



# COURSE SCHEDULE

JANUARY - DECEMBER 2024

“

**UK Training are the best I have come across for delivering accurate, detailed information on the subject you want to learn.**

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[www.uktraining.com/24ukt](http://www.uktraining.com/24ukt) | 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  
**NEW** Commodity Codes: Classifying Your Goods  
Preparing for a Customs Audit  
**NEW** Customs Special Procedures  
Rules of Origin & the EU-UK Trade Deal

## PAYROLL

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

## GDPR & DATA PROTECTION

GDPR - The Essential Guide  
The GDPR Update  
**NEW** Data Protection for Marketing  
**NEW** Data Protection for HR Professionals

## FINANCIAL CRIME

**NEW** The New Offence of Failure to Prevent Fraud  
The Criminal Finances Act 2017

## 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  
Evaluating & Improving Board Performance  
Corporate Sustainability & ESG  
**NEW** Commercial Contracts - A Practical Guide  
**NEW** Budgeting, Cost Control and Forecasting  
Charities: The Role of the Secretary

## BUSINESS SKILLS

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

## HR & EMPLOYMENT LAW

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

## CREDIT CONTROL

Credit Control - The Essential Guide

## ON-DEMAND

VAT Reverse Charge for Construction Services  
IR35 - Off-Payroll Working  
The Plastic Packaging Tax  
CDS - The New Customs Declaration Service

### IN-HOUSE TRAINING

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

# VAT & TAXATION

DURATION CPD PRICE  
HOURS EX VAT

## THE ESSENTIALS OF UK VAT

6-HRS 6 CPD €329

[Live online](#) 12 & 13 February PM 15 & 16 April AM 11 & 12 June AM 06 & 07 August PM  
[London](#) 23 January 07 March 09 May | [Manchester](#) 08 May | [Birmingham](#) 21 May

## UK VAT AND INTERNATIONAL TRADE

6-HRS 6 CPD €329

[Live online](#) 21 & 22 February PM 17 & 18 April PM 21 & 22 August PM  
[London](#) 18 January 12 March 13 June | [Birmingham](#) 26 June

## THE ESSENTIALS OF CORPORATION TAX

6-HRS 6 CPD €329

[Live online](#) 30 & 31 January PM 11 & 12 June PM 16 & 17 October AM  
[London](#) 23 April 19 November | [Birmingham](#) 18 June | [Manchester](#) 22 October

## POSTPONED VAT ACCOUNTING (PVA)

2-HRS 2 CPD €229

[Live online](#) 19 March AM 08 July PM 12 November PM

## THE VAT UPDATE

3-HRS 3 CPD €269

[Live online](#) 12 March AM 20 June PM 24 October PM | [London](#) 22 April PM

## VAT - PARTIAL EXEMPTION

6-HRS 6 CPD €329

[Live online](#) 27 & 28 February AM 17 & 18 September PM | [London](#) 22 May

## VAT ON LAND, PROPERTY AND CONSTRUCTION

6-HRS 6 CPD €329

[London](#) 19 March 22 October | [Live online](#) 25 & 26 June AM 12 & 13 November AM

## VAT FOR CHARITIES

6-HRS 6 CPD €329

[London](#) 14 May | [Live online](#) 04 & 05 September PM

# CUSTOMS & INTERNATIONAL TRADE

## IMPORT & EXPORT CUSTOMS PROCEDURES

6-HRS 6 CPD €329

[Live online](#) 26 & 27 February PM 16 & 17 April AM 06 & 07 August AM 19 & 20 November PM  
[London](#) 24 April 15 October

## NEW COMMODITY CODES: CLASSIFYING YOUR GOODS

1.5-HRS 1.5 CPD €189

[Live online](#) 06 February AM

## PREPARING FOR A CUSTOMS AUDIT

3-HRS 3 CPD €269

[Live online](#) 30 January AM 02 July PM 05 November AM

## 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](#) 13 June AM 06 November PM

View full course details and book places: [www.uktraining.com/24ukt](http://www.uktraining.com/24ukt)

# PAYROLL

|   | DURATION | CPD HOURS | PRICE EX VAT |
|---|----------|-----------|--------------|
| <b>THE ESSENTIALS OF PAYROLL PROCESSING</b>   | 6-HRS    | 6 CPD     | €329         |
| <a href="#">Live online</a> 24 & 25 January AM 13 & 14 March AM 18 & 19 June AM<br><a href="#">London</a> 08 May 12 Nov |          |           |              |
| <b>THE PAYROLL UPDATE</b>   | 3-HRS    | 3 CPD     | €269         |
| <a href="#">Live online</a> 01 February PM 18 April AM 04 June AM 12 September AM<br><a href="#">London</a> 20 March PM |          |           |              |
| <b>THE P11D, EXPENSES &amp; BENEFITS</b>  | 6-HRS    | 6 CPD     | €329         |
| <a href="#">Live online</a> 20 & 21 February AM 23 & 24 April AM 03 & 04 June PM<br><a href="#">London</a> 25 April     |          |           |              |
| <b>STATUTORY PAYMENTS – YOUR ESSENTIAL GUIDE</b>  | 6-HRS    | 6 CPD     | €329         |
| <a href="#">Live online</a> 13 & 14 December AM (2023)  |          |           |              |
| <b>HOLIDAY LEAVE AND PAY</b>  | 3-HRS    | 3 CPD     | €269         |
| <a href="#">Live online</a> 12 March PM 11 July AM 07 November PM   |          |           |              |
| <b>THE CONSTRUCTION INDUSTRY SCHEME (CIS)</b>   | 6-HRS    | 6 CPD     | €329         |
| <a href="#">Live online</a> 20 & 21 March AM 11 & 12 September PM   <a href="#">London</a> 20 June 21 November          |          |           |              |

# GDPR & DATA PROTECTION

|  |       |       |      |
|--|-------|-------|------|
| <b>GDPR – THE ESSENTIAL GUIDE</b>  | 6-HRS | 6 CPD | €329 |
| <a href="#">Live online</a> 06 & 07 March PM 04 & 05 September AM   <a href="#">London</a> 19 June 14 November |       |       |      |
| <b>THE GDPR UPDATE</b>   | 3-HRS | 3 CPD | €269 |
| <a href="#">Live online</a> 22 February AM 17 June PM 15 October AM  |       |       |      |
| <b>NEW DATA PROTECTION FOR MARKETING</b>   | 3-HRS | 3 CPD | €269 |
| <a href="#">Live online</a> 08 February AM 04 July AM  |       |       |      |
| <b>NEW DATA PROTECTION FOR HR PROFESSIONALS</b>  | 3-HRS | 3 CPD | €269 |
| <a href="#">Live online</a> 23 April PM  |       |       |      |

# FINANCIAL CRIME

|  |       |       |      |
|--|-------|-------|------|
| <b>NEW THE NEW OFFENCE OF FAILURE TO PREVENT FRAUD</b> | 2-HRS | 2 CPD | €229 |
| <a href="#">Live online</a> 16 January AM 19 March PM  |       |       |      |
| <b>THE CRIMINAL FINANCES ACT 2017</b>                  | 3-HRS | 3 CPD | €269 |
| <a href="#">Live online</a> 01 November AM             |       |       |      |

# MANAGEMENT & LEADERSHIP

DURATION CPD PRICE  
HOURS EX VAT

**NEW PREPARING FOR THE COMPANIES HOUSE REFORMS** 3.25-HRS 3.25 CPD €269  
[Live online](#) 23 January AM 29 February AM 27 March PM 24 April PM  
[London](#) 13 March PM

**THE ROLE OF A COMPANY DIRECTOR** 6-HRS 6 CPD €329  
[Live online](#) 23 & 24 January PM 26 & 27 March AM 24 & 25 June PM  
[London](#) 21 May | [Birmingham](#) 02 July | [Manchester](#) 19 November

**THE ROLE OF A COMPANY SECRETARY** 6-HRS 6 CPD €329  
[Live online](#) 17 & 18 January AM 26 & 27 June PM 02 & 03 October PM  
[London](#) 20 February 12 June 13 November | [Birmingham](#) 19 November

**NEW BUSINESS STRATEGY AND PLANNING** 6-HRS 6 CPD €329  
[Live online](#) 18 & 19 June PM 26 & 27 November AM

**FINANCE FOR NON-FINANCIAL MANAGERS** 6-HRS 6 CPD €329  
[London](#) 21 March 23 October | [Live online](#) 09 & 10 July PM 13 & 14 November PM

**EVALUATING & IMPROVING BOARD PERFORMANCE** 6-HRS 6 CPD €329  
[Live online](#) 09 & 10 July AM

**CORPORATE SUSTAINABILITY & ESG** 6-HRS 6 CPD €329  
[Live online](#) 07 & 08 February PM 10 & 11 September AM

**NEW COMMERCIAL CONTRACTS – A PRACTICAL GUIDE** 6-HRS 6 CPD €329  
[Live online](#) 05 & 06 March AM 03 & 04 July PM 26 & 27 November PM  
[London](#) 14 May

**NEW BUDGETING, COST CONTROL AND FORECASTING** 6-HRS 6 CPD €329  
[Live online](#) 13 & 14 March PM 02 & 03 October AM

**CHARITIES: THE ROLE OF THE SECRETARY** 6-HRS 6 CPD €329  
[London](#) 30 April | [Live online](#) 23 & 24 October AM

## BUSINESS SKILLS

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

**MINUTE TAKING – YOUR ESSENTIAL GUIDE** 6-HRS 6 CPD €329  
[London](#) 19 November

# HR & EMPLOYMENT LAW

DURATION CPD PRICE  
HOURS EX VAT

## MENTAL HEALTH IN THE WORKPLACE

6-HRS 6 CPD €329

London 07 February

## THE ESSENTIALS OF EMPLOYMENT LAW

6-HRS 6 CPD €329

London 21 February 26 November | [Live online](#) 02 & 03 July AM

## EMPLOYMENT LAW & HR UPDATE

3-HRS 3 CPD €269

[Live online](#) 05 November PM

# CREDIT CONTROL

## CREDIT CONTROL - THE ESSENTIAL GUIDE

6-HRS 6 CPD €329

London 18 October 17 April

# 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.

“Excellent content which was made applicable to actual scenarios within our organisation. The trainer was very knowledgeable, approachable, engaging and made the content relevant to purchasing.”

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...

- The Role of a Director in a Local Authority Trading Company
- GDPR Staff Awareness
- Dealing with Subject Access Requests
- Chairing and Managing Successful Meetings
- Leadership in a Crisis
- Successful Bid Writing
- Project Management – A Comprehensive Guide
- Complying with the Bribery Act
- AML: Anti-Money Laundering & Financial Crime
- The Essential Guide to Incoterms
- The New Border Target Operating Model



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)*

