



COURSE SCHEDULE

SEPTEMBER 2024 – JULY 2025

“

I used UK Training for the first time and can say this is not going to be the last. I enjoyed it very much and learnt a lot. The course was very informative and the presenter was excellent. Thank you!

”

www.uktraining.com/24ukt | 0800 435 772 | 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
NEW Recovering Input VAT – Getting it Right
VAT - Partial Exemption
VAT on Land, Property and Construction
NEW VAT for Private Schools

CUSTOMS & INTERNATIONAL TRADE

Import & Export Customs Procedures
NEW Commodity Codes: Classifying Your Goods
Preparing for a Customs Audit
NEW Customs Valuation Rules
Rules of Origin & the EU-UK Trade Deal
Customs Special Procedures

PAYROLL

The Essentials of Payroll Processing
The Payroll Update
The P11D, Expenses & Benefits
NEW Mandatory Payrolling of Benefits
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

FINANCE

Credit Control - The Essential Guide
NEW 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
Commercial Contracts - A Practical Guide
NEW Budgeting, Cost Control and Forecasting

CHARITIES

Charities: The Role of the Secretary
VAT for Charities

HR & EMPLOYMENT LAW

The Essentials of Employment Law
Employment Law & HR Update

BUSINESS SKILLS

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

ON-DEMAND

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

VAT & TAXATION

	DURATION	CPD HOURS	PRICE EX VAT
THE ESSENTIALS OF UK VAT	6-HRS	6 CPD	£369
Live online 08 & 09 October AM 11 & 12 December PM London 17 September 20 November Manchester 15 October Birmingham 12 November			
UK VAT AND INTERNATIONAL TRADE	6-HRS	6 CPD	£369
Live online 06 & 07 November AM London 10 October 19 March			
THE ESSENTIALS OF CORPORATION TAX	6-HRS	6 CPD	£369
Live online 16 & 17 October AM 04 & 05 February PM 07 & 08 May PM Manchester 22 October London 19 November 20 May Birmingham 26 June			
POSTPONED VAT ACCOUNTING (PVA)	2-HRS	2 CPD	£229
Live online 12 November PM 25 March PM 08 July PM			
THE VAT UPDATE	3-HRS	3 CPD	£289
Live online 24 October PM 06 March PM 30 June PM			
NEW RECOVERING INPUT VAT – GETTING IT RIGHT	3.25-HRS	3.25 CPD	£289
Live online 10 October AM 13 February PM 26 June PM			
VAT – PARTIAL EXEMPTION	6-HRS	6 CPD	£369
Live online 17 & 18 September AM 18 & 19 February AM London 18 June			
VAT ON LAND, PROPERTY AND CONSTRUCTION	6-HRS	6 CPD	£369
London 22 October 04 June Live online 12 & 13 November AM 24 & 25 June AM			
NEW VAT FOR PRIVATE SCHOOLS	6-HRS	6 CPD	£369
Live online 07 & 08 October PM			
CUSTOMS & INTERNATIONAL TRADE			
IMPORT & EXPORT CUSTOMS PROCEDURES	6-HRS	6 CPD	£369
London 15 October 29 April Live online 19 & 20 November PM 26 & 27 February AM			
NEW COMMODITY CODES: CLASSIFYING YOUR GOODS	2-HRS	2 CPD	£229
Live online 03 April PM			
PREPARING FOR A CUSTOMS AUDIT	3-HRS	3 CPD	£289
Live online 03 September AM 18 March AM			
NEW CUSTOMS VALUATION RULES	2-HRS	2 CPD	£229
Live online 03 December PM			
RULES OF ORIGIN & THE EU-UK TRADE DEAL	3-HRS	3 CPD	£289
Live online 06 November PM 20 May AM			
CUSTOMS SPECIAL PROCEDURES	3-HRS	3 CPD	£289
Live online 30 April PM			

PAYROLL

DURATION CPD PRICE
HOURS EX VAT

THE ESSENTIALS OF PAYROLL PROCESSING

6-HRS 6 CPD €369

[Live online](#) 09 & 10 October PM 04 & 05 February AM | [London](#) 12 November 26 June

THE PAYROLL UPDATE

3.5-HRS 3.5 CPD €289

[Live online](#) 12 September AM 10 December PM 06 February AM | [London](#) 24 April PM

THE P11D, EXPENSES & BENEFITS

6-HRS 6 CPD €369

[Live online](#) 03 & 04 December AM 18 & 19 February PM | [London](#) 15 May

NEW MANDATORY PAYROLLING OF BENEFITS

3-HRS 3 CPD €289

[Live online](#) 22 October AM 29 October AM 04 November PM

HOLIDAY LEAVE AND PAY

3-HRS 3 CPD €289

[Live online](#) 05 November AM 18 March PM 08 July AM

THE CONSTRUCTION INDUSTRY SCHEME (CIS)

6-HRS 6 CPD €369

[Live online](#) 17 & 18 September PM 12 & 13 February AM | [London](#) 21 November 19 June

GDPR & DATA PROTECTION

GDPR - THE ESSENTIAL GUIDE

6-HRS 6 CPD €369

[Live online](#) 04 & 05 September AM 11 & 12 March PM | [London](#) 14 November 17 June

THE GDPR UPDATE

3-HRS 3 CPD €289

[Live online](#) 16 October PM 27 February PM 10 June AM

NEW DATA PROTECTION FOR MARKETING

3-HRS 3 CPD €289

[Live online](#) 17 October PM

NEW DATA PROTECTION FOR HR PROFESSIONALS

3-HRS 3 CPD €289

[Live online](#) 19 November AM

FINANCE

CREDIT CONTROL - THE ESSENTIAL GUIDE

6-HRS 6 CPD €369

[Live online](#) 15 & 16 January PM | [London](#) 24 October 07 May

NEW THE NEW OFFENCE OF FAILURE TO PREVENT FRAUD

2-HRS 2 CPD €229

[Live online](#) 20 November AM

THE CRIMINAL FINANCES ACT 2017

3-HRS 3 CPD €289

[Live online](#) 07 November PM

MANAGEMENT & LEADERSHIP

DURATION CPD PRICE
HOURS EX VAT

NEW THE COMPANIES HOUSE REFORMS

3.25-HRS 3.25 CPD €289

[Live online](#) 16 September PM 14 November AM

THE ROLE OF A COMPANY DIRECTOR

6-HRS 6 CPD €399

[Live online](#) 22 & 23 October PM 22 & 23 January AM

[London](#) 06 November 14 May | [Manchester](#) 19 November | [Birmingham](#) 08 July

THE ROLE OF A COMPANY SECRETARY

6-HRS 6 CPD €369

[Live online](#) 02 & 03 October PM 28 & 29 January PM 13 & 14 May AM

[London](#) 13 November 27 March | [Birmingham](#) 19 November

NEW BUSINESS STRATEGY AND PLANNING

6-HRS 6 CPD €399

[Live online](#) 26 & 27 November AM 21 & 22 May AM

FINANCE FOR NON-FINANCIAL MANAGERS

6-HRS 6 CPD €369

[London](#) 23 October 30 April | [Live online](#) 13 & 14 November PM 21 & 22 May PM

EVALUATING & IMPROVING BOARD PERFORMANCE

6-HRS 6 CPD €399

[Live online](#) 09 & 10 July AM

CORPORATE SUSTAINABILITY & ESG

6-HRS 6 CPD €369

[Live online](#) 10 & 11 September AM

COMMERCIAL CONTRACTS – A PRACTICAL GUIDE

6-HRS 6 CPD €369

[Live online](#) 10 & 11 September PM 26 & 27 March AM | [London](#) 12 June

NEW BUDGETING, COST CONTROL AND FORECASTING

6-HRS 6 CPD €369

[Live online](#) 02 & 03 October AM 04 & 05 June AM

CHARITIES

CHARITIES – THE ROLE OF THE SECRETARY

6-HRS 6 CPD €349

[Live online](#) 23 & 24 October AM | [London](#) 22 May

VAT FOR CHARITIES

6-HRS 6 CPD €349

[Live online](#) 04 & 05 September PM 09 & 10 July PM | [London](#) 21 May

“Great course - refreshed a lot of things I knew and also learnt new things too.
Always a very informative and well-presented course from UK Training.”

Finance and System Controller – The Essentials of Corporation Tax

HR & EMPLOYMENT LAW

DURATION CPD PRICE
HOURS EX VAT

THE ESSENTIALS OF EMPLOYMENT LAW

6-HRS 6 CPD £369

London 26 November 13 May | [Live online](#) 04 & 05 March PM

EMPLOYMENT LAW & HR UPDATE

3-HRS 3 CPD £289

[Live online](#) 05 November PM

BUSINESS SKILLS

NEW COMMUNICATION SKILLS IN THE WORKPLACE

6-HRS 6 CPD £369

London 10 June

MINUTE TAKING – YOUR ESSENTIAL GUIDE

6-HRS 6 CPD £369

London 19 November

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

CDS – THE NEW CUSTOMS DECLARATION SERVICE

1.5-HRS 1.5 CPD £149

“The training has answered a lot of questions that I had. A very complicated topic presented in a simple way to make it easy to understand. I am very happy with this training and will use UK Training again.”

Management Accountant – UK VAT and International Trade

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. 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



To find out more and get a quote - email 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.

What do delegates say?

“A very professional course with lots of relevant information that takes some of the fear of the unknown out of the role of a company secretary.”

Office Manager – The Role of a Company Secretary

“David was an excellent trainer – very experienced and knowledgeable. He was engaging and funny too. I enjoyed the course very much and will find the material helpful to refer to going forwards.”

Managing Director – The Role of a Company Director

“To retain my interest for over 6 hours talking about VAT is impressive! I shall be recommending these courses to colleagues. Thank you.”

Management Accountant - The Essentials of UK VAT

“It was really informative and well-presented. The information was given in a really understandable and clear way.”

Planning & Procurement Coordinator – Import & Export Customs Procedures

