

Think Ahead

ACCA

Professional Courses

CPD Events for Practitioners 2016



Your professional development matters to us

Are you looking to:

- develop your learning needs?
- meet your annual CPD requirements?
- fill in any skills gaps and progress in your career?
- enhance your employability?

If you answered 'yes' to one or more of these questions then ACCA's learning resource, *My Development*, is here to help you. Our aim is to make CPD as easy as possible and help our members to maintain and develop skills that they can apply in the workplace as well as excel in their career. *My Development* contains a wealth of learning material covering a vast range of topics and formats.

- **Over 300 online courses**
- **face-to-face events**
- **articles from AB**
- **academic and professional qualifications**
- **two online bookstores**
- **Microsoft Office Specialist**
- **exclusive CPD special offers and free opportunities**

Visit *My Development* today www.accaglobal.com/cpd

Introduction

Welcome to ACCA UK Professional Courses. Our courses have been specifically designed to keep you informed of the latest developments within the accountancy profession. This will ensure you are equipped with the right set of skills and knowledge to best support your practice.

HOW TO BOOK

book online at
<https://events.accaglobal.com>

You can view all of our courses and events, or download a copy of this directory, on the Professional Courses area of our website. Please visit www.accaglobal.com for more information.

CPD UNITS

The number of CPD units you can gain is stated in each course description. All courses count as verifiable CPD provided the content is relevant to your development needs.



Programme of Events

Guide to Practical Audit Compliance for Partners and Managers

09.45–17.00, £418, 14 CPD Units

Early booking discounted price £376 available up to one month before the date of the workshop booked

London, 17–18 May

London, 20–21 September

London, 12–13 October

Manchester, 13–14 December

Practical Guide to ISQC1 for Partners and Managers

09.45–17.00, £247, 7 CPD Units

Early booking discounted price £222 available up to one month before the date of the workshop booked

London, 22 September

London, 8 December

One-Day Courses

09.30–16.30, £209, 7 CPD Units

Early booking discounted price £188 available up to one month before the date of the course booked

Accounting Standards – Changes, Choices and Challenges

Leeds, 6 October

Birmingham, 14 October

Newcastle, 8 November

Norwich, 9 November

Bristol, 1 December

General Tax Update for Accountants

Newcastle, 5 October

Norwich, 20 October

Bristol, 11 October

Nottingham, 29 November

Leeds, 8 December

London, 13 December

RESIDENTIAL CONFERENCE FOR PRACTITIONERS

£429, 14 CPD units

Early booking discounted price £386 available up to one month before the date of the conference booked

Location Midlands TBC, 1–2 July

Location Midlands TBC,
18–19 November

This conference offers you 14 units of CPD in a relaxed and sociable environment, providing you with the perfect opportunity to update your knowledge on the current developments in the profession. Taking place over a Friday and Saturday, this two-day conference minimises valuable time away from the office.

Saturday CPD Conferences for Practitioners

These conferences are the ideal way to keep your professional knowledge up-to-date and get your CPD without disrupting your working week. The conference consists of four sessions which makes it a cost-effective way of staying informed of the latest technical issues.

CONFERENCE ONE

Location	Date
London A	13 February
Bristol	20 February
Manchester	27 February
London B	05 March
Glasgow	12 March
Swansea	19 March
Sheffield	02 April
London C	09 April
Birmingham	16 April

Content

- VAT Update
- Essential Law Update for Practitioners
- NIC, PAYE, P11Ds and Benefits Refresher and Planning
- Specialist Accounting

CONFERENCE TWO

Location	Date
London A	23 April
Manchester	07 May
Bristol	14 May
Glasgow	21 May
Swansea	04 June
London B	11 June
Birmingham	18 June
Sheffield	25 June
London C	09 July

Content

- Property Taxes
- Know Your Rights with HMRC
- Finance Bill/Act 2016
- Inheritance Tax and Pensions

CONFERENCE THREE

Location	Date
London A	01 October
Glasgow	08 October
Birmingham	15 October
Bristol	22 October
Manchester	29 October
London B	05 November
Swansea	12 November
Sheffield	26 November
London C	03 December

Content

- Tax Planning for the Owner-Managed Business
- Accounting Standards Update
- The remaining two sessions have been left open to deal with issues arising during 2016

VENUES

Birmingham – Conference Aston
Bristol – Holiday Inn Filton
Glasgow – Hilton Hotel
London – Royal College of Physicians
Manchester – Marriott Victoria & Albert Hotel
Sheffield – Novotel Hotel
Swansea – Marriott Hotel

FEES

1 Conference	£142
2 Conferences	£130 per conference
3 Conferences	£116 per conference

Please note the prices quoted are per person and per conference.

Discounts apply to any number of delegates from one firm. To qualify the bookings must be made together.

CPD UNITS: 7 Units per conference

Summer and Autumn Update Conferences for Practitioners

These conferences take place on Saturday. The update consists of conference dedicated to the core areas of business advice, accounting and taxation.

Summer Updates

ACCOUNTING CONFERENCE

London, 18 June

Accounting Standards Update
09.30–16.30

TAXATION CONFERENCE

London, 9 July

Topical Tax Update
09.30 – 16.30

Autumn Updates

ACCOUNTING CONFERENCE

London, 1 October

Accounting Standards Update
09.30–16.30

BUSINESS ADVICE CONFERENCE

London, 12 November

HMRC and the Practitioner
09.30–16.30

TAXATION CONFERENCE

London, 3 December

Topical Tax Update
09.30 – 16.30

FEES

1 conference	£142
2 conferences	£130
3 or more conferences	£116

Discounts apply to any number of delegates from one firm. To qualify the bookings must be made together. Please note the prices quoted are per person, per conference.

For flexibility, delegates booking two or more conferences can mix and match from the following programmes:

Saturday CPD Conferences
Summer Update Conferences
Autumn Update Conferences

CPD UNITS: 7 Units per conference

CPD Webinars

in partnership with **2020 Innovation**

Working in partnership with 2020, ACCA's practitioners can now benefit from a suite of new CPD webinars and a 50% discount.

The suite covers a wide range of topics covering essential tax; accounting and audit; practice assurance and money laundering; monthly tax updates; practice management and development; and updates on regulated Financial Conduct Authority businesses.

DATE	TIME	WEBINAR	SPEAKER	Cost per delegate ACCA 50% discount	Cost for 3-9 delegate places ACCA 50% discount
CPD Webinars					
17 February	10.00–12.00	Tax Planning for 5 April 2016	Rebecca Benneyworth	£41	£124
29 February	10.00–12.00	Small Company Reporting Issues	John Selwood	£41	£124
6 April	10.00–12.00	2016 Budget Update	Mark Ward	£49	£146
5 May	10.00–12.00	Spring Audit and Accounts Update	Guy Loveday	£41	£124
19 May	10.00–12.00	PAYE and NIC Hot Topics	Ros Martin	£41	£124
8 June	10.00–12.00	Practical Advice on Tax Enquiries and Investigations	Kevin Igoe	£41	£124
5 July	10.00–12.00	Latest VAT News and Developments	Rebecca Benneyworth	£41	£124
26 September	10.00–12.00	Capital Taxes Update and Planning	Martyn Ingles	£41	£124
4 October	10.00–12.00	Finance Act 2016 Update	Robert Jamieson	£41	£124
25 October	10.00–12.00	Autumn Audit and Accounts Update	Guy Loveday	£41	£124
8 November	10.00–12.00	Practice Assurance and Money Laundering Update 2016	John Selwood	£41	£124
1 December	10.00–12.00	Tax Issues for Unincorporated Businesses	Ros Martin	£41	£124
Monthly Tax Update Webinars					
23 February	10.00–11.00	Monthly Tax Update	Martyn Ingles	£38	£113
21 March	10.00–12.00	Monthly Tax Update (Budget Special)	Martyn Ingles	£49	£146
22 April	10.00–11.00	Monthly Tax Update	Martyn Ingles	£38	£113
16 May	10.00–11.00	Monthly Tax Update	Martyn Ingles	£38	£113
20 June	10.00–11.00	Monthly Tax Update	Martyn Ingles	£38	£113
20 July	10.00–11.00	Monthly Tax Update	Martyn Ingles	£38	£113
2 September	10.00–11.00	Monthly Tax Update	Martyn Ingles	£38	£113
10 October	10.00–11.00	Monthly Tax Update	Martyn Ingles	£38	£113
7 November	10.00–11.00	Monthly Tax Update	Martyn Ingles	£38	£113
9 December	10.00–11.00	Monthly Tax Update	Martyn Ingles	£38	£113

To view the full programme of webinars visit www.the2020group.com/ACCA

Book your webinars now!

For further information on all 2020 webinars call 0121 314 1234 or email acca@the2020group.com



Terms and Conditions

ACCA UK's Terms and Conditions are set out in full below. Please read these Terms and Conditions carefully before purchasing a course and print off a copy for your records. By ordering an ACCA UK course, you are confirming your agreement to be bound by these Terms and Conditions.

BOOKINGS

1. How to Book

- 1.1. You can book:
 - 1.1.1. Online at <https://events.accaglobal.com>;
 - 1.1.2. By email to: professionalcourses@accaglobal.com; and
 - 1.1.3. By post to: Professional Courses, ACCA UK, The Adelphi, 1-11 John Adam Street, London, WC2N 6AU
- 1.2. We do not accept telephone bookings.
- 1.3. Email is not encrypted and therefore not a secure method of communicating payment details with ACCA. If paying by card, we suggest you do so online or via post. Card transactions are processed by Worldpay on behalf of the Certified Accountants Educational Trust (CAET).

2. Payment Terms

- 2.1. Payments are accepted by cheque, BACS and the following credit cards; Mastercard, Visa, Amex, Maestro and Visa Debit. Cheques for ACCA UK events should be made payable to CAET.
- 2.2. When booking Professional Courses practitioners' events or when booking online, payment must be made at the time of booking.
- 2.3. ACCA events run through CAET are exempt from VAT. All other courses are subject to VAT at 20%.

3. Confirmation

- 3.1. Events are reserved from the receipt of the booking request and payment by any of the above methods.
- 3.2. When booking online, a confirmation email will be sent to you within 24 hours.
- 3.3. When booking by email or post, confirmation will be sent to you within 14 days and will include a receipted invoice.

CANCELLATIONS

4. Your Right to Cancel

- 4.1. You have a right to cancel your purchase of the course within a period of 14 calendar days ("Cancellation Period") from the date on which ACCA confirms your booking on the course, subject to Clauses 4.4.
- 4.2. You must inform ACCA of your decision to cancel by using one of the following methods within the Cancellation Period:
 - 4.2.1. By email to: Professionalcourses@accaglobal.com
 - 4.2.2. By post to: Professional Courses, ACCA UK, The Adelphi, 1-11 John Adam Street, London, WC2N 6AU
- 4.3. On cancellation you will be entitled to a full refund of the fees.
- 4.4. Refunds will be made using the same method of payment as you used for the purchase and will be paid within 14 days of you informing ACCA of the cancellation. Your right to cancel and obtain any refund will be lost if you have given ACCA express consent to supply any services during the Cancellation Period and the service has been fully performed. If express consent has been given but the service is only part performed, you will be liable to pay for the services actually received.
- 4.5. Subject to clauses 4.1 to 4.4, no full refunds will be given for cancellations of bookings made less than ten (10) working days before

- the date of the event and payment in full will still be due.
- 4.6. Cancellations made pursuant to clause 4.5 shall be made in writing to ACCA and irrespective of the method of booking the cancellation shall incur a 10% event fee charge.
- 4.7. The 10% event fee charge applies to each event cancelled.
- 4.8. Where you have purchased courses at the multiple booking rate and attendance at one is subsequently cancelled, the remaining events will be charged at the standard rate. For example: where two events have been booked at the multiple booking rate and attendance at one is subsequently cancelled, the remaining event will be charged at the one event rate; where three events have been booked at the multiple booking rate and attendance at one is subsequently cancelled, the remaining two events will be charged at the two events rate.
- 4.9. If ACCA has to cancel the event, our liability shall be limited to a full refund of any event fees paid only. We will not refund any travel or accommodation costs associated with the cancellation of an event.
- 4.10. ACCA reserves the right to cancel or reschedule events without prior notice and to amend or alter published programmes, fees, venues and lecturers.

CHANGES TO YOUR BOOKING

5. Substitute Delegates

- 5.1. ACCA will accept substitute delegates without administration charges at any time subject to receipt of substitute delegate details and, where applicable, immediate payment of any additional fees due.
- 5.2. Notification of substitute delegates must be made in writing.
- 6. Transfers**
- 6.1. Bookings for Professional Courses events can be transferred to another event in the current schedule (to December 2016) providing subsequent events are not already fully booked.
- 6.2. 10% of the event fee will be charged on each event transferred.
- 6.3. No transfers will be accepted for requests made less than ten (10) working days before the date of the event.
- 6.4. Notification of transfers must be made in writing at least ten (10) working days before the start of the event, irrespective of the method of booking.

JOINING INSTRUCTIONS

7. Joining instructions are usually sent at least five (5) working days before the start of an event. If you have not received your joining instructions three days prior to the event, please call the Professional Courses team on 020 7059 5910. ACCA will not be held responsible for non-receipt of joining instructions and refunds will not be issued under such circumstances.

ATTENDING THE EVENT

8. Programme Changes

- 8.1. It may be necessary for reasons beyond ACCA's control to change the content and timing of the programme, the speakers, the date or the venue at any time prior to the event date.
- 9. Course Papers/Delegate Pack**
- 9.1. In most circumstances, course papers will be issued on the day of the event. This documentation is made available only to those attending the event and should not be reproduced.

- 9.2. Course papers and delegate packs are provided for the sole use of the delegate and may not be reproduced whether in whole or part, shared or distributed by any method whatsoever without prior permission of the copyright owner.

10. Travel

- 10.1. ACCA accepts no liability if a delegate is unable to attend an event due to adverse weather conditions or any travel disruption. Refunds are subject to ACCA's discretion.
- 10.2. ACCA reserves the right to use venues which may incur a car parking charge and will not be liable to pay any charges incurred.

11. Dress Code

- 11.1. There is no dress code; however, most delegates choose to wear smart casual clothing.

12. Certificates

- 12.1. Certificates will be issued for attendance at all events. These are for your own CPD records.

13. Accommodation

- 13.1. Events are usually non-residential, unless otherwise stated.
- 13.2. Delegates requiring accommodation should, therefore, make their own arrangements.

14. Special Requirements and Dietary Needs

- 14.1. When booking online, delegates should complete the section on special requirements at the time of booking e.g. dietary, wheelchair access, etc.
- 14.2. When booking by any other method delegates are asked to notify Professional Courses at ACCA of any special requirements, in writing, at the time of booking a course or at least ten (10) working days before the start of the event. We will endeavour to accommodate your requests; however, please note this may not always be possible.

AFTER THE EVENT

15. Delegate Feedback

- 15.1. After the event, delegates should expect to receive a feedback form. We would ask this is completed and returned to us within seven days to allow us to continue to improve and tailor future events more closely to your requirements.

GENERAL

16. Data Protection

- 16.1. ACCA processes all personal information in accordance with the Data Protection Act 1998.
- 16.2. By completing the booking form you are consenting to your data being stored and processed for the provision of services and administration associated with the event including your name, title and email address. ACCA may periodically send you promotional emails about upcoming events or other information which we think you may find interesting using the email address you have provided.

17. Limitation of Liability

- 17.1. ACCA will not be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from attending events unless it is directly due to negligence on its part.
- 17.2. The copyright of all training material rests with the trainer or speaker, and ACCA may not be held responsible for any infringements as a result of plagiarism, libel, slander or any misuse of any material.

ACCA UK

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