



# CPD Courses in South Wales

Something for everyone...



# An introductory offer....£49 per place

We can think of lots of reasons why you should attend Mercia CPD courses but to help you decide how we compare, all of our CPD courses booked before 31 December 2011 will cost just £49 plus VAT per place.

After 31 December, you will need to book 10 or more places to get the discounted rate of £49 plus VAT per place. For those practices who need less than 10 places, a season ticket for 6 to 9 places can be purchased at a cost of £60 plus VAT per place or 1 to 5 places at a cost of £95 plus VAT per place.

If you book on a course but can't make the date you can switch to the same course at a different venue (if available) or contact us and we'll send you a copy of the notes.

## Something for everyone....

**Varied programmes** – as well as an extensive and varied programme of CPD courses we also offer a Professional Development course programme which includes over 20 practical courses aimed at less experienced members of staff.

**Choice of dates and venues** – many of our CPD courses are repeated; giving you a choice of date and venue.

**Webinars and online courses** – if you prefer to fulfil your training needs at a place and time to suit you, then our digital offerings will provide the perfect solution. Details of our monthly online CPD courses can be found on page 3, whilst details of our webinars, that are organised on a more regular basis, are available on our website.

**Specialist courses and conferences** – as it is not possible to run every course in a local programme, we offer a programme of specialist courses and conferences in various regions around the country. These range from a one day Farming conference to an Introduction to Doctors Accounts, and details are made available on our website as and when they are organised.

**Choice of options** – as well as buying places on our individual courses, we offer three excellent value for money, membership packages to help you budget for your firm's complete training requirement. Details of our membership options are provided on page 5.

## Finishing touches that make the difference....

**Experienced presenters** – the majority of our CPD courses and all of our Professional Development courses are presented by Mercia speakers, who all have an excellent reputation for high quality presentation skills and technical expertise. They use their practical experience to interpret the rules and regulations and provide advice on how to apply them in a professional environment.

**Comprehensive, detailed notes** – all of our courses are supported by comprehensive and detailed notes (and not just copies of slides) that many of our delegates retain for future reference.

**Exceptional service** – we pride ourselves on the courses we deliver and the service we provide as we appreciate that fulfilling your training needs is not always as easy as it should be. If you have any questions, special requests or would just like to find out more, we're here to help. Andrew Paul is the manager dedicated to looking after the training in your area. He can be contacted on 0116 2581200 or by email at [andrew.paul@mercia-group.co.uk](mailto:andrew.paul@mercia-group.co.uk) If he isn't available to help, any member of our friendly and knowledgeable training admin team will be happy to talk to you.



**£49**per place if booked by  
31 December 2011

# CPD Course Programme 2011/12

Course Title	Date	Venue
<b>Due Diligence in Practice</b> Bill Telford - Telford Financial Training	Wed 21 Sep 2011	Cardiff City Stadium
<b>Charities: Current Issues</b> Phil Frost - Mercia Group Ltd	Mon 3 Oct 2011	Heronston Hotel
<b>Topical Tax Issues</b> Phil Williams - Mercia Group Ltd	Thu 27 Oct 2011	Cardiff City Stadium
	Wed 2 Nov 2011	The Liberty Stadium
<b>Clarified ISAs - One Year On</b> David Gallagher - Mercia Group Ltd	Thu 17 Nov 2011	Cardiff City Stadium
	Tue 13 Dec 2011	The Liberty Stadium
<b>The Tax Man Cometh - Handling Revenue Enquiries</b> Andrew Burgess - Mercia Group Ltd	Thu 16 Feb 2012	Heronston Hotel
<b>VAT Update and Problem Areas</b> Simone Hurst - VATease	Tue 20 Mar 2012	Cardiff City Stadium
	Wed 28 Mar 2012	The Liberty Stadium
<b>Utilising Tax Losses - Corporate and Personal</b> Martyn Ingles	Mon 16 Apr 2012	Heronston Hotel
<b>Capital Taxes Workshop</b> Pat Nown - Mercia Group Ltd	Tue 1 May 2012	Heronston Hotel
<b>Accountancy Update and Current Issues</b> Andrew Güntert - Mercia Group Ltd	Thu 17 May 2012	Cardiff City Stadium
	Mon 28 May 2012	The Liberty Stadium
<b>Finance Bill 2012</b> Mark Morton - Mercia Group Ltd	Thu 21 Jun 2012	The Liberty Stadium
	Tue 26 Jun 2012	Cardiff City Stadium

All courses will be held from 1.45pm to 4.45pm

## Venues

### Cardiff City Stadium

Leckwith Road  
Cardiff CF11 8AZ  
Tel: 029 2064 3757

### Heronston Hotel

Ewenny Bridgend  
Mid Glamorgan CF35 5AW  
Tel: 01656 668811

### The Liberty Stadium




Landore Swansea  
SA1 2FA  
Tel: 01792 616442

# Online CPD Course Programme 2011/12

Course Title	Date
Corporation Tax Refresher	Jul 2011
Inheritance Tax Planning Including Trusts	Aug 2011
The Reporting Requirements of Small Companies	Sep 2011
Finance Act 2011	Oct 2011
Money Laundering Update	Nov 2011
Topical Tax Issues	Dec 2011
VAT Update	Jan 2012
The Tax Man Cometh - Handling Revenue Enquiries	Feb 2012
Detecting Fraud and Advising on Preventing Fraud	Mar 2012
Audit Update and Current Issues	April 2012
Accountancy Update and Current Issues	May 2012
Taxation of Property Transactions	June 2012





Mercia Group Limited reserves the right to vary the published programme.

## Professional Development Course Programme 2011/12

Course Title	Date	Duration	Cost
<b>AUDIT AND ACCOUNTING</b>			
Principles of Bookkeeping 	Mon 19 Sep 2011	Full day	£110
Bookkeeping: The Next Stage 	Tue 20 Sep 2011	Full day	£110
Bookkeeping Case Study	Wed 21 and Thu 22 Sep 2011	2 days	£220
Practical Small Company Reporting Requirements	Mon 21 Nov 2011	am	£55
Effective Use of Analytical Procedures	Mon 21 Nov 2011	pm	£55
Planning an Effective Audit	Tue 22 Nov 2011	am	£55
Efficient File Completion	Tue 22 Nov 2011	pm	£55
Auditing: First Principles 	Thu 16 Feb 2012	am	£55


Continued >>>

# Professional Development Course Programme 2011/12

Course Title	Date	Duration	Cost
Understanding Analytical Procedures 	Thu 16 Feb 2012	pm	£55
The Audit & Accountancy Update	Mon 26 Mar 2012	Full day	£110
Charities: Key Problem Areas	Wed 16 May 2012	am	£55
Money Laundering: An Introduction for New Starters 	Wed 16 May 2012	pm	£55
<b>TAXATION</b>			
General Tax Update for Accounts Staff	Thu 3 Nov 2011	Full day	£110
Family Company Tax Considerations	Fri 4 Nov 2011	Full day	£110
Personal Tax 1 	Mon 7 Nov 2011	Full day	£110
Business Tax 1 	Tue 8 Nov 2011	Full day	£110
P11Ds/Benefits	Wed 7 Mar 2012	am	£55
Payroll Update	Wed 7 Mar 2012	pm	£55
Capital Allowances	Thu 8 Mar 2012	am	£55
VAT Refresher	Thu 8 Mar 2012	pm	£55
Business Tax 2	Tue 15 May 2012	am	£55
Corporation Tax 1	Tue 15 May 2012	pm	£55
<b>PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT</b>			
Communication: The Essential Skills	Fri 17 Feb 2012	Full day	£110
<b>IT SKILLS</b>			
Sage 50 : Set Up and Processing Cycles *	Tue 6 Mar 2012	Full day	£140

The timings of the course will be 9.30am to 1.00pm for am courses, 2.00pm to 5.00pm for pm courses or full day(s) where stated.

\*Numbers limited to 12.

 Indicates courses available online

## Venue

### Kaplan Financial - Cardiff

Suite 5 3rd Floor St Davids House Cardiff

South Glamorgan CF10 1ES

Tel: 02920 388 067

# Would you like to know more?

## Membership options

If you are dedicated to providing training for all members of your team, including support staff, membership is the perfect solution for your practice.

### CPD membership

For an annual subscription based upon the number of partners and senior staff you are entitled to:

- Send as many senior staff as you wish on the courses included in the local CPD programme at no extra cost
- 12 CPD courses available online
- Quarterly Audit & Tax technical newsletters
- Discounts on specialist courses, conferences and webinars

### Membership

For an annual subscription based upon the number of partners and staff involved in chargeable work (including trainees) you are entitled to a wide range of benefits including:

- Sending as many staff as you wish on the courses included in the local CPD and Professional Development course programmes at no extra cost
- 12 CPD courses available online
- Quarterly Audit & Tax technical newsletters
- Discounts on specialist courses, conferences and webinars
- Discounts on other services and products

### MembershipPLUS

All the benefits of Membership plus:

- Unlimited places on other local CPD and PDC programmes at no extra cost
- Unlimited places on regional specialist programmes (£50 per delegate charged on full day courses where lunch is provided)
- Unlimited places on national and partners' conferences at a cost of £50 per delegate
- Access to recorded webinars
- Annual visit

Membership Costs	Membership	Membership PLUS	CPD
<b>Cost for full year</b>			
Fee per firm	£150	£350	£150
Fee per partner & senior staff	£370	£555	£370
Fee per trainee & junior staff	£260	£260	nil

## Webinars and online courses

### CPD courses online

A selection of our core CPD courses is filmed on a rolling basis. Each course includes a film of the three hour course, a copy of the course notes and the speaker's slides. The courses can be purchased individually (prices start from £60) or you can become a digital subscriber (see below).

### Digital subscription


As a digital subscriber you receive access to our programme of 12 CPD courses to view online over a 12 month period, starting from the month you begin to subscribe. The cost of digital subscription is based on the size of your practice with a charge of £250 per firm plus £150 per partner, manager and senior member of staff. The subscription will be invoiced in advance but can be paid in 12 monthly instalments.

### Webinars

A quick and effective training solution that combines technological innovations with Mercia's wealth of technical experience. Each webinar costs £75 plus VAT per participant or £225 plus VAT for three or more participants. To find out more and to view our programme of live and pre recorded webinars visit [www.mercia-group.co.uk/webinars](http://www.mercia-group.co.uk/webinars).

### Professional Development courses online

Following the success of our digital CPD courses, we are developing a selection of online versions of our Professional Development courses. This will give your staff access to our courses from their desk.

Courses available in this format are indicated by  on the programme and for further details and prices visit [www.mercia-group.co.uk/digital](http://www.mercia-group.co.uk/digital)

## Specialist courses and conferences

We offer a range of specialist courses from three hour CPD sessions to full day conferences.

### Specialist CPD courses

Our specialist CPD course programmes are organised twice yearly in the spring and autumn. The programmes are planned in response to what is happening in the professional environment. There is no set pattern or regular programme as they address needs as and when they are identified.

### Specialist conferences

Our specialist conferences cover topics which are not normally included in our CPD courses. The one day conferences give delegates the opportunity to gain a wider appreciation of factors affecting both their own practices and clients.



# CPD Course Booking Form 2011/12

Please photocopy this form if there is not enough space.

Course Title	Date	Delegate Names	No. of places
Due Diligence in Practice			
Charities: Current Issues			
Topical Tax Issues			
Clarified ISAs - One Year On			
The Tax Man Cometh - Handling Revenue Enquiries			
VAT Update and Problem Areas			
Utilising Tax Losses - Corporate and Personal			
Capital Taxes Workshop			
Accountancy Update and Current Issues			
Finance Bill 2012			

(South Wales)

## Personal Details

Firm	
Address	
Tel No	
Fax No	
Email	
Contact	

## Payment Details

Total places ____ @ £49 if 10 or more places booked or places booked by 31 December 2011	£
Total places ____ @ £60 if 6 - 9 places booked	£
Total places ____ @ £95 if 1 - 5 places booked	£
plus VAT @ 20%	£
<b>TOTAL</b> (Cheque enclosed payable to Mercia Group Ltd)	£

### Paying By Credit Card: Visa, Mastercard Or Delta Accepted

Cardholder No	_____
Security Code	_____
Card Expiry Date	_____
Cardholder Name & Initials	_____
Cardholder Address (Inc. Postcode)	_____

**Please return by post or fax to the address below**



**Mercia Group Ltd, Best House, Grange Business Park, Enderby Road, Whetstone, Leicester LE8 6EP  
t 0116 258 1200 f 0116 258 1250 enquiries@mercia-group.co.uk www.mercia-group.co.uk**

**Cancellations:** No refund will be made where cancellation is received less than 14 days before the date of the course. All other cancellations will be subject to a 20% administration charge. All cancellations must be in writing. **Transfers and late bookings:** If you wish to transfer and attend an alternative venue, 7 working days notice must be given in writing. When shorter notice is given, Mercia reserve the right to charge a £25 plus VAT administrative fee or refuse the request.

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