

UK TRAINING

COURSE BROCHURE

0800 435 772

info@uktraining.com

www.uktraining.com/20ukt

...continuous development for you and your business

Welcome to our latest 2020 course brochure - inside you will find all our courses and their upcoming dates. If you would like to discuss your training requirements with one of our course team, please get in touch and we will be happy to help...

A challenging start to the year...

This year started in our usual busy way – but by mid-March, along with many companies, we were faced with the unprecedented challenges caused by the Coronavirus pandemic. Since our last classroom courses on 17th March, we have worked hard to keep our customers up to date at all times and have provided various alternatives for them to attend the training that could not go ahead as planned. We have been delighted that the vast majority of customers have either attended their training online or transferred to dates later in the year.

We have already been delivering online training for over 10 years, so this stood us in good stead to provide an effective online alternative for our most popular and topical courses. All the courses have been very successful, with both delegates and presenters enjoying the new experience just as much as the classroom.

Looking ahead...

We are pleased to say that after this lengthy break from the classroom, we will be returning in September with a full autumn schedule. We are working closely with our venues to ensure appropriate social distancing and safety measures are in place. The well-being of our customers and presenters remains paramount and we will be doing everything possible to ensure the training can be safely attended and enjoyed. We are also increasing the number of online courses we provide, including some brand new shorter duration live online courses.



How to book places...



Visit www.uktraining.com/20ukt



Email info@uktraining.com



Call freephone **0800 435 772**

Get in touch if you have any questions about our market leading training...

Course catalogue...

VAT

The Essentials of UK VAT	1
UK VAT and International Trade	1
The Essential Guide to Partial Exemption	2
NEW VAT Reverse Charge for Construction	2
UK VAT on Land, Property and Construction	2
Making Tax Digital	2
TOMS – The Complete Guide	3
UK VAT and International Services	3
How to Reclaim EU VAT	3
Irish VAT – A Practical Guide	3
German VAT – A Practical Guide	3
French VAT – A Practical Guide	4
Dutch VAT – A Practical Guide	4
NEW Spanish VAT – A Practical Guide	4
NEW Italian VAT – A Practical Guide	4

PAYROLL

The Essentials of UK Payroll Processing	5
A Guide to the P11D and Expenses & Benefits	5
Payroll: The Essential Update	6
NEW IR35 – Preparing for the Changes	6
Construction Industry Scheme – A Practical Guide	6

COMPANY LAW & ADMINISTRATION

The Role of a Company Secretary	7
The Role of a Company Director	7
The Company Secretary in the Boardroom	7
Minute Taking: Your Essential Guide	8
The Essentials of Employment Law	8
A Guide to the Statutory Registers	8
Evaluating and Improving Board Performance	8

FINANCE & ACCOUNTING

The Essentials of UK Corporation Tax	9
A Complete Guide to FRS 102	9
The Principles of Financial Accounting	9
Finance for Non-Financial Managers	10

CHARITIES

VAT for Charities	10
Charities: The Role of the Secretary	10

IMPORT & EXPORT

Import Practice and Procedures	11
Export Practice and Procedures	11
The Essential Guide to Incoterms	11

COMPLIANCE

GDPR: The Complete Guide	12
NEW Data Protection: Dealing with Coronavirus	12
Dealing with Subject Access Requests	12
NEW GDPR – The Essential Update	13
The Role of the Data Protection Officer	13
The Criminal Finances Act 2017	13
NEW Anti-Money Laundering and Preventing Financial Crime	13

BREXIT

NEW Brexit: EU Imports & Exports in 2021	14
NEW Brexit: Preparing for the Future	14

PROJECT MANAGEMENT

NEW Project Management: A Comprehensive Guide	14
--	----

CONTRACT & PROCUREMENT

A Guide to Purchasing and Procurement	15
The Essential Guide to Contract Law	15

CREDIT CONTROL

The Essential Guide to Credit Control	15
Effective Telephone Collection Techniques	15

...ALSO AVAILABLE IN-HOUSE

Achieving Authorised Economic Operator (AEO) Status

The Essential Guide to Contract Management

The Role of a Director in a Local Authority Trading Company

Statutory Payments – Your Essential Guide

Get in touch for more details – use the contact details below...

THE ESSENTIALS OF UK VAT

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/VAT

This course covers all the essential aspects of VAT, leaving you with a comprehensive understanding of the subject and the confidence to know you are dealing with VAT correctly within your organisation. It will help anyone involved in the preparation and maintenance of records to understand VAT and the importance of completing VAT returns correctly. The course demonstrates when you charge output VAT and clarifies the input VAT you are entitled to reclaim. It examines the rules and regulations of VAT and clearly explains the procedures and controls that should be in place to ensure VAT returns are submitted accurately and on time.

The course covers: VAT rates, time of supply, invoicing, completing the VAT return, reclaiming input tax, bad debts, penalties & international supplies.

“**The best VAT session I have attended. Content delivered very well by an extremely knowledgeable and engaging presenter. I have left with a broader understanding of VAT.**

Accounts Senior, Rayner Essex LLP

”

UK VAT AND INTERNATIONAL TRADE

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/VIT

This course explains how a UK organisation should account for VAT on its transactions of goods and services with overseas customers and suppliers. It demonstrates how to correctly account for VAT on the acquisition and despatch of goods between EU countries and on the export and import of goods to and from non-EU countries. The course also addresses the key issues associated with international services, such as place of supply, VAT liability and the reverse charge. Attending will lead to more efficient handling of international VAT.

“**Really helpful and insightful course, delivered in a way that made it interesting and informative.**

Head of Client Services, Lisson Gallery (London) Ltd

”

London 15 September
Live online 07 & 08 October
London 13 October
Birmingham 13 October
Oxford 13 October
Manchester 19 October
Bristol 04 November
Edinburgh 04 November
Leeds 11 November
London 14 January
Manchester 24 February
Reading 25 February
Birmingham 02 March
Belfast 23 March
York 25 March
Sheffield 22 April
Bournemouth 27 April
Glasgow 05 May
Newcastle 13 May
Milton Keynes 18 May

For more venues visit our website which has the full schedule

London 24 September
Birmingham 17 November
Live online 18 & 19 November
London 19 November
Manchester 23 November
London 26 January
Manchester 16 March
London 18 March
Birmingham 23 March
Live online 08 & 09 June
Sheffield 05 May

More dates to be released soon...

THE ESSENTIAL GUIDE TO PARTIAL EXEMPTION

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/EPE

This course provides an in-depth guide to the key principles and mechanics of partial exemption. It will help you determine what VAT your business can recover under the partial exemption rules and whether it is more favourable to use the standard method or agree a special method with HMRC. It also explains some of the more complicated areas including the capital goods scheme, direct attribution, apportionment, change of use/intention and "first use" principle.

London

24 November
29 April

Birmingham

02 December

Manchester

20 April

NEW VAT REVERSE CHARGE FOR CONSTRUCTION SERVICES

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/VRC

From 1st April 2021 there will be an overhaul of the VAT rules which apply to the construction sector, with the introduction of a new domestic reverse charge. This comprehensive half-day course clearly explains how the reverse charge mechanism works and when it should be applied to construction services. Attending the course will ensure you and your organisation are able to clearly understand and apply the new reverse charge for construction services and help you ensure that you can continue operating without making administrative errors.

Live online

08 September AM
20 October AM

London

08 October PM

More dates coming soon...

UK VAT ON LAND, PROPERTY AND CONSTRUCTION

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/VAP

This course will help you achieve a complete understanding of the rules and regulations of VAT on land, property and construction transactions. It clearly illustrates the procedures and controls that should be implemented to comply with the requirements. It demonstrates when particular transactions should be treated as exempt and when they should be zero-rated, reduced-rated or standard-rated.

London

18 November
27 April

Manchester

06 May

Birmingham

19 October (2021)

“Excellent presentation skills – engaging, well-paced and clear.

Senior Executive, Moore Stephens

”

MAKING TAX DIGITAL

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/MTD

For businesses over the VAT registration threshold, Making Tax Digital (MTD) started in April 2019. It is crucial that organisations are fully aware of the impact that MTD will have on their business and the various software solutions which need to be considered. This essential course will guide you through everything you need to know about MTD and what procedural changes you need to put in place to ensure you are compliant with the new requirements.

More dates coming soon

TOMS – THE COMPLETE GUIDE

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/TOMS

This course explains the Tour Operators Margin Scheme (TOMS) in detail and will help you determine which supplies are included and how to carry out the calculation. The practical examples show TOMS in action, highlighting common issues. The course will also take you through opportunities and key considerations within TOMS, which may improve your business's VAT position.

London
22 June

UK VAT AND INTERNATIONAL SERVICES

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/VIS

The rules which apply to the treatment of VAT when receiving or supplying international services are complex. This course focuses exclusively on international services, clearly explaining how to account for VAT and uses illustrative examples throughout. It guides you through the general rules and the reverse charge procedure, before looking at the exceptions to the general rule and completion of the EC Sales List.

London
21 October PM
20 April PM

HOW TO RECLAIM EU VAT

2-HOUR LIVE ONLINE COURSE | £179 +VAT | WWW.UKTRAINING.COM/FVR

If you incur VAT on business expenses paid in other countries where you are not VAT registered, it is likely your company is one of the many that does not maximise its VAT reclaims. This webinar will guide you through exactly what you and your business should do to maximise these foreign VAT reclaims - explaining what you are entitled to recover and the best practices for doing so.

Dates coming soon

IRISH VAT – A PRACTICAL GUIDE

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/UIV

This course gives you a complete understanding of Irish VAT, covering all the essentials and giving you a detailed view on Irish VAT treatments that are different to other countries. It will guide you through the procedures and controls that should be in place to ensure Irish VAT returns are submitted accurately and on time.

London
24 June PM

GERMAN VAT – A PRACTICAL GUIDE

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/UGV

This course will help you to understand the German System of VAT and its reporting obligations. It highlights where a non-German business would not charge German customers output VAT, while identifying those elements of German input VAT that cannot be recovered. The course will illustrate what you need to do to be fully compliant when completing German VAT Returns, EC Sales Lists and Intrastat.

London
02 December PM

FRENCH VAT – A PRACTICAL GUIDE

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/UFV

London
20 May PM

This course helps delegates understand the French system of VAT, highlighting situations where a business would not charge its French customers output VAT while identifying those elements of French input VAT that cannot be recovered. It examines the circumstances where the French Tax Authority will require you to apply the reverse charge mechanism which would not be the case in other EU countries. It also covers VAT reporting obligations, including the completion of VAT returns, the DEB and DES returns.

“ **Amazing – a really great and friendly teacher.**

Internationalisation Manager, Choice Shops Ltd

”

DUTCH VAT – A PRACTICAL GUIDE

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/UDV

London
03 December PM

This course guides you through the most relevant Dutch VAT rules, explaining the customs regimes in the Netherlands, general fiscal representation and limited fiscal representation. It highlights the main factors to consider when dealing with Dutch businesses or operating your supply chain from a Dutch logistics centre, including the obligation to register for VAT. It examines the VAT reporting obligations, including the method of completing VAT returns, ICP returns and Intrastat declarations.

NEW SPANISH VAT – A PRACTICAL GUIDE

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/USV

London
07 July PM

This course helps you understand the complex Spanish system of VAT, from making a VAT registration to applying for VAT refunds and the Supply of Immediate Information (SII). It defines the Spanish VAT territory and highlights the factors that need to be considered when dealing with Spanish companies and the Spanish tax authorities. The course examines the VAT reporting obligations in Spain, including the method of completing VAT returns, ESPL returns and Intrastat declarations.

NEW ITALIAN VAT – A PRACTICAL GUIDE

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/UITV

London
21 April PM

Due to its local legislation and recent changes, Italy has many strict rules that could be overlooked, leading to costly mistakes. This course will help you understand everything you need to know about the complex Italian system of VAT, considering in detail the VAT treatments that are quite different to those of other countries and illustrating what you need to do to be fully compliant when completing Italian VAT Returns, Intrastats and Annual VAT returns. It also explains the purpose of the split payment and the SDI.

THE ESSENTIALS OF UK PAYROLL PROCESSING

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/EPP

Although most payroll processing is performed by automated software, it is important that anyone involved in payroll has sufficient knowledge to ensure all functions are performed accurately and compliantly. This course examines the rules and regulations and provides you with the knowledge and understanding to ensure that your organisation has a well-run payroll operation. It gives comprehensive coverage – from understanding how tax codes and NI table letters are allocated, through to calculating gross pay, gross taxable pay and gross NI'able pay and the resulting gross to net calculation. In addition, delegates will receive an overview of the legislative framework relating to statutory sick pay, statutory maternity pay, apprenticeship levy, student loans and court orders. It will be an interactive, fast-paced day – with discussions and exercises to practice and reinforce the knowledge that has been gained.

“ **Presenter fantastic at delivering complex content in an easy to understand and meaningful way.**

Administrator, Morris Lane

”

A PRACTICAL GUIDE TO THE P11D AND EXPENSES & BENEFITS

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/PEB

This practical course clearly explains the rules relating to benefits in kind and expenses and how they should be applied in practice. It also guides you through the calculations that sit behind the P11D return or voluntary payrolling, if you have chosen to adopt this. The statutory rules in this area are constantly changing and it can be hard to keep up to date. This course will cover both the current legislative framework and give you an insight into the future of benefits and expenses, helping you prepare for any changes ahead. It will give you the confidence to know that you and your organisation are dealing with this challenging area correctly.

“ **Great session, very knowledgeable and hugely recommend for anyone new to or looking to update their knowledge of the P11D.**

University Accountant, University College Birmingham

”

London 16 September
Birmingham 21 October
London 10 November
Manchester 11 November
Reading 17 November
Cardiff 25 November
Leeds 25 November
London 19 January
Manchester 23 February
Southampton 02 March
Birmingham 03 March
Edinburgh 23 March
Bristol 31 March
York 20 April
Belfast 22 April
Sheffield 13 May
Newcastle 08 June

London 20 October
Birmingham 05 November
Manchester 12 November
London 27 January
Leeds 25 February
London 16 March
Manchester 17 March
Bristol 18 March
Newcastle 18 March
Birmingham 25 March
Southampton 31 March

UPDATED **PAYROLL: THE ESSENTIAL UPDATE**

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/PHU

In the ever-changing world of Payroll, keeping up to date with the latest legislation can be a real challenge. This topical half-day course will help you do just that. During the course, our expert presenter will guide you through all the recent legislative changes and case law involving Payroll and crucially will also look at the changes coming up in the near future. Attending this important update course will give you and your colleagues the confidence to know that you are completely up to date with legislation and best practice, ensuring your organisation is running a compliant payroll operation.

“**Kate is an inspirational presenter with heaps of knowledge. Great training executed. Thank you.**

Group Finance Associate, Europa Capital Partners LLP

”

NEW **IR35 – PREPARING FOR THE CHANGES**

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/IRP

From April 2021, the Government will require medium and large businesses in the private sector to implement the off-payroll rules that have previously been in force in the public sector. This is arguably the biggest change in employment status for employers and agents for many years. The new rules will make businesses liable for determining the tax status of contractors using Personal Service Companies (PSCs). This course is essential for any organisation that engages with freelancers and contractors operating through a Personal Service Company (PSC). It will give you a complete understanding of the new IR35 rules and how they will affect your organisation. This understanding will be crucial in enabling you to fully prepare for the inevitable challenges that will arise.

THE CONSTRUCTION INDUSTRY SCHEME (CIS)

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/CIS

It is essential that businesses which operate within the Construction Industry Scheme (CIS) do so effectively in order to avoid potential pitfalls. This course will explain all the features of the Construction Industry Scheme, from the time that the contracting organisation engages a sub-contractor, to making payments to the sub-contractor. In addition to dealing with the administration of the scheme, attendees will receive practical advice on how to manage the typical issues that they will encounter with sub-contractors. To reinforce the learning and consolidate your knowledge, there are also two interactive sessions which look at case studies and exercises relating to the scheme. The course is completely up to date with the changes that HMRC have made to the CIS.

Live online 30 September AM

London 11 November AM

London 20 January AM

Manchester 02 February AM

Birmingham 04 March AM

Bristol 17 March PM

London 23 March PM

Live online 30 March PM

London

23 September AM

18 November AM

Live online

05 October AM

Birmingham

20 October PM

Manchester

02 November PM

Manchester

10 November

London

25 February

Birmingham

05 May

THE ROLE OF A COMPANY SECRETARY

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/RCS

The role and responsibilities of the company secretary continually evolve and it is crucial that the person given this responsibility is fully aware of the duties they must perform to protect their company and themselves from any penalties. This course ensures that you are fully up to date and compliant with all your legal responsibilities. It takes you through the role step by step, explaining exactly what must be done to comply with the Companies Act, company articles and other legislation. It focuses on real-life situations and is a guide to the responsibilities of a company secretary, working with directors, the duties of the company secretary throughout the year, what a company secretary should know and what to do when problems arise.

We also offer a one-day course specifically for secretaries within Charitable Organisations – see page 10 for details

Manchester 14 October
London 20 November
Birmingham 24 November
London 28 January
London 17 March
Manchester 27 April
Birmingham 11 May
Sheffield 09 June
Bristol 15 June

THE ROLE OF A COMPANY DIRECTOR

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/RCD

A company director has many duties and responsibilities imposed by corporate governance rules and legislation. Keeping up with these requirements can be a considerable challenge. This practical course is the ideal opportunity to gain a complete understanding of the role, duties and legal responsibilities of a company director as well as the other critical board roles, activities and duties associated with leading a business. Attending this course will equip you with the knowledge and skills required to be able to cope with the role, manage risks effectively and avoid penalties.

“ A very wide subject delivered in an entertaining, informative and inspiring way.

Director, Prescient Business Consulting Ltd

”

Birmingham
22 September
London
29 September
25 November
10 February
Live online
12 & 13 November AM
Manchester
07 July
Bristol
19 October (2021)

THE COMPANY SECRETARY IN THE BOARDROOM

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/CSI

Board meetings are an essential part of the governance of many organisations. This course will guide attendees through everything they need to know to succeed in this challenging environment. It is a highly practical and interactive course which will help company secretaries develop the skills and confidence needed to make the most effective contribution in the boardroom. Attendees will also gain a crucial understanding of the governance framework relating to meetings, which will greatly assist you in your advisory role.

London
20 May

MINUTE TAKING: YOUR ESSENTIAL GUIDE

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/EMT

This interactive course will clearly explain what should be done before, during and after the meeting to ensure your minutes are a success. The presenter uses his vast experience and practical exercises to help develop a toolkit of skills to take back to the office. Delegates are guided through the best methods and techniques in order to confidently produce a professional set of minutes that are invaluable.

London

01 December
29 June

“

It was the best training course I've been on. The presenter made the whole day informative, instructive and fun.

Law Department Administrator, Exxonmobil International Limited

”

THE ESSENTIALS OF EMPLOYMENT LAW

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/EEL

This comprehensive course offers all those who have a responsibility for managing people or dealing with personnel issues the opportunity to gain a working understanding of their legal responsibilities under UK employment legislation. It covers the essential statutory duties with which an employer must comply and ensures you are fully up to date with the latest changes and developments.

Birmingham

12 November

London

25 November
09 June

Manchester

24 June

THE ESSENTIAL GUIDE TO THE STATUTORY REGISTERS

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/GSR

This course is a guide to everything you need to know about your company's statutory registers. It covers all of them in detail, including the new and challenging Register of People with Significant Control. It will help company secretaries and anyone else responsible for the administration of companies to fully understand how and where to keep the registers, public rights of access and the rules on confidentiality. Attending the course will help you ensure your company is fully compliant with UK company law.

London

18 May PM

EVALUATING AND IMPROVING BOARD PERFORMANCE

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/IBE

Board evaluation is a fundamental requirement of the UK Corporate Governance Code and Best Practice for all other organisations that have a board of directors. A highly effective board is one that clearly articulates the vision, ethos and values of the company. It takes full advantage of the board dynamics, has a clarity of purpose, effective chairmanship and a strategic direction. This course will demonstrate how these aspects can be developed and a high-performing board can set the tone and lead the organisation's strategy most effectively.

London

30 June

THE ESSENTIALS OF UK CORPORATION TAX

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/ECT

Corporation Tax is complex and without proper appreciation of the rules, it is easy for costly mistakes to occur. This course will help anyone involved in the preparation of the Corporation Tax return understand the rules and regulations and how they should be applied, ultimately ensuring your company does not overpay Corporation Tax. It clearly illustrates how to perform the calculation of the Corporation Tax payable. The course also describes the procedural requirements that need to be in place to ensure that filing deadlines are met and payments are made on time.

Birmingham
14 October

London
26 November
23 February
12 May

Manchester
13 May

“ **Very well presented. Kevin made Corporation Tax entertaining. Excellent course – thank you.**

Finance Director, OEM Automatic Ltd

”

A COMPLETE GUIDE TO FRS 102

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/FRSS

It is important to make sure that all finance and accounting staff who are involved in preparing their company's financial statements understand what they need to do to be compliant with FRS 102. This comprehensive one-day course will equip delegates with the knowledge of all the options available under the financial reporting framework in the UK. Attending this course will give you a complete understanding of the key concepts and principles of UK GAAP as well as explaining the additional disclosure requirements when you produce FRS 102 financial statements for your company.

Birmingham
10 November

London
17 November
23 March

Manchester
27 April

THE PRINCIPLES OF FINANCIAL ACCOUNTING

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/PFA

This course is a guide to the principles of producing a set of financial accounts. It clearly explains the debit and credit convention before demonstrating the update of the nominal ledger and production of a Trial Balance. It illustrates how the Trial Balance is used to produce a Profit and Loss Account and Balance Sheet. This will give attendees complete clarity of how a set of accounts are produced and where the information comes from. The understanding gained on this course will enable you to approach your role in a more informed way.

London
03 November
19 May

Birmingham
24 February

Manchester
06 October (2021)

“ **Great session – informative & interesting, easy to follow, clear & precise.**

Financial Accounts Analyst, Arsenal Football Club

”

FINANCE FOR NON-FINANCIAL MANAGERS

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/FNFM

Finance impacts almost every decision made across your organisation and for managers, it is crucial to understand how and why. This course will demystify the subject of finance and leave you with a clear understanding of the most common financial terminology used in business – enabling you to communicate with your colleagues and business contacts more effectively. You will also gain the crucial skill of being able to read and interpret the financial information and reports that you are regularly presented with. This appreciation of finance and what it means to your business, will allow you to be more successful and influential in your managerial role.

London

05 November
22 April

Manchester

17 June

Birmingham

10 November (2021)

“

I should have done this years ago. Everyone in my company should do it. Paul is very engaging and the best presenter I've experienced.

Business Systems Manager, Lisson Gallery

”

CHARITIES

VAT FOR CHARITIES

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/VFC

Charities are generally subject to the same VAT rules as any other organisation, but due to their mix of business and non-business activities, effectively applying the VAT rules can be even more challenging. This course is essential for anyone involved with VAT in the charity sector. It guides you through everything you need know about VAT and will leave you in a position to be able to confidently interpret the rules and apply them in a way which reduces its impact on your charity. Crucially, the course will take you through the VAT reliefs and exemptions that are available to charities.

London

17 November
18 March
17 June

Manchester

08 June

Birmingham

16 November (2021)

CHARITIES: THE ROLE OF THE SECRETARY

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/CRS

It is increasingly important for charities to be well governed and to meet their statutory and regulatory responsibilities. The job of overseeing this often falls to the charity secretary. This course will give you a complete understanding of the role of a secretary in a charity, providing a clear overview of the typical duties and responsibilities. It explains exactly what being a charity entails, the different types of legal forms that can be used and how they are regulated. The course gives practical examples of the compliance requirements of a charity and how best to fulfil them. It will cover what the charity secretary should know, the questions they should ask, what to do when problems arise and how best to support the work of the board.

London

15 October
11 May

IMPORT PRACTICE AND PROCEDURES

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/IPC

This course offers those involved in importing a comprehensive understanding of this complex subject. It examines the essentials of importing and considers more advanced issues – helping you understand the customs processes, documentation, costs and risks involved and the impact they have upon your business. This course will provide useful tips for supplier management and will provide an insight into tariff codes, rules of origin, import documentation, supply chain costs and risks, customs duties, taxes and reliefs and facilitate compliance with UK/EU legislation and HMRC requirements. It will explore the possible implications of Brexit and highlight recent changes due to the inception of Union Customs Code.

Birmingham

14 October

London

12 November

10 March

Manchester

11 May

“

Brilliantly presented course – very engaging and learnt a lot. Thank you!

Purchase Coordinator, Rapidrop Global Ltd

”

EXPORT PRACTICE AND PROCEDURES

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/EPC

It is essential to understand the risks and practicalities of exporting goods, as mistakes can result in delay of the goods, customer service failures and financial loss. The course provides a complete overview of the export process from the first enquiry to final arrival of the goods, and suggests some “best practice”. It will explain export terminology, consider the exporter’s compliance obligations and detail the necessary documentation. The course will also explore the possible implications of Brexit.

Birmingham

11 November

London

13 November

24 March

Manchester

10 June

THE ESSENTIAL GUIDE TO INCOTERMS

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/INC

When exporting or importing goods, selecting the most appropriate Incoterm for the contract of sale or purchase can be very challenging. This course will help you avoid many of the potential problems that can arise in commercial agreements between companies trading internationally. It examines the potential consequences of using each particular term in an overseas supply contract and their implications for domestic trade. The course will provide you with a complete understanding of Incoterms and explain their relevance to your business.

Now fully updated to reflect the changes introduced by Incoterms 2020

London

01 July PM

11 November PM

GDPR: THE COMPLETE GUIDEONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/GDPR

This course is a comprehensive guide to complying with the requirements of UK data protection law. It is designed to be not only hugely informative but also interactive and enjoyable. This course will help you understand the definitions that are so crucial to getting your compliance right. It will also illustrate the measures and steps you need to take to satisfy the ICO, avoid complaints and still effectively run your organisation. You also receive a **practical toolkit of checklists** to help you implement your policies and procedures.

Birmingham

15 October

London

04 November

17 March

Manchester

24 March

“

I've been to various GDPR talks – none have made nearly as much sense as this training session. Comprehensive and accessible, thank you

Senior Legal Counsel, Binding Site Group

”

NEW DATA PROTECTION: DEALING WITH CORONAVIRUS2-HOURS LIVE ONLINE | £159 +VAT | WWW.UKTRAINING.COM/DPC

The COVID-19 pandemic is placing unprecedented challenges on organisations. As restrictions in the UK continue to ease, organisations are asking how they can remain compliant with data privacy laws whilst dealing with urgent data sharing priorities, track and trace obligations, remote working and reduced staffing levels. This 2-hour webinar will help anyone responsible for data protection compliance deal with the impact of Coronavirus and the many ongoing challenges. Our expert presenter will highlight the relevant data privacy requirements, the messages coming from the ICO and the key compliance areas that organisations should be focused on over the coming months.

Attendance will also help organisations demonstrate their ongoing commitment to compliance with data protection laws that the ICO now demands.

Live online

19 August AM

DEALING WITH SUBJECT ACCESS REQUESTSONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/SAR

Since the introduction of GDPR there has been a significant increase in the number of Subject Access Requests (SARs) submitted. This highly practical and interactive one-day course will take you step-by-step through the process of assessing, organising, managing and recording your response to SARs in the most effective way possible. Attending this course will help you to implement a streamlined SAR response strategy that fully meets your obligations under GDPR, takes the stress out of potentially difficult situations and helps you avoid ICO penalties or legal action from data subjects.

London

14 October

27 April

NEW GDPR – THE ESSENTIAL UPDATE

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/GPU

Since the GDPR and Data Protection Act 2018 became enforceable in May 2018, the ICO and other EU regulators have issued significant amounts of guidance, enforcement notices and fines. Understanding how the GDPR has been enforced so far will help organisations to understand the future direction of enforcement policy and identify the key focus areas in coming months and years. This half-day course will provide an essential update for anyone responsible for data protection compliance within their organisation. Attendance will also help organisations to demonstrate their ongoing commitment to compliance with data protection laws that the ICO now demands.

London

22 October PM

Birmingham

04 November PM

Manchester

18 November PM

THE ROLE OF THE DATA PROTECTION OFFICER UNDER GDPR

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/DPO

During this practical and comprehensive course, our expert presenter will explain everything you need to know about the DPO requirements and how they apply to your organisation. The course will define which organisations must appoint a DPO, where they fit in the organisational structure and what needs to be considered when recruiting for the role. It will clearly explain the statutory duties set out in the GDPR and will guide you through the best practice principles, not just for the DPO but for anyone acting as the data protection lead in their organisation.

London

09 December

11 May

THE CRIMINAL FINANCES ACT 2017

HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/CFA

The Criminal Finances Act 2017 is one of the most important pieces of anti-fraud and anti-corruption legislation. Entities are criminally liable if they fail to prevent tax evasion by either a member of their staff or an external agent, even if the business was not involved or unaware. This course guides you through the new corporate offences and how they will operate. It takes you through the measures and procedures that should be put in place to comply with the Act and demonstrate that your organisation is doing everything possible to prevent financial crime.

London

03 November PM

05 May PM

ANTI-MONEY LAUNDERING & PREVENTING FINANCIAL CRIME

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/AML

The recent strengthening of criminal finance legislation has imposed further stringent requirements on your corporate responsibilities in several sensitive areas, including Anti-Money Laundering, Counter Financing of Terrorism and Bribery and Corruption. This comprehensive one-day course will introduce you to all the key criminal finance legislation and lead you step-by-step through the process of recognising, assessing and managing the AML and financial crime risks to your business.

London

06 October

25 March

Birmingham

29 June

BREXIT

NEW BREXIT: EU IMPORTS & EXPORTS IN 2021

2.5 HOURS LIVE ONLINE | £229 +VAT | WWW.UKTRAINING.COM/BEU

The transition period following the UK leaving the EU ends on 31st December 2020. Organisations involved in the importing and exporting of goods with the EU will face significant challenges in adopting more complicated customs procedures and applying different rules relating to duties and VAT. This crucial 2.5 hour webinar will help anyone involved in the import or export of goods with the EU to understand the changes and meet the challenges. Our expert presenter will highlight the relevant processes, procedures and regulations, review current guidance from HM Government and HMRC and clarify the impact of the changes on the treatment of VAT on these transactions.

Live online

03 September AM

15 October AM

NEW BREXIT: PREPARING FOR THE FUTURE

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/BPF

The way in which the UK trades with the EU and the rest of the world is undergoing the most radical change in modern times. There are many details of the future relationship about which we already know a great deal. This practical and comprehensive one-day course uses a mix of training techniques to help you understand the many different ways your commercial environment will be transformed after Brexit. It will help you to make an informed assessment of the threats and illustrate the steps you can take now to protect your business and take advantage of the potential opportunities. It is packed with practical advice and will equip you with in-depth knowledge and confidence to anticipate the complex issues related to your organisation and the post-Brexit trading environment.

London

18 November

PROJECT MANAGEMENT

NEW PROJECT MANAGEMENT: A COMPREHENSIVE GUIDE

TWO-DAY COURSE | £659 +VAT | WWW.UKTRAINING.COM/PMG

The effective delivery of any new project, no matter what size, is dependent upon the efficient management of the variables involved. Whilst there are many project management methodologies in common use, the application of a particular methodology does not guarantee project success. This comprehensive two-day course outlines the skills needed within an organisation to deliver successful projects. It draws upon industry best practice from a variety of market sectors to illustrate why some projects are successful and others flounder. The course also explains the crucial role played by the Project Manager, in terms of leadership, motivation and maintaining the enthusiastic engagement of all stakeholders.

London

20 & 21 April

CONTRACT & PROCUREMENT

A PRACTICAL GUIDE TO PURCHASING & PROCUREMENT

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/PGS

All organisations must purchase goods or services in order to carry out their particular business activity. This course will teach you the techniques for ensuring security of supply, competitive market testing and how to avoid market malpractice. It also explores the problems that may arise and how they can be solved. The course is supported by comprehensive documentation, including templates that you can download and amend. It is illustrated throughout with practical examples and relevant case studies that demonstrate the principles you will have learnt on the day.

London
15 June

THE ESSENTIAL GUIDE TO CONTRACT LAW

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/ECL

It is vital that anyone involved in negotiating or awarding contracts fully understands what they should and should not include. This practical course will explain how contracts are formed, what terms are covered in writing and by implication, how the contract-formation process should be managed and how terms can be effectively enforced. It will explain how to establish contracts that support your commercial objectives and help you to avoid making unnecessary commitments, falling into financial traps and will improve your negotiating position.

London
28 April

Birmingham
10 June

Manchester
11 November (2021)

CREDIT CONTROL

THE ESSENTIAL GUIDE TO CREDIT CONTROL

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/ICC

Having an effective credit control function is essential, as slow payment and bad debts can have a serious impact on the profitability of your business. This highly practical course will explain key principles of credit control and provide you with an awareness of credit control methods and techniques. The knowledge gained on the course will equip you with the skills necessary to communicate with and obtain monies from late payers and ultimately run an effective and successful credit control operation.

London
07 October
28 April

Birmingham
17 June

EFFECTIVE TELEPHONE COLLECTION TECHNIQUES

ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/ETCT

Telephone collections are a critical part of the debt collection process but often there is little or no guidance given to the employees responsible for the task. This course guides you through this challenging task and enable you to improve your skills and effectiveness when dealing with debtors over the telephone. This course will develop your skills in all of these key areas and help you dramatically improve your telephone collection performance while still maintaining a strong relationship with your customer. It is an interactive day that uses effective exercises to reinforce the knowledge gained.

London
10 November

Our presenters...



All of the presenters at UK Training are highly experienced experts, with the skills and knowledge required to deliver effective and engaging training. You can find out more about each of our presenters at www.uktraining.com/presenters.

Our venues...



We present at carefully selected venues across the UK, that are well equipped, centrally located and easily accessible. You can find out more about our venues at www.uktraining.com/venues. We now also provide lunch at all of our venues for full day courses.

CPD hours...



If you are a member of a professional body or institute and are required to make CPD declarations, we can help. We send delegates a certificate after every course they attend. The certificate will be personalised with your details, the course you attended and the number of CPD qualifying hours that can be declared.



“

The course was fantastic. The presenter's knowledge and experience was refreshing and interesting, making the course very enjoyable and extremely beneficial.

Group Assistant Accountant, IFS UK Ltd

”

Brand new courses...

Data Protection: Dealing with Coronavirus

Brexit: EU Imports & Exports in 2021

GDPR: The Essential Update

IR35 – Preparing for the Changes

VAT Reverse Charge for Construction

Brexit: Preparing for the Future

Spanish VAT – A Practical Guide

Italian VAT – A Practical Guide

