Trade Finance Functional Specialist Prep

Course Design Document

Ver 1.0

1. About the Document:

This design document specifies all the decisions made about the course up to this time, including:

- Purpose of the course
- Intended outcome of the course
- Audience description
- Delivery method(s)
- What to train
  - High level outline
  - Detailed lesson outlines
- Objectives of each lesson
- Assessments/exercises for each task

2. Purpose of the Design Document:

The purpose of the design document is to obtain agreement with all stakeholders about the vision and plan for the course. These parties include:

- Internal clients (BU SME's) and reviewers
- Team members (iLD) working on the course
- External clients, if any

3. Sign-off:

Obtaining sign- off on the design document is important in ensuring agreement on the plan at this point. Once an agreement is secured from key stakeholders work on developing the course materials can begin.

An approved course design document is required to release a course as an official curriculum

Key stakeholders for Design sign-off

- Designated Leader from BU (for BU developed courses)
- Head of iLD

Contents of a Design Document

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8	Course Scope -detailed outline by unit /module, including:
	  - Introduction
	  - Objectives
	  - Topic List
	  - Duration
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9	Activities Conducted - detailed outline for each activity planned, including:
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Purpose of the Course:

This course is designed to provide a functional understanding of Intellect Trade Finance and for all all those working on the Intellect Trade Finance Product.

Audience Description:

Pre-sales, Business Analysts, Relationship Managers, Developers, Testers, Solution Architect, Consultant, Product Engineer, Service Delivery, Product Implementation.

Course Objectives:

After completing this course, the learner will:

- Be provided with a functional understanding of Intellect Trade Finance. In the first part, it

- Have an overview of functional concepts in Trade Finance such as what is trade, how businesses conduct trade, various instruments in Trade Finance and how Trade Finance works.

- Have a functional overview of the Intellect Trade Finance system and walks the associate through a product demo.

Learning Assessment:

There is a post-training assessment ranging upto 1 hour.

Instructional Strategies:

This is an instructor-led Delphi course.

Media:

The course will utilize the following media

- Videos

- E-books

- Pdf

Duration:

This course is covered in a single block of **7 hours 8 minutes** instructor led session.

- Pre Training Activity: Nil
- Post Training Activity: Post-training exam which has a duration of about 1 hour.

Course Scope:

The course contains **6** lessons. The lesson brief is given below:

Lesson	Objective	Topic List	Delivery Method	Duration	Practice check Method	Annexure
1	Understanding Trade Finance	a. Introducing Trade Finance (5 Mins) b. How Trade Finance Works (61 Mins) c. Introducing Trade Finance (10 Mins) d. Trade Finance Instruments (60 Mins) e. Trade Finance Concepts – Presentation (33 Mins) f. Knowledge Check (5 Mins)	Video	174 minutes	Nil	Nil
2	Trade Finance Product Design	Trade Product Functional Design (23 Mins) b. Intellect Trade Finance Maintenance screen (19 Mins) c. Application Transaction Flow (9 Mins) d. Value Added Features (10 Mins) e. Introducing The Product Architecture (10 Mins) f. Product Design Maintenance (30 Mins) g. Knowledge Check (3 Mins)	Video	104 minutes	Nil	Nil

3	Intellect Trade Finance Product Walkthrough	a. Product Walkthrough Maintenances (26 Mins) b. Intellect Trade Finance Transaction Capture (26 Mins) c. Intellect Trade Finance Authorization (10 Mins) d. Incoming SWIFT (18 Mins) e. Processing Queue (20 Mins) f. Inquiries (14 Mins) g. Message New (16 Mins) h. Charges (36 Mins) i. Correspondence (21 Mins) j. Knowledge check (3 mins)	Video	190 minutes	Nil	Nil
4	Product Walkthrough – Additional Videos	a. Import LC Lifecycle Registration (33 Mins) b. Data Entry (27 Mins) c. Data Entry Continued (36 Mins) d. Data Entry & Authorization (33 Mins) e. Export LC Advising (19 Mins) f. Pre-Advice LC Issuance (3 Mins) g. Transaction Amendment (22 Mins) h. Bills Under LC – Booking Process (34 Mins) i. Collections – Booking Process (15 Mins) j. Reimbursements (11 Mins) k. Guarantee (45 Mins) l. Maintenances (59 Mins)	Video	337 minutes	Nil	Nil

5	Trade on CBX	a. Import LC Issuance & Amendment (86 Mins) b. Operations on Export LC (25 Mins) c. Shipping Guarantee & Inward BG (33 Mins) d. SBLC Issuance (22 Mins) e. Inward SBLC, Maintenance and others (38 Mins) f. Others(Continued from previous videos) (7 Mins)	Video	211 minutes	Nil	Nil
6	Trade Documents	a. Guide to Trade Finance (40 Mins) b. Trade Finance Explained (30 Mins)	Video	70 minutes	Nil	Nil

Activities Conducted:

Activity #	Activity	Objective	Duration	Annexure
Nil	Nil	NIl	Nil	Nil

Development Tools

Nil

Ownership

The design and Development of the course << Not Applicable>>

Course approved << Not Applicable>>

Course revision from time to time by << Not Applicable>>

Approved facilitators: << Not Applicable>>

Development Time

Nil

Support Requirements

Nil

Project Sign off

 Approved by :

Date   :

Place   :