



LEARNING  
ACADEMY



# DIPLOMA IN TREASURY MANAGEMENT

A guide to organising your learning time

# DIPLOMA IN TREASURY MANAGEMENT

Choosing to do the Diploma in Treasury Management ensures you'll become a confident professional across all areas of treasury management. You'll be the go-to person for in-depth technical treasury expertise, and respected for your ability to problem solve and enable the business to meet its objectives.

The progressive nature of ACT qualifications means that the diploma builds on what is learnt on the Certificate in Treasury (CertT) and delivers three compulsory units of the qualification deliver practical understanding of corporate finance for treasury, techniques for identifying, assessing and managing risk and also structured approaches to applying treasury best practice in a managerial context. For the fourth unit you can choose between either financial reporting, tax and regulation for treasury or working capital and trade finance.

Getting qualified also allows you to use the globally recognised designatory letters, AMCT 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 36 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/diptm](https://academy.treasurers.org/diptm)

# DIPLOMA IN TREASURY MANAGEMENT ASSESSMENTS

Firstly, choose an assessment window to aim for.  
There are two assessment windows a year held in April 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>Unit 1:</b> 30 April 2019 <b>Unit 2:</b> 1 May 2019 <b>Unit 3:</b> 6 May 2019 <b>Unit 4a or 4b:</b> 7 May 2019	January 2022
February 2019	<b>Unit 1:</b> 30 April 2019 <b>Unit 2:</b> 14 October 2019 <b>Unit 3:</b> 4 November 2019 <b>Unit 4a or 4b:</b> April 2020	February 2022
March 2019	<b>Unit 1:</b> 29 October 2019 <b>Unit 2:</b> 30 October 2019 <b>Unit 3:</b> 4 November 2019 <b>Unit 4a or 4b:</b> April 2020	March 2022
April 2019	<b>Unit 1:</b> 29 October 2019 <b>Unit 2:</b> 30 October 2019 <b>Unit 3:</b> April 2020 <b>Unit 4a or 4b:</b> April 2020	April 2022
May 2019	<b>Unit 1:</b> 29 October 2019 <b>Unit 2:</b> 30 October 2019 <b>Unit 3:</b> April 2020 <b>Unit 4a or 4b:</b> April 2020	May 2022
June 2019	<b>Unit 1:</b> 29 October 2019 <b>Unit 2:</b> April 2020 <b>Unit 3:</b> October 2020 <b>Unit 4a or 4b:</b> October 2020	June 2022
July 2019	<b>Unit 1:</b> 29 October 2019 <b>Unit 2:</b> April 2021 <b>Unit 3:</b> April 2021 <b>Unit 4a or 4b:</b> April 2021	July 2022
August 2019	<b>Unit 1:</b> April 2021 <b>Unit 2:</b> April 2021 <b>Unit 3:</b> October 2021 <b>Unit 4a or 4b:</b> October 2021	August 2022
September 2019	<b>Unit 1:</b> April 2021 <b>Unit 2:</b> April 2021 <b>Unit 3:</b> October 2021 <b>Unit 4a or 4b:</b> October 2021	September 2022
October 2019	<b>Unit 1:</b> April 2021 <b>Unit 2:</b> April 2021 <b>Unit 3:</b> October 2021 <b>Unit 4a or 4b:</b> October 2021	October 2022
November 2019	<b>Unit 1:</b> April 2021 <b>Unit 2:</b> October 2021 <b>Unit 3:</b> October 2021 <b>Unit 4a or 4b:</b> October 2022	November 2022
December 2019	<b>Unit 1:</b> April 2021 <b>Unit 2:</b> October 2021 <b>Unit 3:</b> October 2021 <b>Unit 4a or 4b:</b> April 2022	December 2022



## 600 HOURS

is the recommended commitment of time to successfully work through the learning and revision materials, broken down into **150 hours per unit**

The assessment for the units 1 and 2 online exams are 180-minute per unit, each have 4 written questions, of which you must answer 3. The exam will have a pre-seen case study workbook that is released no later than two weeks prior to the exam date.

The diploma assessments for units 3, 4a and 4b are each assignment based assessments that contain scenario-based questions.

Assessments can be booked at any time, but remember all windows have a booking deadline.

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

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...

# TWELVE MONTH STUDY PLAN

**600 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 600 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 and revision materials for: **UNIT 1 CORPORATE FINANCE FOR TREASURY**

### Week 1

#### Study session 1

Introduction to the Corporate Finance World

### Week 2

#### Study session 1 continued

Introduction to the Corporate Finance World

### Week 3

#### Study session 2

The Capital Structure: Theory and Practice

### Week 4

#### Study session 2 continued

The Capital Structure: Theory and Practice

### Podcast 1 Reading 1.1.4 (7 minutes)

Uses for excess cash

### Podcast 2 Reading 1.2.1 (7 minutes)

Cost of capital and capital structure

### Podcast 1 Reading 1.2.1 (8 minutes)

The theory of capital structure

### Podcast 3 Reading 1.2.4 (8 minutes)

The Ratings methodology

### Webinar Reading 2.1 (11 minutes)

Capital structure in practice

### Webinar Reading 2.3 (25 minutes)

WACC

### Webinar Reading 2.4 (60 minutes)

Credit ratings

## MONTH 2

Continue to work through the learning and revision materials for: **UNIT 1 CORPORATE FINANCE FOR TREASURY**

### Webinar Reading 3.1 (14 minutes)

Rights issues

### Webinar Reading 4.2 (95 minutes)

Convertibles

### Webinar Reading 4.3 (13 minutes)

Covenant compliance

### Podcast 4 Reading 1.3.1 (9 minutes)

Financial markets

### Podcast 5 Reading 1.3.1 (8 minutes)

Equity (a)

### Podcast 5 Reading 1.3.1 (10 minutes)

Equity (b)

### Podcast 6 Reading 1.4.3 (8 minutes)

Interest rate sensitivity

### Podcast 7 Reading 1.4.3 (7 minutes)

The trade-off between fixed and floating rate debt

### Podcast 8 Reading 1.4.4 (6 minutes)

Debt capital markets

### Week 1

#### Study session 3

Equity Funding in Practice

### Week 2

#### Study session 3 continued

Equity Funding in Practice

### Week 3

#### Study session 4

Debt Funding in Practice

### Week 4

#### Study session 4 continued

Debt Funding in Practice

## MONTH 3

Continue to work through the learning and revision materials for: **UNIT 1 CORPORATE FINANCE FOR TREASURY**

### Week 1

#### Study session 5

Techniques in Project Appraisal and Business Evaluation

### Week 2

#### Study session 5 continued

Techniques in Project Appraisal and Business Evaluation

### Week 3

#### Study session 6

What does Corporate Finance mean for Treasury in Practice?

### Week 4

#### Study session 6 continued

What does Corporate Finance mean for Treasury in Practice?

#### Podcast 9 Reading 1.5.4 (8 minutes)

Further techniques in investment appraisal (a)

#### Podcast 9 Reading 1.5.4 (8 minutes)

Further techniques in investment appraisal (b)

#### Webinar Reading 5.1 (50 minutes)

Project investment appraisal

#### Webinar Reading 5.2 (17 minutes)

Using multiples for business valuation

#### Webinar Reading 5.2 (17 minutes)

Ratios and how to interpret them

#### Webinar Reading 5.3 (60 minutes)

Business valuation

## MONTH 4

Work through the learning materials for: **UNIT 2 RISK MANAGEMENT FOR TREASURY**

#### Webinar Reading 1.1 (14 minutes)

Dynamic interaction between risks

#### Webinar Reading 2.2 (18 minutes)

Foreign exchange risk

#### Podcast 1 Reading 2.1.1 (5 minutes)

Introduction to risk

#### Podcast 2 Reading 2.1.4 (6 minutes)

General approaches to risk management

#### Podcast 3 Reading 2.2.2 (7 minutes)

Foreign exchange risk

#### Podcast 4 Reading 2.2.5 (6 minutes)

Analysing credit risk when investing cash

#### Podcast 5 Reading 2.2.5 (8 minutes)

Credit and counterpart risk

### Week 1

#### Study session 1

Formulation of Risk Management Policy

### Week 2

#### Study session 1 continued

Formulation of Risk Management Policy

### Week 3

#### Study session 2

Risk Identification and Assessment

### Week 4

#### Study session 2 continued

Risk Identification and Assessment

## MONTH 5

Continue to work through the learning materials for: **UNIT 2 RISK MANAGEMENT FOR TREASURY**

### Week 1

#### Study session 3

Techniques for the Evaluation of Risk

### Week 2

#### Study session 3 continued

Techniques for the Evaluation of Risk

### Week 3

#### Study session 4

Risk Management Approaches

### Week 4

#### Study session 4 continued

Risk Management Approaches

#### Podcast 6 Reading 2.3.3 (5 minutes)

Risk measurement tools and techniques

#### Podcast 7 Reading 2.4.2 (6 minutes)

Short term interest rate risk management

#### Podcast 8 Reading 2.4.2 (5 minutes)

Foreign exchange risk management

#### Podcast 9 Reading 2.4.2 (7 minutes)

FX and commodity risk

#### Podcast 10 Reading 2.4.4 (5 minutes)

Credit risk analysis and action

#### Podcast 11 Reading 2.4.5 (4 minutes)

Disaster recovery planning

#### Webinar Reading 3.1 (60 minutes)

KPIs and risk appetite

#### Webinar Reading 3.3 (40 minutes)

Risk measurement

#### Webinar Reading 3.4 (112 minutes)

Credit ratings

#### Webinar Reading 4.2 (15 minutes)

Currency and interest rate futures

#### Webinar Reading 4.2 (40 minutes)

Swap valuation

#### Webinar Reading 4.3 (80 minutes)

Using options for risk management

#### Webinar Reading 4.4 (12 minutes)

Liquidity management solutions

## Diploma in Treasury Management twelve month study plan continued...

### MONTH 6

Continue to work through the learning materials for: **UNIT 2 RISK MANAGEMENT FOR TREASURY**

**Webinar Reading 5.1 (10 minutes)**  
Implication of hedge accounting for treasury

**Week 1**  
**Study session 5**  
Risk Reporting and the Feedback Loop

**Week 2**  
**Study session 5 continued**  
Risk Reporting and the Feedback Loop

**Week 3**  
**Revision**  
Study sessions 1, 2 and 3

**Week 4**  
**Revision**  
Study session 4 and 5

### MONTH 7

Work through the learning materials for: **UNIT 3 THE TREASURY MANAGER**

**Week 1**  
**Study session 1**  
Planning and Projects

**Week 2**  
**Study session 1 continued**  
Planning and Projects

**Week 3**  
**Study session 2**  
Financial and Treasury Management

**Week 4**  
**Study session 2 continued**  
Financial and Treasury Management

**Podcast 1 Reading 3.1.1 (5 minutes)**  
Defining and measuring success

### MONTH 8

Continue to work through the learning materials for: **UNIT 3 THE TREASURY MANAGER**

**Podcast 2 Reading 3.4.1 (10 minutes)**  
Management skills for team leadership

**Podcast 3 Reading 3.4.3 (9 minutes)**  
Managing and motivating

**Podcast 4 Reading 3.4.5 (7 minutes)**  
Communication skills for conflict

**Week 1**  
**Study session 3**  
Knowledge and Information Management

**Week 2**  
**Study session 3 continued**  
Knowledge and Information Management

**Week 3**  
**Study session 4**  
Working Effectively with Others and Influencing Skills

**Week 4**  
**Study session 4 continued**  
Working Effectively with Others and Influencing Skills

### MONTH 9

Work through the learning materials for: **UNIT 3 THE TREASURY MANAGER**

**Week 1**  
**Study session 5**  
Self- Management, Accountability and Commercial Drive

**Week 2**  
**Study session 5 continued**  
Self- Management, Accountability and Commercial Drive

**Week 3**  
**Personal Development Profile B Post Study Self - analysis**

**Week 4**  
**Exercises**

**Podcast 5 Reading 3.5.1 (6 minutes)**  
Self appraisal and feedback

## Diploma in Treasury Management twelve month study plan continued...

CHOOSE BETWEEN EITHER UNIT 4A OR 4B

### MONTH 10

Work through the learning materials for: **UNIT 4A**  
**FINANCIAL REPORTING, TAX AND REGULATION FOR TREASURY**

#### Week 1

##### Study session 1

The Essentials of Accounting for Treasury

#### Week 2

##### Study session 1 continued

The Essentials of Accounting for Treasury

#### Week 3

##### Study session 2

Accounting for Treasury Activities

#### Week 4

##### Study session 2 continued

Accounting for Treasury Activities

Work through the learning materials for: **UNIT 4B**  
**WORKING CAPITAL AND TRADE FINANCE**

#### Week 1

##### Study session 1

Overview of Working Capital Management and Trade Finance

#### Week 2

##### Study session 1 continued

Overview of Working Capital Management and Trade Finance

#### Week 3

##### Study session 2

Working Capital Management - Managing Cash Flow

#### Week 4

##### Study session 2 continued

Working Capital Management - Managing Cash Flow

### MONTH 11

Continue to work through the learning materials for: **UNIT 4A**  
**FINANCIAL REPORTING, TAX AND REGULATION FOR TREASURY**

#### Week 1

##### Study session 3

Regulation and Documentation for Treasury

#### Week 2

##### Study session 3 continued

Regulation and Documentation for Treasury

#### Week 3

##### Study session 4

Taxation for Treasurers: It's Importance, Strategy and Communication

#### Week 4

##### Study session 4 continued

Taxation for Treasurers: It's Importance, Strategy and Communication

Continue to work through the learning materials for: **UNIT 4B**  
**WORKING CAPITAL AND TRADE FINANCE**

#### Week 1

##### Study session 3

Trade Finance and Tools and Techniques

#### Week 2

##### Study session 3 continued

Trade Finance and Tools and Techniques

#### Week 3

##### Study session 4

The Role of Treasury in Working Capital and Trade Finance

#### Week 4

##### Study session 4 continued

The Role of Treasury in Working Capital and Trade Finance

### MONTH 12

Continue to work through the learning materials for: **UNIT 4A**  
**FINANCIAL REPORTING, TAX AND REGULATION FOR TREASURY**

#### Week 1

##### Revision

Practice assessment paper

#### Week 2

##### Revision

Past assessment paper

#### Podcast 2 Reading 4a.1.1 (9 minutes)

Corporate structure

#### Podcast 5 Reading 4a.2.1 (7 minutes)

Financial reporting

#### Podcast 3 Reading 4a.2.3 (9 minutes)

Fair value

#### Podcast 4 Reading 4a.3.3 (8 minutes)

Financial covenants

#### Podcast 1 Reading 4a.4.1 (9 minutes)

Avoidance vs Evasion

Continue to work through the learning materials for: **UNIT 4B**  
**WORKING CAPITAL AND TRADE FINANCE**

#### Week 1

##### Revision

Practice assessment paper

#### Week 2

##### Revision

Past assessment paper

#### Podcast 1 Reading 4b.1.1 (10 minutes)

Practical issues in the Working Capital Cycle

#### Podcast 2 Reading 4b.2.1 (10 minutes)

Trade finance payment and collection techniques

#### Podcast 3 Reading 4b.2.3 (9 minutes)

Supply chain finance

#### Podcast 4 Reading 4b.2.4 (8 minutes)

Bank solutions for Optimising Working Capital

#### Podcast 5 Reading 4b.3.6 (11 minutes)

Specialist risk management tools for international trade

# TWENTY FOUR MONTH STUDY PLAN

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

**25 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 600 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 TO 6

Work through the learning and revision materials for: **UNIT 1 CORPORATE FINANCE FOR TREASURY**

### Month 1

#### Study session 1

Introduction to the Corporate Finance World

### Month 2

#### Study session 2

The Capital Structure: Theory and Practice

#### Podcast 1 Reading 1.1.4 (7 minutes)

Uses for excess cash

#### Podcast 2 Reading 1.2.1 (7 minutes)

Cost of capital and capital structure

#### Podcast 1 Reading 1.2.1 (8 minutes)

The theory of capital structure

#### Podcast 3 Reading 1.2.4 (8 minutes)

The Ratings methodology

#### Webinar Reading 2.1 (11 minutes)

Capital structure in practice

#### Webinar Reading 2.3 (25 minutes)

WACC

#### Webinar Reading 2.4 (60 minutes)

Credit ratings

### Month 3

#### Study session 3

Equity Funding in Practice

### Month 4

#### Study session 4

Debt Funding in Practice

#### Podcast 4 Reading 1.3.1 (9 minutes)

Financial markets

#### Podcast 5 Reading 1.3.1 (8 minutes)

Equity (a)

#### Podcast 5 Reading 1.3.1 (10 minutes)

Equity (b)

#### Podcast 6 Reading 1.4.3 (8 minutes)

Interest rate sensitivity

#### Podcast 7 Reading 1.4.3 (7 minutes)

The trade-off between fixed and floating rate debt

#### Podcast 8 Reading 1.4.4 (6 minutes)

Debt capital markets

#### Webinar Reading 3.1 (14 minutes)

Rights issues

#### Webinar Reading 4.2 (95 minutes)

Convertibles

#### Webinar Reading 4.3 (13 minutes)

Covenant compliance

### Month 5

#### Study session 5

Techniques in Project Appraisal and Business Evaluation

### Month 6

#### Study session 6

What does Corporate Finance mean for Treasury in Practice?

#### Podcast 9 Reading 1.5.4 (8 minutes)

Further techniques in investment appraisal (a)

#### Podcast 9 Reading 1.5.4 (8 minutes)

Further techniques in investment appraisal (b)

#### Webinar Reading 5.1 (50 minutes)

Project investment appraisal

#### Webinar Reading 5.2 (17 minutes)

Using multiples for business valuation

#### Webinar Reading 5.2 (17 minutes)

Ratios and how to interpret them

#### Webinar Reading 5.3 (60 minutes)

Business valuation



## MONTHS 7 TO 12

Work through the learning and revision materials for: **UNIT 2 RISK MANAGEMENT FOR TREASURY**

### Month 7

#### Study session 1

Formulation of Risk Management Policy

### Month 8

#### Study session 2

Risk Identification and Assessment

### Month 9

#### Study session 3

Techniques for the Evaluation of Risk

### Month 10

#### Study session 4

Risk Management Approaches

### Month 11

#### Study session 5

Risk Reporting and the Feedback Loop

### Month 12

#### Revision

#### Podcast 1 Reading 2.1.1 (5 minutes)

Introduction to risk

#### Podcast 2 Reading 2.1.4 (6 minutes)

General approaches to risk management

#### Podcast 3 Reading 2.2.2 (7 minutes)

Foreign exchange risk

#### Podcast 4 Reading 2.2.5 (6 minutes)

Analysing credit risk when investing cash

#### Podcast 5 Reading 2.2.5 (8 minutes)

Credit and counterpart risk

#### Podcast 6 Reading 2.3.3 (5 minutes)

Risk measurement tools and techniques

#### Podcast 7 Reading 2.4.2 (6 minutes)

Short term interest rate risk management

#### Podcast 8 Reading 2.4.2 (5 minutes)

Foreign exchange risk management

#### Podcast 9 Reading 2.4.2 (7 minutes)

FX and commodity risk

#### Podcast 10 Reading 2.4.4 (5 minutes)

Credit risk analysis and action

#### Podcast 11 Reading 2.4.5 (4 minutes)

Disaster recovery planning

#### Webinar Reading 1.1 (14 minutes)

Dynamic interaction between risks

#### Webinar Reading 2.2 (18 minutes)

Foreign exchange risk

#### Webinar Reading 3.1 (60 minutes)

KPIs and risk appetite

#### Webinar Reading 3.3 (40 minutes)

Risk measurement

#### Webinar Reading 3.4 (112 minutes)

Credit ratings

#### Webinar Reading 4.2 (15 minutes)

Currency and interest rate futures

#### Webinar Reading 4.2 (40 minutes)

Swap valuation

#### Webinar Reading 4.3 (80 minutes)

Using options for risk management

#### Webinar Reading 4.4 (12 minutes)

Liquidity management solutions

## MONTHS 13 TO 18

Work through the learning materials for: **UNIT 3 THE TREASURY MANAGER**

### Month 13

#### Study session 1

Planning and Projects

### Month 14

#### Study session 2

Financial and Treasury Management

### Month 15

#### Study session 3

Knowledge and Information Management

### Month 16

#### Study session 4

Working Effectively with Others and Influencing Skills

### Month 17

#### Study session 5

Self- Management, Accountability and Commercial Drive

### Month 18

Personal Development Profile B Post Study Self - analysis  
Revision

#### Podcast 1 Reading 3.1.1 (5 minutes)

Defining and measuring success

#### Podcast 2 Reading 3.4.1 (10 minutes)

Management skills for team leadership

#### Podcast 3 Reading 3.4.3 (9 minutes)

Managing and motivating

#### Podcast 4 Reading 3.4.5 (7 minutes)

Communication skills for conflict

#### Podcast 5 Reading 3.5.1 (6 minutes)

Self appraisal and feedback

CHOOSE BETWEEN EITHER UNIT 4A OR 4B

MONTH 19 to 24

Work through the learning materials for: **UNIT 4A**  
**FINANCIAL REPORTING, TAX AND REGULATION FOR TREASURY**

**Month 19**

**Study session 1**

The Essentials of Accounting for Treasury

**Month 20**

**Study session 2**

Accounting for Treasury Activities

**Month 21**

**Study session 3**

Regulation and Documentation for Treasury

**Month 22**

**Study session 4**

Taxation for Treasurers: It's Importance, Strategy and Communication

**Month 23**

**Revision**

Practice assessment paper

**Month 24**

**Revision**

Past assessment paper

**Podcast 2 Reading 4a.1.1 (9 minutes)**

Corporate structure

**Podcast 5 Reading 4a.2.1 (7 minutes)**

Financial reporting

**Podcast 3 Reading 4a.2.3 (9 minutes)**

Fair value

**Podcast 4 Reading 4a.3.3 (8 minutes)**

Financial covenants

**Podcast 1 Reading 4a.4.1 (9 minutes)**

Avoidance vs Evasion

Work through the learning materials for: **UNIT 4B**  
**WORKING CAPITAL AND TRADE FINANCE**

**Month 19**

**Study session 1**

Overview of Working Capital Management and Trade Finance

**Month 20**

**Study session 2**

Working Capital Management - Managing Cash Flow

**Month 21**

**Study session 3**

Trade Finance and Tools and Techniques

**Month 22**

**Study session 4**

The Role of Treasury in Working Capital and Trade Finance

**Month 23**

**Revision**

Practice assessment paper

**Month 24**

**Revision**

Past assessment paper

**Podcast 1 Reading 4b.1.1 (10 minutes)**

Practical issues in the Working Capital Cycle

**Podcast 2 Reading 4b.2.1 (10 minutes)**

Trade finance payment and collection techniques

**Podcast 3 Reading 4b.2.3 (9 minutes)**

Supply chain finance

**Podcast 4 Reading 4b.2.4 (8 minutes)**

Bank solutions for Optimising Working Capital

**Podcast 5 Reading 4b.3.6 (11 minutes)**

Specialist risk management tools for international trade

**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!**

# 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 per unit 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/certt](https://academy.treasurers.org/certt)

Dates for the April 2019 assessment preparation

Unit	Date	Time
Unit 1: Corporate finance for treasury	28 March 2019	9:30 - 17:00
Unit 2: Risk management for treasury	29 March 2019	9:30 - 17:00

Dates for the October 2019 assessment preparation

Unit	Date	Time
Unit 1: Corporate finance for treasury	3 October 2019	9:30 - 17:00
Unit 2: Risk management for treasury	4 October 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/diptm](https://academy.treasurers.org/diptm) 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.

**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/diptm](https://academy.treasurers.org/diptm)

## What you get

- 2 hours of personalised tuition via phone or via skype (broken up into 2 x 1 hour sessions)
- Additional guided exam practise
- Detailed feedback to your answers
- Focussed 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



**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.