

COURSE BROCHURE

JANUARY – DECEMBER 2019

0800 435 772

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www.uktraining.com/18chp

...continuous development for you and your business

A blurred background image of a classroom or training room. A person is standing at the front, possibly a teacher or presenter, and an audience of people is seated at desks, facing the front. The room has large windows in the background.

Welcome to our 2019 course brochure. Inside you can find almost all our 2019 dates. If you have any questions, please get in touch. We look forward to welcoming you and your colleagues to a course in the near future.

A year in review...

Following on from the previous year, 2018 was our busiest year to date. Our course list continues to grow, along with our range of venues and expert presenters. We are also delighted to announce that we now offer complimentary lunch at all of our one-day courses, which means delegates can take the opportunity to network with other delegates, or simply sit back and relax without needing to leave the venue. As well as a number of new additions earlier in the year, we have just seen the first presentations of our one-day Authorised Economic Operator (AEO) course, which was very well received.

Looking ahead...

As we enter 2019, we have two more new courses being introduced. A one-day payroll courses that focuses on statutory payments and another GDPR course which deals with subject access requests. These are already proving extremely popular, so secure your places quickly to avoid missing out. Finally, our one-day essential VAT courses are due to be presented York and Leicester for the very first time.



...venues throughout the country and live online

How to book places...



Visit www.uktraining.com/18chp



Email info@uktraining.com



Call freephone **0800 435 772**

Please get in touch if you have any questions...

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VAT COURSES

THE ESSENTIALS OF UK VAT

ONE-DAY COURSE | £329 +VAT | 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: rates of VAT, registration, time of supply, invoicing, disbursements, single & multiple supplies, completing the VAT return, reclaiming input tax, bad debts, penalties, partial exemption and international supplies.

“

The presenter provided THE most engaging training course I have ever attended. It was brilliant. He aimed it at the correct level and managed to bring VAT down to a level most people in the room understood, without it becoming boring.

Finance Administrator, Semigator GmbH

”

MORE DATES AVAILABLE ON OUR WEBSITE...

London – 15 January
Manchester – 12 February
Reading – 26 February
York – 6 March **NEW**
Birmingham – 12 March
London – 12 March
Bristol – 14 March
Belfast – 19 March
Leicester – 4 April **NEW**
London – 9 April
Bournemouth – 25 April
Sheffield – 25 April
Newcastle – 2 May
Manchester – 7 May
London – 9 May
Live Online – 14 & 15 May
Aberdeen – 16 May
Milton Keynes – 21 May
Glasgow – 6 June
Birmingham – 11 June
Liverpool – 12 June
Portsmouth – 9 July
London – 10 July
Oxford – 8 October
Cardiff – 15 October
Edinburgh – 5 November
Leeds – 5 November
Southampton – 5 November
Nottingham – 6 November
Brighton – 12 November
Cambridge – 14 November

HAVE YOU CONSIDERED IN-HOUSE TRAINING?

Over the years, our experts have delivered in-house courses for companies all over the UK and we would be delighted to do the same for you. If you require training for larger groups of **7 or more** please get in touch and a member of our team will be able to discuss your training requirements.

UK VAT AND INTERNATIONAL TRADE

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

This comprehensive course explains how a UK organisation should account for VAT on its transactions of goods and services with overseas customers and suppliers.

It will demonstrate 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.

This course should lead to more efficient handling of international VAT within your organisation, reducing the risks of fines and penalties. What's more, your greater understanding will help you maximise VAT reclaims and improve cash flow.

“

Really helpful and insightful course. A lot of content but delivered in a way that made it interesting and informative. The presenter was friendly and approachable and encouraged questions which was great.

Head of Client Services, Lisson Gallery (London) Ltd

”

MORE DATES AVAILABLE ON OUR WEBSITE...

London – 22 January
Manchester – 5 March
Reading – 7 March
London – 19 March
Belfast – 20 March
Birmingham – 26 March
York – 28 March **NEW**
Bristol – 4 April
Bournemouth – 7 May
Sheffield – 9 May
Leicester – 22 May **NEW**
Newcastle – 23 May
Manchester – 5 June
Aberdeen – 13 June
Milton Keynes – 18 June
Live Online – 19 & 20 June
Glasgow – 25 June
Liverpool – 25 June
Birmingham – 10 July
Portsmouth – 10 July
Cardiff – 7 November
Brighton – 13 November
Oxford – 13 November
Southampton – 19 November
Nottingham – 21 November
Edinburgh – 26 November
Leeds – 28 November
Cambridge – 4 December

UK VAT ON LAND, PROPERTY AND CONSTRUCTION

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

The 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. It will also highlight for you the many pitfalls that can be avoided if proper consideration is given to the VAT implications.

“

Best land and property course I have been on.

Principal VAT and Tax Accountant, London Borough of Hackney

”

London
18 April
17 July
21 November
Bristol NEW
11 June
Manchester
19 June
Birmingham
10 October
Edinburgh
3 December

VAT COURSES

THE ESSENTIAL GUIDE TO PARTIAL EXEMPTION

ONE-DAY COURSE | £329 +VAT | [UKTRAINING.COM/EPE](https://uktraining.com/EPE)

This comprehensive 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

11 April / 3 July
20 November

Manchester

14 May

Birmingham

13 November

UK VAT AND INTERNATIONAL SERVICES

HALF-DAY COURSE | £269 +VAT | [UKTRAINING.COM/VIS](https://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 using 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

3 April PM
9 October PM

HOW TO RECLAIM EU VAT

TWO-HOUR LIVE ONLINE COURSE | £179 +VAT | [UKTRAINING.COM/FVR](https://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.

Live Online

13 June AM
5 December AM

CROSS BORDER TRANSACTIONS – AVOIDING VAT ERRORS

HALF-DAY COURSE | £269 +VAT | [UKTRAINING.COM/CBT](https://uktraining.com/CBT)

This practical, scenario based course, gives those dealing with VAT on an international level the chance to gain further insight VAT and cross-border transactions. It explores some of the more complex VAT situations that may arise and demonstrates how to analyse the transactions and establish the correct place of supply and VAT treatment.

London

6 June PM
3 December PM

THE TOUR OPERATORS MARGIN SCHEME - TOMS

ONE-DAY COURSE | £329 +VAT | [UKTRAINING.COM/TOMS](https://uktraining.com/TOMS)

Businesses can be involved in making supplies which require the VAT to be declared using the Tour Operators Margin Scheme (TOMS), a complex and often misunderstood scheme. This course explains TOMS in detail and offers practical advice on what supplies are included and how to carry out the calculation.

London

2 July
19 November

UNDERSTANDING GERMAN VAT

HALF-DAY COURSE | £269 +VAT | [UKTRAINING.COM/UGV](https://uktraining.com/UGV)

This course will help you to understand the German System of VAT and its reporting obligations. It will highlight situations where a non-German business would not charge its German customers output VAT while identifying those elements of German input VAT that cannot be recovered. This course considers in detail the German VAT treatments that are quite different to those of other countries and will illustrate what you need to do to be fully compliant when completing German VAT Returns, EC Sales Lists and Intrastat Returns. It will also explain the purpose of annual summary returns, due date extension and rules to determine if you submit monthly or quarterly German VAT returns.

London

9 July PM

28 November AM

UNDERSTANDING FRENCH VAT

HALF-DAY COURSE | £269 +VAT | [UKTRAINING.COM/UFV](https://uktraining.com/UFV)

This course will help you to understand the French System of VAT. It will highlight situations where a non-French business would not charge its French customers output VAT while identifying those elements of French input VAT that cannot be recovered. The course will examine those 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 will also examine the VAT reporting obligations in France, including the method of completing VAT returns and registering for the French online system. It will also cover the DEB and DES returns, which in France replace the ECSL and Intrastat.

London

8 May PM

17 October PM

UNDERSTANDING DUTCH VAT

HALF-DAY COURSE | £269 +VAT | [UKTRAINING.COM/UDV](https://uktraining.com/UDV)

This course will guide you through the most relevant Dutch VAT rules for businesses operating internationally. It explains the customs regimes in the Netherlands, general fiscal representation and limited fiscal representation. The course 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 will examine the VAT reporting obligations in the Netherlands, including the method of completing VAT returns, differences between established and non-established companies on VAT obligations, ICP returns and Intrastat declarations.

London

27 June PM

20 November PM

THE ESSENTIALS OF IRISH VAT

ONE-DAY COURSE | £329 +VAT | [UKTRAINING.COM/EIVAT](https://uktraining.com/EIVAT)

This course will give you a complete understanding of Irish VAT, covering all the essentials, giving you the confidence to know you are dealing with Irish VAT correctly. This course is ideal for people whose organisation has business connections with Ireland and who help to complete the VAT return or are responsible for the accuracy of VAT recording systems within their organisation.

London

5 June

4 December

GDPR – PRIVACY AND DATA PROTECTION IN THE UK

ONE-DAY COURSE | £329 +VAT | [UKTRAINING.COM/GDPR](https://uktraining.com/gdpr)

This course is a practical and comprehensive guide to complying with the requirements of UK data protection law. It is carefully 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. It will help you to understand the reality of your risk and thus make informed decisions, avoid over-complicating processes and creating unnecessary difficulties. Delegates will also receive a **practical toolkit of checklists** to help them implement their policies and procedures.

London – 23 January
Manchester – 21 March
Birmingham – 28 March
Bournemouth – 4 April
Glasgow – 24 April
London – 24 April
Milton Keynes – 25 April
Bristol – 9 May
Nottingham – 14 May

NEW DEALING WITH SUBJECT ACCESS REQUESTS

ONE-DAY COURSE | £329 +VAT | [UKTRAINING.COM/SAR](https://uktraining.com/sar)

Subject Access Requests (SARs) submitted to Data Controllers by individuals (data subjects). 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. The course is illustrated throughout with real-world scenarios and our expert presenter will happily address any queries pertinent to your organisation.

London
7 February

*More dates to be
announced soon*

THE ROLE OF THE DATA PROTECTION OFFICER UNDER GDPR

ONE-DAY COURSE | £329 +VAT | [UKTRAINING.COM/DPO](https://uktraining.com/dpo)

There are very specific rules regarding the role of the Data Protection Officer (DPO) and the requirement to appoint one applies to many more organisations than originally thought. During this practical and comprehensive full-day 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 also clearly explain where the DPO should fit in the organisational structure, what you need to consider when appointing and the duties of the DPO as set out in the GDPR. The presenter will also take the opportunity to demonstrate the use of different tools and techniques that can help the designated DPO to undertake detailed data mapping and data audit exercises.

London
13 March
12 June

Manchester
3 April

Birmingham
25 April

PAYROLL COURSES

THE ESSENTIALS OF UK PAYROLL PROCESSING

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

Most payroll processing is performed by automated software, but it is important that anyone involved in the preparation or review of payroll has sufficient knowledge to ensure that 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.

“ **Excellent course – perfect level of detail and supporting discussion. Presenter extremely knowledgeable and very engaging.** ”

HR Director, Cambridge Associates Ltd

A PRACTICAL GUIDE TO THE P11D AND EXPENSES & BENEFITS

ONE-DAY COURSE | £329 +VAT | 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 each of 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.

“ **The presenter was fantastic – really engaging and incredibly helpful. Made it much easier to understand.** ”

Finance Manager, Fincore Ltd

London – 16 January
Manchester – 26 February
Edinburgh – 5 March
London – 13 March
Birmingham – 19 March
Reading – 26 March
Southampton – 23 April
Bristol – 24 April
Sheffield – 8 May
London – 14 May
Newcastle – 5 June
London – 18 June
London – 12 September
Manchester – 8 October
Milton Keynes – 10 October **NEW**
Glasgow – 15 October **NEW**
Leeds – 12 November
Birmingham – 14 November

London – 17 January
Leeds – 28 February
Edinburgh – 6 March
London – 12 March
Newcastle – 13 March **NEW**
Manchester – 27 March
Reading – 4 April
London – 17 April
Birmingham – 23 April
Southampton – 24 April
Bristol – 15 May
Sheffield – 16 May
London – 21 May
London – 15 October
Manchester – 17 October
Birmingham – 21 November

PAYROLL COURSES

PAYROLL: THE ESSENTIAL UPDATE UPDATED

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

In the ever-changing world of Payroll and HR, keeping up to date with the latest legislation can be a real challenge. This topical half-day course will help you do just that. Even if you outsource your payroll function this course is still essential. 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. The course does **assume some prior understanding of Payroll and HR**.

London

22 January PM
28 March PM
19 June AM
6 November PM

Manchester

27 February PM

Birmingham

20 March AM

NEW STATUTORY PAYMENTS – YOUR ESSENTIAL GUIDE

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

This practical and interactive course explains your legal obligations regarding all statutory payments and advises the most effective means of implementation. It will help you to understand who is eligible for statutory payments and who is excluded; how payments are calculated; how they can be recovered; and what records need to be kept. The course will also guide you through the National Minimum Wage requirements. It will also give you an insight into the way HMRC are now investigating potential offences and how best to work with them. We also explain HMRC's enforcement powers, financial penalties and other sanctions at their disposal.

London

5 February

THE CONSTRUCTION INDUSTRY SCHEME – A PRACTICAL GUIDE

ONE-DAY COURSE | £329 +VAT | 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 good 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.

London

7 February
11 June
3 October

Edinburgh NEW

26 February

Manchester

8 May
9 October

Birmingham

20 June
26 November

THE ROLE OF A COMPANY DIRECTOR

ONE-DAY COURSE | £329 +VAT | 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 help to equip you with the knowledge and skills required to be able to cope with the role, manage risks effectively and avoid financial penalties.

“ **Excellent course – met my expectations and more.
Thank you.**

Managing Director, Gardiner Associates Training and Research



London
28 February
23 April
4 June
26 September

Edinburgh
29 May

Bristol
2 July

Manchester
4 July

Birmingham
6 November

THE ROLE OF A COMPANY SECRETARY

ONE-DAY COURSE | £329 +VAT | 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 helps ensure 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, enabling you to approach the job with confidence.

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.

“ **Excellent and very informative day. Trainer
engaged well with delegates and made a dry
subject interesting. First rate session.**

Chief Operating Officer, Insol International



London – 16 January
Milton Keynes – 27 February
London – 13 March
Newcastle – 20 March
Bristol – 27 March
Manchester – 23 April
Birmingham – 9 May
London – 14 May
Sheffield – 11 June
Glasgow – 12 June
Reading – 20 June
London – 11 July
London – 18 September
Manchester – 16 October
Birmingham – 5 November
Leeds – 19 November
Southampton – 26 November
Edinburgh – 5 December

BOARD EVALUATION AND IMPROVEMENT

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

The effectiveness of the board of directors plays a crucial part in the success or failure of any organisation. A structured evaluation of that effectiveness is a fundamental requirement of the UK Corporate Governance Code for listed companies. This practical and comprehensive one-day course will show you how your board should operate in order to achieve maximum results. It will help you to understand how the skills and abilities of different directors should be harnessed to complement each other and drive the company forward. It will demonstrate how a high-performing board can set the tone and lead the organisational strategy most effectively.

London
20 June
26 November

MINUTE TAKING: YOUR ESSENTIAL GUIDE

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

The importance of minute taking should not be underestimated. Having a clear, concise and accurate record of a meeting ensures that the correct actions are taken after the meeting and allows key business decisions to be made. This interactive full-day course will clearly explain what you need to do before, during and after the meeting to ensure your minutes are a success. The presenter will use his own vast experience and a number of practical exercises to help you develop a toolkit of skills to take back to the office. You will be guided through the best methods and techniques to use in order to confidently produce a professional set of minutes that are invaluable to the meeting's participants.

London
27 June
5 November

Manchester
10 July

Birmingham
3 December

“ Excellent course – engaging throughout and I feel much more equipped to go into the boardroom next week.

Company Secretarial Assistant, Together Financial Services Limited

”

THE COMPANY SECRETARY IN THE BOARDROOM

ONE-DAY COURSE | £329 +VAT | 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
22 May
21 November

THE COMPANY SECRETARY'S GUIDE TO THE STATUTORY REGISTERS

HALF-DAY COURSE | £269 +VAT | [UKTRAINING.COM/GSR](https://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.

London

15 May PM

14 November PM

CHARITY COURSES

VAT FOR CHARITIES

ONE-DAY COURSE | £329 +VAT | [UKTRAINING.COM/VFC](https://uktraining.com/vfc)

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. It will clearly explain how you should structure your activities in order to take advantage of the various reliefs available – ultimately reducing your VAT burden and allowing you to focus on your main charitable objectives. The course will also address some of the topical issues that could affect you.

London

26 March

11 June

7 November

Manchester

20 June

Birmingham

12 November

CHARITIES: THE ROLE OF THE SECRETARY

ONE-DAY COURSE | £329 +VAT | [UKTRAINING.COM/CRS](https://uktraining.com/crs)

It is increasingly important for charities to be well governed and to meet their statutory and regulatory responsibilities and the job of overseeing all of 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

16 May

10 October

Birmingham

19 June

Manchester

5 November

OUR VENUES...

We use carefully selected venues across the UK that are well equipped, centrally located and easily accessible. You can find out more about all our venues at www.uktraining.com/venues.

IMPORT AND EXPORT COURSES

IMPORT PRACTICE AND PROCEDURES

ONE-DAY COURSE | £329 +VAT | [UKTRAINING.COM/IPC](https://uktraining.com/IPC) **UPDATED**

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 practicalities, costs and risks involved. 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.

London

6 March / 26 June
5 November

Manchester

13 June

Birmingham

9 October

EXPORT PRACTICE AND PROCEDURES

ONE-DAY COURSE | £329 +VAT | [UKTRAINING.COM/EPC](https://uktraining.com/EPC) **UPDATED**

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

London

21 March / 9 July
3 December

Manchester

19 June

Birmingham

16 October

NEW ACHIEVING AUTHORISED ECONOMIC OPERATOR STATUS

ONE-DAY COURSE | £329 +VAT | [UKTRAINING.COM/AEO](https://uktraining.com/AEO)

AEO is an accreditation scheme that can provide many international trade simplifications and benefits to importers and exporters. The aim of this one-day course is to help you understand the AEO requirements and benefits that can be gained in achieving AEO status. It will guide you through the application process and enable you to help your organisation achieve and crucially, maintain AEO status. The course will also highlight the pitfalls that companies typically experience and explain how to avoid delays and mistakes.

London

26 February
25 April

Birmingham

13 March

Manchester

20 March

THE ESSENTIAL GUIDE TO INCOTERMS

HALF-DAY COURSE | £269 +VAT | [UKTRAINING.COM/INC](https://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 half-day 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.

London

10 July AM
3 December AM

THE CRIMINAL FINANCES ACT 2017

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

The Criminal Finances Act 2017 is one of the most important pieces of anti-fraud and anti-corruption legislation to be passed in the UK. It amends the Proceeds of Crime Act 2002 and introduces two new corporate offences of failing to prevent the facilitation of tax evasion. Entities will be 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 was unaware of the act. This important course will guide you through the new corporate offences and how they will operate. It will take 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. You will also be guided through managing the risks and the application of due diligence. Crucially, the course will also guide you on how your organisation may establish a defence if it is alleged to have committed an offence under the new Act.

London

7 March PM
26 June AM

Manchester

24 April PM

Birmingham

15 May PM

THE ESSENTIALS OF UK CORPORATION TAX

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

Corporation Tax is a complex area of taxation and without a proper appreciation of the rules, it is easy for costly mistakes to occur. This course will help people involved in the preparation of the Corporation Tax return to understand the rules and regulations and how they should be applied. It will equip you with the skills and confidence required to apply the rules correctly – ultimately ensuring your company does not overpay Corporation Tax. The course examines the key aspects of the Corporation Tax System and clearly illustrates how to perform the calculation of the Corporation Tax payable. It describes the procedural requirements that need to be in place to ensure that filing deadlines are met and payments are made on time so that you reduce the risk of penalties and interest.

London

13 February
16 May
17 September
12 November

Birmingham

21 May

Manchester

10 October

A COMPLETE GUIDE TO FRS 102

ONE-DAY COURSE | £329 +VAT | 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. It also explores the options available to subsidiaries of groups reporting under IFRS or UK GAAP. The course comes with comprehensive additional resources including illustrative statements, checklists and examples.

London

14 March
4 July
14 November

Birmingham

24 April
15 October

Manchester

15 May
12 November

FINANCE FOR NON-FINANCIAL MANAGERS

ONE-DAY COURSE | £329 +VAT | 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

24 April
6 November

Manchester – NEW

18 June

Birmingham

5 November

“ 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

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THE PRINCIPLES OF FINANCIAL ACCOUNTING

ONE-DAY COURSE | £329 +VAT | 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 job in a more informed way, which in turn will improve the accuracy and completeness of the financial information you produce.

London

15 May
14 November

Manchester

25 June

Birmingham

6 November

“ Presenter made everything really clear and understandable. I feel like I have really benefitted from the day and expanded my knowledge. Thank you.

Finance Assistant, Rambert

”

OUR PRESENTERS...

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

PROCUREMENT COURSE

A PRACTICAL GUIDE TO PURCHASING & PROCUREMENT

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

London
18 June

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.

CONTRACT COURSES

THE ESSENTIAL GUIDE TO CONTRACT LAW

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

London
25 April
17 October

Birmingham
25 June

Manchester
19 November

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.

“

Peter made a dry subject very interesting with real life examples.

Financial Director, Stourbridge Volkswagen

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THE ESSENTIAL GUIDE TO CONTRACT MANAGEMENT

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

AVAILABLE ON AN
IN-HOUSE BASIS

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.

This course is also supported by a comprehensive Contract Management Toolkit, containing more than 25 guidance notes, checklists, templates and Excel tools for you to adapt and use.

EMPLOYMENT LAW COURSES

THE ESSENTIALS OF EMPLOYMENT LAW

ONE-DAY COURSE | £329 +VAT | [UKTRAINING.COM/EEL](https://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 in the area of Employment Law.

London
6 June
28 November

Birmingham
11 July

Manchester
13 November

“ **Very informative –useful and relevant information. Paul is extremely knowledgeable and very good at putting the message across.**

Executive Support Manager, Sovo Capital Limited

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THE EMPLOYMENT LAW UPDATE UPDATED

HALF-DAY COURSE | £269 +VAT | [UKTRAINING.COM/ELU](https://uktraining.com/elu)

New legislation and regular court and tribunal decisions mean that the Employment Law landscape is constantly changing. These changes can have a significant impact on your business and it is vital that anyone who works in this area is up-to-date with the law. This half-day update will guide you through all the most recent developments and will also discuss changes taking place in the near future. The course will help you clearly understand the implications of any changes and rulings and explain what you need to do to correctly apply the law in practice.

London
23 April PM

“ **Excellent update. Very clear delivery and well explained.**

HR Manager, Society of London Theatre

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CPD HOURS

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

CREDIT CONTROL COURSES

AN INTRODUCTION TO CREDIT CONTROL

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

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 one-day course will explain key principles of credit control and provide you with an awareness of credit control methods and techniques. It will give you a clear understanding of the credit management process and increase your confidence when dealing with credit control matters. 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
23 April
17 October

Birmingham
8 May

Manchester
20 November

“

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, Adelphoi Ltd

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CREDIT CONTROL: EFFECTIVE TELEPHONE COLLECTION TECHNIQUES

ONE-DAY COURSE | £329 +VAT | 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. If you don't prepare for the call or approach it with the right attitude, techniques, communication skills and confidence, then often the debtor can take control. 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
25 June
27 November

“

Really opened my eyes on how to deal with tricky customers. Barry was very good at explaining and training. I feel I have learnt a lot and have come away changing how I chase debt.

Accounts Assistant, Armorgard Security Products Ltd

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“

I'm very happy with the course I attended. Lots of practical knowledge and examples. This was my first time using UK Training and I hope it will not be the last.

*Customer Advisor,
Aexea Consulting*

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Brand new courses featured...

Achieving Authorised Economic Operator (AEO) Status

Dealing with Subject Access Requests

Statutory Payments – Your Essential Guide

UKTraining