

# CERTIFICATE COURSE - INTRODUCTORY SEMINAR

22nd JUNE 2016 - BIRMINGHAM



<b>DATE</b>	22nd June 2016
<b>LOCATION</b>	This one day course will be held at Squire Patton Boggs in Birmingham. Rutland House, 148 Edmund Street, Birmingham B3 2JR. Tel: +44 (0)121 222 3000
<b>REGISTRATION</b>	Registration will be at 9.30am for a 10.00am start and will close at 4.30pm.
<b>DURATION</b>	One day
<b>COST</b>	£200 per person including course material and refreshments. (Please note that VAT is applicable on the ABFA's courses.)
<b>DRESS CODE</b>	Smart casual

## BOOK YOUR PLACE ONLINE

[http://www.abfa.org.uk/publicdb/select\\_event.asp](http://www.abfa.org.uk/publicdb/select_event.asp)

### 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 One and Two 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.

### COURSE CONTENT

The topics to be covered (from Modules One and Two of the ABFA Distance Learning Certificate Course) include:

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

### PRESENTER

**Jude Lynex - On Business Ltd**

Jude 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.

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

“Really enjoyed it.  
Picked up some great revision tips.”

#### Day Course Cancellation Policy

Cancellations will only be accepted in writing (email is acceptable) and will be refunded in full up to four weeks prior to the event date, subject to a £30 administration fee. Cancellations received between four weeks and two weeks prior to the event date will be charged at 65 per cent of the cost. No refunds will be given for cancellations received within two weeks of the event date. Name changes can be made free of charge at any time.

# DELEGATE / STUDENT PRE-ASSESSMENT FORM

Day/Distance Learning Course Title / Module: Certificate Course - Introductory Seminar

Day/Distance Learning Course Dates: 22nd June 2016

Company .....  
Address .....  
.....Postcode.....

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## To be completed by Delegate / Student

Full Name .....  
Current Position .....  
Tel Office ..... Mobile .....  
Email .....

Briefly describe your job, including length of time in your current role and time with the company.

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Outline your main reasons for attending the course.

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List three key objectives you wish to take from the course.

1 .....  
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2 .....  
.....  
3 .....  
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If you are a student on a Distance Learning Course, what grade would you like to achieve?

Pass     Credit     Distinction

Why do you want to achieve the above selected grade?

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Full joining details will be sent to the delegate. Course material will be given out during the Workshop.

Please send this completed form to The ABFA, 3rd Floor, 20 Hill Rise, Richmond, Surrey, TW10 6UA or email to: [admin@abfa.org.uk](mailto:admin@abfa.org.uk)