



CPD Courses in Staffs/Salop

More Choice * More Venues



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 booked before 30 June 2011 cost just £47.50 plus VAT per place.

After 30 June, you will need to book 10 or more places to get the discounted rate of £47.50 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 £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. Kay Sanders is the manager dedicated to looking after the training in your area. She can be contacted on 0116 258 1250 or by email at kay.sanders@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 25 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 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 2011/12

£47.50
All places booked by
30 June 2011 cost
£47.50 plus VAT
per place

Course Title	Date	Time	Venue
Corporation Tax Refresher Pat Nown - Mercia Group Ltd	Wed 6 Apr 2011	2.00pm - 5.00pm	Albrighton Hall Hotel & Spa
	Mon 18 Apr 2011	9.30am - 12.30pm	Stoke City Football Club
Employment Law Update Debbie Taylor - People & Business	Wed 4 May 2011	2.00pm - 5.00pm	The Lord Hill Hotel
Accounting Standards Refresher Andrew Güntert - Mercia Group Ltd	Tue 17 May 2011	2.00pm - 5.00pm	Stoke City Football Club
	Thu 9 Jun 2011	9.30am - 12.30pm	Albrighton Hall Hotel & Spa
Business Valuations David Bowes - Bruce Sutherland & Co	Tue 21 Jun 2011	2.00pm - 5.00pm	Stoke City Football Club
Finance Act 2011 Mark Morton - Mercia Group Ltd	Thu 15 Sep 2011	9.30am - 12.30pm	Stoke City Football Club
	Thu 22 Sep 2011	9.30am - 12.30pm	Albrighton Hall Hotel & Spa
Practical Problems in Audit & Non Audit Reports David Gallagher - Mercia Group Ltd	Thu 29 Sep 2011	9.30am - 12.30pm	Stoke City Football Club
	Thu 6 Oct 2011	9.30am - 12.30pm	Albrighton Hall Hotel & Spa
Capital Taxes Update Andrew Burgess - Mercia Group Ltd	Mon 17 Oct 2011	2.00pm - 5.00pm	Albrighton Hall Hotel & Spa
	Tue 25 Oct 2011	2.00pm - 5.00pm	Stoke City Football Club
VAT Update and Problem Areas Simone Hurst - VATease	Thu 10 Nov 2011	9.30am - 12.30pm	Albrighton Hall Hotel & Spa
	Mon 21 Nov 2011	2.00pm - 5.00pm	Stoke City Football Club
Topical Tax Issues Phil Williams - Mercia Group Ltd	Thu 1 Dec 2011	9.30am - 12.30pm	Albrighton Hall Hotel & Spa
	Wed 14 Dec 2011	2.00pm - 5.00pm	Stoke City Football Club
PAYE, Benefits & NI Update Mark Morton - Mercia Group Ltd	Tue 7 Feb 2012	9.30am - 12.30pm	Stoke City Football Club
	Wed 22 Feb 2012	9.30am - 12.30pm	Albrighton Hall Hotel & Spa
Audit, Accountancy & Assurance Update John Welsford - Mercia Group Ltd	Thu 8 Mar 2012	9.30am - 12.30pm	Stoke City Football Club
	Wed 21 Mar 2012	9.30am - 12.30pm	Albrighton Hall Hotel & Spa

Venues

Stoke City Football Club

Britannia Stadium, Stanley Matthews Way,
Stoke on Trent, ST4 4EG
Tel 01782 592234

Albrighton Hall Hotel & Spa

Albrighton, Ellesmere Road,
Shrewsbury, SY4 3AG
Tel 01939 291000

The Lord Hill Hotel

Abbey Foregate,
Shrewsbury, SY2 6AX
Tel 01743 232601

Professional Development Course Programme 2011/12

Course Title	Date	Duration	Venue	Cost
BUSINESS ADVISORY				
Effective Business Plans	Thu 15 Mar 2012	am	Shrewsbury Town Football Club	£50
AUDIT AND ACCOUNTING				
Practical Small Company Reporting Requirements	Wed 11 May 2011	am	Tern Hill Hall Hotel	£50
File Review Skills	Wed 11 May 2011	pm	Tern Hill Hall Hotel	£50
The Audit & Accountancy Update	Thu 12 May 2011	Full day	Tern Hill Hall Hotel	£100
Understanding Company Accounts	Tue 5 Jul 2011	Full day	Shrewsbury Town Football Club	£100
Understanding Analytical Procedures	Wed 6 Jul 2011	am	Shrewsbury Town Football Club	£50
Audit Exemption & Abbreviated Accounts	Wed 6 Jul 2011	pm	Shrewsbury Town Football Club	£50
Principles of Bookkeeping	Mon 3 Oct 2011	Full day	Shrewsbury Town Football Club	£100
Bookkeeping: The Next Stage	Tue 4 Oct 2011	Full day	Shrewsbury Town Football Club	£100
Bookkeeping Case Study	Wed 5 - Thu 6 Oct 2011	2 days	Shrewsbury Town Football Club	£200
Charities: An Introduction	Wed 12 Oct 2011	am	Shrewsbury Town Football Club	£50
Accounts Preparation Skills	Mon 13 Feb 2012	Full day	Shrewsbury Town Football Club	£100
Auditing: First Principles	Tue 14 Feb 2012	am	Shrewsbury Town Football Club	£50
How to Audit Series	Tue 14 -Thu 16 Feb 2012	2.5 days	Shrewsbury Town Football Club	£250
PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT				
Successful Job Management	Mon 4 Jul 2011	pm	Shrewsbury Town Football Club	£50

Professional Development Course Programme 2011/12

Course Title	Date	Duration	Venue	Cost
TAXATION				
General Tax Update for Accounts Staff	Tue 20 Sep 2011	Full day	Tern Hill Hall Hotel	£100
Introduction to PAYE & NI	Fri 7 Oct 2011	am	Shrewsbury Town Football Club	£50
Introduction to VAT	Fri 7 Oct 2011	pm	Shrewsbury Town Football Club	£50
Back to Basics : VAT	Wed 12 Oct 2011	pm	Shrewsbury Town Football Club	£50
Corporation Tax 2	Fri 4 Nov 2011	am	Shrewsbury Town Football Club	£50
Capital Allowances	Fri 4 Nov 2011	pm	Shrewsbury Town Football Club	£50
Personal Tax 1	Thu 23 Feb 2012	Full day	Shrewsbury Town Football Club	£100
Business Tax 1	Fri 24 Feb 2012	Full day	Shrewsbury Town Football Club	£100
Expenses and Benefits Healthcheck	Thu 15 Mar 2012	pm	Shrewsbury Town Football Club	£50
Business Tax 2	Fri 16 Mar 2012	am	Shrewsbury Town Football Club	£50
Personal Tax 2	Fri 16 Mar 2012	pm	Shrewsbury Town Football Club	£50
IT SKILLS				
Practical Use of Excel (v.2003)*	Tue 10 May 2011	Full day	Tern Hill Hall Hotel	£130

The timing of the courses will be 9.30am to 1.00pm for am courses,
1.30pm to 4.30pm for pm courses or full day(s) where stated.

* Numbers limited to 12.

Venues

Shrewsbury Town Football Club

Oteley Road,
Shrewsbury, SY2 6ST
Tel 0871 811 8800

Tern Hill Hall Hotel

Tern Hill, Market Drayton,
Shropshire, TF9 3PU
Tel 01630 638310

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 Sep 2011 to 31 Mar 2012		
Fee per firm	£150	£150
Fee per partner & senior staff	£226	£226
Fee per trainee & junior staff	£125	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 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

An 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.

For details of other introductory courses available online please visit 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.

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 one 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 2011/12

Please photocopy this form if there is not enough space.

Course Title	Date	Delegate Names	No. of places
Corporation Tax Refresher			
Employment Law Update			
Accounting Standards Refresher			
Business Valuations			
Finance Act 2011			
Practical Problems in Audit & Non Audit Reports			
Capital Taxes Update			
VAT Update and Problem Areas			
Topical Tax Issues			
PAYE, Benefits & NI Update			
Audit, Accountancy & Assurance Update			

(Staffs/Salop)

Personal Details

Firm	
Address	
Tel No	
Fax No	
Email	
Contact	

Payment Details

Total places ____ @ £47.50 if booked by 30 June 2011	£
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 @ 20%	£
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