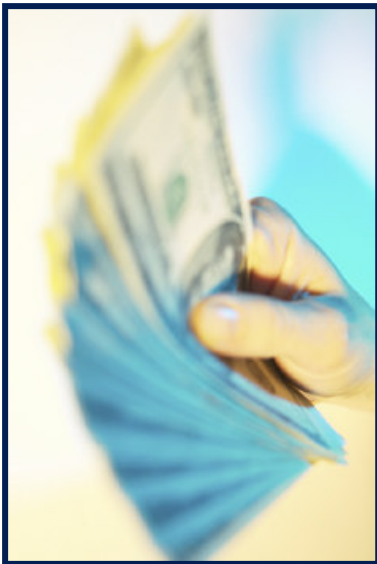


# National Certificate in Credit Management Level 4



- Become Qualified in Credit Management
- Start Anytime from Anywhere!
- Interactive, Fun learning style

This level 4 qualification is intended to follow on from the National Certificate in Credit Administration (Credit Control) (Level 3) [NZQA Ref: 1189] which recognises broad introductory skills in credit control.

Both level 3 and level 4 qualifications are provided through the Rapid Results' online learning system, icontact.



## Qualification & Course Outline:

**National Certificate in Credit Administration (Credit Control) (Level 4: 45 credits)**  
*Fully inclusive Course costs: \$1350.00+GST*

The Course includes all study material on line, full tutor support, all assessments, credit registration and certificate from NZQA.

- Evaluate Credit Worthiness
- Manage Credit Facilities
- Manage Credit Policies and Procedures
- Produce and distribute management reports to manage credit risk
- Demonstrate knowledge of the Personal Property Securities Act



## Who is it for?

The qualification is intended for people working in, or intending to work in, a credit management role. It is designed to help develop and enhance the skills and competencies required by industry.

People awarded with this qualification are able to evaluate credit worthiness; manage credit facilities; manage credit policies and procedures; and produce and distribute management reports to manage credit risk.



## Unit Standards Incorporated:

16958, 16959, 16960,  
17701, 17702

Phone **Rapid Results** for enrolment details on:

**0800 DEVELOP**  
**0800 338356**

**Rapid Results Limited**

PO Box 302 263 North Harbour, Auckland 1330

[www.rapidresults.co.nz](http://www.rapidresults.co.nz)



The following list details the competencies and learning that can be achieved through completing the course:

**Unit 16958:**

Obtain trade credit information including Legal identification and contact details, financial data and business information.

Analyse financial information including trends in owner's equity, debt to equity ratio, cash flow and risk of business failure.

Manage credit risk

Process credit decisions.

**Unit 16959:**

Manage credit processes including processes, budgets and policy.

Manage credit approval processes.

Manage debt collection processes.

**Unit 16960:**

Develop credit policy including the balancing of risk against benefits, Recovery, repossession, and write-off procedures, authority levels etc.

Implement and manage credit policies.

Assess the effectiveness of, and review, credit policies.

**Unit 17701:**

Determine management requirements for credit management reporting.

Produce and distribute management reports to manage credit risk.

**Unit 17702:**

Explain the nature of the legislation.

Describe the creation and enforceability of personal property security interests.

Describe the determination of priority of personal property security interests.

Explain the requirements of the Personal Property Securities Register.



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