



# COURSE SCHEDULE

Featuring online & classroom dates

“

I have used UK Training for many courses and have no intention of going elsewhere. The presenter kept the course lively and engaging - you could tell she had a wealth of experience so knew exactly what she was talking about.

”

*Finance Manager*

[www.uktraining.com/22ukt](http://www.uktraining.com/22ukt) | 0800 435 772 | [info@uktraining.com](mailto:info@uktraining.com)

# VAT

	DURATION	CPD HOURS	PRICE EX VAT
<b>THE ESSENTIALS OF UK VAT</b>	6-HOURS	6 CPD	£329
<a href="#">Live online</a> 07 & 08 June PM 09 & 10 August AM 10 & 11 October AM <a href="#">London</a> 10 May 20 September   <a href="#">Manchester</a> 17 May 22 Nov   <a href="#">Birmingham</a> 10 Nov			
<b>THE VAT UPDATE</b>	3-HOURS	3 CPD	£269
<a href="#">Live online</a> 07 June AM 06 October AM			
<b>VAT FOR CHARITIES</b>	6-HOURS	6 CPD	£329
<a href="#">Live online</a> 05 & 06 December PM   <a href="#">London</a> 12 May			
<b>VAT ON LAND, PROPERTY AND CONSTRUCTION</b>	6-HOURS	6 CPD	£329
<a href="#">Live online</a> 27 & 28 June PM 23 & 24 Nov PM   <a href="#">London</a> 19 May			
<b>VAT - PARTIAL EXEMPTION</b>	6-HOURS	6 CPD	£329
<a href="#">Live online</a> 14 & 15 September PM   <a href="#">London</a> 11 May 17 Nov			
<b>NEW VAT REVERSE CHARGE FOR CONSTRUCTION SERVICES</b>	2-HOURS	2 CPD	£189
<a href="#">On-demand course</a>			

## CUSTOMS & INTERNATIONAL TRADE

<b>UK VAT AND INTERNATIONAL TRADE</b>	6-HOURS	6 CPD	£329
<a href="#">Live online</a> 30 June & 01 July PM 13 & 14 September AM 15 & 16 Nov AM <a href="#">London</a> 17 May 18 October   <a href="#">Manchester</a> 09 June 07 December   <a href="#">Birmingham</a> 16 June			
<b>IMPORT &amp; EXPORT CUSTOMS PROCEDURES</b>	6-HOURS	6 CPD	£329
<a href="#">Live online</a> 19 & 20 May AM 19 & 20 September PM 29 & 30 November AM <a href="#">London</a> 18 May 20 October			
<b>NEW INTERNATIONAL TRADE – THE 2022 UPDATE</b>	3-HOURS	3 CPD	£269
<a href="#">Live online</a> 28 June AM 05 October AM			
<b>BREXIT - EU IMPORTS &amp; EXPORTS</b>	3-HOURS	3 CPD	£269
<a href="#">Live online</a> 23 May AM 12 October PM			
<b>NEW POSTPONED VAT ACCOUNTING (PVA)</b>	2-HOURS	2 CPD	£229
<a href="#">Live online</a> 07 July AM			<i>On demand option coming soon</i>
<b>RULES OF ORIGIN &amp; THE EU-UK TRADE DEAL</b>	3-HOURS	3 CPD	£269
<a href="#">Live online</a> 18 October PM			

View full course details and book places: [www.uktraining.com/22ukt](http://www.uktraining.com/22ukt)

# COMPANY LAW & ADMINISTRATION

DURATION CPD PRICE  
HOURS HOURS EX VAT

## THE ROLE OF A COMPANY SECRETARY

6-HOURS 6 CPD £329

[Live online](#) 19 & 20 September AM

[London](#) 15 June 09 November | [Birmingham](#) 29 November

## THE ROLE OF A COMPANY DIRECTOR

6-HOURS 6 CPD £329

[Live online](#) 05 & 06 July PM 05 & 06 October PM

[London](#) 09 June 08 November | [Birmingham](#) 14 July

## NEW THE DIRECTOR'S UPDATE

3-HOURS 3 CPD £269

[Live online](#) 14 June PM 17 October PM

## CHARITIES: THE ROLE OF THE SECRETARY

6-HOURS 6 CPD £329

[Live online](#) 04 & 05 July AM 01 & 02 November AM | [London](#) 22 June

## EVALUATING AND IMPROVING BOARD PERFORMANCE

6-HOURS 6 CPD £329

[Live online](#) 11 & 12 July PM

## MINUTE TAKING – YOUR ESSENTIAL GUIDE

6-HOURS 6 CPD £329

[London](#) 23 June

# PAYROLL

## THE ESSENTIALS OF UK PAYROLL PROCESSING

6-HOURS 6 CPD £329

[Live online](#) 08 & 09 June AM 12 & 13 October AM

[Birmingham](#) 18 May | [London](#) 27 September

## THE P11D, EXPENSES & BENEFITS

6-HOURS 6 CPD £329

[Live online](#) 09 & 10 May AM 06 & 07 December AM

## THE PAYROLL UPDATE

3-HOURS 3 CPD £269

[Live online](#) 13 June PM 21 September AM 12 December AM

## NEW HOLIDAY LEAVE AND PAY

3-HOURS 3 CPD £269

[Live online](#) 12 July AM

## THE CONSTRUCTION INDUSTRY SCHEME (CIS)

6-HOURS 6 CPD £329

[Live online](#) 03 & 04 October PM | [London](#) 25 May 30 November

## IR35 – OFF-PAYROLL WORKING

2-HOURS 2 CPD £189

[On-demand course](#)

View full course details and book places: [www.uktraining.com/22ukt](http://www.uktraining.com/22ukt)

## TAXATION

	DURATION	CPD HOURS	PRICE EX VAT
<b>NEW THE PLASTIC PACKAGING TAX</b>	3-HOURS	3 CPD	£269
<a href="#">Live online</a> 11 May AM			
<b>THE ESSENTIALS OF CORPORATION TAX</b>	6-HOURS	6 CPD	£329
<a href="#">Live online</a> 13 & 14 June AM   19 & 20 October AM <a href="#">Manchester</a> 21 June   <a href="#">London</a> 29 Nov			

## GDPR – DATA PROTECTION

<b>GDPR - THE ESSENTIAL GUIDE</b>	6-HOURS	6 CPD	£329
<a href="#">Live online</a> 06 & 07 September AM   <a href="#">London</a> 13 October			
<b>NEW GDPR – STAFF AWARENESS</b>	2-HOURS	2 CPD	£229
<a href="#">Live online</a> 29 June AM		<i>On demand option coming soon</i>	
<b>THE GDPR UPDATE</b>	3-HOURS	3 CPD	£269
<a href="#">Live online</a> 06 June PM   18 October AM			
<b>DEALING WITH SUBJECT ACCESS REQUESTS</b>	6-HOURS	6 CPD	£329
<a href="#">London</a> 19 October			
<b>THE DATA PROTECTION OFFICER (DPO)</b>	6-HOURS	6 CPD	£329
<a href="#">London</a> 19 May   01 November			

## FINANCE & ACCOUNTING

<b>FINANCE FOR NON-FINANCIAL MANAGERS</b>	6-HOURS	6 CPD	£329
<a href="#">Live online</a> 05 & 06 April PM   <a href="#">London</a> 04 May			
<b>THE PRINCIPLES OF FINANCIAL ACCOUNTING</b>	6-HOURS	6 CPD	£329
<a href="#">London</a> 14 June			
<b>FRS 102 – THE ESSENTIAL GUIDE</b>	6-HOURS	6 CPD	£329
<a href="#">London</a> 24 May			
<b>THE CRIMINAL FINANCES ACT 2017</b>	3-HOURS	3 CPD	£269
<a href="#">Live online</a> 14 July AM			
<b>AML: ANTI-MONEY LAUNDERING &amp; FINANCIAL CRIME</b>	6-HOURS	6 CPD	£329
<a href="#">Live online</a> 29 & 30 March AM   <a href="#">London</a> 06 July			

# EMPLOYMENT LAW

DURATION CPD PRICE  
HOURS EX VAT

## THE ESSENTIALS OF EMPLOYMENT LAW

6-HOURS 6 CPD €329

London 08 June 02 November

## EMPLOYMENT LAW & HR UPDATE

3-HOURS 3 CPD €269

Live online 19 October PM

# CREDIT CONTROL

## CREDIT CONTROL - THE ESSENTIAL GUIDE

6-HOURS 6 CPD €329

London 12 October

## TELEPHONE COLLECTION TECHNIQUES

6-HOURS 6 CPD €329

London 07 July

## What customers say about our training...

"I loved the **passion** of the presenter. He is a person with **extraordinary experience** and you can feel he loves what he does. He is very capable of maintaining your focus for the entire duration of the session."

*Services Manager – The Role of a Company Director*

"Very **informative, reassuring** and well executed. Lots of **detail** and information in the guides which will be very helpful."

*Assistant Accountant – Postponed VAT Accounting (PVA) – Getting it Right*

"This was a **brilliant** course and the course presenter so knowledgeable and helpful. Questions were answered really well. I would **definitely recommend** to others."

*Financial Operations Manager- The P11D, Expenses & Benefits*

"Really **in depth**, right amount of time on each element. Good **practical** examples to give background and context to when legislation may apply."

*Financial Controller – The Construction Industry Scheme (CIS)*

"UK Training courses are great in **reality and virtually**. I have done a few courses and would **highly recommend**."

*Finance Support – Various courses*

View full course details and book places: [www.uktraining.com/22ukt](http://www.uktraining.com/22ukt)



## About UK Training...

For **40 years**, UK Training have been delivering **practical, cost effective** and **highly relevant** business training to companies throughout the UK and beyond.

We strive to ensure that all our customers gain real tangible benefit from attending our courses. With expert presenters, **comprehensive supporting materials** and carefully designed, **engaging** content, attending our training will help you approach your job roles with **clarity** and **confidence**.

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### Classroom training

Our classroom courses take place at well positioned, central locations, which will all be operating in accordance with the latest COVID guidance. Refreshments will be provided throughout the day and lunch is available on our full-day courses.

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### Online training

Our highly interactive and engaging live online courses are delivered using the Adobe Connect platform and are every bit as rewarding as the classroom. Each course has an expert presenter and host to ensure you are kept involved and all your questions are answered during the training.

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### 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. If this is something you would like to explore in more detail please get in touch by emailing us at [inhouse@uktraining.com](mailto:inhouse@uktraining.com).



View full course details and book places: [www.uktraining.com/22ukt](http://www.uktraining.com/22ukt)