



## Face to Face Training Registration Form

### FNSCRD502 Manage factoring and invoice discounting arrangements

#### Elective unit from the Diploma of Credit Management

### August AFIA Face-to-face 2 day program – Brisbane, Sydney and Melbourne

- Brisbane –8<sup>th</sup> & 9<sup>th</sup> August– Tattersalls Club 215 Queen Street, Brisbane
- Melbourne – 22<sup>nd</sup> & 23<sup>rd</sup> August – Parkview Hotel, 562 St Kilda Road, Melbourne
- Sydney – 15<sup>th</sup> & 16<sup>th</sup> August – AICM National Office Level 3 Suite 303 1-9 Chandos Street, St Leonards

### Overview and Learning outcomes

There has been substantial growth in the use of factoring and/or invoice discounting arrangements. This course is relevant to those people who provide a factoring and/or invoice discounting arrangement as well as those people who utilise such an arrangement.

- Differentiating between the types of factoring and invoice discounting arrangements that may be offered to prospective clients
- How to effectively communicate to clients the different policies and procedures that the client would need to follow depending upon the type of product provided
- Strategies to ensure that clients understand how legal assignment will vary depending on the type of product
- What information should be provided to debtors when an arrangement has been entered into with a client
- The advice that should be given to debtors of the debt recovery process that will be followed as a result of the introduction of the factoring and/or invoice discounting arrangement
- How to manage the relationship between the client and the factor and/or invoice discounter and establish ongoing monitoring procedures

For detailed information regarding training, assessment and support services together with your rights and obligations as a learner, please go to [www.aicm.com.au](http://www.aicm.com.au) and select the Learning Services tab.

Participants that undertake and successfully complete the assessment requirements for FNSCRD502 Manage factoring and invoice discounting arrangements which is an Elective unit from the FNS51515 Diploma of Credit Management will receive a nationally recognised Statement of Attainment.



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## FNSCRD502 Manage factoring and invoice discounting arrangements

Name \_\_\_\_\_ Surname \_\_\_\_\_  
Company \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_

Will you be undertaking this training under a Traineeship arrangement?

Tick box if under 18yrs

### **Special dietary requirements**

For other special requirements contact AICM

Emergency contact number \_\_\_\_\_

Name of person to be contacted \_\_\_\_\_

**A minimum of 8 students is required for Face to Face classes to proceed**

### **Fees, Cancellation & Refund Policy.**

Cancellations received less than 10 days before commencement are subject to a cancellation fee of 50% of the course fee.

The enrolment of a substitute, advised in writing (email is sufficient) prior to the commencement of the course, will be accepted.

Any course may be cancelled by AICM if insufficient participants are registered and a full refund will be made in such cases.

### **Privacy**

Personal details will remain in confidence and in accordance with the Australian Institute of Credit Management's privacy policy.

### **Copyright**

Copyright of all materials provided rests with AICM, unless agreed otherwise in writing.

### **Liability**

Whilst all care is taken in providing training, AICM does not accept any liability for the use made by the client or its employees or agents of any training, products, instruments or services provided.

### **Mandatory Enrolment Procedures**

Before a student is able to commence their training AICM must receive a completed student enrolment form and certified proof of identity. This will be emailed to the student, or can be downloaded from our website at [www.aicm.com.au](http://www.aicm.com.au) selecting the Qualification Courses tab.

### **Registration**

Once all mandatory fields have been filled, all registration forms must be emailed through to [aicm@aicm.com.au](mailto:aicm@aicm.com.au).



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Please tick appropriate state for training.

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AFIA and AICM Members:  \$1100.00 (GST exempt)

Non Member:  \$1460.00 (GST exempt)

Please find **enclosed cheque** for \$ \_\_\_\_\_

**OR**

Visa / MasterCard / Amex #: \_\_\_\_\_

Expires: \_\_\_/\_\_\_ CSV Number: \_\_\_\_\_

Cardholder's Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

**OR**

**EFT payment** (please quote name)

Bank details as follows:

Commonwealth Bank, Artarmon NSW      BSB: 062 104    Account: 1003 9560

**OR**

**Invoice:**

Learner -

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Email: \_\_\_\_\_

Company -

Signature: \_\_\_\_\_

\*Person responsible for payment

Print name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_