



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Debtor Portfolio Management For Corporate Credit Control Training

Business, Commerce and Management Studies / Office Administration

Unit Standard 116599 · NQF Level 4 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips credit control professionals with the skills to effectively manage a debtor portfolio, ensuring optimal cash flow and minimising credit risk. Participants will learn to analyse debtor ageing, implement collection strategies, and maintain customer relationships while adhering to corporate credit policies.

Category	Business, Commerce and Management Studies
Subfield	Office Administration
Unit Standard	116599
Accreditation	SAQA Accredited · NQF Level 4 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse debtor ageing reports to identify high-risk accounts and prioritise collection efforts.
- Apply credit control policies and procedures to manage debtor portfolios effectively.
- Evaluate the financial health of debtors using relevant financial indicators.
- Implement strategies to reduce overdue accounts and improve cash flow.
- Demonstrate effective communication techniques for negotiating payment plans with debtors.
- Design a debtor management action plan that aligns with organisational credit risk appetite.

WHO SHOULD ATTEND

- This course is designed for credit controllers, accounts receivable managers, and finance professionals responsible for managing debtor portfolios in corporate environments.

COURSE OUTLINE

Day 1: Foundations of Debtor Portfolio Management

- Introduction to corporate credit control and its business impact
- Components of a debtor portfolio: accounts receivable, aging analysis, and concentration risk
- Overview of the National Credit Act (NCA) and other relevant South African legislation
- Fundamentals of credit assessment: financial statements, credit reports, and scoring models
- Developing and implementing effective credit policies and procedures
- Ethical considerations and professional conduct in credit management
- Introduction to portfolio segmentation strategies
- Setting credit limits and terms of trade

Day 2: Advanced Portfolio Analysis and Risk Mitigation

- Portfolio performance metrics: DSO, bad debt ratios, and collection effectiveness index
- Advanced risk segmentation: by industry, customer size, payment history, and geographic location
- Early warning indicators and red flags for potential default
- Structured debt collection processes: reminder systems, negotiation techniques, and legal prerequisites
- Technology in credit control: CRM systems, automated reporting, and data analytics tools
- Managing high-risk accounts and developing recovery strategies
- Cash flow forecasting and its relationship to portfolio management
- Case studies on portfolio analysis and intervention

Day 3: Strategic Integration and Continuous Improvement

- Aligning credit control with corporate strategy, sales, and finance departments
- Continuous improvement methodologies: benchmarking, KPI tracking, and process refinement
- Advanced techniques for portfolio optimisation: customer profitability analysis and strategic credit decisions
- Reporting to management: dashboard creation, variance analysis, and strategic recommendations
- Building relationships with internal stakeholders and external customers
- Scenario planning and stress testing the debtor portfolio
- Developing a personal implementation plan for workplace application
- Course review, assessment preparation, and Q&A; session

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **6 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	19 Aug 2026	On-Campus	Durban, South Africa
17 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116599) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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