

# *Certified* CREDIT PROFESSIONAL PROGRAMME<sup>TM</sup>

Commencing March 2018



*“A Response to the Global Financial Crisis”*

Chartered Banker



Endorsed by:



## **An Introduction to the CERTIFIED CREDIT PROFESSIONAL PROGRAMME**

The Jamaica Institute of Financial Services (JIFS) remains responsive to the training needs of the financial services sector.

This Blended learning programme will cover six modules of intensive training modules delivered via a combination of e-learning and face-to-face interactive workshops. Both local and international experts in their respective fields, will deliver the materials in the programme course outline. The learning modules include topics such as:

- **Retail Credit-Financing, Personal Credit And The Small / Medium Sized Enterprise**
- **Accounting Skills**
- **Credit Risk Grading and Micro Finance**
- **Corporate Lending**
- **Agriculture & Fisheries Lending and Credit Risk Grading**
- **Managing Problems Loans**

This programme addresses the urgent training demands of the financial services sector to keep current with the global financial climate.

### **Programme Design**

The CCP has been designed by Keith Checkley & Associates of London, UK, working with Financial Services Training Institute with consultation from the financial services industry, to help financial institutions develop and certify competency levels for professional Lenders.

Keith Checkley has had a very good track record of running credit courses in the Caribbean since 1989. He has written several books on credit. His latest book on “Shareholder Value Study” was published by the International Financial Services in early 2002.

The programme is **Accredited** by the Chartered Banker Institute, Scotland, UK (*the oldest Banking Institute in the world*). And is endorsed by the *Caribbean Association of Banks*.

Certified Credit Professionals will be capable of analyzing a variety of credit proposals and making sound credit decisions. The programme will develop confidence in participants and enable them to build stronger customer relationships for the mutual benefit of the client and the financial institution. It will also allow individual employees to earn a career-based diploma that recognizes their aptitude and professional competence in making credit decisions.

### **Programme Objectives**

This intensive course will provide prospective students with a comprehensive overview of the issues and challenges that face financial Institutions when they engage with the economically and socially important industry sectors made up of personal lending and the financing of business enterprises to provide both start-up and development finance.

### **Certified Learning**

This certified learning programme will be recognized for educational credit towards an accelerated route to the leading international status of **Chartered Banker** – the premier qualification for professionals in Financial Services. [ [www.charteredbanker.com](http://www.charteredbanker.com) ]

It will also facilitate exemption from the “*Credit and Lending*” module of the Chartered Banker MBA [www.charteredbankermba.com](http://www.charteredbankermba.com)

### **Assessment**

Candidates in this programme will be certified after passing all six modules and the successful completion of a comprehensive Final Qualifying Exam.

### **Programme Prerequisites**

- Candidates must have basic knowledge in Computer Skills, Mathematics, Principles of Accounting and General Economics.
- Candidates must have a minimum of a college degree or equivalent or certification of the required job experience to warrant immediate entry to the program

## Delivery Methodology

- Both international and local Presenters will engage via blended learning in Face to Face interactive classroom Plus E-Learning and mentoring Sessions.
- Real life application through case studies
- Choose the medium which best suits their needs
- Keynote recorded lectures
- Electronic access to workshops
- Access on (Computer, Laptop, Tablets, etc...)
- Personal Assignments

## Final Qualifying Exam

At this stage, the evaluation will emphasize practical exercises based on a case study approach where deliverables include a soundly structured, and supported credit decision. The exam will require both the analysis and the credit decision to be presented in written form for evaluation. *(All Exams are prepared and marked by The Chartered Institute of Bankers in Scotland.)*

Course Duration - 9 months | Course Cost - Full course cost - US \$3,750 (Includes course materials, lectures, e-learning, refreshments and examination). Payment Plans are available. JBA/JIFS and CAB members receive special discounts.

## Testimonial

*“My experience as a participant of the Certified Credit Professional Programme has been most rewarding. There is a tremendous relevance to my job as a credit professional and I am more adept for having enrolled on the course.*

*The delivery of the program through self-study, E-Learning and Face-to-Face Workshops was highly effective. One striking benefit was the delivery mode which allowed access to the lectures via the internet at home or away. The interactive forum gave rise to more discussion as participants from varied territories shared their knowledge and lending experiences.*

*I have no hesitation in recommending this program to others who are interested in self-development and want a professional accreditation in lending”.*

**Charlotte Beaubrun**

**ECFH/Bank of Saint Lucia Limited**

# Syllabus

## Module I

### Retail Credit-Financing Personal Credit And The Small / Medium Sized Enterprise

- Tools and techniques for the analysis/monitoring and control of Personal lending
- The economic setting and importance of the SME sector
- Forming a holistic view of a business, its setting, prospects, strengths and weaknesses and the opportunities available to a financier to assist in a mutually beneficial and profitable manner
- Appreciation of the correlation between the risks associated with a lending proposal and a fair level of compensation by way of margin and fees
- Understanding of and proficiency in use of the latest tools and techniques available to bankers conducting analysis and due diligence
- Closing the knowledge gap - management accounts and access to other financial and commercial information

## Module II

### Accounting Skills

- Apply accounting principles and procedures to a service, merchandising or manufacturing concern of a partnership or corporation.
- Analyse the various financial statements through horizontal, vertical and trend analyses, liquidity, profitability and long-term solvency ratios and other managerial accounting tools such as variable costing and incremental analysis.
- Account for the change in financial position through the preparation of a cash flow statement by the direct and indirect methods.
- Understand the purpose and need for budgeting, and prepare schedules leading to the production of a master budget.
- Prepare and interpret the various techniques used in capital budgeting

## Module III

### Credit Risk Grading and Micro Finance

- Evaluating the business plan
- Utilising lending tools and techniques
- Developing a micro finance risk rating framework
- Forecasting income and cashflows
- Maximising use of scarce capital resources

# Syllabus

## Module IV Corporate Lending

- Enhance the understanding of evaluating corporate performance and strategy
- Develop the advanced cash flow analysis skills covering the effective utilization of both working and fixed capital
- Understand the various models for analyzing capital investment projects and payback issues
- Utilize risk evaluation in a Venture capital deal
- Evaluate the major qualitative and quantitative risks; payback issues and cash flow coverage ratios in Project Finance
- Examine a participation in a syndicated loan facility; developing techniques to mitigate risk through lending covenants and reviewed other debt related products
- Using the 'PC' to explore sensitivity to growth and profitability; using a financial model for forecasting purposes; computerized forecasting of cash requirements and cash generating ability.
- Hands On' Project Work-The course components are welded together in practical experience on a group project.

## Module V Agri & Fisheries Lending & Credit Grading

- developing an agri risk rating checklist
- developing a fisheries risk rating checklist
- using gross margin systems for management analysis
- the business plan and enterprise performance evaluation
- forecasting incomes and cash flows
- credit risk rating systems and use

## Module VI Problem Loans

- Review the best known models for predicting corporate failure and how to deal with corporate(s) in distress
- Understand Workout Analysis looking at timescales for Action; Industry competition and prospects; capabilities to pursue alternatives and the company position.
- Quantifying the risk position
- Identifying and handling problem loan customers
- Difficult interviews and business site visit

**Blended Learning**  
Face-to-Face sessions  
Electronic Access to Sessions  
Personal Study Plan  
Keynote Recorded lecture  
Lunch Time Learning

REVISION  
SESSION

MOCK  
EXAM

FINAL  
EXAM

CERTIFICATE

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# About the Parties

The Jamaica Institute of Financial Services (JIFS) was established as The Jamaica Institute of Bankers (JIOB) in 1977 by the Bank of Jamaica and the Commercial Banks. In 1999 the Jamaica Bankers Association (JBA) assumed full responsibility for its operations. The name change took effect in May 2010 and to reflects its mandate to support the financial services industry through training (*Financial Services Training Institute*), research (*Research Club*) and social exchange (*Finance Club*).

Its Executive Committee comprises senior heads of human resources of the financial services sector who provide guidance regarding its activities.

In its effort to prepare professionals for the global market place it has forged a number of strategic partnerships both locally and overseas. It now offers the Chartered Banker MBA programme from the internationally renowned Business School for Banking (Bangor University) in partnership with the world's oldest professional Institute of Bankers (The Chartered Banker Institute – Scotland). It also offers certification programmes through the International Compliance Training (UK)



## Chartered Banker

The Chartered Banker Institute (CBI) primary aim is to develop and maintain the highest industry wide standards in the banking and financial services sector through the provision of top quality financial services qualifications and our worldwide relationships with the main powers and influencers in the banking industry.

The Chartered Banker Institute was established in 1875 "to improve the qualifications of those engaged in Banking and to raise their status and influence."

Today, CBI provides world class professional qualifications for, and is a key influencer in the development of, the financial services industry in the UK. We are proud to be the only organization in the world that can award the Chartered Banker designation.

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