

Diploma of Credit Management [FNS51510]



About this Qualification

This qualification reflects job roles such as credit manager in a range of financial services and other industry enterprises. Meeting the educational requirements for the obtaining of an Australian Credit Licence (ACL).

Course Suitability

The job roles that may suit this course include:

- Credit and Loans Officer
- Banking, Finance and Related Fields
- Credit or Loans Officer

All Diploma level candidates should satisfy themselves that they understand the requirements of Diploma level study as summarised under “Entry Requirements” on the next page.

Enrolment Options

The qualification is also available for individual students to enrol on a private basis.

Employers can also directly enrol staff.

Course Fees

For Individual Enrolments and Employer Sponsored Enrolments refer to the College Fee Schedule for current pricing terms, and discounts available for multiple enrolments from employers.

All course fees cover the full cost of course materials issued to students.

Course Duration

The qualification is timetabled to be completed in one year over a 52 week period, with students required to mail assignments to the College at regular intervals.

Regular study of approximately 4 hours per week, in conjunction with on-the-job practice of the skills covered in the course would normally be required to successfully complete this qualification.

Students can complete as early as they like – as they study at their own pace.

Course Benefits

The qualification offers:

- cost effective ways for employers to up-skill staff
- flexible method of delivery that suits busy office environments
- structured, high quality training
- wide range of subjects that allow tailoring to individual business and employee needs

Course Subjects and Electives

12 units must be achieved: 7 core units plus 5 elective units.

- Credit Management Compliance
- Achieving Work Priorities
- Manage Risk
- Hardship and Insolvency Situations
- Corporate Insolvency Situations
- Manage Policy Development
- Professional Practices in Finance

Elective Modules

- Collect Debts
- Complex Loans
- Initiate Legal (NSW Students Only)



Australian College
of Commerce & Management



College Trainers and Materials

Each student will have a dedicated College Training Manager to provide immediate assistance and support.

The College Trainers all have “real life” experience in the areas that they train in, and so have the expertise and skills to provide effective student and employer support.

The course materials are delivered in separate “modules” or workbooks. Each module concentrates on a specific theme, and may cover a number of “units of competency” (these are the “national standards” that apply to the qualification).

The College course material is easy to read and understand and is kept up to date with current business practices and relevant legislation.

Students are issued a Course Folder to keep their course material organised.

Course Delivery

Workbook modules are designed so that students can use small periods of time to “study”.

This makes the course achievable even in a busy office – with small periods of time being able to be used effectively.

Entry Requirements

The primary pathway from this qualification is employment in a supervisory or managerial credit related role.

An Australian Apprenticeship pathway may be possible for this qualification depending on the State or Territory training authority declaration policy.

Distinguishing features of Diploma level studies include:

- demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas
- analyse and plan approaches to technical problems or management requirements
- evaluate information using it to forecast for planning or research purposes
- transfer and apply theoretical concepts and/or technical or creative skills to a range of situations
- take responsibility for own outputs in relation to broad quantity and quality

- take limited responsibility for the achievement of group outcomes

Source: Australian Qualifications Framework Handbook Section 32

Qualification & Career Pathway

This is a formal qualification recognised as part of the Australian Qualifications framework. After completion of this qualification you may wish to continue into Advanced Diploma or University Studies.