Diploma in Financial Management (FIN05004NQ21)

Learner Handbook

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THE QUALIFICATION AT A GLANCE

General Profile of Qualification				
Title	Diploma in Financial Management			
Code	FIN05004NQ21			
Type	√ Principal Qualification □ Award			
Credit and duration	Credit value	90	Duration	1,350 hours
QF*Emirates* level	5			
Aim	The aim of this qualification is to provide learners with the professional knowledge and skills required of finance managers. The core units reflect the responsibilities of the individual and the job skills required for effective performance in financial management. The electives enable learners to select units that reflect their individual work context and career plans			
Qualification outcomes	Upon successful completion of this qualification, learners will be able to: ● Provide financial management ● Undertake financial analysis ● Develop financial plans ● Implement financial plans ● Prepare financial reports ● Evaluate an organization's financial performance ● Manage compliance with legislation ● Audit financial systems and records ● Assess management accounting information ● Use financial statistics and tools ● Evaluate financial risk ● Evaluate business performance ● Apply principles of professional practice to work in the financial services industry ● Administer Islamic finance			
Pathways/progression into other qualifications (if any)	Advanced Diploma in Financial Management			

HOLIDAY / TERM DATES CALENDAR

Dates relating to the delivery of this Qualification are available in ADGM Academy Website under "Calendar". These will also be available in the ADGM Academy Learner Management System (LMS)

LEARNERS' RIGHTS AND RESPONSIBILITIES

This is available in Appendix 1 titled: AET_SS_04 Rights and Responsibilities Policy_Rev.1.0

The purpose of the policy is to ensure and safeguard the basic standards expected of candidates at ADGM Academy and the basic rights and equal opportunities that candidates, potential candidates and former candidates are entitled to, from the Academy. In administering rights and responsibilities, the ADGMA has the well-being of candidates and the promotion of their education at the forefront.
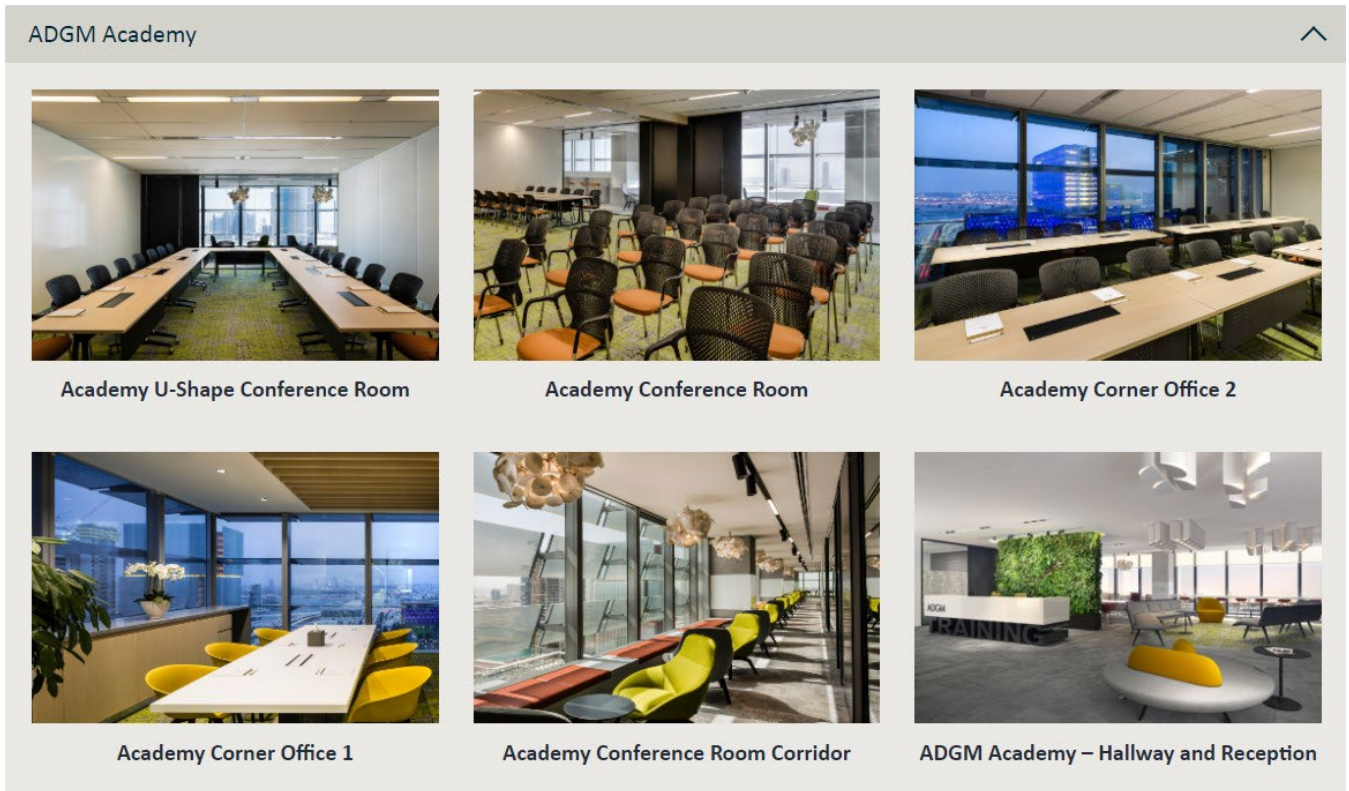
This policy applies to all candidates enrolled in ADGMA training programs. ADGMA staff are responsible for explaining this policy to all candidates and to ensure that candidates understand their rights and responsibilities as well as being aware of equal opportunities given and guarded to all candidates, future and former candidates.

This Policy covers the conduct of candidate while on ADGM Academy premises or when acting as delegates or designated representatives of ADGMA, members of a class, candidate participants at an ADGMA-sponsored event off campus, and candidates who are at their place of work while on an ADGMA's placement.

THE LEARNING RESOURCES / FACILITIES

ADGM Academy is located in Al Maryah Island. Al Maryah Island in Abu Dhabi makes a spectacular and convenient location for training and other events. Choose from a variety of well-appointed rooms and conference facilities to match the size and style of your event whilst accommodating your guests in the island's two five star hotels, The Rosewood Hotel and the Four Seasons.

In between classes or seminars, your delegates can enjoy the calm environment of Al Maryah's waterside location, where world-class restaurants and shops are conveniently situated against the backdrop of our exceptional business facilities.

ADGM Academy

Academy U-Shape Conference Room	Academy Conference Room	Academy Corner Office 2
Academy Corner Office 1	Academy Conference Room Corridor	ADGM Academy – Hallway and Reception

DIGITAL / E-LEARNING RESOURCES

Digital Learning is at the forefront in countering the issue related to education and training. The ADGMA Go1 courses are the largest curated e Learning library from the world's top training providers, available for a single subscription from the ADGM Academy's learning platform. There is even an opportunity to upgrade the subscription to have the right training courses to upskill, re-train, and retain participants. ADGMA LMS comes with a Manual for each user type as per Appendix 2 (Titles: ADGM LMS Manual - Corporate Users / ADGM LMS Manual - Individual Subscribers).

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LEARNER ORIENTATION AND INDUCTION

Learner Orientation / Induction takes place on Day 1 of the commencement of the Qualification. In addition, each Unit comes with its separate Induction to take learners through the key information related to the Unit, e.g., Materials, Assessments, LMS, Feedback, etc.

COURSE MATERIALS

Throughout your programme, you will have access to ADGM Academy LMS. It is an one portal that will enable you to view and download course materials. Your ADGM Academy LMS will be accessed by a username and password and will contain:

- The slides from each lecture
- Learning materials to support the course content

Your username and password will be available at the start of your course. Below are some shared screen shots which will help you in logging into your account.

In case you face difficulty while logging in to the ADGM LMS contact your trainer. If you still cannot login, contact us immediately using the details given below. Also, in case you have any additional queries and questions feel free to contact us using the details given below.

LEARNING SUPPORT SERVICES

This is available in Appendix 3 in two policies titled:
(1) AET-SS-05 Support Services Policy_Rev.1.0

Support services are essential to support candidates achieve their educational and personal potential. This policy is designed to ensure that all candidates enrolled with ADGMA enjoy fair and equitable opportunities to access candidate support services, to participate in activities that enhance their overall training experience, and to ensure candidates representation with the management and stakeholders.

Support Services team will ensure that all candidates' needs are looked into in support of their education and personal development. Support services team will act as the liaison between the candidates, stakeholders, regulators and national and international awarding bodies to ensure candidate equality and rights are respected and followed.

(2) AET-SS-06 Special Needs Policy_Rev.1.0

This policy explains the approach to accommodating Special Educational Needs for candidates with identifiable disability within ADGMA and is in keeping with the Academy's aims, its teaching and learning policies, and its policy on equality of opportunity.
The purpose of this policy is to ensure that candidates with Special Educational Needs, including those who are gifted or talented, are able to reach their full potential within a supportive educational environment that prepares them well for professional life. This will allow them to:
   a) Participate as equally as possible in the available educational opportunities;
   b) Make progress and achieve an appropriate accredited education;
   c) Make a positive contribution to their local and wider communities;
   d) Develop and maintain their physical, mental and emotional health;
   e) Achieve economic well-being through access to educational and vocational opportunities beyond school.
In line with the AET-SS-01 Enrolment Policy, candidates will be considered with reference to their needs, resources and the Academy's ability to meet those needs. The Academy will strive to provide appropriate support for candidates with a range of special educational needs.
A current report written by an Educational Psychologist or Specialist teacher will be required to put appropriate arrangements in place, and any access arrangements will be based on the candidate's usual way of working.

The policy applies to:
   a) All candidates – nationals and expatriates
   b) All students – VET and Higher Education
   c) Prospective candidates to be enrolled
   d) All academic and vocational faculty, administrative and operational staff (including contracted trainers and staff)
   e) All Sponsors/Stakeholders sponsoring candidates through ADGMA program
   f) Parents, guardians and spouses related to candidates

ADDITIONAL SUPPORT

Coaching and Mentoring
You are now at an exciting phase in your professional career, learning new things and developingnew skills every day.

During your individual development sessions and internship periods, your trainers and Line Manager will act as coach and mentor to help you along your path to greater specialisation andexpertise.

What Benefits Can I Expect from Coaching and Mentoring?

Some of the benefits that you can expect from being coached and mentored include:

• Improved direction for personal growth.
• Improved self-awareness and personal understanding.
• Development tailored to your needs.
• Improved confidence.
• Putting a different perspective on situations.
• Help through transition periods.

LEARNER-RUN MEDIA AND PUBLICATIONS

This is available in Appendix 4. The relevant document is titled: NOC - Candidates Photos.

HEALTH AND SAFETY

Health and Safety protocols that apply to ADGM Academy employees also apply to ADGM Academy learners. The reference guide to ADGM Academy Health and Safety is available in Appendix 5, document titled: 5.1.1 EHS Handbook.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is governed in ADGM Academy through the following 3 documents available in Appendix 6:

(1) AET-AC-06 Recognition of Prior Learning (RPL) Policy_Rev.1.0
(2) AET-AC-06-01 Recognition of Prior Learning Procedure_Rev.1.0
(3) AET-AC-06-01-00-01 Recognition of Prior Learning Request Form_Rev.1.0

The purpose of Recognition of Prior Learning RPL policy is to ensure that ADGMA identifies and acknowledges previously unrecognised knowledge, competence and skills an individual has acquired outside the formal education and training system. RPL assesses this unrecognised learning against the requirements of a qualification or award, in respect of both entry requirements and outcomes to be achieved for national and foreign qualifications.

The implementation of RPL is at the discretion of the education and training providers. The core function of Institutes providing RPL is to enhance candidate access and contribute to the national objective of providing routes for candidates to achieve their maximum potential, without repeating previous learning, and thus contribute effectively to the workforce in the UAE.

This policy applies to all candidates who have appropriate knowledge, skills, and competencies in relation to national and foreign qualifications for which ADGMA is approved to offer. It is based on guidelines for RPL set by the National Qualification Authority as well as those set by Foreign Awarding body where appropriate.

WORK PLACEMENT

ADGM Academy supports learners' employers during the administration of the On-the-Job Training (OJT) as well as work placement.

OJT / work placement is governed by specific agreements and policies that are managed by the employer by their Human Resources (HR) Departments.

ADGM Academy will aid the HR team to upskill OJT/Work Placement supervisors and equip them with the skills and credentials to observe, train and assess learners.

ASSESSMENT AND QUALITY ASSURANCE

The assessment of this Qualification is based on the rules of evidence, i.e., validity, reliability, fairness and flexibility.

All Assessors and Verifiers involved in this Qualification are meet the NQC/VETAC requirements.

A range of assessment methods are used to assess practical skills and knowledge amounting to 50% knowledge assessment and 50% skills assessment including tools:
- Case Studies
- Formal Examination (Knowledge Tests)
- Workplace projects and business simulations / scenarios
- Interviews

The grading is all percentile, i.e., out of 100 and Exam re-takes as well as re-submissions of skills-based assessments are permissible.

Appendix 7 contains all the policies and procedures relating to how ADGM Academy manages the Assessment and Quality Assurance Process. These documents are:

(1) AET_AC_02 Assessment Policy_Rev.1.0
(2) AET_AC_03 Malpractice and Maladministration Policy_Rev.1.0 V0.1
(3) AET_AC_04 Assessment Appeals policy_Rev.1.0
(4) AET_SS_02 Attendance Policy_Rev.1.0
(5) AET-SS-02-00-00-03 Attendance Warning_Form_Rev. 1.0 V0.1
(6) AET_SS_03 Candidate Complaint and Appeal Policy_Rev.1.0
(7) AET_SS_03_01_00_01 Candidate Complaint Lodgment Form_Rev. 1.0
(8) AET_SS_03_02_00_01 Candidate Appeal Lodgment Form_Rev. 1.0
(9) AET-AC-04-01 Assessment Appeals Procedure_Rev.1.0
(10) AET-AC-04-01-00-01 Assessment Appeal Form_Rev. 1.0 V0.1
(11) AET-AC-05 Internal Quality Assurance Policy_Rev.1.0

At the start of each Unit (during the Induction), assessment methods used in the Unit will be explained. See example Assessment Matrix and Assessment Plan for Unit available in Appendix 8: FIN05031NU21 Provide Financial Management

For the above sample Unit, learners' performance will be assessed through a combination of objective knowledge test questions as well as a technical assessment through the embedded business case study.

(1) The Knowledge Test / Assessment consists of:
- 1-hour online examination
- 30 multiple choice questions
- The assessment will account for 50% of the final Unit grade.

(2) Practical Case Study Assessment. The case study will account for 50% of the final Unit grade.

The case study is an integral part of the course ensuring learners remain engaged throughout. It provides learners an additional 'layer' to the training, consolidating the learning topics and giving learners the opportunity to demonstrate their skills.

The case study would involve a simple business scenario which attendees can work through in small groups to discuss and resolve issues relevant to the material being learnt during the course. The case study would require learners to draw from their learning during the course in areas such as capital budgeting, cash-flow forecasting, risk management and fundamental financial analysis.

Learners would be required to work on this task online with their peers on three evenings and present their findings at the start of the session on each following morning through a short presentation. Learners within a group will take turns to present each day and besides giving candidates an opportunity to apply their learning to a business case, they also get to refine their teamworking and presentation skills.

Responses and solutions would be reviewed, and constructive comments and feedback provided.

CODE OF CONDUCT

ADGM Academy places major emphasis on good code of conduct across its learners as it does with its own employees. The code of conduct is explained in the following documents:

Appendix 9:
(1) AET-SS-01-00-00-03 Candidate Contract_Rev.1.0
(2) AET_SS_04 Rights and Responsibilities Policy_Rev.1.0

PLAGIARISM

ADGM Academy places major emphasis on academic integrity and expects all its learners to abide by it. Policies addressing academic integrity and plagiarism are available in:

Appendix 10:
(1) AET_AC_02 Assessment Policy_Rev.1.0
(2) AET_AC_03 Malpractice and Maladministration Policy_Rev.1.0 V0.1

APPEALS

ADGM Academy allows its learners to appeal according to set policies, procedures and processes. The Assessment Appeals documents are available is:

Appendix 9:
(1) AET_AC_04 Assessment Appeals policy_Rev.1.0
(2) AET_SS_03 Candidate Complaint and Appeal Policy_Rev.1.0
(3) AET_SS_03_01_00_01 Candidate Complaint Lodgment Form_Rev. 1.0
(4) AET_SS_03_02_00_01 Candidate Appeal Lodgment Form_Rev. 1.0
(5) AET-AC-04-01 Assessment Appeals Procedure_Rev.1.0
(10) AET-AC-04-01-00-01 Assessment Appeal Form_Rev. 1.0 V0.1

CERTIFICATION

Rules of combination to be certified in this Qualification are as shown in the below Table:

The learner must successfully complete the following minimum number of credits		
Unit type	Min. credits	Guidance on the rules of combination (if any)
Core (mandatory)	52	Learners must attain all 52 credits from this section
Stream (if any)	0	
Optional (if any)	38	Learners must choose 38 credits from any of the 7 optional units
Total minimum qualification credits	**90**	

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