



LEARNING
ACADEMY



CERTIFICATE IN TREASURY FUNDAMENTALS

A guide to organising your learning time

CERTIFICATE IN TREASURY FUNDAMENTALS



150 HOURS

is the recommended commitment of time to successfully work through the learning and revision materials, broken down into **50 hours per unit**

Choosing to do the Certificate in Treasury Fundamentals (CertTF) is the best decision you can make to build your knowledge and expertise in treasury and corporate finance!

The qualification delivers practical insights into how treasury fits within an organisation and essential information on key concepts and terminology used in treasury.

Getting qualified also allows you to use the globally recognised designatory letters, CertTF after your name - the clear indicator to colleagues, clients, recruiters and employers that you are a credible, trusted professional.

To get you assessment ready, learning is offered through the ACT Learning Academy Study Site.

To give you the very best chance of assessment success you get:

- **Flexibility and choice** - study on the go, in the office or at home
- **Professional expertise** - our tutors are industry experts
- **Personal support** - our friendly programme managers are here to help
- **Excellent resources** - practice exams, study guides, study tips and techniques

HOW TO GET STARTED

The key to success is to choose an assessment window and work backwards from that date to plan your learning time. As a guide, you can use any of the suggested learning time management plans or make one that works for you.

Everyone learns at their own pace, which is why with the ACT Learning Academy you have 24/7 access to your learning materials online and they are available for download so that you can access them offline too. Sometimes work commitments take precedence, or you need to pause and take a break around a life event, but remember your professional development is important too. You have access to your learning materials for 12 months so if you want to spread your learning out over a longer period of time, you can do that, but for best results, we recommend keeping up the momentum!

The assessment is a 90-minute online exam containing 75 multiple choice questions.

Assessments are now available on demand, subject to being booked at least 5 working days before. Assessment window availability and date restrictions can be found here:

<https://academy.treasurers.org/assessment/dates>

Now choose a study plan based on your selected timeframe or use this as a basis to create a new one that works best for you...

THREE MONTH STUDY PLAN

150 HOURS recommended commitment to get through the learning and revision materials

50 HOURS PER MONTH recommended commitment to get through the learning materials



Webinars and podcasts are available to supplement your online learning and revision materials. Time spent on these is additional to the recommended 150 hours. To help you plan your study time the duration of these recordings are included below.

STUDY TIP Why not use the time spent on your commute to work to listen to the podcasts? You can then follow by completing the activities to test yourself during your study time.

MONTH 1

Work through the learning materials for: **UNIT 1 INTRODUCTION TO THE FINANCIAL WORLD**

Week 1

Reading 1
The Treasury Environment
Study session quiz

- Webinar Reading 1.1**
Profit maximisation
(8 minutes)
- Webinar Reading 1.2**
Introduction to financial statements
(13 minutes)
- Webinar Reading 1.2**
Ratios - Gearing and leverage
(8 minutes)
- Webinar Reading 1.4**
EMIR
(10 minutes)

Week 2

Reading 2
Ethics and Governance
Study session quiz

- Podcast 1 Reading 2.3**
Introduction to the agency problem and auditing
(5 minutes)
- Webinar Reading 2.1**
Agency problems
(9 minutes)

Week 3

Reading 3
Introduction to Risk Management
Study session quiz

- Podcast 2 Reading 3.1**
Introduction to risk
(7 minutes)
- Webinar Reading 3.2**
Risk classification
(5 minutes)
- Webinar Reading 3.3**
Derivative instruments for managing risk
(75 minutes)

Work through the learning materials for:

UNIT 2 PRINCIPLES OF TREASURY OPERATIONS

Week 4
Reading 4
The Role of Treasury
Study session quiz

- Webinar Reading 4.2**
Banking relationships
(8 minutes)

MONTH 2

Work through the learning materials for: **UNIT 2 PRINCIPLES OF TREASURY OPERATIONS**

Week 1

Reading 5
Structure and Operation of a Treasury Department
Study session quiz

- Webinar Reading 5.1**
Agency, Advisory and IHB
(8 minutes)

Week 2

Reading 6
The Use of Technology within Treasury
Study session quiz

Week 3

Reading 7
Cash Management
Study session quiz

- Webinar Reading 7.3**
Introduction to interest rates
(60 minutes)

Work through the learning materials for:

UNIT 3 OVERVIEW OF FINANCIAL MARKETS AND CORPORATE FINANCE

Week 4
Reading 8
Introduction to Financial Markets as a Source of Finance
Study session quiz

- Podcast 3 Reading 8.2**
Introduction to equity capital markets
(6 minutes)

MONTH 3

Work through the learning materials for: **UNIT 3 OVERVIEW OF FINANCIAL MARKETS AND CORPORATE FINANCE**

Week 1

Reading 9
Financial Transactions
Study session quiz

- Podcast 4 Reading 9.3**
Introduction to foreign exchange transactions
(8 minutes)
- Webinar Reading 9.3**
Principles of FX
(11 minutes)
- Webinar Reading 9.4**
Application of FX
(10 minutes)

Week 2

Reading 10
Corporate Finance Theory
Study session quiz

- Podcast 5 Reading 10.2**
Introduction to corporate finance theory
(5 minutes)
- Webinar Reading 10.2**
Ratios and rates of return
(47 minutes)
- Webinar Reading 10.2**
Time value of money and investment appraisal
(53 minutes)

Work through the revision materials for: **UNITS 1, 2 AND 3**

Week 3

Revision of Readings 1 - 5

Week 4

Revision of Readings 6 - 10
Practice paper

DON'T FORGET there is also a dynamic and useful treasurer's wiki, wiki.treasurers.org, with an online library of treasury topics, external treasury links as well as videos, articles and more! These have been designed to complement and broaden your understanding of all the topics in the units. There are quizzes, practice papers and other useful resources in the Study Site.

GOOD LUCK WITH YOUR ASSESSMENT!

SIX MONTH STUDY PLAN

150 HOURS recommended commitment to get through the learning and revision materials

25 HOURS PER MONTH recommended commitment to get through the learning materials



Webinars and podcasts are available to supplement your online learning and revision materials. Time spent on these is additional to the recommended 150 hours. To help you plan your study time the duration of these recordings are included below.

STUDY TIP Why not use the time spent on your commute to work to listen to the podcasts? You can then follow by completing the activities to test yourself during your study time.

MONTH 1

Work through the learning materials for: **UNIT 1 INTRODUCTION TO THE FINANCIAL WORLD**

Weeks 1 and 2

Reading 1
The Treasury Environment
Study session quiz

Webinar Reading 1.1

Profit maximisation
(8 minutes)

Webinar Reading 1.2

Introduction to financial statements
(13 minutes)

Webinar Reading 1.2

Ratios - Gearing and leverage
(8 minutes)

Webinar Reading 1.4

EMIR
(10 minutes)

Weeks 3 and 4

Reading 2
Ethics and Governance
Study session quiz

Podcast 1 Reading 2.3

Introduction to the agency problem and auditing
(5 minutes)

Webinar Reading 2.1

Agency problems
(9 minutes)

MONTH 2

Work through the learning materials for: **UNIT 1 INTRODUCTION TO THE FINANCIAL WORLD**

Weeks 1 and 2

Reading 3
Introduction to Risk Management
Study session quiz

Podcast 2 Reading 3.1

Introduction to risk
(7 minutes)

Webinar Reading 3.2

Risk classification
(5 minutes)

Webinar Reading 3.3

Derivative instruments for managing risk
(75 minutes)

Weeks 3 and 4

Reading 4
The Role of Treasury
Study session quiz

Webinar Reading 4.2

Banking relationships
(8 minutes)

MONTH 3

Work through the learning materials for: **UNIT 2 PRINCIPLES OF TREASURY OPERATIONS**

Weeks 1 and 2

Reading 5
Structure and Operation of a Treasury Department
Study session quiz

Webinar Reading 5.1

Agency, Advisory and IHB
(8 minutes)

Week 3 and 4

Reading 6
The Use of Technology within Treasury
Study session quiz

MONTH 4

Work through the learning materials for:
UNIT 2 PRINCIPLES OF TREASURY OPERATIONS

Weeks 1 and 2
Reading 7
Cash Management
Study session quiz

Webinar Reading 7.3
Introduction to interest rates
(60 minutes)

Work through the learning materials for: **UNIT 3 OVERVIEW OF FINANCIAL MARKETS AND CORPORATE FINANCE**

Weeks 3 and 4
Reading 8
Introduction to Financial Markets as a Source of Finance
Study session quiz

Podcast 3 Reading 8.2
Introduction to equity capital markets
(6 minutes)

MONTH 5

Work through the learning materials for: **UNIT 3 OVERVIEW OF FINANCIAL MARKETS AND CORPORATE FINANCE**

Weeks 1 and 2
Reading 9
Financial Transactions
Study session quiz

Podcast 4 Reading 9.3
Introduction to foreign exchange transactions
(8 minutes)
Webinar Reading 9.3
Principles of FX
(11 minutes)
Webinar Reading 9.4
Application of FX
(10 minutes)

Weeks 3 and 4
Reading 10
Corporate Finance Theory
Study session quiz

Podcast 5 Reading 10.2
Introduction to corporate finance theory
(5 minutes)
Webinar Reading 10.2
Ratios and rates of return
(47 minutes)
Webinar Reading 10.2
Time value of money and investment appraisal
(53 minutes)

MONTH 6

Weeks 1 and 2
Revision of Readings 1 - 5

Weeks 3 and 4
Revision of Readings 6 - 10
Practice paper

DON'T FORGET there is also a dynamic and useful [treasurer's wiki](#) with an online library of treasury topics, external treasury links as well as videos, articles and more! These have been designed to complement and broaden your understanding of all the topics in the units. There are also quizzes, practice papers and other useful resources in the Study Site.

GOOD LUCK WITH YOUR ASSESSMENT!

TWELVE MONTH STUDY

150 HOURS recommended commitment to get through the learning and revision materials

12-15 HOURS PER MONTH recommended commitment to get through the learning materials



Webinars and podcasts are available to supplement your online learning and revision materials. Time spent on these is additional to the recommended 150 hours. To help you plan your study time the duration of these recordings are included below.

STUDY TIP Why not use the time spent on your commute to work to listen to the podcasts? You can then follow by completing the activities to test yourself during your study time.

MONTHS 1 AND 2

Work through the learning materials for: **UNIT 1 INTRODUCTION TO THE FINANCIAL WORLD**

Month 1
Reading 1
The Treasury Environment
Study session quiz

Webinar Reading 1.1
Profit maximisation
(8 minutes)
Webinar Reading 1.2
Introduction to financial statements
(13 minutes)
Webinar Reading 1.2
Ratios - Gearing and leverage
(8 minutes)
Webinar Reading 1.4
EMIR
(10 minutes)

Month 2
Reading 2
Ethics and Governance
Study session quiz

Podcast 1 Reading 2.3
Introduction to the agency problem and auditing
(5 minutes)
Webinar Reading 2.1
Agency problems
(9 minutes)

MONTHS 3 AND 4

Work through the learning materials for:
UNIT 1 INTRODUCTION TO THE FINANCIAL WORLD

Month 3
Reading 3
Introduction to Risk Management
Study session quiz

Podcast 2 Reading 3.1
Introduction to risk
(7 minutes)
Webinar Reading 3.2
Risk classification
(5 minutes)
Webinar Reading 3.3
Derivative instruments for managing risk
(75 minutes)

Month 4
Reading 4
The Role of Treasury
Study session quiz

Webinar Reading 4.2
Banking relationships
(8 minutes)

MONTHS 5 AND 6

Work through the learning materials for: **UNIT 2 PRINCIPLES OF TREASURY OPERATIONS**

Month 5
Reading 5
Structure and Operation of a Treasury Department
Study session quiz

Webinar Reading 5.1
Agency, Advisory and IHB
(8 minutes)

Month 6
Reading 6
The Use of Technology within Treasury
Study session quiz

MONTHS 7 AND 8

Work through the learning materials for:
UNIT 2 PRINCIPLES OF TREASURY OPERATIONS

Month 7
Reading 7
Cash Management
Study session quiz

Webinar Reading 7.3
Introduction to interest rates
(60 minutes)

Work through the learning materials for: **UNIT 3 OVERVIEW OF FINANCIAL MARKETS AND CORPORATE FINANCE**

Month 8
Reading 8
Introduction to Financial
Markets as a Source of Finance
Study session quiz

Podcast 3 Reading 8.2
Introduction to equity capital
markets
(6 minutes)

MONTHS 9 AND 10

Work through the learning materials for: **UNIT 3 OVERVIEW OF FINANCIAL MARKETS AND CORPORATE FINANCE**

Month 9
Reading 9
Financial Transactions
Study session quiz

Podcast 4 Reading 9.3
Introduction to foreign
exchange transactions
(8 minutes)

Webinar Reading 9.3
Principles of FX
(11 minutes)

Webinar Reading 9.4
Application of FX
(10 minutes)

Month 10
Reading 10
Corporate Finance Theory
Study session quiz

Podcast 5 Reading 10.2
Introduction to corporate
finance theory
(5 minutes)

Webinar Reading 10.2
Ratios and rates of return
(47 minutes)

Webinar Reading 10.2
Time value of money and
investment appraisal
(53 minutes)

MONTHS 11 AND 12

Month 11
Revision of Readings 1 - 5

Month 12
Revision of Readings 6 - 10
Practice paper

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GOOD LUCK WITH YOUR ASSESSMENT!

ADDITIONAL SUPPORT

COACHING SERVICE

Stuck on a particular topic? Then book a personalised coaching session with a dedicated tutor. This support service is designed for you and will focus on your chosen topic. Our tutors are experts at helping you break down complex concepts into easily digestible parts.

You can schedule the session at a time and place convenient to you. Give yourself the best chance to be assessment ready.

What you get:

- two hours of personalised tuition via phone or skype, split in to two one-hour sessions, which are designed to consolidate your knowledge on any topic area you are struggling with
- the tutor will design questions prior to the call that are tailored to your requested topic area
- additional exam practice questions for you to complete with detailed feedback
- help you with exam technique to get you assessment ready.

You can book coaching at: academy.treasurers.org/coaching-certificate-treasury-fundamentals

STUDENT FORUMS

The online forums are available in the Study site. They give you the opportunity to ask the tutor questions, share tips, and talk with other students. It provides a supportive network, working together with fellow students.

ASK THE TUTOR - EMAIL SERVICE

We encourage you to use the forums, but if you prefer to email the tutor direct, you can do so via the Ask the tutor email service available in the Study site.

YOUR PROGRAMME MANAGER IS ON HAND TO HELP

Your dedicated Programme Manager is on-hand to support you throughout your studies. If you're struggling to find motivation or having any difficulty, we can help point you in the right direction for the support you need. Contact your Programme Manager at academy@treasurers.org or by telephoning **+44 (0)20 7847 2529**.