

COURSE BROCHURE

JANUARY – DECEMBER 2020

0800 435 772

info@uktraining.com

www.uktraining.com/19hab

...continuous development for you and your business

A blurred background image of a classroom or training session. A person is standing at the front, possibly a trainer, and a group of people are seated at desks, facing the front. The scene is brightly lit, suggesting a modern, professional training environment.

Welcome to our 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 year in review...

Last year was 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 continues to be extremely popular as we approach the implementation date of October 2020. Finally, in the latter part of 2019 we announced our brand new **IR35** course - which has so far surpassed our expectations, with every date 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 have a packed schedule of courses for you to choose from in 2020, including many presentations of our new course titles. Our new Anti Money-Laundering course has more dates in London and Birmingham and our EU VAT courses now include Spanish and Italian specific courses. We also have a **brand new** one-day course which will explore the many ways **Brexit** will impact your commercial environment.

How to book places...



Visit www.uktraining.com/19hab



Email info@uktraining.com



Call freephone **0800 435 772**



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

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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

”

Reading 25 February
York 05 March
Ipswich 11 March
London 12 March
Belfast 25 March
Bristol 21 April
Bournemouth 23 April
London 23 April
Sheffield 23 April
Newcastle 06 May
Live online 13 & 14 May PM
Milton Keynes 20 May
Manchester 21 May
Glasgow 03 June
Liverpool 10 June
Exeter 11 June
Birmingham 18 June
Portsmouth 07 July
Oxford 13 October

For more venues visit our website which has the full 2020 schedule

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 21 January
Manchester 11 March
Reading 12 March
Birmingham 17 March
London 25 March
Bristol 14 May
London 20 May
Sheffield 20 May
Milton Keynes 18 June
Live online 08 & 09 July PM
Portsmouth 16 July

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.

Birmingham

22 April

London

23 April

15 July

24 November

Manchester

02 December

VAT REVERSE CHARGE FOR CONSTRUCTION SERVICES

NEW 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.

London

21 May PM

14 July PM

Manchester

26 February PM

10 June PM

Birmingham

11 March PM

25 June PM

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

”

London

02 April

07 July

18 November

Manchester

14 May

Bristol

23 June

Birmingham

20 October

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.

London

20 February PM

21 April PM

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

17 June

25 November

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 April PM

21 October 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.

Live Online

17 June AM

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

11 November PM

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.

London
13 May PM

“ **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.

London
03 December PM

SPANISH VAT – A PRACTICAL GUIDE

NEW 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.

London
08 July PM

ITALIAN VAT – A PRACTICAL GUIDE

NEW 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.

London
22 April PM

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

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London 16 January
Southampton 12 February
Manchester 25 February
Bristol 05 March
Birmingham 10 March
Edinburgh 11 March
London 11 March
Reading 19 March
Sheffield 06 May
London 12 May
Brighton 15 June
London 17 June
Newcastle 18 June
Glasgow 06 October
Milton Keynes 21 October
Cardiff 25 November
Leeds 25 November

London 23 January
Leeds 06 February
Southampton 13 February
Edinburgh 12 March
London 17 March
Manchester 17 March
Newcastle 19 March
Birmingham 24 March
Bristol 26 March
Sheffield 02 April
London 22 April
London 21 May
Birmingham 05 November
London 24 November

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



London

22 January PM
18 March AM
16 June PM
11 November AM

Manchester

04 February AM
19 May AM

Birmingham

27 February PM
13 May AM

Bristol

25 March PM

IR35 – PREPARING FOR THE CHANGES

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

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.

Edinburgh 27 February PM

Leeds 02 March PM

Bristol 04 March PM

Manchester 16 March PM

Birmingham 18 March PM

London 18 March PM **FULL**

London 20 March AM

Southampton 31 March PM

Sheffield 03 April PM

London 09 April PM

Milton Keynes 16 April PM

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.

London

12 February
10 June
08 October

Manchester

23 April

Birmingham

06 May
06 October

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*

Milton Keynes 27 February
London 18 March
Manchester 21 April
London 13 May
Birmingham 19 May
Bristol 16 June
Sheffield 18 June
London 14 July
Oxford 21 October

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

”

London
11 February
02 April
10 June
29 September
25 November
Manchester
09 July
Birmingham
22 September
Bristol
04 November

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
19 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.

“ 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

”

London

25 June
01 December

Birmingham

10 December

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

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

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.

London

25 February
06 May
22 September

Birmingham

12 May

Manchester

15 October

“ **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.

London

26 March
08 July
17 November

Birmingham

21 April

Manchester

10 November

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.

Birmingham

12 February

London

20 May
04 November

Manchester

21 October

“ **Thanks very much – I've learnt so much and gained extra confidence.**

Senior Manager (Finance & Administration), New Writing North

”

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
23 April
05 November

Manchester
18 June

Birmingham
04 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

”

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
12 March
18 June
17 November

Manchester
23 June

Birmingham
03 December

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
07 May
15 October

Birmingham
24 June

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.

London
18 March
25 June
11 November

Birmingham
02 April
14 October

Manchester
07 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.

London
25 March
07 July
03 December

Manchester
09 June

Birmingham
11 November

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
16 July PM
25 November PM

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
07 & 08 July

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.

Manchester
10 March

London
19 March
15 July
04 November

Birmingham
15 October

“

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

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GDPR – THE ESSENTIAL UPDATE

NEW 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
05 March AM
05 March PM
28 April PM

Manchester
19 March PM

Birmingham
26 March PM

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) 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

06 February

04 June

14 October

Birmingham

23 June

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

05 May

17 November

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

19 May PM

03 November PM

ANTI-MONEY LAUNDERING & PREVENTING FINANCIAL CRIME

NEW 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

24 March

09 June

06 October

Birmingham

08 July

Manchester

04 November

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

24 February
13 May

Manchester

03 March

Birmingham

28 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

16 June

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.

London

22 April
21 October

Birmingham

10 June

Manchester

24 November

“

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

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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. 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.

London
24 March
06 October

Birmingham
11 June

Manchester
08 December

“

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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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 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.

London
23 June
10 November

ALSO AVAILABLE TO BE DELIVERED IN-HOUSE ...

The Essential Guide to Contract Management

Statutory Payments – Your Essential Guide

Achieving Authorised Economic Operator (AEO) Status

Cross Border Transactions – Avoiding Costly VAT Errors

The Role of a Director in a Local Authority Trading Company

Your Company's Articles and Constitution

If you would be interested in these, or any of our courses delivered in-house at your premises – get in touch using the contact details below or visit our website at www.uktraining.com/inhouse-training

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...

Brexit: Preparing for the Future

IR35 – Preparing for the Changes

VAT Reverse Charge for Construction

Project Management: A Comprehensive Guide

Anti-Money Laundering and Preventing Financial Crime

Spanish VAT – A Practical Guide

Italian VAT – A Practical Guide

