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.

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.

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.
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

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>London A</td>
<td>13 February</td>
</tr>
<tr>
<td>Bristol</td>
<td>20 February</td>
</tr>
<tr>
<td>Manchester</td>
<td>27 February</td>
</tr>
<tr>
<td>London B</td>
<td>05 March</td>
</tr>
<tr>
<td>Glasgow</td>
<td>12 March</td>
</tr>
<tr>
<td>Swansea</td>
<td>02 April</td>
</tr>
<tr>
<td>London C</td>
<td>09 April</td>
</tr>
<tr>
<td>Birmingham</td>
<td>16 April</td>
</tr>
</tbody>
</table>

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

### CONFERENCE TWO

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>London A</td>
<td>23 April</td>
</tr>
<tr>
<td>Manchester</td>
<td>07 May</td>
</tr>
<tr>
<td>Bristol</td>
<td>14 May</td>
</tr>
<tr>
<td>Glasgow</td>
<td>21 May</td>
</tr>
<tr>
<td>Swansea</td>
<td>04 June</td>
</tr>
<tr>
<td>London B</td>
<td>11 June</td>
</tr>
<tr>
<td>Birmingham</td>
<td>18 June</td>
</tr>
<tr>
<td>Sheffield</td>
<td>25 June</td>
</tr>
<tr>
<td>London C</td>
<td>09 July</td>
</tr>
</tbody>
</table>

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

### CONFERENCE THREE

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>London A</td>
<td>01 October</td>
</tr>
<tr>
<td>Glasgow</td>
<td>08 October</td>
</tr>
<tr>
<td>Birmingham</td>
<td>15 October</td>
</tr>
<tr>
<td>Bristol</td>
<td>22 October</td>
</tr>
<tr>
<td>Manchester</td>
<td>29 October</td>
</tr>
<tr>
<td>London B</td>
<td>05 November</td>
</tr>
<tr>
<td>Swansea</td>
<td>12 November</td>
</tr>
<tr>
<td>Sheffield</td>
<td>26 November</td>
</tr>
<tr>
<td>London C</td>
<td>03 December</td>
</tr>
</tbody>
</table>

**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

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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>WEBINAR</th>
<th>SPEAKER</th>
<th>Cost per delegate ACCA 50% discount</th>
<th>Cost for 3-9 delegate places ACCA 50% discount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CPD Webinars</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 February</td>
<td>10.00–12.00</td>
<td>Tax Planning for 5 April 2016</td>
<td>Rebecca Benneyworth</td>
<td>£41</td>
<td>£124</td>
</tr>
<tr>
<td>29 February</td>
<td>10.00–12.00</td>
<td>Small Company Reporting Issues</td>
<td>John Selwood</td>
<td>£41</td>
<td>£124</td>
</tr>
<tr>
<td>6 April</td>
<td>10.00–12.00</td>
<td>2016 Budget Update</td>
<td>Mark Ward</td>
<td>£49</td>
<td>£146</td>
</tr>
<tr>
<td>5 May</td>
<td>10.00–12.00</td>
<td>Spring Audit and Accounts Update</td>
<td>Guy Loveday</td>
<td>£41</td>
<td>£124</td>
</tr>
<tr>
<td>19 May</td>
<td>10.00–12.00</td>
<td>PAYE and NIC Hot Topics</td>
<td>Ros Martin</td>
<td>£41</td>
<td>£124</td>
</tr>
<tr>
<td>8 June</td>
<td>10.00–12.00</td>
<td>Practical Advice on Tax Enquiries and Investigations</td>
<td>Kevin Igoe</td>
<td>£41</td>
<td>£124</td>
</tr>
<tr>
<td>5 July</td>
<td>10.00–12.00</td>
<td>Latest VAT News and Developments</td>
<td>Rebecca Benneyworth</td>
<td>£41</td>
<td>£124</td>
</tr>
<tr>
<td>26 September</td>
<td>10.00–12.00</td>
<td>Capital Taxes Update and Planning</td>
<td>Martyn Ingles</td>
<td>£41</td>
<td>£124</td>
</tr>
<tr>
<td>4 October</td>
<td>10.00–12.00</td>
<td>Finance Act 2016 Update</td>
<td>Robert Jamieson</td>
<td>£41</td>
<td>£124</td>
</tr>
<tr>
<td>25 October</td>
<td>10.00–12.00</td>
<td>Autumn Audit and Accounts Update</td>
<td>Guy Loveday</td>
<td>£41</td>
<td>£124</td>
</tr>
<tr>
<td>8 November</td>
<td>10.00–12.00</td>
<td>Practice Assurance and Money Laundering Update 2016</td>
<td>John Selwood</td>
<td>£41</td>
<td>£124</td>
</tr>
<tr>
<td>1 December</td>
<td>10.00–12.00</td>
<td>Tax Issues for Unincorporated Businesses</td>
<td>Ros Martin</td>
<td>£41</td>
<td>£124</td>
</tr>
</tbody>
</table>

**Monthly Tax Update Webinars**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>WEBINAR</th>
<th>SPEAKER</th>
<th>Cost per delegate ACCA 50% discount</th>
<th>Cost for 3-9 delegate places ACCA 50% discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 February</td>
<td>10.00–11.00</td>
<td>Monthly Tax Update</td>
<td>Martyn Ingles</td>
<td>£38</td>
<td>£113</td>
</tr>
<tr>
<td>21 March</td>
<td>10.00–12.00</td>
<td>Monthly Tax Update (Budget Special)</td>
<td>Martyn Ingles</td>
<td>£49</td>
<td>£146</td>
</tr>
<tr>
<td>22 April</td>
<td>10.00–11.00</td>
<td>Monthly Tax Update</td>
<td>Martyn Ingles</td>
<td>£38</td>
<td>£113</td>
</tr>
<tr>
<td>16 May</td>
<td>10.00–11.00</td>
<td>Monthly Tax Update</td>
<td>Martyn Ingles</td>
<td>£38</td>
<td>£113</td>
</tr>
<tr>
<td>20 June</td>
<td>10.00–11.00</td>
<td>Monthly Tax Update</td>
<td>Martyn Ingles</td>
<td>£38</td>
<td>£113</td>
</tr>
<tr>
<td>20 July</td>
<td>10.00–11.00</td>
<td>Monthly Tax Update</td>
<td>Martyn Ingles</td>
<td>£38</td>
<td>£113</td>
</tr>
<tr>
<td>2 September</td>
<td>10.00–11.00</td>
<td>Monthly Tax Update</td>
<td>Martyn Ingles</td>
<td>£38</td>
<td>£113</td>
</tr>
<tr>
<td>10 October</td>
<td>10.00–11.00</td>
<td>Monthly Tax Update</td>
<td>Martyn Ingles</td>
<td>£38</td>
<td>£113</td>
</tr>
<tr>
<td>7 November</td>
<td>10.00–11.00</td>
<td>Monthly Tax Update</td>
<td>Martyn Ingles</td>
<td>£38</td>
<td>£113</td>
</tr>
<tr>
<td>9 December</td>
<td>10.00–11.00</td>
<td>Monthly Tax Update</td>
<td>Martyn Ingles</td>
<td>£38</td>
<td>£113</td>
</tr>
</tbody>
</table>

To view the full programme of webinars visit [www.the2020group.com/ACCA](http://www.the2020group.com/ACCA)

**Book your webinars now!**

For further information on all 2020 webinars call 0121 314 1234 or email acca@the2020group.com
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. Online at https://events.accaglobal.com;
1.1.1. By email to: professionalcourses@accaglobal.com; and
1.1.2. By post to: Professional Courses, ACCA UK, The Adelphi, 1-11 John Adam Street, London, WC2N 6AU

2. Payment Terms
2.1. Payments are accepted by cheque, BACS and the following credit cards; Mastercard, Visa, Amex, Maestro and Visa Debit.

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 24 hours.

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:

4.3. By email to: professionalcourses@accaglobal.com

4.5. On cancellation you will be entitled to a full refund of the fees.

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 event rates.

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 7039 0919. 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.
8.2. Course Papers/Delegate Pack
8.3. 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.
8.4. 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.
8.5. The 10% event fee charge applies to each event cancelled.
8.6. 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 event rates.

9.1. 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.
9.2. ACCA reserves the right to cancel or reschedule events without prior notice and to amend or alter published programmes, fees, venues and lecturers.

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 material.