



COURSE SCHEDULE

Featuring online & classroom dates

“ One of the best courses I’ve attended in a long time. Excellent presenters, well structured and delivered. I feel like I learnt a lot – it was very engaging which helped with the learning. Genuinely delighted with the quality and standard of the course. ”

Chief Operating Officer

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THE ESSENTIALS OF UK VAT

6-HOURS 6 CPD £329

[Live online](#) 06 & 07 October PM 08 & 09 December PM[London](#) 16 November | [Birmingham](#) 13 October | [Manchester](#) 11 November**UK VAT AND INTERNATIONAL TRADE**

6-HOURS 6 CPD £329

[Live online](#) 26 & 27 October AM 24 & 25 November AM[London](#) 23 September 24 November | [Birmingham](#) 04 November | [Manchester](#) 16 November**NEW THE VAT UPDATE**

3-HOURS 3 CPD £269

[Live online](#) 11 October AM 10 March AM**UK VAT ON LAND, PROPERTY AND CONSTRUCTION**

6-HOURS 6 CPD £329

[Live online](#) 09 & 10 November AM | [London](#) 18 November**THE ESSENTIAL GUIDE TO PARTIAL EXEMPTION**

6-HOURS 6 CPD £329

[Live online](#) 09 & 10 February AM | [London](#) 04 November**TOMS – THE COMPLETE GUIDE**

6-HOURS 6 CPD £329

[London](#) 2022 date coming soon**NEW VAT REVERSE CHARGE FOR CONSTRUCTION SERVICES**

2-HOURS 2 CPD £189

[On-demand course](#)**IMPORT / EXPORT****NEW BREXIT: EU IMPORTS & EXPORTS IN 2021**

3-HOURS 3 CPD £229

[Live online](#) 21 September AM 01 November PM**IMPORT & EXPORT PRACTICE AND PROCEDURES**

6-HOURS 6 CPD £329

[Live online](#) 20 & 21 October PM 06 & 07 December PM[London](#) 22 September 27 January | [Birmingham](#) 22 March**NEW THE EU-UK TRADE DEAL & RULES OF ORIGIN**

3-HOURS 3 CPD £229

[Live online](#) 15 September AM 08 December AM**NEW NORTHERN IRELAND TRADE AFTER BREXIT**

4-HOURS 4 CPD £269

[Live online](#) 23 November AM**THE ESSENTIAL GUIDE TO INCOTERMS**

3-HOURS 3 CPD £269

[Live online](#) 06 October AM | [London](#) 11 November PM**ACHIEVING AUTHORISED ECONOMIC OPERATOR STATUS**

5-HOURS 5 CPD £329

[Available in-house](#)[More dates coming soon](#)

PAYROLL

	DURATION	CPD HOURS	PRICE EX VAT
THE ESSENTIALS OF UK PAYROLL PROCESSING	6-HOURS	6 CPD	£329
Live online 11 & 12 October PM Birmingham 23 November London 22 February			
A GUIDE TO THE P11D AND EXPENSES & BENEFITS	6-HOURS	6 CPD	£329
Live online 15 & 16 November PM London 25 November			
PAYROLL: THE ESSENTIAL UPDATE	3-HOURS	3 CPD	£269
Live online 29 September AM 07 December AM London 02 March PM			
NEW AUTO ENROLMENT AND WORKPLACE PENSIONS	6-HOURS	6 CPD	£329
London 26 January			
THE CONSTRUCTION INDUSTRY SCHEME (CIS)	6-HOURS	6 CPD	£329
Live online 12 & 13 October AM London 07 October			
NEW IR35 – OFF-PAYROLL WORKING	2-HOURS	2 CPD	£189
On-demand course			

COMPANY LAW & ADMINISTRATION

THE ROLE OF A COMPANY SECRETARY	6-HOURS	6 CPD	£329
Live online 08 & 09 September PM 16 & 17 November AM London 21 October Birmingham 24 November Manchester 21 April			
THE ROLE OF A COMPANY DIRECTOR	6-HOURS	6 CPD	£329
Live online 30 September & 01 October AM 25 & 26 January AM London 14 October			
NEW EVALUATING AND IMPROVING BOARD PERFORMANCE	6-HOURS	6 CPD	£329
Live online 18 & 19 November AM			
MINUTE TAKING: YOUR ESSENTIAL GUIDE	6-HOURS	6 CPD	£329
London 24 November			
THE ESSENTIALS OF EMPLOYMENT LAW	6-HOURS	6 CPD	£329
Live online 02 & 03 November AM London 16 November			

CHARITIES

VAT FOR CHARITIES	6-HOURS	6 CPD	£329
Live online 01 & 02 December AM London 25 November			
CHARITIES: THE ROLE OF THE SECRETARY	6-HOURS	6 CPD	£329
Live online 08 & 09 November PM London 12 October			

FINANCE & ACCOUNTING

	DURATION	CPD HOURS	PRICE EX VAT
THE ESSENTIALS OF UK CORPORATION TAX Live online 15 & 16 September PM 19 & 20 January AM London 23 November	6-HOURS	6 CPD	£329
A COMPLETE GUIDE TO FRS 102 London 09 November Birmingham 18 November	6-HOURS	6 CPD	£329
THE PRINCIPLES OF FINANCIAL ACCOUNTING London 02 November	6-HOURS	6 CPD	£329
FINANCE FOR NON-FINANCIAL MANAGERS Live online 20 & 21 October AM London 03 November	6-HOURS	6 CPD	£329

COMPLIANCE

GDPR: THE COMPLETE GUIDE London 09 November Live online 29 & 30 November PM	6-HOURS	6 CPD	£329
GDPR – THE ESSENTIAL UPDATE Live online 05 October AM	3-HOURS	3 CPD	£269
DEALING WITH SUBJECT ACCESS REQUESTS London 12 October	6-HOURS	6 CPD	£329
THE DATA PROTECTION OFFICER UNDER GDPR London 20 October	6-HOURS	6 CPD	£329
THE CRIMINAL FINANCES ACT 2017 London 02 December AM	3-HOURS	3 CPD	£269
ANTI-MONEY LAUNDERING & PREVENTING FINANCIAL CRIME Live online 29 & 30 March AM London 11 November	6-HOURS	6 CPD	£329

CREDIT CONTROL

THE ESSENTIAL GUIDE TO CREDIT CONTROL Birmingham 09 November London 26 April	6-HOURS	6 CPD	£329
EFFECTIVE TELEPHONE COLLECTION TECHNIQUES London 17 November	6-HOURS	6 CPD	£329

2022 dates coming soon – check our website for new dates and locations