



CPD Courses in South Birmingham

More Choice



Tempting offer inside...

A tempting CPD offer... ... £47.50 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 CPD courses cost from just £47.50 plus VAT per place (as long as 10 or more places are booked).

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 £90 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.

How else can we tempt you?

Choice of dates and venues many of our courses are repeated; giving you a choice of date, venue and timings.

Experienced presenters the majority of our CPD 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 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. Liz Coates is the director dedicated to looking after the training in your area. She can be contacted on 0116 258 1250 or by email at liz.coates@mercia-group.co.uk If she isn't available to help, any member of our friendly and knowledgeable training admin team will be happy to talk to you.

Choice of options as well as buying places on our CPD courses, we offer two excellent, value for money, membership packages to help you budget for your firm's complete training requirement. If you are tempted but are already committed to another provider for 2011 you can become a member at any time before the end of our current programme - see page 5 to find out more.

What else is in the mix?

Courses for all the team from £50 plus VAT per place - we run a programme of over 30 practical courses covering tax, audit and accountancy and IT skills - see pages 3 and 4 for details. Our popular **Introduction to Bookkeeping course** is now open to all on a pay as you go basis.

Webinars, CDs and online courses - in addition to live courses we also offer a programme of one-hour live and interactive Webinars plus a programme of 12 CPD courses online which can be purchased on an ad hoc basis or you can subscribe to the complete programme. More recently we have made our Introduction to Bookkeeping available online for delegates to complete in their own time. This is just the first of many professional development courses that will be available in this format - see page 5 to find out more.

**The proof of the pudding is in the eating -
have we tempted you enough to try us?**



CPD Course Programme 2010/11

Course Title	Date
Finance Act 2010 Mark Morton - Mercia Group Ltd	Wednesday 15 September 2010
	Tuesday 5 October 2010
Improving Personal Productivity and Effectiveness John Sharkey - Mercia Group Ltd	Wednesday 29 September 2010
Clarified ISAs - Practical Implementation Jane Everingham - Mercia Group Ltd	Tuesday 12 October 2010
	Wednesday 3 November 2010
Accountancy Update and Current Issues Bill Telford - Baker Tilly	Wednesday 17 November 2010
	Thursday 25 November 2010
Capital Taxes - Recent Developments Pat Nown - Mercia Group Ltd	Monday 29 November 2010
Topical Tax Issues Norman Allison - Mercia Group Ltd	Tuesday 15 February 2011
	Thursday 24 February 2011
Personal Tax Planning: Current Issues Andrew Burgess - Mercia Group Ltd	Thursday 17 March 2011
Preparing and Implementing a Business Sale and Exit Jim Thomas - People Development Works	Tuesday 29 March 2011
Common Accounting Problems Phil Frost - Mercia Group Ltd	Wednesday 20 April 2011
Tax Planning for Family Companies Phil Williams - Mercia Group Ltd	Wednesday 18 May 2011
VAT Update and Problem Areas Neil Warren - Warren Accounting Services Ltd	Thursday 9 June 2011
	Tuesday 21 June 2011

All courses will be held from 15:30 - 18:30

Venue

Old Silhillians Association
 Memorial Clubhouse & Ground, Warwick Road,
 Knowle, Solihull, West Midlands, B93 9LW
 Tel: 01564 777680

Professional Development Course Programme 2010/11

Course Title	Date	Duration	Venue	Cost
BUSINESS ADVISORY				
Practical Business Issues	Fri 1 Oct 2010	full day	BMI	£100
Effective Business Plans	Wed 6 Apr 2011	am	SBQ3	£50
	Fri 13 May 2011	am	SBQ3	
AUDIT AND ACCOUNTING				
Principles of Bookkeeping	Mon 13 Sep 2010	full day	SBQ3	£100
	Mon 27 Sep 2010	full day	SBQ3	
	Mon 7 Feb 2011	full day	SBQ3	
Bookkeeping: The Next Stage	Tues 14 Sep 2010	full day	SBQ3	£100
	Tues 28 Sep 2010	full day	SBQ3	
	Tues 8 Feb 2011	full day	SBQ3	
Bookkeeping Case Study	15-16 Sep 2010	2 days	SBQ3	£200
	29-30 Sep 2010	2 days	SBQ3	
	9-10 Feb 2011	2 days	SBQ3	
Charities: An Introduction	Mon 4 Oct 2010	am	SBQ3	£50
Money Laundering: An Introduction for New Starters	Mon 4 Oct 2010	pm	SBQ3	£50
	Mon 14 Mar 2011	pm	SBQ3	
Understanding Company Accounts	Tues 5 Oct 2010	full day	SBQ3	£100
	Mon 27 Jun 2011	full day	SBQ3	
Understanding Analytical Procedures	Wed 6 Oct 2010	am	SBQ3	£50
	Tues 28 Jun 2011	am	SBQ3	
Audit Exemption & Abbreviated Accounts	Wed 6 Oct 2010	pm	SBQ3	£50
	Tues 28 Jun 2011	pm	SBQ3	
Practical Small Company Reporting Requirements	Tues 12 Oct 2010	am	SBQ3	£50
	Mon 1 Nov 2010	am	SBQ3	
Effective Use of Analytical Procedures	Tues 12 Oct 2010	pm	SBQ3	£50
	Mon 1 Nov 2010	pm	SBQ3	
Auditing the Difficult Areas	Wed 13 Oct 2010	am	SBQ3	£50
	Tues 2 Nov 2010	am	SBQ3	
Efficient File Completion	Wed 13 Oct 2010	pm	SBQ3	£50
	Tues 2 Nov 2010	pm	SBQ3	
Accounts Preparation Skills	Mon 8 Nov 2010	full day	SBQ3	£100
	Mon 21 Feb 2011	full day	SBQ3	
Auditing: First Principles	Tues 18 Jan 2011	am	SBQ3	£50
	Tues 14 Jun 2011	am	SBQ3	
How to Audit Series	18-20 Jan 2011	2.5 days	SBQ3	£250
	14-16 Jun 2011	2.5 days	SBQ3	
Accounts Finalisation & Interviewing Skills	Tues 22 Feb 2011	full day	SBQ3	£100
Planning an Effective Audit	Tues 1 Mar 2011	am	SBQ3	£50
File Review Skills	Tues 1 Mar 2011	pm	SBQ3	£50
Charities: Key Problem Areas	Mon 14 Mar 2011	am	SBQ3	£50
The Audit & Accountancy Update	Mon 21 Mar 2011	full day	SBQ3	£100
	Mon 11 Apr 2011	full day	SBQ3	

Professional Development Course Programme 2010/11

Course Title	Date	Duration	Venue	Cost
TAXATION				
General Tax Update for Accounts Staff	Tues 14 Sep 2010	full day	Britannia Hotel	£100
	Thurs 30 Sep 2010	full day	Britannia Hotel	
Introduction to PAYE & NI	Fri 17 Sep 2010	am	SBQ3	£50
	Fri 1 Oct 2010	am	SBQ3	
	Fri 11 Feb 2011	am	SBQ3	
Introduction to VAT	Fri 17 Sep 2010	pm	SBQ3	£50
	Fri 1 Oct 2010	pm	SBQ3	
	Fri 11 Feb 2011	pm	SBQ3	
Personal Tax 1	Tues 9 Nov 2010	full day	SBQ3	£100
	Thurs 17 Feb 2011	full day	SBQ3	
Business Tax 1	Wed 10 Nov 2010	full day	SBQ3	£100
	Fri 18 Feb 2011	full day	SBQ3	
Tax Issues Arising from Accounts Review	Thurs 18 Nov 2010	am	SBQ3	£50
VAT Problem Areas for Accounts Staff	Thurs 18 Nov 2010	pm	SBQ3	£50
Expenses and Benefits Healthcheck	Tues 22 Mar 2011	am	SBQ3	£50
	Tues 5 Apr 2011	am	SBQ3	
Personal Tax 2	Tues 22 Mar 2011	pm	SBQ3	£50
	Tues 5 Apr 2011	pm	SBQ3	
VAT Healthcheck	Wed 6 Apr 2011	pm	SBQ3	£50
	Fri 13 May 2011	pm	SBQ3	
PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT				
Communication: The Essential Skills	Fri 25 Feb 2011	full day	SBQ3	£100
Effective Business Letter and Report Writing	Tues 10 May 2011	am	SBQ3	£50
	Wed 6 Jul 2011	am	SBQ3	
Effective Time Management	Tues 10 May 2011	pm	SBQ3	£50
	Wed 6 Jul 2011	pm	SBQ3	
IT SKILLS				
Practical Use of Excel (v.2003)*	Mon 8 Nov 2010	full day	BMI	£130
Sage 50: The Advanced Modules*	Tues 9 Nov 2010	full day	BMI	£130
	Wed 9 Mar 2011	full day	BMI	
Sage 50: Set Up and Processing Cycles*	Tues 7 Dec 2010	full day	BMI	£130
	Tues 1 Mar 2011	full day	BMI	
Sage 50 Accounts: Data Extraction Using Excel*	Mon 28 Feb 2011	pm	BMI	£70
Practical Use of Excel (v.2010)*	Tues 8 Mar 2011	full day	BMI	£130

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

* Numbers limited to 12.

Venues

Birmingham Midland Institute (BMI)

9 Margaret Street
Birmingham B3 3BS
Tel: 0121 236 3591

SBQ3

65 Smallbrook Queensway
Birmingham B5 4HQ
Tel: 0121 631 2093

Britannia Hotel

New Street
Birmingham B2 4XR
Tel: 0121 631 3331

Would you like to know more?

Membership options

Training group membership offers unbeatable value and flexibility plus it allows you to budget effectively with fixed monthly payments. If you are dedicated to providing training for all members of your team, including support staff, membership is the perfect solution for your practice.

Membership

For an annual subscription based upon the size of your practice 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 other services and products

CPD membership

For an annual subscription based upon the size of your practice you are entitled to:

- Sending 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

Membership Costs	Membership	CPD
Cost for full year		
Fee per firm	£150	£150
Fee per partner & senior staff	£355	£355
Fee per trainee & junior staff	£250	nil
Cost for 1 Jan 2011 to 30 Jun 2011		
Fee per firm	£150	£150
Fee per partner & senior staff	£165	£165
Fee per trainee & junior staff	£110	nil

Webinars, CDs 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 £55) or you can become a digital subscriber (see below).

Digital subscription

As a digital subscriber you receive access to a programme of our 12 most popular 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 new 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 (25% discount for Members). To find out more and to view our programme of live and pre recorded webinars visit www.mercia-group.co.uk/webinars or call Kay Sanders on 0116 258 1200.

Bookkeeping course 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. The first in the range is An Introduction to Bookkeeping. The cost is £300 plus VAT per annum with 25% discount for Members.

Specialist courses and conferences

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

Members receive a 25% discount on these events. CPD Members receive a number of discount vouchers.

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.

Courses for the tax specialist

Our half day courses are specifically designed for tax specialists who require an in depth tax knowledge. All courses are presented by highly acclaimed speakers who will look at key issues to enable those attending to give the best possible advice to their clients.

CPD Course Booking Form 2010/11

Please photocopy this form if there is not enough space.

Course Title	Date	Delegate Names	No. of places
Finance Act 2010			
Improving Personal Productivity and Effectiveness			
Clarified ISAs - Practical Implementation			
Accountancy Update and Current Issues			
Capital Taxes - Recent Developments			
Topical Tax Issues			
Personal Tax Planning: Current Issues			
Preparing and Implementing a Business Sale and Exit			
Common Accounting Problems			
Tax Planning for Family Companies			
VAT Update and Problem Areas			

(South Birmingham)

Personal Details

Firm	
Address	
Tel No	
Fax No	
Email	
Contact	

Payment Details

Total places ____ @ £47.50 if 10 or more places booked	£
Total places ____ @ £60 if 6-9 places booked	£
Total places ____ @ £90 if 1-5 places booked	£
plus VAT	£
TOTAL (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@mercias-group.co.uk www.mercias-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.

Mercia Group Ltd is a company registered in England and Wales with company number 1464141. Registered office: 19 - 21 Christopher Street, London EC2A 2BS