



LEARNING
ACADEMY



CERTIFICATE IN INTERNATIONAL CASH MANAGEMENT

A guide to organising your learning time

CERTIFICATE IN INTERNATIONAL CASH MANAGEMENT

Choosing to do the Certificate in International Cash Management ensures you'll become a trusted expert, highly valued for your ability to provide solutions and deliver best practice in domestic and international cash management.

The seven compulsory units of the qualification provides cash managers with the skills necessary to implement cash management solutions and is invaluable for bankers, who develop and deliver cash management solutions by providing first hand examples of the priorities and challenges faced by a corporate. You will also have a unique opportunity to swap your experiences and build relationships with corporate peers and sell-side professionals. The course is delivered online and via the compulsory tuition school.

Getting qualified also allows you to use the globally recognised designatory letters, CertICM 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 18 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!

academy.treasurers.org/certicm

CERTIFICATE IN INTERNATIONAL CASH MANAGEMENT

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. There are two windows a year held in April and October, where you can sit your assessment for Units 3 to 7.



350 HOURS

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

IF YOU START LEARNING IN THIS MONTH:	YOU COULD BE READY FOR THIS TUITION SCHOOL AND THESE ASSESSMENT WINDOWS:				YOUR LEARNING LICENCE WILL EXPIRE IN THIS MONTH:	
October 2018	Units 1 and 2:	11-4 December 2018	Attend January 2019 tuition school	Units 3 - 7:	30 April - 3 May 2019	April 2020
November 2018	Units 1 and 2:	19-22 February 2019	Attend August 2019 tuition school	Units 3 - 7:	29 October - 1 November 2019	May 2020
December 2018	Units 1 and 2:	30 April - 3 May 2019	Attend August 2019 tuition school	Units 3 - 7:	29 October - 1 November 2019	June 2020
January 2019	Units 1 and 2:	30 April - 3 May 2019	Attend August 2019 tuition school	Units 3 - 7:	29 October - 1 November 2019	July 2020
February 2019	Units 1 and 2:	30 April - 3 May 2019	Attend August 2019 tuition school	Units 3 - 7:	29 October - 1 November 2019	August 2020
March 2019	Units 1 and 2:	16-19 July 2019	Attend January 2020 tuition school	Units 3 - 7:	29 October - 1 November 2019	September 2020
April 2019	Units 1 and 2:	16-19 July 2019	Attend January 2020 tuition school	Units 3 - 7:	29 October - 1 November 2019	October 2020
May 2019	Units 1 and 2:	16-19 July 2019	Attend January 2020 tuition school	Units 3 - 7:	29 October - 1 November 2019	November 2020
June 2019	Units 1 and 2:	29 October - 1 November 2019	Attend January 2020 tuition school	Units 3 - 7:	April 2020	December 2020
July 2019	Units 1 and 2:	29 October - 1 November 2019	Attend January 2020 tuition school	Units 3 - 7:	April 2020	January 2021
August 2019	Units 1 and 2:	29 October - 1 November 2019	Attend January 2020 tuition school	Units 3 - 7:	April 2020	February 2021

The assessment for Stage 1 (Units 1 and 2) is a 90-minute online exam containing 75 multiple choice questions. The assessment for Stage 2 (Units 3 to 7) is a 180-minute online exam containing one case study based question and two scenario based questions. These can be booked at any time, but remember all windows have a booking deadline.

Book your assessment at: treasurers.org/assessment/certicm

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...

NINE MONTH STUDY PLAN

350 HOURS recommended commitment to get through the learning materials

5 DAYS compulsory tuition school

39 HOURS PER MONTH recommended commitment to get through the learning materials on average

10 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 2

Optimising working capital

Week 3

Revision of Units 1 and 2

All study sessions

Week 4

Assessment 1 preparation

Mock exam

MONTH 3

Work through the learning and revision materials for: **UNIT 3 MAKING AND RECEIVING INTERNATIONAL PAYMENTS**

Week 1

UNIT 3 Study session 1

Clearing and settlement systems

Week 2

UNIT 3 Study session 2

International payments

Week 3

UNIT 3 Study session 3

Opening foreign currency accounts

Week 4

UNIT 3 Study session 4

International trade vehicles

MONTH 4

Work through the learning and revision materials for: **UNIT 4 THE INTERNATIONAL CASH MANAGEMENT FUNCTION**

Week 1

UNIT 4 Study session 1

Cash flow forecasting

Week 2

UNIT 4 Study session 2

Short-term investing

Week 3

UNIT 4 Study session 3

Short-term borrowing

Week 4

Revision of Units 3 and 4

All study sessions



MONTH 5

Work through the learning and revision materials for: **UNIT 5 MANAGING THE INTERNATIONAL TREASURY FUNCTION**

Week 1

UNIT 5 Study session 1

Treasury structures

UNIT 5 Study session 2

Bank relationship management

Week 2

UNIT 5 Study session 2 continued

Bank relationship management

UNIT 5 Study session 3

Treasury systems and technology

Week 3

UNIT 5 Study session 3 continued

Treasury systems and technology

UNIT 5 Study session 4

Policy, tax and regulatory issues for treasury

Week 4

UNIT 5 Study session 4 continued

Policy, tax and regulatory issues for treasury

Revision of Unit 5

Study sessions 1-4

MONTH 6

Work through the learning and revision materials for: **UNIT 6 MANAGING CROSS BORDER LIQUIDITY AND RISK**

Week 1

UNIT 6 Study session 1

Netting

Week 2

UNIT 6 Study session 2

Cash pooling

Week 3

UNIT 6 Study session 3

Foreign exchange

Week 4

UNIT 6 Study session 4

Risk management

MONTH 7

Work through the learning and revision materials for:

UNIT 6 MANAGING CROSS BORDER LIQUIDITY AND RISK and **UNIT 7 CREATING EFFICIENT INTERNATIONAL ACCOUNT STRUCTURES**

Week 1

Revision of Unit 6

Study sessions 1-2

Week 2

Revision of Unit 6

Study sessions 3-4

Week 3

UNIT 7 Study session 1

Efficient international account structures

Week 4

UNIT 7 Study session 1 continued

Efficient international account structures

MONTH 8

Work through the learning and revision materials for: **UNIT 7 CREATING EFFICIENT INTERNATIONAL ACCOUNT STRUCTURES**

Week 1

UNIT 7 Study session 2

Spotlight on the USA and Europe

Week 2

UNIT 7 Study session 2 continued

Spotlight on the USA and Europe

Week 3

Revision of Unit 7

Study sessions 1-2

Week 4

Revision of Unit 7

Study sessions 3-4

MONTH 9

Week 1

Assessment 2 preparation

Units 3 and 4

Week 2

Assessment 2 preparation

Units 5 and 6

Week 3

Assessment 2 preparation

Unit 7

Week 4

Assessment 2 preparation

Mock exam

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.