

## PROGRAMME OBJECTIVES

This programme is designed to equip participants with the skills required to effectively discharge the responsibilities of a Director, Committee Member or other high level decision maker 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 comprises of Credit Union Board Members, Credit and Supervisory Committee Members, Loans Officers and Managers.

## 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

The programme is conducted over two (2) academic years. Classes meet for one – three (3) hour session per week for twelve (12) weeks for each course.

This programme of study allows graduates to carry forward fifteen (15) academic credits toward the UWI-ROYTEC Associate of Science Degree in Management (ADM), leading to the Bachelor of Business Administration (BBA) from the University of New Brunswick, Canada.

## COURSES COVERED

- AUDITING FOR CREDIT UNIONS
- CORPORATE GOVERNANCE FOR CREDIT UNIONS
- CREDIT MANAGEMENT I
- CREDIT MANAGEMENT II
- CREDIT UNION RISK MANAGEMENT
- ECONOMICS FOR BUSINESS
- FUNDAMENTALS OF COST AND MANAGEMENT ACCOUNTING
- FUNDAMENTALS OF FINANCIAL MANAGEMENT FOR CREDIT UNIONS
- FUNDAMENTALS OF MANAGEMENT
- HUMAN RESOURCE MANAGEMENT
- INTRODUCTION TO FINANCIAL ACCOUNTING
- MARKETING AND RELATIONSHIP MANAGEMENT (SEMINAR)
- PRACTICUM
- STRATEGIC MANAGEMENT (SEMINAR)

## ENTRY 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 UWI-ROYTEC Admissions Committee. Applicants may be subject to an interview.



## HOW TO APPLY

The following are 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 \$120.00 (Linx, manager's cheque or credit card only, no cash or personal cheques).
- One (1) Passport-sized Photograph.
- The original and a copy of the following forms of National Identification: Birth Certificate and National ID Card 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.

Applications must be sent to:

**The Manager, Registry Services**

UWI School of Business and Applied Studies Limited  
(UWI-ROYTEC)

#136-138 Henry Street, Port-of-Spain.

**PLEASE NOTE:** Applicants who have lost or misplaced their original Certificates / Transcripts are required to request a Letter / Certified Duplicate Copy from the Ministry of Education or awarding institution.

**Please visit our website to access the online application option.**



UWI SCHOOL OF BUSINESS AND  
APPLIED STUDIES LIMITED  
trading as

**ROYTEC**

### VISION

To be the tertiary institution of choice, that meets national and international standards of quality through its distinction and leadership in the areas of business, education and technology studies, para-professional programmes and corporate training.

### MISSION

To position the institution as the preferred provider of applied studies in Trinidad and Tobago and to enhance corporate competitiveness by producing a work ready graduate who is a highly skilled and competent practitioner, a critical thinker, an innovator, an entrepreneur, and a socially engaged individual.

### CORE VALUES

- Excellence
- People-Centeredness
- Integrity
- Equity
- Quality
- Engagement
- Innovation
- Life Long Learning

**NORTH CAMPUS**

136-138 Henry Street,  
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DIPLOMA IN  
CREDIT UNION  
MANAGEMENT

