



# COURSE SCHEDULE

JANUARY – DECEMBER 2025

“

**UK Training always deliver excellent courses and this was no exception. Clear information delivered by an extremely knowledgeable presenter.**

”

*Office Manager*

[www.uktraining.com/25ukt](http://www.uktraining.com/25ukt) | 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  
**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  
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
<b>THE ESSENTIALS OF UK VAT</b>	6-HRS	6 CPD	€369
<a href="#">Live online</a> 11 & 12 February PM 15 & 16 April PM 11 & 12 June PM 12 & 13 August AM <a href="#">London</a> 06 February 08 May 23 September   <a href="#">Manchester</a> 15 May   <a href="#">Birmingham</a> 10 June			
<b>UK VAT AND INTERNATIONAL TRADE</b>	6-HRS	6 CPD	€369
<a href="#">Live online</a> 25 & 26 February PM 23 & 24 April PM 24 & 25 June PM 03 & 04 September AM <a href="#">London</a> 19 March 02 July 16 October			
<b>THE ESSENTIALS OF CORPORATION TAX</b>	6-HRS	6 CPD	€369
<a href="#">Live online</a> 04 & 05 February PM 07 & 08 May PM 01 & 02 October PM <a href="#">Manchester</a> 23 October   <a href="#">London</a> 20 May 04 November   <a href="#">Birmingham</a> 02 July			
<b>POSTPONED VAT ACCOUNTING (PVA)</b>	2-HRS	2 CPD	€229
<a href="#">Live online</a> 25 March PM 08 July PM 05 November AM			
<b>THE VAT UPDATE</b>	3-HRS	3 CPD	€289
<a href="#">Live online</a> 06 March PM 30 June PM 09 October PM			
<b>NEW RECOVERING INPUT VAT – GETTING IT RIGHT</b>	3.25-HRS	3.25 CPD	€289
<a href="#">Live online</a> 13 February PM 26 June PM 21 October PM			
<b>VAT – PARTIAL EXEMPTION</b>	6-HRS	6 CPD	€369
<a href="#">Live online</a> 18 & 19 February AM 10 & 11 September PM   <a href="#">London</a> 24 June			
<b>VAT ON LAND, PROPERTY AND CONSTRUCTION</b>	6-HRS	6 CPD	€369
<a href="#">Live online</a> 24 & 25 June AM 18 & 19 November PM   <a href="#">London</a> 04 June			
<b>NEW VAT FOR PRIVATE SCHOOLS</b>	6-HRS	6 CPD	€369
<a href="#">Live online</a> 22 & 23 January AM			
<b>INTERNATIONAL TRADE &amp; CUSTOMS</b>			
<b>IMPORT &amp; EXPORT CUSTOMS PROCEDURES</b>	6-HRS	6 CPD	€369
<a href="#">Live online</a> 26 & 27 February AM 13 & 14 May PM <a href="#">London</a> 29 April 21 October			
<b>NEW COMMODITY CODES: CLASSIFYING YOUR GOODS</b>	2-HRS	2 CPD	€229
<a href="#">Live online</a> 03 April PM 12 August PM 04 December PM			
<b>PREPARING FOR A CUSTOMS AUDIT</b>	3-HRS	3 CPD	€289
<a href="#">Live online</a> 18 March AM 09 September PM			
<b>NEW CUSTOMS VALUATION RULES</b>	2-HRS	2 CPD	€229
<a href="#">Live online</a> 03 June AM			
<b>RULES OF ORIGIN &amp; THE EU-UK TRADE DEAL</b>	3-HRS	3 CPD	€289
<a href="#">Live online</a> 20 May AM 27 November PM			
<b>NEW CUSTOMS SPECIAL PROCEDURES</b>	3-HRS	3 CPD	€289
<a href="#">Live online</a> 30 April PM			

# PAYROLL

DURATION CPD PRICE  
HOURS EX VAT

## THE ESSENTIALS OF PAYROLL PROCESSING

6-HRS 6 CPD €369

[Live online](#) 04 & 05 February AM 23 & 24 April AM 02 & 03 July PM 21 & 22 October AM  
[London](#) 26 June 25 November

## THE PAYROLL UPDATE

3.5-HRS 3.5 CPD €289

[Live online](#) 06 February AM 15 April AM 10 June PM 04 September PM 09 December PM  
[London](#) 24 April PM

## THE P11D, EXPENSES & BENEFITS

6-HRS 6 CPD €369

[Live online](#) 18 & 19 February PM 29 & 30 April AM 04 & 05 June PM | [London](#) 15 May

## NEW MANDATORY PAYROLLING OF BENEFITS

3.25-HRS 3.25 CPD €289

[Live online](#) 16 January AM 28 January AM 25 February AM 26 March PM 16 April AM 12 May PM

## HOLIDAY LEAVE AND PAY

3-HRS 3 CPD €289

[Live online](#) 18 March PM 08 July AM 06 November AM

## THE CONSTRUCTION INDUSTRY SCHEME (CIS)

6-HRS 6 CPD €369

[Live online](#) 12 & 13 February AM 11 & 12 June AM 01 & 02 October AM  
[London](#) 19 June 06 November

# GDPR & DATA PROTECTION

## GDPR - THE ESSENTIAL GUIDE

6-HRS 6 CPD €369

[Live online](#) 11 & 12 March PM 09 & 10 September AM | [London](#) 17 June

## THE GDPR UPDATE

3-HRS 3 CPD €289

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

## NEW DATA PROTECTION FOR MARKETING

3-HRS 3 CPD €289

[Live online](#) 08 May AM

## NEW DATA PROTECTION FOR HR PROFESSIONALS

3-HRS 3 CPD €289

[Live online](#) 26 June AM

# FINANCE

## CREDIT CONTROL - THE ESSENTIAL GUIDE

6-HRS 6 CPD €369

[Live online](#) 15 & 16 January PM 06 & 07 August AM | [London](#) 07 May 12 November

## NEW THE NEW OFFENCE OF FAILURE TO PREVENT FRAUD

2-HRS 2 CPD €229

[Live online](#) 01 May AM

## THE CRIMINAL FINANCES ACT 2017

3-HRS 3 CPD €289

[Live online](#) 26 June PM

# MANAGEMENT & LEADERSHIP

DURATION CPD  
HOURS PRICE  
EX VAT

## **NEW THE COMPANIES HOUSE REFORMS**

3.25-HRS 3.25 CPD €289

[Live online](#) 21 January AM

## **THE ROLE OF A COMPANY DIRECTOR**

6-HRS 6 CPD €399

[Live online](#) 22 & 23 January PM 02 & 03 April AM 01 & 02 July AM

[London](#) 14 May 20 November | [Manchester](#) 27 November | [Birmingham](#) 08 July

## **THE ROLE OF A COMPANY SECRETARY**

6-HRS 6 CPD €369

[Live online](#) 28 & 29 January PM 13 & 14 May AM 07 & 08 October AM

[London](#) 27 March 25 June 26 November | [Birmingham](#) 20 November

## **NEW BUSINESS STRATEGY AND PLANNING**

6-HRS 6 CPD €399

[Live online](#) 21 & 22 May AM 25 & 26 November AM

## **FINANCE FOR NON-FINANCIAL MANAGERS**

6-HRS 6 CPD €369

[Live online](#) 21 & 22 May PM 12 & 13 November AM | [London](#) 30 April 15 October

## **EVALUATING & IMPROVING BOARD PERFORMANCE**

6-HRS 6 CPD €399

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

## **COMMERCIAL CONTRACTS – A PRACTICAL GUIDE**

6-HRS 6 CPD €369

[Live online](#) 26 & 27 March AM 16 & 17 September PM | [London](#) 12 June

## **NEW BUDGETING, COST CONTROL AND FORECASTING**

6-HRS 6 CPD €369

[Live online](#) 04 & 05 June AM 12 & 13 November PM

# CHARITIES

## **CHARITIES – THE ROLE OF THE SECRETARY**

6-HRS 6 CPD €349

[Live online](#) 14 & 15 October PM | [London](#) 22 May

## **VAT FOR CHARITIES**

6-HRS 6 CPD €349

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

“The presenter was amazing at explaining the whole process. Her knowledge is outstanding. I really enjoyed the course and will definitely recommend UK Training to others.”

*Bookkeeper – The P11D, Expenses and Benefits*

# HR & EMPLOYMENT LAW

DURATION CPD PRICE  
HOURS EX VAT

## THE ESSENTIALS OF EMPLOYMENT LAW

6-HRS 6 CPD £369

[Live online](#) 04 & 05 March PM 25 & 26 November PM | [London](#) 13 May 11 November

## EMPLOYMENT LAW & HR UPDATE

3-HRS 3 CPD £289

[Live online](#) 04 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 course presenters were very friendly and very helpful. Everything was explained in depth and all questions were answered thoroughly. The training room was easy to access as was the course information, booklet etc. I have learned a lot over the last couple of days. Thank you.”

*Finance Administrator – The Essentials of UK VAT*

## 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
- Corporate Sustainability and ESG
- 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](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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## What do delegates say?

“Easily the best course I have been part of. The trainer and presenter were fantastic - brilliant format!”

*Purchase Ledger Assistant – The Construction Industry Scheme (CIS)*

“Huge amount to pack in but very well covered with excellent, personable delivery. Great too that all the questions were addressed. First time on the Adobe Connect platform which was flawless.”

*Finance Bursar – VAT for Private Schools*

“Super informative and very helpful. I feel much more confident implementing import and export practices & procedures in the workplace.”

*Consultant – Import and Export Customs Procedures*

“Very well presented, informative and great coverage of the subject. Answered questions fully and provided scenarios which was very helpful. I really enjoyed listening to Keith who kept the presentation interesting.”

*Company Secretary – GDPR: The Essential Guide*

