



2017 Face to Face Training Calendar – Melbourne, Brisbane and Sydney

Melbourne:

9th February – Implement risk management strategies (C,4)

13th & 14th February – Manage factoring and invoice discounting arrangements (E,D)

3rd March – Assess credit applications (C,4)

21st & 22nd March – Legal Compliance (C,D and 4)

11th April – Personal Insolvency (C,D)

12th April - Telephone Collection Techniques) (C,4)

12th May – Manage and recover bad and doubtful debts (C,4)

4th & 5th May – Manage factoring and invoice discounting arrangements (E,D)

21st June – Develop and monitor policy and procedures (C,D)

22nd June – Manage people performance (D,E)

Brisbane:

6th & 7th February – Manage factoring and invoice discounting arrangements (E,D)

24th February – Implement risk management strategies (C,4)

22nd & 23rd February – Legal Compliance (C,D and 4)

6th March – Assess credit applications (C,4)

7th March – Personal Insolvency (C,D)

8th March - Telephone Collection Techniques) (C,4)

9th May – Manage and recover bad and doubtful debts (C,4)

10th & 11th May – Manage factoring and invoice discounting arrangements (E,D)

9th June – Develop and monitor policy and procedures (C,D)



Sydney:

16th & 17th February – Manage factoring and invoice discounting arrangements (E,D)

10th March – Assess credit applications (C,4)

15th March – Implement risk management strategies (C,4)

16th & 17th March – Legal Compliance (C,D and 4)

20th April - Telephone Collection Techniques) (C,4)

21st April – Personal Insolvency (C,D)

22nd May – Manage and recover bad and doubtful debts (C,4)

23rd & 24th May – Manage factoring and invoice discounting arrangements (E,D)

15th June – Develop and monitor policy and procedures (C,D)

16th June – Manage people performance (D,E)

Table of Explanation:

C= Core Unit

E = Elective Unit

D = Diploma

4 = Certificate IV

Important Information:

You do not have to be a current AICM student undertaking a full qualification to attend any AICM face to face training. You may wish to undertake a program for your Professional Development, or enhance and update your current skills and knowledge.

On the completion of the face to face training, you will be required to undertake the online assessment/s for the unit/s of competency, if you wish to receive a nationally recognised Statement of Attainment.

Please register your interest early, as there is a minimum requirement of 8 students to conduct face to face training.