

Credit Control and Collections

Do you want to increase the profitability of your business by implementing an effective loan repayment and collection process? This programme will teach you to do so and to find solutions to collect on problem loans. You cannot afford to miss the opportunity to enrol for this course in today's turbulent economic times.

What you will learn:

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

- Develop a client loan repayment management system.
- Administer a client loan repayment management system.
- Gather and analyse additional information on problem loans.
- Respond appropriately to problem loans.

Course Content:

- Section 1: The nature of credit control and collections
- Section 2: Client loan repayment management systems
- Section 3: Managing problem loans

Course Structure:

- Lectures, Role-Plays, Structured Classroom Discussions / Debates and Practical Assignments.

Assessments:

- Formative assessment is done through practical exercises and discussions; and summative assessment
- is done through submission of a PoE making use of practical workplace activities.

Accreditation

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



Entry Requirements:

It is assumed that learners are working in a debt recovery / collections environment or will work in a debt recovery / collections function. Learners further needed to successfully complete a Credit Assessment or related course.



Duration:

One day



Certification:

Certification of learning achievement will be issued upon successful completion of the summative assessment and the learner being deemed competent.

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