HOW TO APPLY

The following is required on submission of each completed Application Form:

- The original and a copy of CXC / GCE O'Level and CAPE / GCE A-Level certificates.
- Non-refundable application fee of $100.00 (Linx, cheque or credit card, no cash or personal cheques).
- One Passport-sized Photograph.
- The original and a copy of one (1) of the following forms of National Identification: National ID, Birth Certificate or Passport.
- The original and a copy of your Marriage Certificate/ Affidavit. (This is applicable if the name on the certificate is different from the name on the application form).
- Applicants wishing to apply for exemptions must do so at the time of application. Exemptions will only be considered when supported by original copies of Transcripts.
- Applicants who have misplaced their original Certificates/Transcripts are required to request a Letter/ Certified Duplicate Copy from the Ministry of Education or awarding institution.

Applications should be addressed to:
The Manager, Registry Services
UWI School of Business and Applied Studies Limited (trading as ROYTEC)
#136-138 Henry Street
Port-of-Spain

UWI School of Business and Applied Studies Limited
trading as

ROYTEC

ROYTEC offers undergraduate and postgraduate degree programmes in business administration, teacher education, information technology, and financial planning. All of our Transnational Degree Programmes have successfully been evaluated and awarded full recognition status by the Accreditation Council of Trinidad and Tobago (ACTT). ROYTEC also offers corporate training and development programmes in supervision, customer service, project management, human resource management, real estate management, and marketing.

Please see us at **www.roytec.edu** for a detailed description of study options.

HEAD OFFICE
136-138 Henry Street
Port of Spain
Trinidad
Tel: (868) 627-2192/8553
Fax: (868) 623-7338

SOUTH OFFICE
Naparima College
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E-mail: marketing@roytec.uwi.tt
Website: www.roytec.edu

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ROYTEC

UWI School of Business and Applied Studies Limited
trading as

ROYTEC

Diploma in Credit Union Management

GATE APPROVED

Diploma in Credit Union Management

Programme Objectives

This programme is designed to equip candidates with the skills required to effectively discharge the responsibilities of a Director, Committee Member and other high level decision makers in the Credit Union sector. The overall aim of this programme is to provide Credit Union leaders with the appropriate conceptual and methodological skills to enhance the social and economic welfare of their membership and to advance the cooperative movement in Trinidad and Tobago and the Caribbean through effective management and governance. The target group will comprise of Credit Union Board Members, Credit and Supervisory Committee Members, Loans Officers and Managers. This programme of study was developed in collaboration with the Trinidad and Tobago Credit Union Stabilisation Fund (TTCUSF).

Overall Aims

To expose participants to the theoretical frameworks and core functions of Credit Union Law and Regulations, Good Governance and Business Ethics, Accounting and Financial Management, Economics, Human Resource Management, Marketing and Relationship Management, Auditing, Credit and Risk Management, and Strategic Management skills for successful Credit Union operations.

To provide an understanding of how the Credit Union business structures are affected by external forces and how those forces can be managed by Directors, Credit and Supervisory Committees, and Senior Managers.

To build participants' knowledge and confidence in applying cooperative law, statutory and operational regulations, administrative regulations, accounting and audit regulations, and consumer/member protection regulations.

To provide an understanding of national and international co-operative markets and explore business trends on how Credit Unions can continue to develop and compete in the changing global environment.

Programme Structure

This Diploma Programme has a duration of two (2) years. Participants completing all core courses will gain a total of fifteen (15) transfer credits to ROYTEC's Associate of Science Degree in Management. Students must earn 40 credit hours with a minimum GPA of 1.5 to graduate with the Diploma in Credit Union Management.

Courses Covered

Core Course: Corporate Governance for Credit Unions

Core Course: Introduction to Financial Accounting *(Transfer credit to ROYTEC ACCT- 0104)*

Core Course: Economics for Business *(Transfer credit to ROYTEC MGMT-0107)*

Core Course: Human Resource Management *(Transfer credit to ROYTEC HMGT-0109)*

Seminar: Marketing and Relationship Management

Core Course: Fundamentals of Business Organizations

Core Course: Fundamentals of Cost and Management Accounting*(Transfer credit to ROYTEC ACCT-0207)*

Core Course: Credit Management 1

Seminar: Strategic Management

Core Course: Fundamentals of Financial Management for Credit Unions*(Transfer credit to ROYTEC FINC-0202)*

Core Course: Auditing for Credit Unions

Core Course: Practicum

Core Course: Credit Union Risk Management

Core Course: Credit Management 11

This programme is offered in collaboration with the Trinidad and Tobago Credit Union Stabilization Fund Cooperative Society Limited.

Admission Requirements

- Five CXC passes, (General Proficiency) Grades I and II (Grade III accepted from June 1998 onwards) or five GCE O' Level passes, Grades A, B and C (or equivalent) including English Language and Mathematics;

OR

- A minimum of 3 years' experience in a senior position at a Credit Union may also be considered on the basis of work experience and training as deemed relevant by the ROYTEC Admissions Committee. Participants may be subject to an interview.

OR

- Other qualifications and experience that may be considered by the Admissions Committee as equivalent.

The Results Show...

A recent TRACER study of ROYTEC revealed that:

- More than 40% of our graduates currently occupy managerial or executive appointments.
- 58% of HR Managers said that our graduates possess the relevant business competencies.
- 75% of graduates attest to being satisfied in their current job.
- Approximately 50% of graduates have gone on to pursue postgraduate study.