

UK200 Training Programme

South East Course Programmes 2008/09



Kent London Surrey

UK200 Training Group

South East CPD Course Programme 2008/09

COURSE TITLE	SPEAKER	VENUES	DATES
Finance Act 2008	Dean Wootten Online Tutors Ltd	NCR GF Kent	Wednesday 10 September 2008 Wednesday 24 September 2008 Thursday 25 September 2008
Regulatory Update for Practitioners	Andrew Güntert Mercia Group Ltd	NCR	Wednesday 1 October 2008
Tax Planning for Family Companies	Phil Williams Mercia Group Ltd	Kent NCR	Wednesday 15 October 2008 Tuesday 21 October 2008
VAT Update	David Sweeting Independent VAT Consultants	NCR	Thursday 6 November 2008
Charities: Current Issues	David Gallagher Mercia Group Ltd	NCR Kent	Wednesday 3 December 2008 Tuesday 9 December 2008
Profitable Business Coaching	Ian Fletcher 2020 Innovation Group Ltd	NCR	Thursday 15 January 2009
Topical Tax Issues	Phil Williams Mercia Group Ltd	Kent GF NCR	Thursday 5 February 2009 Wednesday 11 February 2009 Tuesday 24 February 2009
Maximising Profit and Minimising Risk in Smaller Audits	Jane Everingham Mercia Group Ltd	GF Kent NCR	Tuesday 17 March 2009 Thursday 19 March 2009 Wednesday 25 March 2009
Capital Gains Tax – A Current Perspective	Andrew Burgess Mercia Group Ltd	Kent NCR	Thursday 2 April 2009 Wednesday 8 April 2009
Audit & Accountancy Update	John Welsford Mercia Group Ltd	NCR Kent GF	Tuesday 12 May 2009 Thursday 14 May 2009 Wednesday 20 May 2009
Company Law Update	Phil Frost Mercia Group Ltd	NCR	Tuesday 9 June 2009

All courses will be held from 2.30pm to 5.30pm.

Venues

Kent
Manor Hotel
Hever Court Road
Singlewell, Gravesend, Kent
DA12 5UQ
Tel: 01474 353100

NCR
New Connaught Rooms
Great Queen Street
London
WC2B 5DA
Tel: 020 7405 7811

GF
Great Fosters
Stroude Road
Egham, Surrey
TW20 9UR
Tel: 01784 433822

UK200 Training Group

South East PDC Programme 2008/09

COURSE TITLE	DATES			DURATION
BUSINESS ADVISORY				
Practical Business Issues	28 November 2008	18 March 2009	-	Full day
AUDIT AND ACCOUNTING				
Principles of Bookkeeping	1 September 2008	15 September 2008	9 February 2009	Full day
Bookkeeping: The Next Stage	2 September 2008	16 September 2008	10 February 2009	Full day
Bookkeeping Case Study	3-4 September 2008	17-18 September 2008	11-12 February 2009	2 days
Practical Audit Problems	30 September 2008	26 November 2008	-	Full day
Understanding Company Accounts	13 October 2008	10 December 2008	-	Full day
Understanding Analytical Procedures	14 October 2008	11 December 2008	-	am
Audit Exemption and Abbreviated Accounts	14 October 2008	11 December 2008	-	pm
Effective Use of Analytical Procedures	1 October 2008	27 November 2008	-	pm
File Review Skills	1 October 2008	27 November 2008	-	pm
Accounts Preparation Skills *	25 November 2008	2 March 2009	-	Full day
Acting for Small FSA Firms	1 December 2008	-	-	pm
Understanding Solicitors' Accounts Rules	12 December 2008	-	-	Full day
The Audit and Accountancy Update	14 January 2009	30 March 2009	27 April 2009	Full day
Auditing: First Principles	20 January 2009	2 June 2009	-	pm
How to Audit Series	20-22 January 2009	2-4 June 2009	-	2½ days
Charities: An Introduction	28 April 2009	-	-	am
Money Laundering – An Introduction for New Starters	28 April 2009	-	-	pm

Continued>>>

UK200 Training Group

South East PDC Programme 2008/09

COURSE TITLE	DATES			DURATION
TAX				
Introduction to PAYE and NI	5 September 2008	19 September 2008	13 February 2009	am
Introduction to VAT	5 September 2008	19 September 2008	13 February 2009	pm
General Tax Update for Accounts Staff	10 September 2008	25 September 2008	3 October 2008	Full day
Business Tax 2	16 October 2008	16 February 2009	-	am
Corporation Tax 1	16 October 2008	16 February 2009	-	pm
Personal Tax 1	20 November 2008	3 March 2009	-	Full day
Business Tax 1	21 November 2008	4 March 2009	-	am
P11Ds/Benefits	12 March 2009	2 April 2009	-	am
VAT Problem Areas for Accounts Staff	12 March 2009	2 April 2009	-	pm
Corporate Tax Case Study	13 March 2009	17 March 2009	3 April 2009	am
Capital Allowances	13 March 2009	17 March 2009	3 April 2009	pm
IT SKILLS				
Sage 50: The Advanced Modules **	2 October 2008	15 October 2008	24 November 2008	Full day
PERSONAL SKILLS AND MANAGEMENT DEVELOPMENT				
Communication: The Essential Skills	23 January 2009	5 June 2009	-	Full day
Effective Letter and Report Writing	13 January 2009	29 April 2009	-	am
Effective Time Management	13 January 2009	29 April 2009	-	pm

* Numbers on this course will be limited to 24 delegates.

** Numbers on this course will be limited to 12 delegates and there will be a supplement of £30 plus VAT per place

Timings: 9.30am to 1.00pm and 1.30pm to 4.30pm

Venue

London
International Coffee Organization
ICO Conference Centre
22 Berners Street, London
W1T 3DD
Tel: 0207 706 7700

UK200 Training Group Membership Fees 2008/09

Local Membership

Fee

£50* per firm plus £269 per partner and full time (working 20+ hours per week) member of professional staff.

Local Membership Services

- Send any number of participants on any courses forming part of the local CPD programme.
- Send any member of staff, including support staff, on any courses on the Professional Development programme.
- 12 training CDs of our most popular CPD courses (optional*).
- A copy of the quarterly edition of Vision, including the Audit and Tax Technical Update, for each partner and senior member of staff.
- Discounts (from 5% - 20%) on our wide range of support services.
- 50% discount on Quorum Training courses

National Membership

Fee

£50* per firm plus £336 per partner and full time (working 20+ hours per week) member of professional staff.

National Membership Services

- All the benefits of local 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 provided)
- Unlimited places on national specialist programmes at a cost of £50 per delegate
- 25% discount on partners' conference
- 25% discount on open management training courses.

*£50 deduction in per firm fee for those not wishing to take up this option

The annual membership fee is based upon the size of individual firms as detailed above. All professional staff should be included on the membership form, not just those who will be attending courses. Professional staff are those who undertake the normal professional work of an accountancy practice, therefore excluding receptionists, secretaries, administrative staff and keyboard operators.

If you would like to become a Mercia Training Group Member or require further information, please contact Michelle Hammond or Zoë Canham on 0116 258 1200.



As you are no doubt aware, the new CPD rules apply to all members, whether in practice, industry or commerce. As a result you may have a number of clients who are now looking to satisfy their CPD requirements by attending courses. Whilst our courses are predominantly aimed at those working in practice, a number of accountants from industry do attend and find them very useful. You may therefore be interested in offering your clients the opportunity to attend our courses by including them in your training group membership. If you have any questions please email liz.coates@merciam-group.co.uk or call her on 0116 258 1200.