

ACT DIRECT ENTRY FOR DIPLOMA IN TREASURY MANAGEMENT (AMCT)

INTRODUCTION

The Association of Corporate Treasurers (ACT) has developed a route which allows experienced treasury practitioners to gain direct entry to the Diploma in Treasury Management (AMCT).

The ACT awards exemptions to prospective students, that hold previous qualifications, through the recognition of prior learning scheme. We also award exemptions to those who are CIMA, ICAEW and ACCA qualified, have reciprocal agreements with these bodies, or have other IFAC recognised accountancy qualifications.

However, we recognise that not everyone who works in treasury will have an academic background, but that significant skills and experience will have been gained on the job over the course of a person's career.

Our direct entry route to qualifying and becoming an AMCT member, recognises experience and offers an opportunity for senior practitioners to demonstrate this to gain exemption from the Certificate in Treasury (CertT).

This document outlines the process for applying for direct entry.

DIPLOMA IN TREASURY MANAGEMENT

Would I be eligible?

To be eligible for direct entry to the Diploma, you must:

- be able to demonstrate working at a senior level within treasury for a number of years (7+ years), having had significant exposure to a variety of activities within treasury and are likely to be currently working at a level which involves the following:
 - advanced practical, conceptual or technical knowledge and understanding of treasury to create ways forward in situations where there are many interacting and complex factors
 - the ability to translate corporate finance theory into practical actions for the organisation
 - an understanding of how treasury policies, procedures and controls play a key role in corporate governance and best practice, considering the high-risk nature of treasury operations
 - confidence to put in place solutions to financial challenges within your organisation
 - uses, and where appropriate, designs relevant research and development to inform actions and decisions
- be able to demonstrate a strong match with the Certificate in Treasury syllabus and learning outcomes throughout the application.

THE BENEFITS

Direct entry is a way to access the ACT qualifications pathway for experienced practitioners. We know many of our practitioners are very experienced and we want to give formal recognition for this. Benefits include:

- you don't need to repeat learning or experience you have already developed
- you can save time and effort on your journey to get qualified
- by taking the direct entry approach you can enhance your reputation and career prospects by working towards, and gaining, a qualification and designatory letters which are recognised worldwide (AMCT)
- qualifying shows your commitment to self-development/CPD.

THE APPLICATION PROCESS

You need to complete an online booking form, to start the process for direct entry. The booking form can be found here for Diploma. You will be required to pay an administrative fee per application. Once paid, you will have up to 12 months to submit your application, after this time if we have not received your submission, we will close your application and you will be required to reapply if you wish to continue with the process. Upon receipt of the booking, you will be sent an email with the link to the application form where you can provide evidence of your working experience. You will also be required to attach a letter of support from your employer, or someone who can support your work experience, on company headed paper and your CV.

Completing the application form is straightforward and you will need to do this online, however it will require some advance preparation and planning as you cannot save your progress and come back to it later. We suggest you prepare

your responses on a word document, and then copy and paste them into the online form, when you are ready. Please note that each form field you need to complete online has a character limit of 4,000 characters.

You will be asked to provide evidence of where your skills and competencies lie against the learning outcomes of the Certificate in Treasury syllabus, for direct entry to the Diploma. The syllabus for this qualification can be found [here](#). Your evidence should demonstrate how you have gained or used the knowledge, skills and competencies. It should be a personal account rather than a generic description of the syllabus content. Use of AI is strongly discouraged, the reviewers want to understand you and your experience. You may be asked to rewrite your submission if excessive AI content is identified.

Once you have submitted your application form, this will be reviewed and moderated using an independent assessment panel to ensure parity of standards and assessment no matter which route a candidate takes.

Should your application be approved, the panel will award you direct entry by way of exempting you from the Certificate in Treasury, in order to gain entry onto the Diploma in Treasury Management.

If you are not granted direct entry, you will be provided with feedback and a recommendation of which qualification you should start on. If you wish to resubmit, you may be required to pay the administrative fee again. If you are granted full exemption from CertT and go on to the Diploma in Treasury Management, you will be required to purchase Student membership as part of your learning. You can find out more information about our student membership and the benefits [here](#).

You will be notified of your outcome by email within four weeks of your application.

THE EXEMPTION PROCESS

Granted exemption from all five units of Certificate in Treasury and you want to now do the Diploma in Treasury Management?

You will need to complete the exemption form and pay the exemption fee for Units 1-5 of CertT before you begin the Diploma. The exemption fees for CertT can be found [here](#). More information about the Diploma in Treasury Management is available [here](#).

Granted exemption from all units but you want the designatory letters CertT after your name?

You will need to study and pass one of the CertT units. You can choose which of the five units you wish to complete. You can use the exemption form as mentioned above for the remaining units. You will also be required to become an active member, at a fee, in order to use the CertT letters after your name.

If you have any questions regarding the direct entry process, please contact us at assessment@treasurers.org.

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