



LEARNING  
ACADEMY



# CERTIFICATE IN TREASURY FUNDAMENTALS

A guide to organising your learning time

# CERTIFICATE IN TREASURY FUNDAMENTALS

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, 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 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!

[academy.treasurers.org/certtf](https://academy.treasurers.org/certtf)

# CERTIFICATE IN TREASURY FUNDAMENTALS ASSESSMENTS

Firstly, choose an assessment window to aim for. There are four assessment windows a year held in February, April, July and October.

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 →	<b>Units 1-3:</b> 30 April - 3 May 2019	→ January 2020
February 2019 →	<b>Units 1-3:</b> 16-19 July 2019	→ February 2020
March 2019 →	<b>Units 1-3:</b> 16-19 July 2019	→ March 2020
April 2019 →	<b>Units 1-3:</b> 16-19 July 2019	→ April 2020
May 2019 →	<b>Units 1-3:</b> 29 October - 1 November 2019	→ May 2020
June 2019 →	<b>Units 1-3:</b> 29 October - 1 November 2019	→ June 2020
July 2019 →	<b>Units 1-3:</b> 29 October - 1 November 2019	→ July 2020
August 2019 →	<b>Units 1-3:</b> 29 October - 1 November 2019	→ August 2020
September 2019 →	<b>Units 1-3:</b> February 2020	→ September 2020
October 2019 →	<b>Units 1-3:</b> February 2020	→ October 2020
November 2019 →	<b>Units 1-3:</b> February 2020	→ November 2020
December 2019 →	<b>Units 1-3:</b> February 2020	→ December 2020

The assessment is a 90-minute online exam containing 75 multiple choice questions. This can be booked at any time, but remember all windows have a booking deadline.

Book your assessment at: [treasurers.org/assessment/certtf](https://treasurers.org/assessment/certtf)

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...



**150 HOURS**

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

# THREE MONTH STUDY PLAN

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

**40 HOURS PER MONTH** recommended commitment to get through the learning materials

**10 HOURS PER MONTH** recommended commitment to get through the revision 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)

### Week 3

Revision of Readings 1 - 5

### Week 4

Revision of Readings 6 - 10  
Practice paper

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

**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.

**GOOD LUCK WITH YOUR ASSESSMENT!**

# SIX MONTH STUDY PLAN

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

**20 HOURS PER MONTH** recommended commitment to get through the learning materials

**5 HOURS PER MONTH** recommended commitment to get through the revision 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

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**GOOD LUCK WITH YOUR ASSESSMENT!**

# TWELVE MONTH STUDY

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

**10 HOURS PER MONTH** recommended commitment to get through the learning materials

**2.5 HOURS PER MONTH** recommended commitment to get through the revision 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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# ADDITIONAL PRE-ASSESSMENT SUPPORT

## INTENSIVE REVISION WORKSHOPS

If you're almost ready to sit your assessment and would like some in-classroom support you can join a fast-paced, interactive one-day workshop to turbo-charge your revision. At these face-to-face intensive revision workshops you can expect lots of question practice, hints and tips and extra materials to get you assessment confident. We recommend you complete all readings before starting a workshop. If there are any concepts you're struggling with you can also use the discussion forum for support from other students and the course tutor.

**Location:** London

**Fees:** GBP 400 | AED 1,870 | USD 510 per unit

Fees are subject to local rate of VAT where applicable.

You can book your workshops at [academy.treasurers.org/certtf](http://academy.treasurers.org/certtf)



Book by  
13 March 2019  
to secure your  
place

### What you get

- Revision notes to take home for recap after the day
- Question banks provided before and after the course for additional question practice
- Increased confidence in your ability to tackle the assessments
- Small class sizes giving you the individual support you need
- Access to personal tuition
- A dedicated point of contact after the workshop to answer any further queries

### Revision topics

- The financial world
- Treasury operations
- Financial markets and corporate finance

### Timetable

Date	Time
27 March 2019	9:30 - 17:00

All dates and times correct at time of publication January 2019, but may be subject to change. Please see the website [academy.treasurers.org/certtf](http://academy.treasurers.org/certtf) for the latest details.

## COACHING SERVICE

When you need some specific help, you can book this personalised tuition service, which includes individualised support on a selected topic of your choice via phone or skype. Your tutor will design some questions prior to the call that are tailored to your requested topic area. You will receive additional exam practice questions and feedback on your response to help you with your exam technique, designed to consolidate your knowledge on any topic areas you are struggling with and get you assessment ready.

### What you get

- 2 hours of personalised tuition via phone or via skype (broken up into 2 x 1 hour sessions)
- Additional guided exam practice
- Detailed feedback on your answers
- Focused on your areas of concern
- Access to personal tuition giving you the extra support you need
- Increased confidence in your ability to understand and implement key concepts
- Advice on exam technique

**Location:** London

**Fees:** GBP 125 | AED 585 | USD 160 per unit

Fees are subject to local rate of VAT where applicable.

You can book your coaching at [academy.treasurers.org/certtf](http://academy.treasurers.org/certtf)



**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.