk module helped me to identify fraud cases and how we can all minimise the emerging risks."

"The distance learning is just right for me. I can fit my study time to my working calendar and private life. I can log in to the portal any time I want and study. As I can decide when to submit the course I am enjoying it even more. The portal is user friendly, each module is divided in a few main topics. Each topic is well explained, and the language used is easy to follow. "

DIPLOMA COURSE

Distance Learning Programme



CONTENT

The Diploma is the third stage of the distance learning programme. It focuses on the invoice finance and asset based lending 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 currently two levels of qualification available within the Diploma structure. Students must complete the following modules to obtain a level of the Diploma qualification:

Diploma

- Certificate Course + any one Diploma module or
- Any two Diploma modules

Higher Diploma

- Certificate Course + any two Diploma modules

COSTS

Operational Aspects of Invoice Finance element
£450 +VAT

Legal Aspects of Invoice Finance element
£450 +VAT

Operational Aspects of Asset Based Lending element
£450 +VAT

Legal Aspects of Asset Based Lending element
£450 +VAT

Financial Understanding Module
£700 +VAT

ASSESSMENT

For each of the distance learning modules students will receive a comprehensive workbook and study guide.

Assignments will be set during the study period for students to submit for assessment. At the end of the study period students sit a formal examination.

STUDY TIME

Each of the modules is designed to cover a 26 week study plan assuming a study time of approximately four hours per week.

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

REGISTRATION DETAILS

Financial Understanding Module

Registration by 31 March for examination in November.

Operational and Legal Module

- Operational Aspects of Invoice Finance / Operational Aspects of Asset Based Lending course starts 1 November for examination in May 2021.
- Legal Aspects of Invoice Finance / Legal Aspects of Asset Based Lending Registration by 30 November for examination in May 2021.

COURSE STRUCTURE

There are two elements to the Diploma: an operational and legal module which consists of two sub elements specialising in either invoice finance or asset based lending and a financial understanding module.

Operational and Legal Module

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

The sub elements to choose from are as follows:

Either:

- Operational Aspects of Invoice Finance and Legal Aspects of Invoice Finance

Or

- Operational Aspects of Asset Based Lending and Legal Aspects of Asset Based Lending

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

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

Financial Understanding Module

This module commences with an overview of book-keeping, followed by a detailed explanation of the main financial statements, cashflow forecasts, accounting standards, ratios and trends. The course aims to give students an in-depth understanding of the various financial statements regardless of their layout, and the ability to highlight trends or issues when dealing with prospects or clients in the asset based lending industry.

The module includes:

- The underpinning principles of financial reporting
- The primary financial statements
- Accounting standards/international accounting standards
- Ratio and trend analysis, especially relevant to asset based lenders



"Whilst I already had a good knowledge of reading financials the course was beneficial in helping develop my understanding behind the methods of how and why the financial statements are created. It has aided me to go one step further and apply analysis of the financials in my day to day role focusing on areas specific to the invoice finance industry."

"I found the course to be extremely useful. It was very comprehensive and focused on topics extremely relevant for experts in the Invoice Financing and Asset Based Lending industries. The tutor provided support and encouragement throughout the course and invested her time to answer in detail all the questions I had."

IFABL eLEARNING

Supportive 45 minute interactive modules | [Click here for access](#)



UK Finance provides several eLearning 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 eLearning medium allows students to enter and leave the course at any point, 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 per cent or above in the final test will be encouraged to print off a certificate to confirm 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 eight industry risk modules available.

All staff within UK Finance members and associates members are able to register for the suite of courses free of charge as part of their organisation's membership. Students will need to register [here](#) which will then provide instant access to the courses.

(If you need any help with the registration process, please contact the Training team at training@ukfinance.org.uk)

Each course should take no more than 45 minutes, and is free at point of entry to staff of member companies

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. It will cover 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. It also addresses 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 to be financed by factoring, 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 covers topics such as contractual work, tax issues and stage payments.

Invoice Finance & Asset Based Lending: Combatting Fraud

This course is designed to help students understand the risks involved in financing businesses through invoice finance or asset based lending. 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 will also address ways of minimising fraud, from monitoring clients, to knowing them well enough to be able to spot strange or fraudulent activity.

Invoice Finance & Asset Based Lending: Legal Documentation

This course helps students understand the basic principles of the legal framework that supports the invoice finance and asset based lending 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 online assessment, helping students ensure that they understand the topics covered.

BOOK NOW 

THE UK FINANCE LEARNING HUB

eLearning

With tightened regulation and accountability, the need for robust risk, governance, compliance, cyber and financial crime training has never been greater.

Our Learning Hub gives you and your staff access to an extensive library of learning content and tools to help your employees understand their obligations under the relevant pieces of legislation including;

- General Data Protection
- Information Security
- Enhancing the Experience for Vulnerable Customers
- Countering Bribery and Corruption
- Cybercrime
- Fighting Fraud
- Anti-money Laundering and Countering Terrorist Financing
- Customer Due Diligence

Powered by:



The Hub features interactive and engaging content with practical examples and case studies. Powered by Unicorn (ranked as the global #1 learning management system), the Learning Hub enables you to:

- identify individual knowledge gaps with diagnostic assessments
- view both high level and granular graphical reports that highlight areas of compliance and non-compliance
- track and record all staff learning activities against appropriate CPD schemes
- tailor learning content to include their organisation's own materials

You can sign up for a 14 day free trial of the Learning Hub [here](#).

If you have a question or want to suggest a topic to include within the Hub please feel free to email the Training team at training@ukfinance.org.uk

UK FINANCE EVENTS

2020 Festival of Finance

2-3 June 2020 - Manchester

The festival will feature seven conferences, two dinners, five training workshops and a series of thought-provoking lightning talks, over the course of two and a half days, alongside fringe meetings and networking events. [Visit our website to learn more](#)

Annual North Dinner

3 June 2020 - Manchester

Northern England is recognised on the world stage as a leading hub for FinTech start-ups, rapidly growing businesses and a magnet for overseas trade and investment. The Dinner will provide an unparalleled opportunity for networking with banks, payments firms, fintechs, lenders and other financial services providers from across the UK. [Visit our website to learn more](#)

Pride in Finance Dinner

25 June 2020 - London

As part of our commitment to represent the interests and needs of a modern financial services sector, UK Finance is delighted to present the first Pride in Finance Dinner, offering a chance for member and associate member firms to celebrate the work of the individuals and teams driving their diversity and inclusion agendas. [Visit our website to learn more](#)

The UK Finance Annual Dinner

16 September 2020 - London

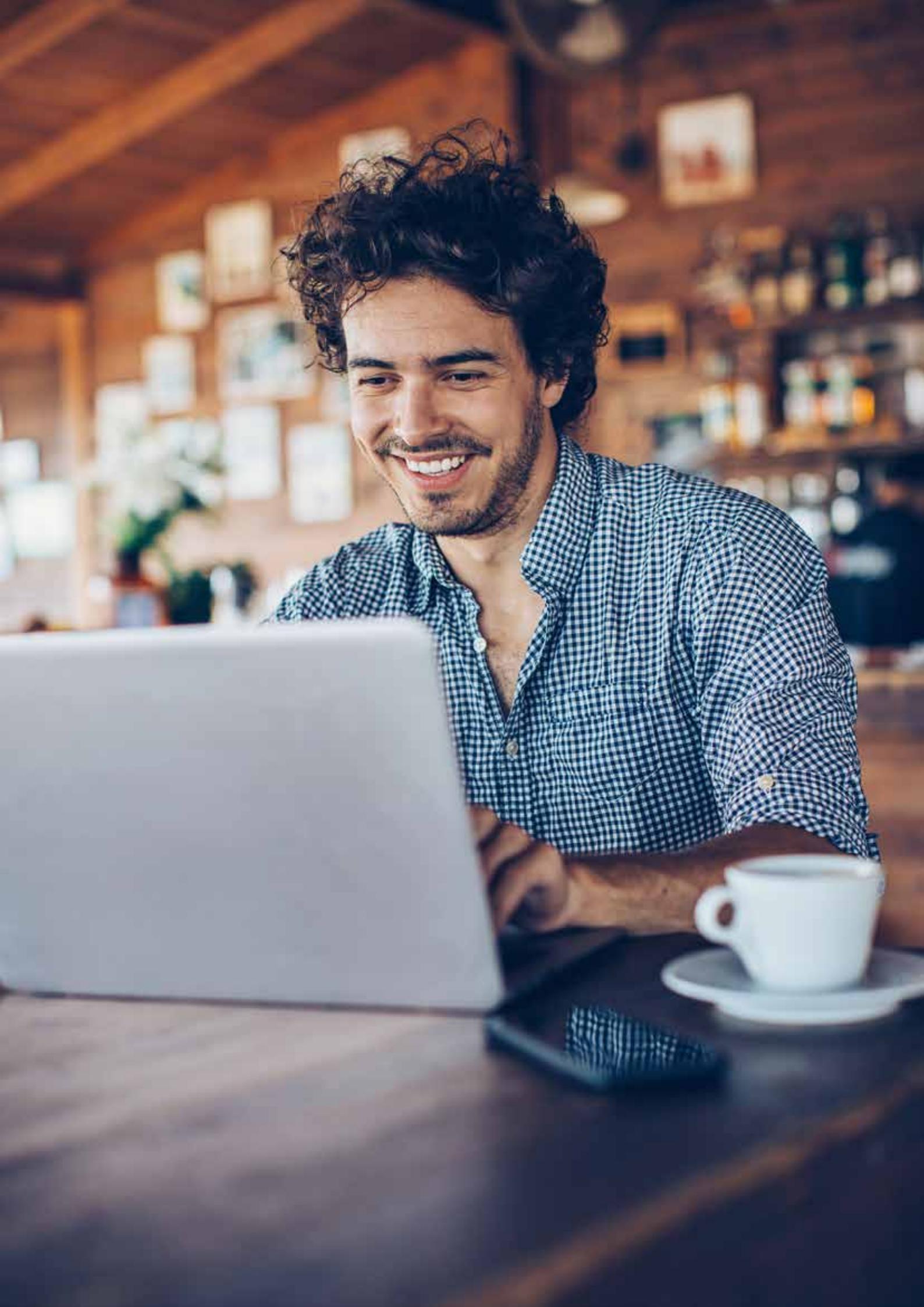
The most prestigious evening networking event for senior colleagues from across the finance sector returns once more to the fabulous Guildhall in London. With 600 attendees, the Annual London Dinner welcomes CEOs of both the biggest banks and the newest fintechs, as well as senior politicians, regulators and leading industry opinion-formers. [Visit our website to learn more](#)

The IFABL Annual Dinner

12 November 2020 - London

The highlight of the Invoice Finance and Asset-Based Lending calendar, this black-tie gala dinner is a gathering of the industry's finest for a drinks reception, three course dinner, entertainment, networking and dancing. This year's event will once again take place at the prestigious and glamorous Sheraton Grand, London Park Lane. [Visit our website to learn more](#)





 ukfinance.org.uk/events-training/training

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