



The Fundamentals of Credit

Whether you are a new credit loan officer or one whom has been working in the field of credit for many years, it is imperative that you have a thorough understanding of the credit industry you are working in locally and globally. Every credit loan officer should have a good understanding of the business they are in, which is providing credit to different consumers, whether individuals, groups or businesses using a variety of lending methodologies. This programme is designed to build your knowledge and understanding of the occupation, helping you become a more effective CLO and an asset to any credit business.

What you will learn:

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

- Define the concept of credit, its uses, types, advantages and disadvantages, and costs.
- Explain the different lending methodologies and the difference between responsible and reckless lending.
- Delineate the role of the credit loan officer and what this career entails.
- Give an overview of the global banking and credit industry and the different institutions and organisations that operate in this field.
- Understand the importance of a credit control policy and system, including its role in anti-money laundering.
- Discuss credit risks and its relationship to risk appetite in mitigating these risks.
- Have a good understanding of ethics and confidentiality in their role as a credit loan officer.
- Define fraud and understand its impact on the business so as to be able to take steps in identifying and managing it successfully.

Course Content:

- Section 1: Introduction to credit
- Section 2: Introduction to the credit loan officer occupation
- Section 3: Overview of the credit industry
- Section 4: Having a best practice credit control policy and system
- Section 5: Credit risks
- Section 6: Ethics and confidentiality
- Section 7: Fraud in the credit industry

Course Structure:

Facilitation of content, structured classroom activities and a 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 a knowledge questionnaire that has a mix of multiple-choice, paragraph-style questions and essays.

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 have fundamental communication competency.



Duration:

Two days



Certification:

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