



New Zealand Certificate in Credit Administration Level 3

Train

Gain

Sustain

Course Detail

The New Zealand Certificate in Credit Administration Level 3 is designed for students currently working in the Credit Administration or Control arena. The course covers key aspects of these roles and associated New Zealand legislation. This course will build on and enhance your existing knowledge in terms of credit practices and processes. It is offered online and has flexible start dates.

This course is NZQA recognised and results for completed papers will appear on the student's record of learning with The Skills Organisation and the New Zealand Qualifications Authority.

This course covers the following unit standards:

16757 – Credit administration

16758 – Administer financial collection processes

16759 – Demonstrate telephone techniques for debt collection

16760 - Demonstrate knowledge of dispute resolution processes

16761 – Demonstrate knowledge of the repossession of goods in accordance with legislation

21415 - Demonstrate knowledge of legislation applicable to credit control

21416 – Administer credit control

ALL Participants will receive:

- Free membership to New Zealand Credit and Finance Institute (NZCFI) for one year - usually individual membership costs \$150 per year.
- A copy of 'So Now You Want To Get Paid!' by Graham Pomeroy

Course Information

Who should enrol?

- Credit Controllers
- Credit Managers
- Anyone working in credit

Course includes:

- Access to training via eLearning
- Course textbook
- Student support and assessor feedback
- Qualification certificate

Course Pricing

\$850 + GST

Flexible start dates with an enrolment period of 10 months