



# Certificate in Credit Management



## 1 year Full-time Programme Details

**Export Edge Training are accredited / recognised by:**

- Irish Department of Education (Ref: NEL/104)
- Irish State Training Authority (FAS ref. 900692)
- Further Education and Training Awards Council (FETAC)
- Irish Exporters Association (IEA)
- Irish Institute of Credit Management (IICM)
- Institute of Leadership & Management (ILM, UK)
- Chartered Institute of Logistics & Transport (CILT)
- UK Institute of Export
- International Chamber of Commerce (ICC Paris)
- International Association of Trade Training Organisations (IATTO)

## Educational Director's Welcome

Welcome to Export Edge Business College. With more than 15 years in the market, Export Edge is a leading Irish training company specialising in International Business and Trade, Trade Finance and Banking, Credit Management, Export Trade, Logistics, Customs and Dangerous Goods Compliance. In 2004, Export Edge were commissioned to run the Certificate in Credit Management course on behalf of the Irish Institute of Credit Management.



*Austin & Hilary  
Rutledge*

The Certificate in Credit Management programme provides understanding and know-how of this most important business function. The course was designed for those who want to pursue a career in Credit Management, as Credit Controller, Credit Manager, and related functions, with a recognised qualification.



Export Edge graduates work in a wide spectrum of organizations including Allergan, AMO, AIB, Bank of Ireland, Enterprise Ireland, Google, HP, IBM, IDB (Kerry Gold), IDL (Jameson), Ingersoll Rand, KPMG, Microsoft, Oracle, Pfizer, PwC, Wyeth & Xilinx, plus many more successful companies in the Global Marketplace.

The driving force behind the course's success has been its experienced lecturers, who set assignments for students to work in teams to develop problem solving skills to brainstorm solutions.

We look forward to supporting your career development on our programmes.

### **Austin Rutledge**

B.Com., ACMA, MIE, IITM  
Educational Director

## About Ireland and Dublin

The Republic of Ireland has a population of nearly 4.3 million inhabitants, with Dublin, its capital city, having a population of more than 1.1 million. With a land area of around 70,273 km<sup>2</sup>, it is one of the least densely populated countries in the Europe. The country have a relatively mild climate with average temperatures ranging on average from 7°C (45°F) in January to 22°C (72°F) in July.



*The Republic of Ireland*



*Dublin Customs House*

Dublin has a full multi-cultural and intellectual life. With one of the youngest populations of the EU major cities, Dublin is a great choice for international students wishing to study in Europe. Situated on the east coast of Ireland, the capital is renowned for its lively atmosphere, bustling cafes and pubs, fine museums, restaurants, art galleries, modern and medieval architecture, and its dynamic theatrical scene.

Frequent excursions are available near the College, taking advantage of the beautiful scenery of Dublin's sea and countryside. Castles and natural attractions are just some of Ireland's tourism possibilities. Also, with the current low-cost airlines, is very common and not expensive to spend a weekend in another EU country, making the cultural experience even higher for international students.



*Cliffs of Mohar, Ireland*



*Merrion Square Park*

There is a bus service from Dublin Airport (every 15 minutes), that stops in Merrion Square North Street, beside Export Edge Business College, in the heart of Dublin City. Also the Merrion Square Park, in front of the College, is a perfect place to relax between studies.

# The Partnership with IEA/IITI and IICM

Institute of  
International  
Trade of Ireland



Export Edge Business College have delivered corporate training in association with the IEA / IITI over the last 15 years to cater for International Trade & Finance industry training needs. Our college have been closely associated with the Institute of International Trade of Ireland educational programmes for the last eleven years.

The partnership with the Irish Institute of Credit Management allowed Export Edge Business College to deliver the Certificate in Credit Management course. The full-time programme for international students was approved in 2004. Our international students are mainly from the Americas, Asia and Europe.

The Export Edge Business College have achieved the highest professional standards of tuition, and our students have consistently achieved top national awards and prizes in examinations over the past decade.



*Dr. Christina Gates, President IITI; Sile Cotter from Export Edge, awarded Best Student; presented by Tom Kelly, from Enterprise Ireland*

The full-time Certificate in Credit Management programme is approved for Immigration Study Visa (non-EU students). Visas are applied through the local Irish Embassy. Students from some countries outside the EU/EEA can also apply for a Study Visa directly in Ireland, but supporting documentation is sent to allow entrance in the country, as a student). Prospective students must consult the local Irish embassy for further details and specific guidelines. The Study Permit allows students to work part-time during study term (25 weeks per annum) and full-time during term leave.

Export Edge’s educational programmes are also accredited by: Irish Department of Education (Ref: NEL/104), Further Education and Training Awards Council (FETAC), Irish State Training Authority (FAS Ref: 900692) International Chamber of Commerce (ICC Paris), International Association of Trade Training Organizations and Institute of Leadership and Management (ILM).

## The Certificate in Credit Management programme

The **Certificate in Credit Management** is essential for any business professional that operates with any stage of company cash flows, from contract negotiation, customer service, account management to accounts receivable. The Certificate in Credit Management was designed to expand participants current knowledge within commercial, legal and financial areas.



Course subjects include credit management, accounting, economics and law. Export Edge Business College will assist eligible students with applications for exemptions based upon their CV and academic achievements.



The Irish Institute of Credit Management (IICM) is the professional and examining body for the Certificate course. Students are required to register as members of the Institute for duration of their studies. Through membership, students will have contact with the Institute. They will also be invited to attend workshops and expositions run by the Institute on relevant aspects of Credit Management.

### AWARDS

The certification is awarded to students who successfully pass all four examinations. The exams results are notified by IICM to students within 2 months of completion of examination.

Holders of the Certificate are entitled to display “A.I.I.C.M. (Cert)” if associate member, or M.I.I.C.M. (Cert) if full member, after their name.

# Course Subjects / Syllabus

The full-time Certificate in Credit Management subjects are delivered over an academic year:

- **C r e d i t   M a n a g e m e n t**
- **A c c o u n t i n g**
- **E c o n o m i c s**
- **L a w**

**Business English** and **Office Skills** tuition will be given to support international students in course subjects.

Lectures (for subjects) and tutorial support for **Business English** and **Office Skills** will cover 15 hours/week of learning during study terms.

## ENTRY REQUIREMENTS

- English (IELTS 5.5 or equivalent);
- Associate membership of IICM\*.

Ideally, the entrants to the course will already have commercial experience and are seeking a formal education in credit management to advance their career prospects.

*\* Associate or Student Members are entitled to take part in all Irish Institute of Credit Management activities and services with the exception of being able to vote at General meetings.*

# Course Subjects / Syllabus

## Credit Management

The **Credit Management** subject gives a practical overview of the function, the components and how to manage credit. It covers Consumer, Trade and Export issues to give students a better understanding of the topic. The course is dynamic, surprisingly commercial and focuses on building strong customer relationships and finding a way to deliver every order, and what must be in place if getting paid is important to your business.



### OBJECTIVES:

As a result of completing this module the student will have a greater understanding of how to make the credit function an essential ingredient in protecting your margin, maximising collections and managing risk.

### SYLLABUS CONTENT:

#### – Module 1

Introduction – Understanding the basics – payment terms & payment methods – credit policy – building relationships.

Getting paid – The important, the cost and the value of credit.

Feeling the Buzz – generation passion.

#### – Module 2

Setting up New Accounts – the right way – types of customer.

Understanding Export Credit including INCOTERMS & documentation.

Consumer Credit – overview.

#### – Module 3

Dealing with queries and disputes.

Internal Communications.

Documentation – discover, what makes it work.

#### – Module 4

Collection Methods – phone – letters – e-mails – text.

Winning approach to collections.

Reporting.

# Course Subjects / Syllabus

## Accounting

The **Accounting** subject is specifically designed for Credit professionals – not accountants – you will never have to prepare a set of accounts but you have to be able to understand them and make important decisions on that basis – this section shows you how. It also incorporates some simple and effective scoring models to improve your understanding of your customers.



### OBJECTIVES:

As a result of completing this module the student will have a greater understanding of Accounting and its relation with Credit Management.

### SYLLABUS CONTENT:

#### – Module 1

- Introduction to Accounting
- The Accounting Equation
- The Trial Balance and Adjustments
- Preparation of Financial Statements
- The Trading Account

#### – Module 2

- Preparation of Financial Statements
- The Profit & Loss Account
- The Balance Sheet – Fixed and Long Term Liabilities
- The Balance Sheet – Current Assets and Current Liabilities

#### – Module 3

- The Cash Operating Cycle, Cash Flow Statements and Forecasting
- Analysis and Interpretation of Financial Statements
- Introduction to Risk Assessment

#### – Module 4

- Risk Management
- Bad and Doubtful Debts
- Business Failure

# Course Subjects / Syllabus

## Economics

The **Economics** subject gives you a view of the economy works and why. What factors to look out for and will give you a better understanding of news and current affairs when you understand what is behind it.

### OBJECTIVES:

At the end of this module the student will understand Economics and its relation with Credit Management.



### SYLLABUS CONTENT:

#### – Module 1

Introduction to scarcity, choice and the concept of opportunity cost  
 Efficiency, equity and the economic problem  
 Method of economics, models, microeconomics and macroeconomics  
 Role of economic theory  
 The economic model of human behaviour  
 The importance of economics

#### – Module 2

Microeconomic theory including concept of the market, markets and allocation of scarce resources. Consumer and demand, producer and supply.  
 Market equilibrium, the price mechanism, price controls (price ceilings and floors).  
 Market failure, externalities, public goods. Elasticity of supply and demand.  
 Elementary theories of competitive behaviour and price discrimination.

#### – Module 3

Macroeconomics, measuring the level of economic activity.  
 National Income Accounts (NI, GNP, GDP, GNI, etc), issues relating to the use of these statistics. National income and employment.  
 Sources/uses of economic statistics. CSO, ERSI and government department publications.  
 Principal statistics; demography, labour force, external trade, financial, and prices. Models of national income determination, basic Keynesian model, multiplier and implications of openness of Irish economy.  
 Role of government, the budget and fiscal policy.  
 Budget process, government borrowing, and national debt.

#### – Module 4

Money, definitions of and its functions.  
 Money supply, credit creation, monetary policy. The role of IFSRA, European Central Bank  
 Open economy macroeconomics, intl trade theory, absolute/comparative advantage.  
 Balance process of payments and exchange rate determination.

# Course Subjects / Syllabus

## Law

The Law subject gives you an understanding of the basics of the Legal System in Ireland – and covers relevant topics like Contract Law, Law of Torts and the Sale of Goods act, as well as a section on Credit & Security.

### OBJECTIVES:

At the end of this module the student will understand Irish Law and its relation with Credit Management.

### SYLLABUS CONTENT:

#### – Module 1:

- *Introduction to the Legal System*

The Courts and Court officers, and the Sources of Law;

Jurisdiction of the Courts – Enforcement procedures for civil debt;

Jurisdiction of Courts and Enforcement of Judges (European Communities) Act 1988;

Mareva Injunctions.

- *Contract Law:*

Essential Ingredients for the Formation of a Contract; Terms of a contract – Express and Implied; Discharge of a Contract; Remedies for breach of contract.

#### – Module 2 – *Tort Law*

Negligence; Defamation.

#### – Module 3

- *Sale of Goods*

Sale of Goods Act 1893, Sale of Goods and Supply of Services Act 1980: Implied terms – Title; Description; Merchantable quality; Fitness for a disclosed purpose; Sale by sample; Delivery and Payment of goods;

Buyer's and Seller's remedies.

- *Hire Purchase, Leasing and Credit Sales:*

Consumer Credit Act 1995: Hirer/Finance company (trader)'s obligation and rights; Lessor/Lessee's obligations and rights.

- *Negotiable Instruments:*

Bills of Exchange; Cheques; Promissory notes.

#### – Module 4 – Credit and Security

Land: Mortgages and Charges;

Chattels: Retention of Title Clauses, Lien, Pledge;

Company floating charges, Agricultural Chattel Mortgages;

Choses in Action: Lien, Pledge, Mortgage and Charge, Guarantees.



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## 1 year Full-time Application Form

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## ACADEMIC BACKGROUND AND WORK EXPERIENCE

Higher Education			
University / Educational Organisation (Name, City, Country)	From (mmm/yyyy)	To (mmm/yyyy)	Qualification / Award Obtained

Work Experience				
Company (Name, City, Country) / Department/Sector	From	To	Position held	Main Responsibilities / Achievements

## LANGUAGE SKILLS

Please inform your knowledge level using the following scale:

1 – Basic    2 – Intermediate    3 – Upper Intermediate    4 – Advanced    5 – Proficient

Languages	Reading	Writing	Listening	Speaking	Certification, Year (if applicable)
English					

