



LEARNING
ACADEMY



AWARD IN CASH MANAGEMENT FUNDAMENTALS

A guide to organising your learning time

AWARD IN CASH MANAGEMENT FUNDAMENTALS

Choosing to do the Award in Cash Management Fundamentals is the first step in developing the essential skills and knowledge required for a career in cash and liquidity management.

Getting qualified also allows you to use the globally recognised designatory letters, AwardCMF 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, the official study centre of the Association of Corporate Treasurers (ACT).

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 and trainers 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

When you submit your booking for the online course, it will be processed within five working days and you will receive access to the academy on the day your booking is processed. From here, you access your online course materials and once you are logged in you can start studying straight away. All study guides are available to download as well if you prefer to study off line at any time.

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 9 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!

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ASSESSMENTS

Firstly, choose an assessment window to aim for. There are four windows a year held in February, April, July and October, where you can sit your assessment for Units 1 and 2.

IF YOU START LEARNING IN THIS MONTH:	YOU COULD BE READY FOR THIS ASSESSMENT WINDOW:	YOUR LEARNING LICENCE WILL EXPIRE IN THIS MONTH:
January 2019	Units 1-2: 30 April - 3 May 2019	October 2019
February 2019	Units 1-2: 16-19 July 2019	November 2019
March 2019	Units 1-2: 16-19 July 2019	December 2019
April 2019	Units 1-2: 16-19 July 2019	January 2020
May 2019	Units 1-2: 29 October - 1 November 2019	February 2020
June 2019	Units 1-2: 29 October - 1 November 2019	March 2020
July 2019	Units 1-2: 29 October - 1 November 2019	April 2020
August 2019	Units 1-2: 29 October - 1 November 2019	May 2020
September 2019	Units 1-2: February 2020	June 2020
October 2019	Units 1-2: February 2020	July 2020
November 2019	Units 1-2: February 2020	August 2020
December 2019	Units 1-2: February 2020	September 2020

The assessment for Units 1 and 2 is a 90-minute online exam containing 75 multiple choice questions. These can be booked at any time, but remember all windows have a booking deadline. Book your assessment at: treasurers.org/assessment/awardcmf

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



50 HOURS

is the recommended commitment of time to successfully work through the learning and revision materials, broken down into **25 hours per unit**

THREE MONTH STUDY PLAN

50 HOURS recommended commitment to get through the learning materials

25 HOURS PER UNIT recommended commitment to get through the learning materials on average

5 HOURS PER WEEK recommended commitment to get through the learning materials on average



Recommended study hours includes revision time.

MONTH 1

Work through the learning and revision materials for: **UNIT 1 CASH MANAGEMENT - THE ESSENTIALS**

Week 1

UNIT 1 Study session 1

Introduction to treasury and cash management

Week 2

UNIT 1 Study session 2

Important cash management concepts

Week 3

UNIT 1 Study session 3

Introduction to banking

Week 4

UNIT 1 Study session 4

Basic banking services

MONTH 2

Work through the learning and revision materials for: **UNIT 2 WORKING CAPITAL MANAGEMENT**

Week 1

UNIT 2 Study session 1

Understanding the financial statements

Week 2

UNIT 2 Study session 1 continued

Understanding the financial statements

Week 3

UNIT 2 Study session 2

Optimising working capital

Week 4

UNIT 2 Study session 2 continued

Optimising working capital

MONTH 3

REVISION

Week 1

UNIT 1 and 2 quizzes

Week 2

Enhance and expand your learning articles

Week 3

UNIT 1 specimen exam paper

Week 4

UNIT 2 specimen exam 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.





**CELEBRATING 40 YEARS
OF ENGAGING TREASURERS**

The Association of Corporate Treasurers (ACT) is the only professional treasury body with a Royal Charter, representing the interests of the real economy and educating, supporting and leading the treasurers of today and tomorrow. The ACT Learning Academy is the official study provider for the Association of Corporate Treasurers, empowering future finance leaders.