



# COURSE SCHEDULE

SEPTEMBER 2023 - JULY 2024

“

**I thoroughly recommend UK Training  
for all your training requirements.**

”

**I found the course informative,  
interactive and fun. 5 star service.**

[www.uktraining.com/23ukt](http://www.uktraining.com/23ukt) | 0800 435 772 | [info@uktraining.com](mailto:info@uktraining.com)

# FULL COURSE LIST

## VAT & TAXATION

The Essentials of UK VAT  
UK VAT and International Trade  
The Essentials of Corporation Tax  
Postponed VAT Accounting (PVA)  
The VAT Update  
VAT - Partial Exemption  
VAT on Land, Property and Construction  
VAT for Charities

## CUSTOMS & INTERNATIONAL TRADE

Import & Export Customs Procedures  
The New Customs Declaration Service  
**NEW** Preparing for a Customs Audit  
**NEW** Customs Special Procedures  
Rules of Origin & the EU-UK Trade Deal

## PAYROLL

The Essentials of Payroll Processing  
**NEW** Statutory Payments - Your Essential Guide  
The Payroll Update  
The P11D, Expenses & Benefits  
Holiday Leave and Pay  
The Construction Industry Scheme (CIS)

## GDPR & DATA PROTECTION

GDPR - The Essential Guide  
The GDPR Update  
GDPR - Staff Awareness  
Dealing with Subject Access Requests  
**NEW** Data Protection for Marketing

## IN-HOUSE TRAINING

All of these courses can also be delivered in-house exclusively for your business – either on site or online...

## CREDIT CONTROL

Credit Control - The Essential Guide  
Telephone Collection Techniques

## MANAGEMENT & LEADERSHIP

**NEW** Preparing for the Companies House Reforms  
The Role of a Company Director  
The Role of a Company Secretary  
**NEW** Business Strategy and Planning  
Finance for Non-Financial Managers  
**NEW** Information Security for Business Leaders  
**NEW** Corporate Sustainability & ESG  
**NEW** Commercial Contracts - A Practical Guide  
**NEW** Budgeting, Cost Control and Forecasting  
Charities: The Role of the Secretary  
Evaluating & Improving Board Performance

## BUSINESS SKILLS

**NEW** Communication Skills in the Workplace  
Minute Taking - Your Essential Guide

## HR & EMPLOYMENT LAW

**NEW** Mental Health in the Workplace  
The Essentials of Employment Law  
Employment Law & HR Update

## FINANCIAL CRIME

The Criminal Finances Act 2017  
Anti-Money Laundering & Financial Crime

## ON-DEMAND

VAT Reverse Charge for Construction Services  
IR35 - Off-Payroll Working  
The Plastic Packaging Tax

# VAT & TAXATION

DURATION CPD PRICE  
HOURS EX VAT

## THE ESSENTIALS OF UK VAT

6-HRS 6 CPD €329

[Live online](#) 03 & 04 October AM 06 & 07 December AM 12 & 13 February PM

[London](#) 19 September 01 November | [Birmingham](#) 07 November | [Manchester](#) 10 October

## UK VAT AND INTERNATIONAL TRADE

6-HRS 6 CPD €329

[Live online](#) 08 & 09 November PM 21 & 22 February PM 14 & 15 May AM

[London](#) 12 October 12 March 13 June

## THE ESSENTIALS OF CORPORATION TAX

6-HRS 6 CPD €329

[Live online](#) 18 & 19 October AM 30 & 31 January PM 11 & 12 June PM

[London](#) 15 November 23 April | [Birmingham](#) 18 June

## POSTPONED VAT ACCOUNTING (PVA)

2-HRS 2 CPD €229

[Live online](#) 28 November AM 19 March AM

## THE VAT UPDATE

3-HRS 3 CPD €269

[Live online](#) 09 October PM 12 March AM 05 June AM

## VAT - PARTIAL EXEMPTION

6-HRS 6 CPD €329

[Live online](#) 20 & 21 September AM 27 & 28 February AM | [London](#) 22 May

## VAT ON LAND, PROPERTY AND CONSTRUCTION

6-HRS 6 CPD €329

[London](#) 18 October 19 March | [Live online](#) 29 & 30 November AM 18 & 19 June PM

## VAT FOR CHARITIES

6-HRS 6 CPD €329

[Live online](#) 21 & 22 November AM | [London](#) 14 May

# CUSTOMS & INTERNATIONAL TRADE

## IMPORT & EXPORT CUSTOMS PROCEDURES

6-HRS 6 CPD €329

[Live online](#) 26 & 27 September AM 15 & 16 November AM 26 & 27 February PM

[London](#) 19 October 24 April

## NEW THE NEW BORDER TARGET OPERATING MODEL

1.5-HRS 1.5 CPD €189

[Live online](#) 19 September AM

## NEW PREPARING FOR A CUSTOMS AUDIT

3-HRS 3 CPD €269

[Live online](#) 17 October AM 30 January AM 07 May PM

## NEW CUSTOMS SPECIAL PROCEDURES

3-HRS 3 CPD €269

[Live online](#) 26 March PM

## RULES OF ORIGIN & THE EU-UK TRADE DEAL

3-HRS 3 CPD €269

[Live online](#) 20 November PM 25 April PM

View full course details and book places: [www.uktraining.com/23ukt](http://www.uktraining.com/23ukt)

# PAYROLL

DURATION CPD PRICE  
HOURS EX VAT

## THE ESSENTIALS OF PAYROLL PROCESSING

6-HRS 6 CPD €329

[Live online](#) 10 & 11 October AM 24 & 25 January AM | [London](#) 09 November 08 May

## THE PAYROLL UPDATE

3-HRS 3 CPD €269

[Live online](#) 07 September PM 23 November AM 01 February PM | [London](#) 20 March PM

## THE P11D, EXPENSES & BENEFITS

6-HRS 6 CPD €329

[Live online](#) 04 & 05 December AM 20 & 21 February AM | [London](#) 25 April

## NEW STATUTORY PAYMENTS – YOUR ESSENTIAL GUIDE

6-HRS 6 CPD €329

[Live online](#) 13 & 14 December AM

## HOLIDAY LEAVE AND PAY

3-HRS 3 CPD €269

[Live online](#) 02 November AM 12 March PM 11 July AM

## THE CONSTRUCTION INDUSTRY SCHEME (CIS)

6-HRS 6 CPD €329

[Live online](#) 05 & 06 September PM 20 & 21 March AM | [London](#) 16 November 20 June

# GDPR & DATA PROTECTION

## GDPR – THE ESSENTIAL GUIDE

6-HRS 6 CPD €329

[Live online](#) 19 & 20 September PM 06 & 07 March PM | [London](#) 14 November

## THE GDPR UPDATE

3-HRS 3 CPD €269

[Live online](#) 16 October PM 22 February AM 17 June PM

## GDPR – STAFF AWARENESS

2-HRS 2 CPD €229

[Live online](#) 03 October AM 25 April AM

## DEALING WITH SUBJECT ACCESS REQUESTS

3-HRS 3 CPD €269

[Live online](#) 12 December AM 13 June PM

## NEW DATA PROTECTION FOR MARKETING

3-HRS 3 CPD €269

[Live online](#) 28 September AM 08 February AM

# CREDIT CONTROL

## CREDIT CONTROL – THE ESSENTIAL GUIDE

6-HRS 6 CPD €329

[London](#) 18 October 17 April

# MANAGEMENT & LEADERSHIP

DURATION CPD PRICE  
HOURS EX VAT

**NEW PREPARING FOR THE COMPANIES HOUSE REFORMS** 3.25-HRS 3.25 CPD €269  
[Live online](#) 05 September AM 02 November PM 13 December PM  
[London](#) 11 October PM

**THE ROLE OF A COMPANY DIRECTOR** 6-HRS 6 CPD €329  
[Live online](#) 11 & 12 October PM 23 & 24 January PM 26 & 27 March AM  
[London](#) 08 November 21 May | [Manchester](#) 30 November

**THE ROLE OF A COMPANY SECRETARY** 6-HRS 6 CPD €329  
[Live online](#) 17 & 18 October PM 17 & 18 January AM 13 & 14 May PM  
[London](#) 07 November 20 February 12 June | [Birmingham](#) 16 November

**NEW BUSINESS STRATEGY AND PLANNING** 6-HRS 6 CPD €329  
[Live online](#) 04 & 05 December PM 05 & 06 June PM

**FINANCE FOR NON-FINANCIAL MANAGERS** 6-HRS 6 CPD €329  
[London](#) 05 October 21 March | [Live online](#) 27 & 28 November PM 01 & 02 May PM

**NEW INFORMATION SECURITY FOR BUSINESS LEADERS** 3-HRS 3 CPD €269  
[Live online](#) 07 November AM

**CORPORATE SUSTAINABILITY & ESG** 6-HRS 6 CPD €329  
[Live online](#) 07 & 08 February PM

**NEW COMMERCIAL CONTRACTS – A PRACTICAL GUIDE** 6-HRS 6 CPD €329  
[Live online](#) 06 & 07 November PM 05 & 06 March AM | [London](#) 14 May

**NEW BUDGETING, COST CONTROL AND FORECASTING** 6-HRS 6 CPD €329  
[Live online](#) 13 & 14 March PM

**CHARITIES: THE ROLE OF THE SECRETARY** 6-HRS 6 CPD €329  
[Live online](#) 03 & 04 October PM AM | [London](#) 30 April

**EVALUATING & IMPROVING BOARD PERFORMANCE** 6-HRS 6 CPD €329  
[Live online](#) 15 & 16 November PM

## BUSINESS SKILLS

**NEW COMMUNICATION SKILLS IN THE WORKPLACE** 6-HRS 6 CPD €329  
[London](#) 28 November 15 May

**MINUTE TAKING – YOUR ESSENTIAL GUIDE** 6-HRS 6 CPD €329  
[London](#) 21 November

View full course details and book places: [www.uktraining.com/23ukt](http://www.uktraining.com/23ukt)

# HR & EMPLOYMENT LAW

DURATION CPD PRICE  
HOURS EX VAT

## MENTAL HEALTH IN THE WORKPLACE

6-HRS 6 CPD €329

[Live online](#) 08 & 09 November AM | [London](#) 07 February

## THE ESSENTIALS OF EMPLOYMENT LAW

6-HRS 6 CPD €329

[Live online](#) 31 Oct & 01 Nov PM 02 & 03 July AM | [London](#) 21 February

## EMPLOYMENT LAW & HR UPDATE

3-HRS 3 CPD €269

[Live online](#) 21 November PM

# FINANCIAL CRIME

## THE CRIMINAL FINANCES ACT 2017

3-HRS 3 CPD €269

[Live online](#) 01 November AM

## AML: ANTI-MONEY LAUNDERING & FINANCIAL CRIME

6-HRS 6 CPD €329

[Live online](#) 13 & 14 November PM

# ON-DEMAND COURSES

*Licences available for 12 months*

## VAT REVERSE CHARGE FOR CONSTRUCTION SERVICES

2-HRS 2 CPD €189

## IR35 – OFF-PAYROLL WORKING

2-HRS 2 CPD €189

## THE PLASTIC PACKAGING TAX

3-HRS 3 CPD €229

## CDS – THE NEW CUSTOMS DECLARATION SERVICE

1.5-HRS 1.5 CPD €149

## Have you considered in-house training?

If you would prefer us to deliver our training exclusively for your organisation, any of our courses can be delivered in-house, either at your premises or live online. In-house courses are most suitable if you have larger groups or specific needs - we can tailor the course to suit your business and make sure all your key issues are addressed.

“Very impressed with the amount of research that had gone into our company and preparing content that was relevant to us.”

*Accountant attended*

*UK VAT and International Trade & Postponed VAT Accounting*

If this is something you would like to explore, please get in touch by emailing us at [inhouse@uktraining.com](mailto:inhouse@uktraining.com). We also have some courses which are available exclusively on an in-house basis which you can view below...

### More courses available only in-house...

- Chairing and Managing Successful Meetings
- Leadership in a Crisis
- Successful Bid Writing
- Project Management – A Comprehensive Guide
- Complying with the Bribery Act
- The Essential Guide to Incoterms
- The Role of a Director in a Local Authority Trading Company
- FRS 102 – The Essential Guide



To find out more and get a quote - email [inhouse@uktraining.com](mailto:inhouse@uktraining.com)



## Never stop learning...

Continuous development for you & your business

At UK Training, we aim to equip attendees with the knowledge and skills needed to excel. Investing in training is hugely beneficial for both the learner and organisation – increasing employee’s understanding leads to better work performance and productivity, whilst also improving employee retention and engagement across the company.

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## See what our customers say...

“One of the best courses I've attended in a long time. Excellent presenters, well-structured and delivered. I feel like I learned and took away a lot. It was very engaging which helped with the learning and retaining of information.”

*Chief Operating Officer – The Role of a Company Director*

“Really well delivered, with interactive conversations. Great information and tools shared. I feel much better equipped to deal with future conversations.”

*Financial Controller – Mental Health in the Workplace*

“The best VAT and CIS training ever. I was engaged throughout the course and the knowledge gained was so practical that we had to review our controls and improve our processes after the training. Thank you UK Training.”

*Finance Manager - The Essentials of UK VAT & The Construction Industry Scheme (CIS)*

