



Credit Policies and Procedures

Due to the impact of legislation, economic changes and the requirements of best practice in business; understanding the theory, creation and application of policies and procedures in the credit industry is vital to a business's function and profitability. From understanding and explaining credit policies to drafting and implementing them, this course provides a comprehensive framework on which attendees are able to base their own credit policies and procedures for the credit granting, loan repayment and collection processes.

What you will learn:

At the end of this programme, you should be able to:

- Explain the importance of a clear credit policy for a micro-finance or banking institution
- Formulate and motivate the main elements of a credit policy
- Design a credit policy in line with the institution and its products
- Explain the procedure for each element of a credit policy
- Collate policies and procedures into a written manual
- Identify and explain the core components of a typical credit control system
- Describe and include the sub-elements of each component in the written manual

Course Content:

- Section 1: The essential elements of a credit policy
- Section 2: Designing control systems

Course Structure:

Facilitation of content, structured classroom activities and a summative assessment to be completed by the individual summative assessment to be completed by the individual.

Assessment:

Formative assessment is done in the classroom through facilitator-led activities, and summative assessment through a portfolio of evidence (PoE) consisting of knowledge questions and an in-depth case study.

Accreditation:

This programme is currently in the process of being registered as a learning programme on the BNVQF (Botswana National Vocational Qualifications Framework).



Entry Requirements:

It is assumed that learners are currently employed in a credit business and have fundamental communication and numeracy competency.



Duration:

One day



Certification:

Certification of learning achievement will be issued upon successful completion of the learning programme summative assessment and endorsement from the relevant authority.