

THE IN-HOUSE SelectaCourse RANGE – PRINCIPLES GRADE 1

Remember you can tailor your course to meet your company's individual training needs!

The Principles of Asset Finance Part I

(Half Day Course)

Topics

Asset finance products

Credit Sale, HP and Conditional Sale

Derivatives: Lease Purchase and Contract Purchase

Leasing: a definition, its benefits and many attractions

The asset finance market place:

How the asset finance market divides

The supply chain – how leasing interacts

The roles of: finance providers and brokers

Types of customers

The regulatory environment:

The Consumer Credit Act 1974 (as amended by the Consumer Credit Act 2006)

Definitions of consumer credit and consumer hire agreements

Regulated and unregulated agreements

Exemptions for small business and high net worth individuals

Unfair relationships

HP Flat rates and how interest is charged

HP - "half" and "third" rules

The Sale of Goods and Services Act(s)

The Principles of Asset Finance Part II

(Half Day Course)

Topics

Essential technical information:

The salient features of a finance lease

The salient features of an operating lease

Comparison of the differences

Methods of asset acquisition

Capital allowances (i):

A definition of plant or machinery

The difference between accounting and tax depreciation

Capital allowances; definition, rules for claiming and time apportionment

The varying rates of allowance

Funding Leases:

The funding lease tests

Types of funding leases; short funding finance leases,

short funding operating leases, long funding finance

leases, long funding operating leases

Exemptions for short funding leases

Sec. 220 dis-application of time apportionment

The rules for finance leases

The rules for operating leases

Capital Allowances (II):

Annual investment allowances

Business travel taxation

Integral fixtures

Payable ECA'S

Pricing & Time Value of Money

(Full Day Course)

Topics

Simple Interest: simple interest, time value of money concept, how interest is charged, amount theory and discounting

Compound Interest: compound interest formula, nominal rates, amount theory and discounting future amounts, the Internal Rate of Return (IRR) or implicit rate as defined by both SSAP 21 and IAS 17,

how to use the IRR and its limitations

Discounting cash flows and Net Present Value

Building on the basics:

Funding leases

· the 80% discounted MLP test

Calculating more complex

· IRR'S

· NPV'S

True rates & Annual Percentage Rate (APR)

Pricing:

Pricing on a short-life asset basis

Pricing on a long-life asset basis

Asset Finance Accounting Part I

(Half Day Course)

Topics

Accounting Standards and Lease Classification

UK Generally Accepted Accounting Principles (GAAP):

SSAP 21

The 90% test and how to carry it out

FRS 5

International GAAP:

IAS 17

IFRIC 4

IFRS 5

US GAAP:

FASB 13

Lessee accounting:

Accounting for finance charges

The actuarial method

Sum of the digits (Rule of 78)

Straight line method

Deferred Tax:

Depreciation – accounting and tax

Understanding the term: "tax capacity"

Deferred tax from the lessee and the lessor standpoint

Business Accounting Part I

(Half Day Course)

Those attending Business Accounting Part I are strongly recommended to attend Business Accounting Part II

Topics

Introduction: objectives of business accounting

Elementary accounting:

· income and expenditure

The “users” of accounts and their requirements

The real meaning of “true and fair view”

The legal distinctions between different businesses

Keeping records

The module examines:

· books of account, bank reconciliation statements, nominal ledgers, sales ledgers,

VAT,

depreciation, cash flow statements and the trial balance

Trading and profit & loss accounts:

Sales and purchases,

purpose of the profit & loss account,

gross & net profit,

accounting for finance commitments,

capital accounts and undistributed profits,

bad debts and stock control.

Balance sheets:

The contents of the balance sheet format:

· why balance sheets must balance

· The Net Worth of a business

Accounting equations

Constructing the final accounts of a business

Rationale of ratios:

Assessing basic business information

The importance of cash control and cash

management

How manufacturing and service sector accounts vary

Risk Analysis Part I

(Half Day Course)

Topics

The essential principles of the “PARSERS” approach:

Getting to know customers and their businesses

The relationships between amount and purpose

The ability to repay and the security available

Expediency and the granting of credit:

Deciding on the rate in relation to the risk

The risk analysis – sales partnership:

How to build a quality portfolio

The real impact of bad decisions on a portfolio

The causes and symptoms of business failure

Understanding financials from a credit perspective

Analysing the risks and rewards of transactions

The proper use of financial appraisal in risk analysis

How to differentiate between cash flow and profit

The overall picture:

Getting the balance right

Making the right recommendations

Asset Finance Law

(Half Day Course)

Topics

Asset finance law:

The principal laws relating to asset finance

Contract, bailment and unfair contract terms

The Consumer Credit Act(s)

The Sale of Goods and Services Act(s)

Asset acquisition

Documentation:

Lease documents for both small and middle ticket deals - a review of typical clauses

Getting it wrong – the consequences

Complying with the current tax regime

Security

Understanding: guarantees and indemnities mortgages, fixed and floating charges

Charging of bank accounts

Understanding Consumer Credit Related Law

(Full Day Course)

Topics

Introduction to Training

The Law of Contract:

What is a contract?

Agreement figure errors

Product Complaints:

The Sale of Goods Act 1979/Supply of Goods; Implied Terms

Act 1973/Supply of Goods and Services Act 1982/Sale and

Supply of Goods Act 1994:

(a) Satisfactory quality including fitness for purpose

(b) Rights of acceptance and rejection

(c) What the salesman says goes - misrepresentation

Data Protection Law:

Background

The principles

Subject access and consent

Talking to third parties - proactive selling

Credit Reference Agencies

The Consumer Credit Act 1974:

Background, Licensing AND Credit Definition

Types of credit agreement

Enforcement authorities

Documents:

(a) The credit agreement vs. the application forms

(b) Required wording

(c) APR

(d) Copies

(e) Amending documents

Cancellation rights

Withdrawal/termination

Rebates on early settlement

Hire Purchase - repossession and the third rule

Hire Purchase - the 50% rule

Hire Purchase - voluntary surrender

Unfair relationships, Default notices and unenforceable agreements

Complaints and the Financial Ombudsman Service

THE IN-HOUSE SelectaCourse RANGE – PRACTITIONER GRADE 2

Practitioner **SelectaCourse** modules build on the knowledge acquired in Principles Grade 1.

You can structure and tailor your **SelectaCourse** throughout your career.

Product Pricing

(Half Day Course)

Topics

Leasing: cost of funds and margin

Capital allowances: how they work in the current tax regime, time apportionment and dis-application rules, co-terminous and non-co-terminous lessor and group year ends, probable effects on a funder's pricing, consideration of the different lease tax treatments, measuring profitability

Evaluation

Gross or net? The methods of evaluation and their effects on income, gross actuarial, net after tax and dual rate of return

Price building: Fixed rate pricing, risk based pricing, how brokers "build" prices. Pooling: the classes of asset pool, short-life assets & short life asset assumptions, long-life assets

Evaluating leases on a pooled and de-pooled basis, the consequences of a change in assumptions, sale for tax written down value (or more) sale for less than tax value
Terminating long funding finance and operating leases
Termination: the effect of re-investment rates

Business Accounting Part II

(Half Day Course)

(It is strongly recommended that you have some knowledge of accounting before attending this course)

Topics

Financial disclosure: Limited companies and financial regulations, key issues in financial accounts and reporting, group accounts and effective control, relevant accounting standards, growing the balance sheet

Small businesses: Unincorporated bodies and financial regulation, limited partnerships and financial regulation, how to spot potential customers for finance

Balance sheet financing: Block discounting, discounting invoices and factoring

Bank accounting: Restrictions on further lending, the lending and debt covenants, how a banker looks at both incorporated and unincorporated sets of accounts, business, security ratios and breakeven analysis, accounting within the working capital cycle, cash flow management and principles of bank reconciliation

Accounting and taxation: Tax computations and the financial reports, deferred tax and capital allowances, allowable expenses and the relevance of tax to declared profits

Asset Finance Accounting Part II

(Half Day Course)

Topics

Lease classification

Under UK GAAP

What is UK GAAP? Who accounts under SSAP 21 and FRS 5, defining finance and operating leases under UK GAAP, further issues for lessors and the lessees (SSAP 21 and FRS 5)

Under International GAAP

The growing importance of IAS 17, who accounts under IAS 17 and IFRS 5, defining finance and operating leasing under International GAAP, disclosure requirements

IFRIC 4 – recognising a lease, the problems of exclusivity and control

Further lease classification developments

Under US GAAP

What is US GAAP? Who accounts under US GAAP, defining leases under US GAAP. How the UK, International and US accounting standards differ

Lessee Accounting

Lessee accounting – a recap of the basic methods

The current tax regime, Capital allowances and depreciation for long funding leasing

Lessor Accounting

Lessor accounting – the basic methods, the challenge of profit recognition under IAS 17, other challenges and the practical issues that face the UK asset finance industry

Tax Accounting

Accounting for timing differences

Receivables Financing

(Half Day Course)

Topics

Commerciality: What is receivables financing? Sales of HP documents (block discounting), sale of rental assets, sale of rental streams, sale of service contract income

What sort of company/supplier might benefit? The commercial drivers – selling assets and/or raising cash

Accounting: The standards that affect receivables financing

Taxation: Leases of background plant or machinery, transfers, assignments by a lessor, sales of receivables to tax loss companies

Risk Analysis Part II

(Half Day Course)

Topics

The business: Enhancing one's understanding of the client's business

Planning: Business plans and forecasts – their uses and limitations

Credit assessment: Assessing accounts in the context of operations

Financial ratios: Definition and calculation, ratio analysis as an aid to credit assessment

Cash flow: Understanding cash flow and cash flow analysis

Security: Assessing the need for supporting security

Risk management: maintaining an acceptable risk exposure and the fundamental principles of intensive care

Law and Documentation

(Half Day Course)

Topics

Asset finance law: A reminder of the main laws affecting asset finance

Documentation: Leasing and HP documentation

Major terms and conditions: This includes, rentals and rental adjustment provisions, insurance and insurance termination, maintenance, financial and non-financial covenants, voluntary and compulsory termination, sales agency

New document additions: Vendor and vendor support agreements, Agency agreements and split risk guarantees

OPERATING LEASING COURSES FOR SPRING/SUMMER 2009

Module OLP2.1

Operating Leasing for Lessors

(Half Day Course)

Topics

The future for operating leasing under the current regime

Business travel taxation: how operating lessors are affected including car lessors and contract hirers

The long-funding operating leases

Operating leases vs. finance leases

Pricing operating leasing – the role of capital allowances

The importance of the residual in pricing

“Substance over form” argument: the present value test

Current tax regime – the 80% test

Forms of operating lease

The risks of ownership:

- insurance (property and third party liability), maintenance and inspection rights, the obsolescence factor

Asset risk management: setting residual values

Sale

- open market
- manufacturer’s/supplier’s buy backs
- controlling second-hand and new prices

Module OLP2.2

Operating Lease Pricing

(Half Day Course)

Topics

Interest and Tax

The current tax regime

Approaches to the evaluation of operating leases

Understanding the use of interest compounding

The basket-rate approach to funding

Understanding the lessor’s tax position

Measuring profitability

Evaluation

The different methods of evaluation and their effects on income

- Gross or net?
- gross, net after tax and dual rate of return

Sale

Asset pooling

- treatment of short life and long life assets
- pooling and de-pooling
- the consequences of a change of assumptions

Sale for tax written down value: a hidden lessor risk

Module OLP2.3

Operating Leases: Law and Documentation

(Half Day Course)

Topics

Operating leasing and the Law

How the law impacts on product liability, implied terms and sums due on termination

Operating Lease Documentation

How the law impacts operating lease; an examination of the clauses in a lease and of related documentation

The module will also cover inter alia:

- insurance, maintenance and inspection rights
- termination, repossession and redelivery
- sale rights and return conditions

Agreements with third parties

- intended to realise residual value e.g. as RVI put options and re-marketing agreements

Module OLP2.4

Asset Management: from Valuation to Remarketing

(Half Day Course)

Topics

Valuation methodology

- factors affecting residual value setting
- return conditions and RV setting

Portfolio management

- pro-active and reactive portfolio management strategies

End of term

- remarketing strategies
- case studies in each of the core valuations, portfolio management and remarketing

Asset risk mitigators

Regulatory issues:

- IAS and asset management
- BASEL II and asset management

JUNIOR MANAGEMENT COURSE

Developing Leadership Skills

(A Two Day Course)

Coverage and Objectives

This is a course designed to train:

- i) Staff who are about to be promoted into supervisory or management roles
- ii) Recently promoted managers, supervisors and team leaders

The objectives of the course are to help participants:

1. Adapt one of the management styles to suit their individuality thus maximising their potential and performance
2. Effectively manage their workload, themselves and their people with the result that participants will be able to improve themselves and their teams' performance through motivation, coaching, giving/receiving feedback and managing performance

Objectives

Participants will aim to:

1. Analyse their roles, responsibilities and skills as a manager or team leader
2. Identify a range of leadership styles and select one which will suit them as an individual
3. Motivate their people through the use of coaching techniques to encourage good behaviour & correct poor behaviour

Course Delivery

The course focuses on practical sessions that participants can take away and implement. There will be a mixture of direct teaching, interactive sessions and group breakout discussions which will help participants to reinforce their learning

The Course Highlights – Day One

- Differences between managing and leading
- Leadership styles
- Managing with flexibility
- Communication and interpersonal skills
- Giving feedback – the rules and using effective techniques
- Behaviour types – their differences and the keys to assertive behaviour
- The causes behind our reactions and how to take positive action

The Course Highlights – Day Two

- The success cycle
- Planning – time, tasks, people and taking action
- Reviewing and monitoring progress
- Setting objectives
- Prioritisation and delegation
- Time stealers
- Building teamwork and managing working relationships
- Managing performance through praise, redirection, review and reprimand
- Coaching to empower and improve performance

Self & Team Management

(A One Day Course)

Coverage and Objectives

This is a course designed to train:

- i) Staff who are about to be promoted into supervisory or management roles
- ii) Recently promoted managers, supervisors and team leaders

The objectives of the course are to:

1. Plan their tasks, time and people to achieve success
2. Effectively manage their team to perform to target and achieve their goals. As a result participants will be able to develop and improve their team and its performance in addition to managing their own time and tasks appropriately

Objectives

Participants will be able to:

1. Achieve success and get results
2. See a task through to fruition
3. Obtain cooperation from others
4. Plan time and monitor progress

Course Delivery

The course focuses on practical sessions that participants can take away and implement. There will also be a mixture of direct teaching, interactive sessions and group breakout discussions which will help participants to fully demonstrate their learning

The Course Highlights

- The success cycle
- Planning – time, tasks, people and taking action
- Communication – interpersonal skills, gathering information and consulting with others
- Building rapport – the ability to influence and achieve co-operation
- Review – monitoring progress – yours & others
- Performance management – methods to redirect, review or reprimand
- Time management skills:
- Goal setting
- Prioritisation
- Delegation
- Identifying current use of time – what steals time and how to take back control
- Managing stress in the workplace

Handling Conflict & Dealing With Difficult People

(A One Day Course)

Coverage and Objectives

This is a course designed to train:

- i) Staff who are about to be promoted into supervisory or management roles
- ii) Recently promoted managers, supervisors and team leaders

The objectives of the course are to:

1. Communicate feedback and important information more confidently
2. Analyse their individual communication style and the factors that influence how we communicate

As a result participants will be able to recognise the triggers behind conflict and confrontation how to avoid them and encourage better lines of communication between individuals or the team

Objectives

Participants will be able to:

1. Analyse their behaviour and reactions in conflict situation
2. Effectively manage different types of people
3. Practice assertive communication in giving feedback
4. Use practical strategies to defuse emotional situations and people to resolve conflict

Course Delivery

The course focuses on practical sessions that participants can take away and implement. There will also be a mixture of direct teaching, interactive sessions and group breakout discussions which will help participants to fully demonstrate their learning

The Course Highlights

- Why conflict happens
- Stages of team development & team roles
- Handling conflict in teams
- Managing different types of difficult people
- Factors that influence communication
- Communication skills
- How attitude influences behaviour and methods to take positive control
- Giving feedback & confrontation model
- Resolving conflict and defusing emotion

The Art of Staff Appraisal

(A One Day Course)

Coverage and Objectives

This is a course designed to train:

- i) Staff who are about to be promoted into supervisory or management roles
- ii) Recently promoted managers, supervisors and team leaders

The objectives of the course are to:

1. Prepare and structure the appraisal meeting
2. Deliver feedback effectively

As a result participants will be able to confidently run appraisal meetings having organised all the relevant information. They will be able to give effective feedback about current performance levels and agree standards to be achieved in the future

Objectives

Participants will be able to:

1. Manage an appraisal meeting with the aim of reviewing and improving current levels of performance
2. Structure, conduct and follow up an appraisal meeting
3. Deliver difficult feedback and agree new objectives

Course Delivery

The course focuses on practical sessions that participants can take away and implement. There will also be a mixture of direct teaching, interactive sessions and group breakout discussions which will help participants to fully demonstrate their learning

The Course Highlights

- Purpose and aim of the appraisal meeting
- How appraisals benefit the individual, manager and the company
- Preparation prior to the meeting – structure, evidence, facts and observations
- Starting the conversation and getting the other person to open up
- Giving feedback – the rules and techniques to deliver information
- How to get the message across to more difficult people
- Setting agreed objectives to improve the level of performance
- The importance of follow up