Welcome to our 2020 course brochure - inside you will find all our courses and their upcoming dates. If 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 year in review...

It’s been another busy year at UK Training – with many new courses being added to our schedule throughout 2019. Early in the year, we saw the huge success of our Making Tax Digital course - with many sell-out presentations across the country. We also introduced a VAT Reverse Charge for Construction Services course – which has been extremely popular, despite the implementation date being pushed back to October 2020. Finally, in the latter part of the year we announced our brand new IR35 course - which has surpassed our expectations, with every date so far selling out and new dates regularly being added.

Our in-house training is also becoming an increasingly popular option and this year has been no exception, with an ever-growing number of companies choosing this exclusive method of training for their teams. If you have a larger group of 7 or more and would be interested in finding out more about this option, simply get in touch using the contact details below.

Looking ahead…

We are looking forward to 2020 and already have a packed schedule of courses for you to choose from, including many presentations of our new course titles. Our new Project Management course has more dates in London and Birmingham and our EU VAT courses now include Spanish and Italian specific titles. Finally, once details are finalised, we will be presenting courses which focus on the impact Brexit will have on your business, so keep checking our website for these.

How to book places…

Visit www.uktraining.com/19cbf
Email info@uktraining.com
Call freephone 0800 435 772

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

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Cross Border Transactions – Avoiding Costly VAT Errors
Your Company’s Articles and Constitution
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"

More dates coming 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.

VAT REVERSE CHARGE FOR CONSTRUCTION SERVICES
HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/VRC

From 1st October 2020 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.

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.

"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.
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.

### UK VAT AND INTERNATIONAL SERVICES

**HALF-DAY COURSE** | **£269 +VAT** | [WWW.UKTRAINING.COM/ VIS](http://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.

### HOW TO RECLAIM EU VAT

**2-HOUR LIVE ONLINE COURSE** | **£179 +VAT** | [WWW.UKTRAINING.COM/FVR](http://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 claims. This webinar will guide you through exactly what you and your business should do to maximise these foreign VAT claims - explaining what you are entitled to recover and the best practices for doing so.

### IRISH VAT – A PRACTICAL GUIDE

**HALF-DAY COURSE** | **£269 +VAT** | [WWW.UKTRAINING.COM/UIV](http://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.

### GERMAN VAT – A PRACTICAL GUIDE

**HALF-DAY COURSE** | **£269 +VAT** | [WWW.UKTRAINING.COM/UGV](http://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.
FRENCH VAT – A PRACTICAL GUIDE
HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/UFV

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

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.

SPANISH VAT – A PRACTICAL GUIDE
HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/USV

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.

ITALIAN VAT – A PRACTICAL GUIDE
HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/UITV

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.

“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
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

From April 2020, 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.

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.
THE ROLE OF A COMPANY SECRETARY

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

THE ROLE OF A COMPANY DIRECTOR

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

THE COMPANY SECRETARY IN THE BOARDROOM

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.
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.

“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.

London
24 June
26 November

Birmingham
09 July

Manchester
18 November

A 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
21 May PM
26 November 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 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
23 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.

> Very well presented. Kevin made Corporation Tax entertaining. Excellent course – thank you.
> 
> *Finance Director, OEM Automatic Ltd*

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## A COMPLETE GUIDE TO FRS 102

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

This course will help those companies that prepare their financial statements in accordance with FRS102 - the new UK GAAP. It will equip delegates with the knowledge of all the options available under the financial reporting framework in the UK. The course provides a complete understanding of the key concepts and principles as well as explaining the additional disclosure requirements when you produce FRS 102 financial statements for your company. The course comes with comprehensive additional resources including illustrative statements, checklists and examples.

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## 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.

> Really enjoyed the course – an excellent presenter.
> 
> *Accounts Associate, Ruffer Llp*
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.

“ 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.

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.
IMPORT AND EXPORT

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.

“The” 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.

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
PROJECT MANAGEMENT

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.

COMPLIANCE

GDPR: THE COMPLETE GUIDE
ONE-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.

“
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

GDPR – THE ESSENTIAL UPDATE
HALF-DAY COURSE | £269 +VAT | WWW.UKTRAINING.COM/GPU

Since the GDPR came into force in May 2018, the ICO and other EU regulators have issued significant amounts of guidance, enforcement notices and fines. Understanding how it has been enforced will help organisations to understand the future direction of enforcement policy and identify the key focus areas in coming months and years. This course provides an essential update for anyone responsible for data protection compliance within their organisation. It will help organisations demonstrate their ongoing commitment to compliance with data protection laws that the ICO now demands.
DEALING WITH SUBJECT ACCESS REQUESTS

ONE-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). This highly practical course will take you through the process of assessing, organising, managing and recording your response to SARs in the most effective way possible. Attending 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.

THE ROLE OF THE DATA PROTECTION OFFICER UNDER GDPR

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

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.

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.

ANTI-MONEY LAUNDERING AND 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 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. Our presenter will demonstrate how to plan and implement a strategy that will satisfy the requirements of UK regulators.
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.

THE ESSENTIAL GUIDE TO CONTRACT LAW
ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/ECL

The financial and legal consequences of a poorly written or negotiated contract can be very damaging for any organisation. 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. The course will explain how to establish contracts that support your commercial objectives. It will also help you to avoid making unnecessary commitments, falling into financial traps and will improve your negotiating position.

"Really enjoyed the course. It helped me understand more on contract law which enables me to carry out my work. Tutor was well spoken and very knowledgeable."
Legal & Procurement Associate, Carlisle Support Services

THE ESSENTIAL GUIDE TO CONTRACT MANAGEMENT
ONE-DAY COURSE | £329 +VAT | WWW.UKTRAINING.COM/ECM

All businesses are engaged in managing contracts, whether sales or purchases. This course is an essential guide to the tactics, processes and skills required to successfully manage existing contracts on behalf of your organisation. It provides a grounding in the basic skills required to plan, execute, and administer third party contracts. The course is illustrated throughout with practical examples and relevant case studies. After attending this course you will have a good sense of the end to end process and the factors that lead to success.

AVAILABLE ON AN IN-HOUSE BASIS
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. For your business to be commercially successful, it is absolutely vital that you maintain a healthy cash flow and that your customers pay you on time and in full. 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.

“Loved the training. Extremely useful techniques, especially with telephone calls. Assisted me with the confidence to chase clients and not to be scared.

Accounts Assistant, Adelphi Ltd”

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 will guide 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.
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.
January presentations…

IR35 - Preparing for the Changes
London - 13 January AM & PM

The Essentials of UK VAT
London - 15 January

The Essentials of UK Payroll Processing
London - 16 January

UK VAT and International Trade
London - 21 January

Payroll: The Essential Update
London - 22 January PM

Brand new courses…

VAT Reverse Charge for Construction

IR35 – Preparing for the Changes

Project Management: A Comprehensive Guide

Anti-Money Laundering and Preventing Financial Crime

Spanish VAT – A Practical Guide

Italian VAT – A Practical Guide