



COURSE DIRECTORY

2015/16



www.insolvencysupportservices.com

Email: courses@insolvencysupportservices.com **Telephone:** 0845 6017570

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Welcome to Our 2015/16 Programme



We are delighted to launch our new, comprehensive directory of courses covering 2015/16.

COURSES

ISS Training offers a wide ranges of courses to the insolvency profession and stakeholders as well as the wider business community. We are committed to providing courses that are relevant, well-researched and which allow participants to apply their learning in the work place. We offer foundation courses, exam training, technical updates, masterclasses and personal and business development.

We focus primarily on Scottish insolvency, but a number of our courses are suitable for IPs working throughout the UK. Look out for our series of courses in respect of Scottish personal insolvency running in Manchester.

Our reputation for excellence in education and training means that we have been shortlisted in the Education and Training Provider category for the 2015 Insolvency & Recovery Awards.

BESPOKE IN-HOUSE TRAINING

Increasingly our customers are requesting organisation-specific training, recognising that it enhances staff knowledge and development, while addressing a business need in a confidential environment. Existing clients regularly use our complementary ISS Compliance and ISS Practice Management services to identify gaps in experience or process that can be addressed by bespoke internal training.

You will find a range of courses at competitive prices, providing development opportunities for your business in this directory. But if you don't find something that you need, let us know!

POTENTIAL FUNDING

Scottish businesses with up to 100 employees can apply for up to £3,000 towards employee training costs through Flexible Training Opportunities (FTOs). Skills Development Scotland will refund up to 50% of employee training activities, to a maximum of £1,000 per employee. This funding can be used for qualifications, masterclasses, workshops and more.

For more information on Flexible Training Opportunities please visit:
www.ourskillsforce.co.uk/funding-for-skills/flexible-training-opportunities

BOOKING

Booking is straightforward. You can contact the ISS Training courses team on 0845 601 7570 or on courses@insolvencysupportservices.com.

We look forward to welcoming you to an ISS Training course soon.

Eileen Maclean
MA Hons MIPA MABRP MBA
Courses Director

"Our reputation for excellence in education and training means that we have been shortlisted in the Education and Training Provider category for the 2015 Insolvency & Recovery Awards."



Foundations

Our Foundation Series has been designed specifically for anyone new to insolvency or anyone looking for a refresher on the basics. Delegates may have just joined the profession or may be working in a related field and would like an introduction to this topic.

Choose from four half-day modules for personal and corporate insolvency - the modules build into a solid two-day introduction to the concepts and frameworks that can be used in a day to day role.

CPD LEARNING OUTCOMES

- Clear and concise guidance to legislative and regulatory requirements governing these areas
- An understanding of how these requirements impact on your day-to-day work
- The confidence to apply your newly learned skills once you are back in your workplace

WHO SHOULD ATTEND

Anyone who is just starting their career in insolvency with little or no formal training
Anyone looking for an introduction to the subject working within the accountancy, legal or banking professions

SPEAKERS

Eileen Maclean MA Hons MIPA MABRP MBA, director of Insolvency Support Services Limited
Dorinda Adam MA Hons MIPA MABRP Assoc. CIPD, director of DA Corporate Projects Limited

LOCATIONS AND DATES

Personal Insolvency Foundations

Glenrothes 15 and 16 September 2015
Manchester 14 and 15 June 2016
Glasgow 14 and 15 September 2016

Corporate Insolvency Foundations

Edinburgh 27 and 28 October 2015
Edinburgh 26 and 27 October 2016

COST

Each half-day module: £150 + VAT
Two half-day modules: £285 + VAT
All four half-day modules: £500 + VAT

Fees include all course documentation, lunch and light refreshments as appropriate.
No further discounts available.

Series	Course Title	What You Will Learn	Speaker	Location/ Venue	Date
Foundation	Introduction to Personal Insolvency Law Concepts	Who is a debtor? Personal assets Creditor claims Introduction to securities Introduction to diligence Role of the Accountant in Bankruptcy Court system Apparent insolvency Personal insolvency legislation	Eileen Maclean	Glenrothes	Tuesday 15 September 2015
				Manchester	Tuesday 14 June 2016
				Glasgow	Wednesday 14 September 2016
Foundation	Introduction to Sequestration	Who can petition or apply? Effect of sequestration Overview of process Role and powers of trustee Contributions Discharge	Eileen Maclean	Glenrothes	Tuesday 15 September 2015
				Manchester	Tuesday 14 June 2016
				Glasgow	Wednesday 14 September 2016
Foundation	Introduction to Protected Trust Deeds	What is a trust deed? Effect of signing Initial contact and best advice Protection process SIP 3.3 Contributions Trustee's powers Discharge	Eileen Maclean	Glenrothes	Wednesday 16 September 2015
				Manchester	Wednesday 15 June 2016
				Glasgow	Thursday 15 September 2016
Foundation	Dealing with Heritable Property in Personal Insolvency	What is heritable property? Definition of family home vs dwelling house Trustee's powers Exclusion from PTDs Solutions for settlement and practical remedies	Eileen Maclean	Glenrothes	Wednesday 16 September 2015
				Manchester	Wednesday 15 June 2016
				Glasgow	Thursday 15 September 2016
Foundation	Introduction to Corporate Insolvency Law Concepts	What is a company? What is an LLP? Creditor claims and the prescribed part Introduction to securities Introduction to diligence Role of the Accountant in Bankruptcy and Companies House Court system Definition of insolvency Corporate insolvency legislative framework	Dorinda Adam	Edinburgh	Tuesday 27 October 2015
					Wednesday 26 October 2016
Foundation	Introduction to Insolvent Liquidation	Overview of court liquidation process Overview of CVL process Effects of liquidation on stakeholders Powers of liquidator	Dorinda Adam	Edinburgh	Tuesday 27 October 2015
					Wednesday 26 October 2016
Foundation	Introduction to Administration	Effect of administration and the moratorium Hierarchy of objectives How to enter admin Admin process Admin proposals Progress reports Conclusion and exit Pre-packs	Dorinda Adam	Edinburgh	Wednesday 28 October 2015
					Thursday 27 October 2016
Foundation	Introduction to Investigations and CDDA	Liquidator's powers to investigate Administrator's powers to investigate Challengeable transactions SIP 2 CDDA obligations	Dorinda Adam	Edinburgh	Wednesday 28 October 2015
					Thursday 27 October 2016

CPI Certificate of Proficiency in Insolvency Scotland



CPI is a flexible qualification. It recognises the capabilities of staff who have several years' experience in all types of insolvency, but who do not wish to sit the JIEB exam. Alternatively, it can be used as an effective stepping stone towards the JIEB exam by candidates and their employers.

On successful completion of the exam, candidates may apply for Affiliate Membership of the IPA.

ISS Training's modules have been designed to cover the Scottish exam syllabus and to offer essential guidance on the principal areas on which you will be tested. If you are looking for focused insolvency training but do not intend to sit the exam, then simply choose which module you wish to attend. Participants are actively encouraged to ask questions and to discuss the syllabus with the speakers. Comprehensive study aids and course notes for each module will be provided.

The modules are continually updated for current legislation and best practice. The training is practical and participative, culminating in a mock exam and a revision session that covers all the areas of difficulty as identified by participants throughout the course of the training.

CPD LEARNING OUTCOMES

- The knowledge you need to sit your chosen examination
- Alternatively, focused insolvency training in a specific area

WHO SHOULD ATTEND?

These modules are aimed at anyone sitting the CPI exams or requiring focused insolvency training.

SPEAKERS

The speakers will be recognised experts in the field of insolvency practice lead by the principal trainer Eileen Maclean MA Hons, MIPA MABRP MBA, director of Insolvency Support Services Limited.

COST

Individual Module £285 + VAT

CPI Candidates £3,700 + VAT (all 13 CPI modules)

Fees include all course documentation, lunch and light refreshments.

Fee for module 11 covers all costs relating to the mock exam, including marking and individual written feedback.

IMPORTANT NOTICE FOR ALL PARTICIPANTS

If enrolling for training with a view to sitting the CPI exam, you will be required to enrol separately for the exam with the IPA. The deadline for registration as a student with IPA and for registration for the CPI exam is 29 April 2016 for the June sitting and 28 October 2016 for the December sitting.

If you do not register within this time, you will not be able to sit the exam.

EXAMS

CPI exams are likely to be held on **Friday 3 June 2016** and **Friday 2 December 2016**

For details of the exams please contact:

The Membership Team, Insolvency Practitioners Association, Valiant House,
4-10 Heneage Lane, London EC3A 5DQ

Tel - 020 7623 5108 Fax - 020 7623 5127

Or go to the website: www.insolvency-practitioners.org.uk



Module	CERTIFICATE OF PROFICIENCY IN INSOLVENCY	Location	Dates H1 2016	Dates H2 2016
1	Securities, ethics, diligence, bonding and IP administration Introduction to book-keeping and VAT Introduction to SIPs What is a limited company, an LLP and an individual? Study techniques	Edinburgh	Thursday 28 January	Thursday 18 August
2	Sequestration Asset realisation; Contributions; Recall; Discharge Claims; Order of ranking	Glasgow	Wednesday 10 February	Wednesday 24 August
3	Liquidation: Court CVL and MVL Case Control Remuneration; Liquidation Committees Liquidation following other procedures	Edinburgh	Thursday 11 January	Thursday 25 August
4	Protected Trust Deeds Non Insolvency debt solutions Comparisons of procedures	Glasgow	Thursday 25 February	Wednesday 7 September
5	Receivership Creditor claims; Prescribed part Challengeable transactions CDDA; Investigations	Edinburgh	Wednesday 24 February	Thursday 8 September
6	Administration CVA	Edinburgh	Thursday 10 March	Thursday 22 September
7	Heritable property in personal insolvency Gratuitous alienations unfair preferences, debtor offences BROs and BRUs	Glasgow	Wednesday 30 March	Wednesday 28 September
8	Trading, issues on appointment, ROT, lease and HP creditors Interest and tax Debt collection Employee claims EU Regs	Edinburgh	Thursday 31 March	Thursday 29 September
9	Personal financial statements e.g. statement of affairs, income and expenditure, R&P etc	Glasgow	Wednesday 27 April	Wednesday 12 October
10	Corporate financial statements e.g. statement of affairs, estimated outcome statement , R&P etc	Edinburgh	Thursday 28 April	Thursday 13 October
11	Mock exam	Edinburgh or Glasgow	Thursday 5 May	Thursday 3 November
12	Mock exam feedback and exam revision: personal insolvency	Glasgow	Wednesday 18 May	Wednesday 16 November
13	Mock exam feedback and exam revision: corporate insolvency	Edinburgh	Thursday 19 May	Thursday 17 November

All modules will run from 10.00am to 5.00pm
Except module 11 which will run from 9.30am to 1.00pm

CPPI Certificate of Proficiency in Personal Insolvency Scotland



CPPI provides an opportunity for recognition at a level equivalent to CPI for those working purely in the personal insolvency sector. The focus of this qualification is not just the statutory forms of personal insolvency but also incorporates non-statutory debt solutions and the sequestration of partnerships.

On successful completion of the exams, candidates may apply for Affiliate Membership of the IPA.

ISS Training's modules have been designed to cover the Scottish examination syllabus and to offer essential guidance on the principal areas on which you will be tested. If you are looking for focused insolvency training but do not intend to sit the exam, then simply choose which module you wish to attend. Participants are actively encouraged to ask questions and to discuss the syllabus with the speakers. Comprehensive study aids and course notes for each module will be provided.

The modules are continually updated for current legislation and best practice. The training is practical and participative, culminating in a mock exam and a revision session that covers all the areas of difficulty as identified by participants throughout the course of the training.

In 2016 for the first time, we will be offering a full open course in Manchester

CPD LEARNING OUTCOMES

- The knowledge you need to sit your chosen examination
- Alternatively, focused insolvency training in a specific area

WHO SHOULD ATTEND?

These modules are aimed at anyone sitting the CPPI exam or requiring focused insolvency training.

SPEAKERS

The speakers will be recognised experts in the field of insolvency practice lead by the principal trainer Eileen Maclean MA Hons, MIPA MABRP MBA, director of Insolvency Support Services Limited.

COST

Individual Module £285 + VAT

CPPI Candidates £2,565 + VAT (all CPPI modules)

Fees include all course documentation, lunch and light refreshments

No further discounts available

Fee includes marking and individual written feedback on mock exam.

IMPORTANT NOTICE FOR ALL PARTICIPANTS

If enrolling for training with a view to sitting the CPPI exam, you will be required to enrol separately for the exam with the IPA. The deadline for registration as a student with IPA and for registration for the CPPI exams is 29 April 2016 for the June sitting and 28 October 2016 for the December sitting.

If you do not register within this time, you will not be able to sit the exam.

EXAMS

CPPI exams are likely to be held on **Friday 3 June 2016** and **Friday 2 December 2016**

For further details of the exams please contact:

The Membership Team, Insolvency Practitioners Association, Valiant House,

4-10 Heneage Lane, London EC3A 5DQ

Tel - 020 7623 5108 Fax - 020 7623 5127

Or go to the website: www.insolvency-practitioners.org.uk



CPPI COURSE DETAILS SCOTLAND

Module	CERTIFICATE OF PROFICIENCY IN PERSONAL INSOLVENCY	Location	Dates H1 2016	Dates H2 2016
1	Securities, ethics, diligence, bonding and IP administration Introduction to book-keeping and VAT Introduction to SIPs What is a limited company, an LLP and an individual? Study techniques	Edinburgh	Thursday 28 January	Thursday 18 August
2	Sequestration Asset realisation; Contributions; Recall; Discharge Claims Order of ranking	Glasgow	Wednesday 10 February	Wednesday 24 August
3	Protected Trust Deeds Non Insolvency debt solutions Comparisons of procedures	Glasgow	Thursday 25 February	Wednesday 7 September
4	Partnership Sequestration, Protected Trust Deeds and non-insolvent solutions	Glasgow	Wednesday 9 March	Wednesday 21 September
5	Heritable property in personal insolvency Challengeable transactions Debtor sanctions	Glasgow	Wednesday 30 March	Wednesday 28 September
6	Trading, issues on appointment, ROT, lease and HP creditors Interest and tax Debt collection Employee claims EU Regs	Edinburgh	Thursday 31 March	Thursday 29 September
7	Personal financial statements e.g. statement of affairs, income and expenditure, R&P etc	Glasgow	Wednesday 27 April	Wednesday 12 October
8	Mock exam	Edinburgh or Glasgow	Thursday 5 May	Thursday 3 November
9	Mock exam feedback and exam revision: personal insolvency	Glasgow	Wednesday 18 May	Wednesday 16 November

CPPI COURSE DETAILS MANCHESTER

Module	CERTIFICATE OF PROFICIENCY IN PERSONAL INSOLVENCY	Location	Dates H1 2016
1	Securities, ethics, diligence, bonding and IP administration Introduction to book-keeping and VAT Introduction to SIPs What is an individual? Study techniques	Manchester	Wednesday 3 February
2	Sequestration Vesting and asset realisation Contributions Recall and discharge	Manchester	Thursday 4 February
3	Protected trust deeds Non Insolvency solutions Comparison of procedures	Manchester	Wednesday 2 March
4	Partnerships and insolvency Issues on appointment and trading on	Manchester	Thursday 3 March
5	Heritable property in personal insolvency Challengeable transactions Debtor Sanctions	Manchester	Wednesday 13 April
6	Personal financial statements eg statement of affairs, receipts and payments Creditor claims	Manchester	Thursday 14 April
7	Employee claims Mock exam	Manchester	Tuesday 3 May
8	Mock exam feedback Exam revision	Manchester	Tuesday 17 May

All modules will run from 10.00am to 5.00pm. Module 8 in Scotland only will run from 9.30am to 1.00pm

CPCI Certificate of Proficiency in Corporate Insolvency Scotland



CPCI is designed for staff working solely in corporate insolvency. This exam will test knowledge of the statutory corporate procedures as well as skills relating to trading and pre-appointment advice.

On successful completion of the exams, candidates may apply for Affiliate Membership of the IPA.

ISS Training's modules have been designed to cover the Scottish examination syllabus and to offer essential guidance on the principal areas on which you will be tested. If you are looking for focused insolvency training but do not intend to sit the exam, then simply choose which module you wish to attend. Participants are actively encouraged to ask questions and to discuss the syllabus with the speakers. Comprehensive study aids and course notes for each module will be provided.

The modules are continually updated for current legislation and best practice. The training is practical and participative, culminating in a mock exam and a revision session that covers all the areas of difficulty as identified by participants throughout the course of the training.

CPD LEARNING OUTCOMES

- The knowledge you need to sit your chosen examination
- Alternatively, focused insolvency training in a specific area

WHO SHOULD ATTEND?

These modules are aimed at anyone sitting the CPCI exam or requiring focused insolvency training.

SPEAKERS

The speakers will be recognised experts in the field of insolvency practice lead by the principal trainer Eileen Maclean MA Hons, MIPA MABRP MBA, director of Insolvency Support Services Limited.

COST

Individual Module £285 + VAT

CPCI Candidates £2,280 + VAT (all 8 CPCI modules)

Fees include all course documentation, lunch and light refreshments

No further discounts available

Fee for module 7 covers all costs relating to the mock exam, including marking and individual written feedback.

IMPORTANT NOTICE FOR ALL PARTICIPANTS

If enrolling for training with a view to sitting the CPCI exam, you will be required to enrol separately for the exam with the IPA. The deadline for registration as a student with IPA and for registration for the CPCI exams is 29 April 2016.

If you do not register within this time, you will not be able to sit the exam.

EXAMS

The CPCI exam is likely to be held on **Friday 3 June 2016** only.

For details of the exams please contact:

The Membership Team, Insolvency Practitioners Association, Valiant House, 4-10 Heneage Lane, London EC3A 5DQ
Tel - 020 7623 5108 Fax - 020 7623 5127

Or go to the website: www.insolvency-practitioners.org.uk



Module	CERTIFICATE OF PROFICIENCY IN CORPORATE INSOLVENCY	Location	Dates H1 2016
1	Securities, ethics, diligence, bonding and IP administration Introduction to book-keeping and VAT Introduction to SIPs What is a limited company, an LLP and an individual? Study techniques	Edinburgh	Thursday 28 January
2	Liquidation: Court CVL and MVL Remuneration; Liquidation Committees Liquidation following other procedures LLPs	Edinburgh	Thursday 11 February
3	Receivership Creditor claims; Prescribed part Challengeable transactions CDDA; Investigations	Edinburgh	Wednesday 24 February
4	Administration CVA	Edinburgh	Thursday 10 March
5	Trading, issues on appointment, ROT, lease and HP creditors Interest and tax Debt collection Employee claims EU Regs	Edinburgh	Thursday 31 March
6	Corporate financial statements e.g. statement of affairs, estimated outcome statement , R&P etc	Edinburgh	Thursday 28 April
7	Mock exam	Edinburgh or Glasgow	Thursday 5 May
8	Mock exam feedback and exam revision: corporate insolvency	Edinburgh	Thursday 19 May

All modules will run from 10.00am to 5.00pm
Except module 7 which will run from 9.30am to 1.00pm



WHEN YOU NEED TECHNICALLY COMPREHENSIVE, PRACTICAL TRAINING AND EDUCATION

Courses for all insolvency stakeholders directed by Eileen Maclean, one of the UK's foremost insolvency trainers.

- Open JIE, CPPI, CPI and CPCI exam programmes for Scottish insolvency
- Foundation courses • Technical updates • Bespoke on-site workshops

0845 601 7570 insolvencysupportservices.com

Download our new, extended 2015/16 programme

Joint Insolvency Exam Training Scotland 2016

While the principal focus of the courses is passing the exam, it is also about becoming a licensed Insolvency Practitioner. Our courses are structured in three-day modules, taught face-to-face, and designed to cover the relevant legislation and the exam syllabus in depth. We include detailed notes to aid learning and revision and we also look at practical issues faced when taking appointments, current issues in insolvency and the impact of recent judicial decisions. Candidates are encouraged to ask questions, share their experience and bring case studies to the modules.

Our courses have been designed and written with candidates in mind. We recognise that they are likely in a senior role in their organisation, and have competing demands on their time. That's why we have scheduled the courses over a working day and in a location convenient to the majority of participants.

Our programme also includes mock exams, which we will mark and return with individual written comments on technical ability and exam technique.

JIE students are actively encouraged to speak to their tutors and seek assistance from us with any aspect of the programme or syllabus where extra support is required.

BECOMING A JIE STUDENT

Candidates require to register as a student with their Recognised Professional Body (RPB). Contact the relevant RPB for more details. On successful completion of all three exams, candidates may then apply to their RPB for your licence, subject to their requirements for membership and authorisation.

THE EXAM

You will need to enrol for the exam through your RPB. Contact your RPB for details. Exam entries need to be submitted by mid September 2016.

The 2016 JIE is currently scheduled as follows:

Monday 7 November:	Paper 1 Liquidations
Tuesday 8 November:	Paper 2 ACVAR
Wednesday 9 November:	Paper 3 Personal

You will likely be offered a choice of exam centres when enrolling.

CPD LEARNING OUTCOMES

- The knowledge and skills needed to pass JIE
- Practical guidance and recommended best practice on current issues
- Study techniques and exam strategies

WHO SHOULD ATTEND?

Anyone sitting all or any of the joint insolvency exams or looking for an in-depth technical refresher

SPEAKERS

The speakers will be recognised experts in the field of insolvency practice, led by Eileen Maclean and Dorinda Adam.

COST

Each day is priced at £325 + VAT

Module 1 Foundation days 1 and 2 are optional depending on your experience and prior qualifications

All 3 papers: 24 days at £325 per day = £7,800 + VAT

Papers 1 and 2 (corporates only): 17 days at £325 per day = £5,525 + VAT

Paper 3 (personal only): 11 days at £325 per day = £3,575 + VAT

Fees include all course documentation, lunch and light refreshments.

Fees for the mock exams cover all costs relating to the mock exam, including marking and individual written feedback. Candidates may be able to access funding support via Skills Development Scotland. See Page 1 for more details.

Module	Day	Subject	Dates
1 Foundation (optional)	1	Intro to accounts Book-keeping P&L Balance sheet Cash flow Basic intro to Tax and VAT	Tuesday 9 February
1 Foundation (optional)	2	Securities The Courts Introduction to Diligence Scots Law Concepts Business entities What is a limited company	Wednesday 10 February
1 Foundation	3	IP Regulations 2005 Ethics Case control and succession planning Money laundering Client Money Regs Bribery Act Data Protection General SIPS	Thursday 11 February
2 Personal	1	Sequestration Creditor claims in insolvency	Tuesday 15 March
2 Personal	2	Vesting Partnerships Sequestration Statements of affairs for partnerships Protected trust deeds Interaction of diligence and personal insolvency	Wednesday 16 March
2 Personal	3	Heritable property Non insolvency debt solutions Divorce and the debtor Death and the debtor	Thursday 17 March
3 Liquidation	1	Liquidation Court CVL Liquidator's investigations Floating charge and prescribed part	Tuesday 12 April
3 Liquidation	2	MVL S110 schemes Striking off Reduction of capital LLPs Unregistered companies Remuneration Liquidation committees	Wednesday 13 April
3 Liquidation	3	CDDA/Directors responsibilities Diligence and liquidation Challengeable transactions	Thursday 14 April
4 ACVAR	1	Administration Prepacks/SIP 16 Administration expenses Remuneration approval	Tuesday 10 May
4 ACVAR	2	CVAs Creditor claims Voting	Wednesday 11 May

Continues on next page

Module	Day	Subject	Dates
4 ACVAR	3	Receivership Schemes of arrangement Diligence and ACVAR Investigations Comparisons of procedures Pre insolvency advice	Thursday 12 May
5 Cross procedural	1	Pensions Leases EU regulation and cross border insolvency Retention of title	Tuesday 7 June
5 Cross procedural	2	Trading and selling a business Action on appointment Setting strategy Trading on and monitoring performance Financial statements Selling a business Legal issues and contracts Confidentiality clauses Exclusivity Marshalling offers	Wednesday 8 June
5 Cross procedural	3	TUPE Employee claims Tax and VAT in insolvency	Thursday 9 June
6 Numbers	1	Corporate papers: preparation of financial statements	Wednesday 22 June
6 Numbers	2	Personal papers: preparation of financial statements	Thursday 23 June
7 Revision	1	Liquidation	Tuesday 30 August
7 Revision	2	ACVAR	Wednesday 31 August
7 Revision	3	Personal	Thursday 1 September
8 Mock exam	1	Liquidation	Monday 12 September
8 Mock exam	2	ACVAR	Tuesday 13 September
8 Mock exam	3	Personal	Wednesday 14 September
9 Study Sessions	1	Exam feedback and final revision for Liquidation	Tuesday 4 October
9 Study Sessions	2	Exam feedback and final revision for ACVAR	Wednesday 5 October
9 Study Sessions	3	Exam feedback and final revision for Personal	Thursday 6 October

All courses will run from 9.30am until 5.30pm in Edinburgh
 Except the mock exams which will run from 9.30am until 1.00pm

Corporate Insolvency Update

More new legislation looms, this time on the corporate insolvency horizon.

Our Corporate Insolvency Update course has been developed for anyone who needs to keep abreast of changes to corporate insolvency legislation and of significant legal cases which have an impact on how we run our cases on a day-to-day basis.

CPD LEARNING OUTCOMES

This half day course is designed to bring you up to date on the recent and forthcoming legislative changes including: The Small Business Enterprise and Employment Act 2015, The Insolvency (Scotland) Amendment Rules 2014 and the Deregulation Act 2015.

We will also consider the impact of recent legal cases, and cast our eye over the TUPE Regs, Pension Auto Enrolment for Insolvent Companies and the EU Regulations.

WHO SHOULD ATTEND

Anyone looking for a comprehensive update on corporate insolvency matters

SPEAKER

Eileen Maclean MA Hons MIPA MABRP MBA, director of Insolvency Support Services Limited

LOCATIONS AND DATES

Glasgow	10 September 2015
Edinburgh	23 September 2015

TIME

9.30am until 1.00pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking this course (at any venue)

CPD

3.25 hours



ISS
OUTSOURCING

**WHEN YOU NEED A FLEXIBLE,
COST-EFFECTIVE RESOURCING SOLUTION**

- Case progression and closure
- Prescribed part distributions
- Claims handling and adjudications
- Trading support

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no-obligation
fixed fee
quotation today

Insolvency (Scotland) Rules 2016

The UK's corporate insolvency rules are being re-written, North and South of the Border, and this course will look at the Scottish Rules, and the changes they will bring on their expected commencement date of 1 October 2016.

- What changes will the new legislation bring?
- How will they affect you in your role and your business in practical terms?
- What do you need to do now?

This informative course will answer these and many other questions you might have. It will look in detail at the legislative changes that will be introduced and will have a clear focus on the practical implications for all stakeholders.

CPD LEARNING OUTCOMES

This half day course is designed to bring you up to date on the Insolvency (Scotland) Rules 2016, and an understanding of the practical issues arising from their introduction.

WHO SHOULD ATTEND

Anyone looking for a comprehensive update on corporate insolvency matters. Our course has been developed for anyone who needs to keep abreast of changes to corporate insolvency legislation and how these will have an impact on how we run our cases on a day-to-day basis.

SPEAKER

Eileen Maclean MA Hons MIPA MABRP MBA, director of Insolvency Support Services Limited

LOCATIONS AND DATES*

Edinburgh	Tuesday 6 September 2016
Glasgow	Monday 12 September 2016
Manchester	Thursday 22 September 2016

TIME

9.30am until 1.00pm*

COST

Half day course: £150 + VAT

50% reduction for third delegate booking this course (at any venue)

**Please note that these dates and times may change in line with any change to the expected commencement date of the new Rules.*

CPD

3.25 hours

Remuneration and SIP 9: How we get paid

Approval of our remuneration is key to our business success and our engagement with creditors. After all, it's their money that pays our fees. There is increasing stakeholder focus on what we get paid, and how it is approved. This half day session gives you the opportunity to discuss and debate the options and requirements, and suggest some practical solutions. We will also look at how changes to the process in England & Wales may impact on the Scottish position, particularly with a new SIP 9 on the way.

CPD LEARNING OUTCOMES

An understanding of the statutory requirements, how they apply in practice and a look at possible changes to the approval process.

SPEAKER

Eileen Maclean MA Hons MIPA MABRP MBA, director of Insolvency Support Services Limited

LOCATION AND DATE

Edinburgh Thursday 19 November 2015

TIME

9.30am to 12.45pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking this course

If booked together with Administration and SIP 16: £285 + VAT per delegate

CPD

3 hours

ISS

COMPLIANCE

WHEN YOU NEED SUPPORT TO ENSURE YOUR COMPLIANCE IS ROBUST AND UP TO DATE

- Checklists • Document work packs
- Compliance reviews • Self-certification reports

0845 601 7570 insolvencysupportservices.com

Call us for a free letter or report compliance check*

*Terms apply

Administration and SIP16

The rescue procedure of choice, administration gives us a flexible option to a myriad of business recovery situations. Whether you are already active in the administration market, or you want your business to grow in this area, this course will refresh and update your skills. The emphasis will be on practical, interactive tuition, and you will learn how to confidently apply the legislation in your workplace.

We will look at formal procedures and technical frameworks, best practices and procedures and recent administration case law and its practical impact. With (yet another!) SIP 16 on the way, we will consider the use of Prepacks and the impact of the Pre Pack Pool.

CPD LEARNING OUTCOMES

An understanding of the statutory requirements, how they apply in practice and a look at possible changes to the process.

WHO SHOULD ATTEND

This course is aimed at licensed Insolvency Practitioners and their staff, who are looking for a comprehensive introduction or update to their administration skills.

SPEAKER

Eileen Maclean MA Hons MIPA MABRP MBA, director of Insolvency Support Services Limited

LOCATION AND DATE

Edinburgh Thursday 19 November 2015

TIME

1.45pm to 5.00pm

COST

Half-day course: £150 + VAT

50% reduction for third delegate booking (at any venue)

If booked together with Remuneration and SIP 9: £285 + VAT per delegate

CPD

3 hours

Heritable Property in Personal Insolvency

The technical framework for dealing with heritable property in sequestrations and protected trust deeds is pretty straightforward, but it is an increasingly difficult issue to resolve in practice. How best to get a return for creditors from a property, while treating the debtor and their family fairly? What rights does a secured lender have, and how do you work with them to achieve the best outcome for all?

This course will also look at issues arising from buy to let properties, responsibility for council tax, and secured lender rights on insolvency.

CPD LEARNING OUTCOMES

The powers of the trustee, debtor and lender in relation to heritable property
A comprehensive look at some of the difficulties of dealing with property including buy to let
Practical strategies for realisation

WHO SHOULD ATTEND

This course is suitable for experienced IPs looking for an update and a fresh approach to case issues, as well as staff who would benefit from an in depth introduction or refresher to the issue of heritable property.

SPEAKER

Eileen Maclean MA Hons MIPA MABRP MBA, director of Insolvency Support Services Limited

LOCATIONS AND DATES

Manchester	Monday 25 April 2016
Glasgow	Tuesday 24 May 2016

TIME

10.00am until 4.00pm

COST

Full day course: £285 + VAT

50% reduction for third delegate booking this course (at any venue)

CPD

4.75 hours

Diligence and Insolvency

As insolvency practitioners we need to understand and competently deal with diligence. We need to be able to recognise the rights that a creditor has to exercise diligence and when it takes priority over the insolvency process. Equally we need to know when we can cut down or equalise the diligence and rank the creditor accordingly. There are also occasions when we as IPs may choose to exercise diligence.

This course combines an overview of the legal framework of the most common types of diligence that you will come across, and provides practical guidance on how to deal with diligence in your cases. You will also learn why and when you should effect diligence to assist your recoveries. The emphasis will be on practical, interactive tuition, and you will learn how to confidently apply solutions in your case work.

CPD LEARNING OUTCOMES

- Overview of Scots law on various diligences
- How to deal competently with diligence in your cases

WHO SHOULD ATTEND

This course is suitable for experienced IPs looking for an update and a fresh approach to case issues, as well as staff who would benefit from an in depth introduction or refresher to the issue of diligence.

SPEAKER

Eileen Maclean MA Hons MIPA MABRP MBA, director of Insolvency Support Services Limited

LOCATIONS AND DATES

Glasgow Tuesday 7 March 2016
Manchester Tuesday 26 April 2016

TIME

9.30am to 1.00pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking this course (at any venue)

CPD

3.25 hours

Trading in Insolvency

Trading a business is one of the most challenging and exciting aspects of our role as IP. Done well, it can maximise returns to creditors. Done badly, we as IPs can end up personally liable for trading losses. This course covers your powers to trade a business and the legal impact of insolvency on the trading position. It offers practical skills and guidance for trading on the business under your control and how to minimise your trading risk. We will also look at issues on selling a trading business.

CPD LEARNING OUTCOMES

- An overview of the statutory powers that entitle you to trade on
- Legal impact of insolvency on trading businesses
- Practical skills and guidance for trading on
- How to control risk and monitor ongoing trading
- Practical steps for selling a trading business
- Overview of ROT and strategies for dealing with ROT in a trading business
- Current view of government policy and possible changes in this area

WHO SHOULD ATTEND

This course is suitable for experienced IPs looking for an update and a fresh approach to case issues, as well as staff who would benefit from an in depth introduction or refresher to the issue of trading in insolvency.

SPEAKER

Eileen Maclean MA Hons MIPA MABRP MBA, director of Insolvency Support Services Limited

LOCATIONS AND DATE

Edinburgh Monday 3 October 2016

TIME

10:00am until 4.00pm

COST

Full day course: £285 + VAT

50% reduction for third delegate booking this course

CPD

4.75 hours



ISS
PRACTICE SUPPORT

WHEN YOU NEED EFFICIENT, VALUE FOR MONEY BACK OFFICE SUPPORT

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0845 601 7570 insolvencysupportservices.com

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TUPE, Redundancy and Employee Claims

In these days of zero hours contracts, self-employed contractors and workers' co-operatives, who is classed as an employee? What are the rights of an employee on insolvency and what are our corresponding obligations as insolvency practitioner on redundancy or sale and transfer of the business? A stream of recent decisions on employees and their status on transfer or redundancy means that it can be hard to keep up with current best practice. This course is designed to bring you up to speed with recent decisions and their implications, remind you of employees' rights on insolvency, and discuss some practical strategies when dealing with workforce issues on appointment.

CPD LEARNING OUTCOMES

- An overview of current practice and statutory framework
- How this applies to the work that you do as IP
- Effective strategies for dealing with employees

WHO SHOULD ATTEND

This course is suitable for experienced IPs looking for an update and a fresh approach to case issues, as well as staff who would benefit from an in depth introduction or refresher to the issue of dealing with employees in insolvency.

SPEAKER

Eileen Maclean MA Hons MIPA MABRP MBA, director of Insolvency Support Services Limited

LOCATION AND DATE

Edinburgh Tuesday 10 May 2016

TIME

9.30am to 1.00pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking this course

CPD

3.25 hours

Partnership Solutions: Sequestration, PTD and Business DAS

What is a partnership and how do you deal with one that is insolvent? A business formation that Scots Law recognises as an individual in its own right, a partnership is subject to the personal insolvency regime.

And over recent years, it has been the business vehicle of choice for joint venture property developments and investments. As these and other partnerships start to unravel in the current economic climate, make sure that you fully understand the implications of dealing with a partnership and the partners.

In December 2014, Business DAS was introduced, with its prime purpose of dealing with partnerships. This course will look at how it will work in practice; what your role is the process and some of the issues in doing so.

CPD LEARNING OUTCOMES

- A clear and detailed guide to the legislative requirements governing this area of insolvency and partnership law
- An understanding of how these events impact on your dealings with the debtor's estate and where the possible conflicts of interest lie
- Practical guidance on how to deal with such events in your day to day work
- Good grounding in the issues surrounding Business DAS and its practical application

WHO SHOULD ATTEND

This course is suitable for experienced IPs looking for an update and a fresh approach to case issues, as well as staff who would benefit from an in depth introduction or refresher to the issue of partnerships.

SPEAKER

Eileen Maclean MA Hons MIPA MABRP MBA, director of Insolvency Support Services Limited

LOCATIONS AND DATES

Glasgow Tuesday 17 November 2015
Manchester Thursday 2 June 2016

TIME

9.30am to 1.00pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking this course

CPD

3.25 hours

Effective Networking

People buy from people they know, like and trust. And increasingly, in this business era, we rely on our networks and our relationships for information, leads and solutions. This course unlocks the strategies of successful networkers to build your confidence and business relationships.

CPD LEARNING OUTCOMES

- Rapport building skills
- How to listen for clues
- How to exit a conversation
- How to create your strategy for networking
- The importance of follow up

You will leave the course with a practical understanding of how to plan your networking, increased confidence and skills you can implement immediately.

WHO SHOULD ATTEND

Anyone who finds networking a challenge or who would like to refresh their networking skills.

SPEAKER

Gail Walshe

Gail is an enthusiastic executive coach and trainer with a passion for networking, building relationships and sales. Her work experience includes 18 years in two big four accountancy firms working in a Sales and Marketing role in the Insolvency and Restructuring departments. Her primary responsibilities there were winning work and creating memorable client events. She established her executive coaching and training business in 2008 and has worked with clients at all levels from PA to CEO. She is a Licensed Trainer of Neuro Linguistic Programming™ with the Society of NLP, holds an advanced Certificate in Coaching and a Certificate in Marketing with the Chartered Institute of Marketing.

www.gailwalshe.com

 @gail_walshe  /gailwalshe

LOCATIONS AND DATES

Edinburgh Tuesday 26 January 2016

TIME

10.00am until 4.00pm

COST

Full day course: £285 + VAT



Effective Telephone Skills

Most of our interaction with debtors and directors is remote. Communicating and listening can be challenging when the conversation is being held on the telephone as around 55% of what we pay attention to is non-verbal. Having effective telephone skills increases your ability to be understood by the person at the other end of the line.

CPD LEARNING OUTCOMES

- How your tonality and rate of speech creates rapport
- How to practise active listening
- How to manage silence and distractions
- How to prepare for successful calls
- How to overcome hesitation in making calls

You will leave the course with a renewed energy and confidence in speaking to clients and contacts.

WHO SHOULD ATTEND

Anyone whose job involves telephone interviews or communication, and anyone looking to refresh their listening skills

SPEAKER

Gail Walshe

Gail is an enthusiastic executive coach and trainer with a passion for networking, building relationships and sales. Her work experience includes 18 years in two big four accountancy firms working in a Sales and Marketing role in the Insolvency and Restructuring departments. Her primary responsibilities there were winning work and creating memorable client events. She established her executive coaching and training business in 2008 and has worked with clients at all levels from PA to CEO. She is a Licensed Trainer of Neuro Linguistic Programming™ with the Society of NLP, holds an advanced Certificate in Coaching and a Certificate in Marketing with the Chartered Institute of Marketing.

www.gailwalshe.com

 @gail_walshe  /gailwalshe

LOCATION AND DATE

Edinburgh Thursday 10 March 2016

TIME

10.00am until 4.00pm

COST

Full day course: £285 + VAT



Essential Marketing for Insolvency Practitioners

Where is your next client coming from? How will businesses know to turn to you as an insolvency practitioner if they run into financial difficulty? In an increasingly competitive environment all IPs need to market their services proactively, not only to inform and attract new clients, but also to maintain and develop relationships with intermediaries.

This interactive course introduces the fundamentals of professional marketing, including the practicalities of developing and implementing a focused marketing action plan.

WHO SHOULD ATTEND

IP firm owners and anyone with responsibility for marketing and the performance of their business.

CPD LEARNING OUTCOMES

- Key concepts in marketing and what determines a marketing led business
- The structure of a marketing plan, and the process and tools required to develop it
- Market research techniques to generate insight and understand what clients want
- Market segmentation, positioning / branding, and effective targeting
- The different marketing options available and how to use them effectively
- Communicating and implementing your plan
- How to evaluate and measure progress

SPEAKER

David Wallace

David's training courses are based on over 25 years' experience in developing and implementing successful marketing strategies in many sectors, including professional services. As well as having held management positions with Sony, The Royal Bank of Scotland, and Shepherd & Wedderburn, he has managed consulting projects for organisations ranging from ambitious start-ups to international corporates. He established his marketing research, strategy and training business in 2006.

A Fellow of the Chartered Institute of Marketing, David has an MBA from London Business School. His track record includes the Grand Prix in the Royal Mail Scottish Marketing Awards and being voted Marketing Director of the Year in the UK Legal Marketing Awards.

www.wallacemarketing.co.uk

 www.linkedin.com/in/davidjwallace

LOCATION AND DATE

Edinburgh	Tuesday 2 February 2016
Manchester	Tuesday 1 March 2016

TIME

10.00am until 4.00pm

COST

Full day course: £285 + VAT per delegate

Also available as a bespoke course.



LinkedIn and Twitter for Insolvency Practitioners

Have you set up a basic LinkedIn or Twitter profile, added a handful of your contacts and are now wondering what to do next? Do you feel there's a lot more you could achieve if you knew how? Or maybe you are completely new to social media? If so, this course is for you.

This interactive, highly practical workshop will help you harness the power and opportunities of the two key social media channels for insolvency practitioners, LinkedIn and Twitter. You will find out why they matter for an insolvency practitioners' business and how to use them to network, raise your profile, target your chosen audiences, and develop relationships and new business opportunities.

WHO SHOULD ATTEND

All insolvency practitioners and anyone with responsibility for marketing and the performance of their business.

CPD LEARNING OUTCOMES

You will learn how to:

- Set goals and develop a strategy and tactical plan for LinkedIn and Twitter
- Set up and make the most of your profiles
- Integrate your other marketing activities with them
- Use them for networking, reputation enhancement, market intelligence and business development
- Engage your followers and connections with relevant content
- Manage your presence on LinkedIn and Twitter on a time-efficient, day-to-day basis
- Avoid the potential pitfalls
- Evaluate and measure your results

SPEAKER

David Wallace

David's training courses are based on over 25 years' experience in developing and implementing successful marketing strategies in many sectors, including professional services. As well as having held management positions with Sony, The Royal Bank of Scotland, and Shepherd & Wedderburn, he has managed consulting projects for organisations ranging from ambitious start-ups to international corporates. He established his marketing research, strategy and training business in 2006.

A Fellow of the Chartered Institute of Marketing, David has an MBA from London Business School. His track record includes the Grand Prix in the Royal Mail Scottish Marketing Awards and being voted Marketing Director of the Year in the UK Legal Marketing Awards.

www.wallacemarketing.co.uk

 www.linkedin.com/in/davidjwallace

LOCATION AND DATE

Edinburgh Thursday 26 May 2016
Manchester Wednesday 1 June 2016

TIME

10.00am to 4.00pm

FEE

Full day course: £285 + VAT per delegate
Also available as a bespoke course.



Bespoke In-house Training

We recognise that your training requirements are as diverse as your businesses and individual staff. You operate in different market segments e.g. corporate or personal insolvency, niche or volume providers, from Big 4 to sole traders, local and national government, banks and solicitors and therefore our training is designed to match your specific business needs.

Planning is key to the process. We meet with you to define and scope your exact training requirements, including objectives and desired outputs, then prepare a detailed proposal.

Clients regularly use our complementary ISS Compliance and ISS Practice Management services to identify gaps in experience or process that can be addressed by bespoke internal training. Increasingly they request organisation-specific training, Recognising that it enhances staff knowledge and development, while addressing a business need in a confidential environment.

As well as measuring achievement of clients' desired objectives and outputs, we ensure that issues arising from the training are channeled back, with suggested solutions, to you the client. This end-to-end consultative, client-focused approach makes us unique.

CASE STUDY

Our client centralised management and progression of Scottish corporate insolvency cases in the North West of England. They asked us to explore how we could support them. Following a day's consultancy, we set out three options: outsourcing the cases; remote technical support; training. They chose training, and we designed a programme that met specific technical training and internal compliance requirements. The training session was attended by the management team, the staff responsible for the case progression and national compliance team members.

In turn, the personal insolvency team then contacted us. They had identified four specific areas for review in their trust deed process. Together we designed a programme that addressed the distinct areas and during the training, the client was able to explore and agree future policy and approach, utilising existing skills-mix within their team.

COURSE DIRECTORY

If you see any course in this directory that you would like to run in-house, please contact us to discuss your requirements.

COST

A full day's on-site bespoke training is £1,850

Our price for a half day course is £925 excluding VAT

These prices include a set of course notes for each delegate. Although we do not restrict the number of delegates on the course, we do reserve the right to charge for delegate training materials where delegates number 11 or more.

Planning Your Training Requirements

What are your training requirements for 2015/16? Here are some helpful tools to analyse your business requirements, plan your development needs and match your training requirements to the goals of your business.

LEGISLATION CHANGES

What legal changes are coming and which ones in particular do you need to know about? Are you complying with current statute? Who in your organisation needs to know how these changes will affect your environment?

LEGISLATIVE REQUIREMENT	WHAT TRAINING IS REQUIRED	WHO NEEDS TRAINED	WHEN

BUSINESS GOALS

What are your main goals for the next 18 months? What are you aiming to achieve? What training do you need to do so successfully?

BUSINESS DEVELOPMENT REQUIREMENT	WHAT TRAINING IS REQUIRED	WHO NEEDS TRAINED	WHEN

CAREER DEVELOPMENT

Have you identified individual personal development requirements for your staff as part of your appraisal process? Do you have a team member at a critical stage at their career, considering professional qualifications as their next step?

CAREER DEVELOPMENT STAGE	WHAT TRAINING IS REQUIRED	WHO NEEDS TRAINED	WHEN

EXTERNAL AND INTERNAL ISSUES

How would you cope with the movement or loss of staff, if someone was promoted, left or was absent on long term sick? Are you preparing your junior team members to be the managers of the future? Have there been any critical incidents or complaints recently that could be avoided in the future by training and development? What is going on in the wider environment that means your skills have to be updated to compete, or lead, in your field?

REQUIREMENT	WHAT TRAINING IS REQUIRED	WHO NEEDS TRAINED	WHEN

Booking Form

BOOKING CONTACT

Title: _____ First Name: _____ Surname: _____

Firm: _____

Address: _____

Email: _____ Telephone: _____

DELEGATE DETAILS

DELEGATE 1	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Dietary requirements	
Access requirements	
Course Title	Date

DELEGATE 2	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Dietary requirements	
Access requirements	
Course Title	Date

DELEGATE 3	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Dietary requirements	
Access requirements	
Course Title	Date

DELEGATE 4	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Dietary requirements	
Access requirements	
Course Title	Date

Course Title	Date	Number of Delegates	Price per Module (excl. VAT)	Total Net Cost
				Total Net Cost
				Add VAT at 20%
				Gross Total to pay

ISS Training Courses

HOW TO BOOK AND PAY

By email to: courses@insolvencysupportservices.com

Or by post to: ISS Training, Insolvency Support Services, H5 Newark Business Park, Newark Road South, Glenrothes, KY7 4NS

You can pay by credit or debit card over the phone on: 0845 601 7570

Or online or by BACS using the following details:

Bank: Clydesdale Bank plc
Bank sort code: 82 - 68 - 31
Bank account number: 30241486

Or by cheque payable to Insolvency Support Services Limited (which should accompany your booking form). Please write the delegates' names on the rear of your cheque for identification purposes.

BOOKING CONDITIONS

If the nominated delegate cannot attend, you can transfer the place to another individual at any point. Please inform us of the change as soon as possible. If you cannot transfer your place, you will receive 100% refund if cancelled at least 21 days before the date of each individual module or day's course. If you cancel within 21 days of the course, your fee will not be refunded. Please note that your contract is with Insolvency Support Services Limited trading as ISS Training.

DATA PROTECTION

ISS Training will use the information you provide on your booking form, and any additional information you may provide to us in the future, for administering our event. We will not disclose this information to any other person or organisation except in connection with the above purpose. All delegates are provided with a list of co-delegates' names and organisations but no further details.

REFUNDS AND CANCELLATIONS BY DELEGATE

Cancellations must be in writing. Please note that no refunds will be given outwith the time limits listed on your booking confirmation. Substitute participants are acceptable at any time and will incur no extra charges.

COURSE PAPERS

Course papers will be issued on the day of the course. This documentation is made available only to those attending the course. Course papers may not be reproduced without prior permission from Insolvency Support Services Limited.

COURSE DATE, PROGRAMME AND FEE CHANGES BY ISS

If the date or time of a course needs to be changed or the course needs to be cancelled for reasons beyond our control, such as low enrolment numbers, we reserve the right to do so. We will notify delegates in writing of any changes as soon as possible. If a course is cancelled, or rescheduled to a date that the delegate cannot attend, and payment has already been made, the full course fees will be refunded back to the delegate.

Our training programme is constantly reviewed and updated and we reserve the right to amend the content, timing and cost of the programme as necessary.

Courses Calendar 2015

COURSE	MODULE NO.	DAY NO.	SUBJECT	DATE	TIME	VENUE
JIE	Module 6	Day 1	Revision	Tuesday 1 September	9.30am - 5.30pm	Glasgow
JIE	Module 6	Day 2	Revision	Wednesday 2 September	9.30am - 5.30pm	Glasgow
JIE	Module 6	Day 3	Revision	Thursday 3 September	9.30am - 5.30pm	Glasgow
Technical			Corporate Insolvency Update	Thursday 10 September	9.30am - 1.30pm	Glasgow
JIE	Module 7	Day 1	Mock Exam	Monday 14 September	9.00am - 1.30pm	
Foundations	Personal		Intro to Personal Insolv Law Concepts	Tuesday 15 September	9.30am - 12.45pm	Glenrothes
Foundations	Personal		Intro to Sequestration	Tuesday 15 September	1.45pm - 5.00pm	Glenrothes
JIE	Module 7	Day 2	Mock Exam	Tuesday 15 September	9.00am - 1.30pm	
Foundations	Personal		Intro to PTD	Wednesday 16 September	9.30am - 12.45pm	Glenrothes
Foundations	Personal		Intro to Heritable Property	Wednesday 16 September	1.45pm - 5.00pm	Glenrothes
JIE	Module 7	Day 3	Mock Exam	Wednesday 16 September	9.00am - 1.30pm	
Technical			Corporate Insolvency Update	Wednesday 23 September	9.30am - 1.00pm	Edinburgh
JIE	Module 8	Day 1	Final study session	Tuesday 6 October	9.30am - 5.30pm	Glasgow
JIE	Module 8	Day 2	Final study session	Wednesday 7 October	9.30am - 5.30pm	Glasgow
JIE	Module 8	Day 3	Final study session	Thursday 8 October	9.30am - 5.30pm	Glasgow
Foundations	Corporate		Intro to Corp Insol Law Concepts	Tuesday 27 October	9.30am - 12.45pm	Edinburgh
Foundations	Corporate		Intro to Insolvent Liquidation	Tuesday 27 October	1.45pm - 5.00pm	Edinburgh
Foundations	Corporate		Intro to Admin	Wednesday 28 October	9.30am - 12.45pm	Edinburgh
Foundations	Corporate		Intro to Investigations and CDDA	Wednesday 28 October	1.45pm - 5.00pm	Edinburgh
Masterclass			Partnership Solutions	Tuesday 17 November	9.30am - 1.00pm	Glasgow
Technical			Remuneration and SIP 9	Thursday 19 November	9.30am - 12.45pm	Edinburgh
Technical			Administration and SIP 16	Thursday 19 November	1.45pm - 5.00pm	Edinburgh

Courses Calendar 2016

COURSE	MODULE NO.	DAY NO.	SUBJECT	DATE	TIME	VENUE
Development			Effective Networking	Tuesday 26 January	10.00am - 4.00pm	Edinburgh
CPI	Module 1		Securities, ethics, diligence, bonding and IP administration	Thursday 28 January	10.00am - 5.00pm	Edinburgh
CPPI	Module 1		Securities, ethics, diligence, bonding and IP administration	Thursday 28 January	10.00am - 5.00pm	Edinburgh
CPCI	Module 1		Securities, ethics, diligence, bonding and IP administration	Thursday 28 January	10.00am - 5.00pm	Edinburgh
Development			Essential Marketing for Ips	Tuesday 2 February	10.00am - 4.00pm	Edinburgh
CPPI Manchester	Module 1		Securities, ethics, diligence, bonding and IP administration	Wednesday 3 February	10.00am - 5.00pm	Manchester
CPPI Manchester	Module 2		Sequestration	Thursday 4 February	10.00am - 5.00pm	Manchester
JIE	Module 1	Day 1	Foundations	Tuesday 9 February	9.30am - 5.30pm	Edinburgh
CPI	Module 2		Sequestration	Wednesday 10 February	10.00am - 5.00pm	Glasgow
CPPI	Module 2		Sequestration	Wednesday 10 February	10.00am - 5.00pm	Glasgow
JIE	Module 1	Day 2	Foundations	Wednesday 10 February	9.30am - 5.30pm	Edinburgh
JIE	Module 1	Day 3	Foundations	Thursday 11 February	9.30am - 5.30pm	Edinburgh
CPI	Module 3		Liquidation	Thursday 11 February	10.00am - 5.00pm	Edinburgh
CPCI	Module 2		Liquidation	Thursday 11 February	10.00am - 5.00pm	Edinburgh
CPCI	Module 3		Receivership	Wednesday 24 February	10.00am - 5.00pm	Edinburgh
CPI	Module 4		PTDs	Thursday 25 February	10.00am - 5.00pm	Glasgow
CPPI	Module 3		PTDs	Thursday 25 February	10.00am - 5.00pm	Glasgow
Development			Essential Marketing for Ips	Tuesday 1 March	10.00am - 4.00pm	Manchester
CPPI Manchester	Module 3		PTDs and Non Insolvency Solutions	Wednesday 2 March	10.00am - 5.00pm	Manchester
CPPI Manchester	Module 4		Partnership Sequestrations	Thursday 3 March	10.00am - 5.00pm	Manchester
Masterclass			Diligence and Insolvency	Tuesday 7 March	9.30am - 1.00pm	Glasgow
CPPI	Module 4		Partnership Sequestrations	Wednesday 9 March	10.00am - 5.00pm	Glasgow
Development			Effective Telephone Skills	Thursday 10 March	10.00am - 4.00pm	Edinburgh
CPI	Module 6		Administration & CVA	Thursday 10 March	10.00am - 5.00pm	Edinburgh
CPCI	Module 4		Administration & CVA	Thursday 10 March	10.00am - 5.00pm	Edinburgh
JIE	Module 2	Day 1	Personal Insolvency	Tuesday 15 March	9.30am - 5.30pm	Edinburgh
JIE	Module 2	Day 2	Personal Insolvency	Wednesday 16 March	9.30am - 5.30pm	Edinburgh
JIE	Module 2	Day 3	Personal Insolvency	Thursday 17 March	9.30am - 5.30pm	Edinburgh
CPI	Module 7		Heritable Property in Insolvency	Wednesday 30 March	10.00am - 5.00pm	Glasgow
CPPI	Module 5		Heritable Property in Insolvency	Wednesday 30 March	10.00am - 5.00pm	Glasgow
CPI	Module 8		Trading	Thursday 31 March	10.00am - 5.00pm	Edinburgh
CPPI	Module 6		Trading	Thursday 31 March	10.00am - 5.00pm	Edinburgh
CPCI	Module 5		Trading	Thursday 31 March	10.00am - 5.00pm	Edinburgh
JIE	Module 3	Day 1	Liquidation	Tuesday 12 April	9.30am - 5.30pm	Edinburgh
JIE	Module 3	Day 2	Liquidation	Wednesday 13 April	9.30am - 5.30pm	Edinburgh
CPPI Manchester	Module 5		Heritable Property in Insolvency	Wednesday 13 April	10.00am - 5.00pm	Manchester
JIE	Module 3	Day 3	Liquidation	Thursday 14 April	9.30am - 5.30pm	Edinburgh
CPPI Manchester	Module 6		Personal financial statements	Thursday 14 April	10.00am - 5.00pm	Manchester
Masterclass			Heritable Property in Personal Insolvency	Monday 25 April	10.00am - 4.00pm	Manchester
Masterclass			Diligence and Insolvency	Tuesday 26 April	9.30am - 1.00pm	Manchester
CPI	Module 9		Personal financial statements	Wednesday 27 April	10.00am - 5.00pm	Glasgow
CPPI	Module 7		Personal financial statements	Wednesday 27 April	10.00am - 5.00pm	Glasgow
CPI	Module 10		Corporate financial statements	Thursday 28 April	10.00am - 5.00pm	Edinburgh
CPCI	Module 6		Corporate financial statements	Thursday 28 April	10.00am - 5.00pm	Edinburgh
CPPI Manchester	Module 7		Issues on appointment and mock exam	Tuesday 3 May	10.00am - 5.00pm	Manchester

Courses Calendar 2016 (continued)

COURSE	MODULE NO.	DAY NO.	SUBJECT	DATE	TIME	VENUE
CPCI	Module 7		Mock exam	Thursday 5 May	9.30am - 1.30pm	TBC
CPI	Module 11		Mock exam	Thursday 5 May	9.30am - 1.30pm	TBC
CPPI	Module 8		Mock exam	Thursday 5 May	9.30am - 1.30pm	TBC
Masterclass			TUPER, Redundancy and Employee Claims	Tuesday 10 May	9.30am - 1.00pm	Edinburgh
JIE	Module 4	Day 1	ACVAR	Tuesday 10 May	9.30am - 5.30pm	Edinburgh
JIE	Module 4	Day 2	ACVAR	Wednesday 11 May	9.30am - 5.30pm	Edinburgh
JIE	Module 4	Day 3	ACVAR	Thursday 12 May	9.30am - 5.30pm	Edinburgh
CPPI Manchester	Module 8		Mock exam feedback - Personal	Tuesday 17 May	10.00am - 5.00pm	Manchester
CPI	Module 12		Mock exam feedback - Personal	Wednesday 18 May	10.00am - 5.00pm	Glasgow
CPPI	Module 9		Mock exam feedback - Personal	Wednesday 18 May	10.00am - 5.00pm	Glasgow
CPI	Module 13		Mock exam feedback - Corporate	Thursday 19 May	10.00am - 5.00pm	Edinburgh
CPCI	Module 8		Mock exam feedback	Thursday 19 May	10.00am - 5.00pm	Edinburgh
Masterclass			Heritable Property in Personal Insolvency	Tuesday 24 May	10.00am - 4.00pm	Glasgow
Development			LinkedIn and Twitter for Insolvency Practitioners	Thursday 26 May	10.00am - 4.00pm	Edinburgh
Development			LinkedIn and Twitter for Insolvency Practitioners	Wednesday 1 June	10.00am - 4.00pm	Manchester
Masterclass			Partnership Solutions	Thursday 2 June	9.30am - 1.00pm	Manchester
CPI/CPPI/CPCI			Exam	Friday 3 June	TBC	TBC
JIE	Module 5	Day 1	Cross Procedural	Tuesday 7 June	9.30am - 5.30pm	Edinburgh
JIE	Module 5	Day 2	Cross Procedural	Wednesday 8 June	9.30am - 5.30pm	Edinburgh
JIE	Module 5	Day 3	Cross Procedural	Thursday 9 June	9.30am - 5.30pm	Edinburgh
Foundations	Personal		Intro to Personal Insolv Law Concepts	Tuesday 14 June	9.30am - 12.45pm	Manchester
Foundations	Personal		Intro to Sequestration	Tuesday 14 June	1.45pm - 5.00pm	Manchester
Foundations	Personal		Intro to PTD	Wednesday 15 June	9.30am - 12.45pm	Manchester
Foundations	Personal		Intro to Heritable Property	Wednesday 15 June	1.45pm - 5.00pm	Manchester
JIE	Module 6	Day 1	Numbers	Wednesday 22 June	9.30am - 5.30pm	Edinburgh
JIE	Module 6	Day 2	Numbers	Thursday 23 June	9.30am - 5.30pm	Edinburgh
CPI	Module 1		Securities, ethics, diligence, bonding and IP administration	Thursday 18 August	10.00am - 5.00pm	Edinburgh
CPPI	Module 1		Securities, ethics, diligence, bonding and IP administration	Thursday 18 August	10.00am - 5.00pm	Edinburgh
CPI	Module 2		Sequestration	Wednesday 24 August	10.00am - 5.00pm	Glasgow
CPPI	Module 2		Sequestration	Wednesday 24 August	10.00am - 5.00pm	Glasgow
CPI	Module 3		Liquidation	Thursday 25 August	10.00am - 5.00pm	Edinburgh
JIE	Module 7	Day 1	Revision	Tuesday 30 August	9.30am - 5.30pm	Edinburgh
JIE	Module 7	Day 2	Revision	Wednesday 31 August	9.30am - 5.30pm	Edinburgh
JIE	Module 7	Day 3	Revision	Thursday 1 September	9.30am - 5.30pm	Edinburgh
Technical			Insolvency (Scotland) Rules	Tuesday 6 September	9.30am - 1.00pm	Edinburgh
CPI	Module 4		PTDs	Wednesday 7 September	10.00am - 5.00pm	Glasgow
CPPI	Module 3		PTDs	Wednesday 7 September	10.00am - 5.00pm	Glasgow
CPI	Module 5		Receivership	Thursday 8 September	10.00am - 5.00pm	Edinburgh
Technical			Insolvency (Scotland) Rules	Monday 12 September	9.30am - 1.00pm	Glasgow
JIE	Module 8	Day 1	Mock Exam	Monday 12 September	9.00am - 1.30pm	TBC
JIE	Module 8	Day 2	Mock Exam	Tuesday 13 September	9.00am - 1.30pm	TBC
JIE	Module 8	Day 3	Mock Exam	Wednesday 14 September	9.00am - 1.30pm	TBC
Foundations	Personal		Intro to Personal Insolv Law Concepts	Wednesday 14 September	9.30am - 12.45pm	Glasgow
Foundations	Personal		Intro to Sequestration	Wednesday 14 September	1.45pm - 5.00pm	Glasgow
Foundations	Personal		Intro to PTD	Thursday 15 September	9.30am - 12.45pm	Glasgow
Foundations	Personal		Intro to Heritable Property	Thursday 15 September	1.45pm - 17.00pm	Glasgow

Courses Calendar 2016 (continued)

COURSE	MODULE NO.	DAY NO.	SUBJECT	DATE	TIME	VENUE
CPPI	Module 4		Partnership Sequestrations	Wednesday 21 September	10.00am - 5.00pm	Glasgow
TECHNICAL			Insolvency (Scotland) Rules	Thursday 22 September	9.30am - 1.00pm	Manchester
CPI	Module 6		Administration & CVA	Thursday 22 September	10.00am - 5.00pm	Edinburgh
CPI	Module 7		Heritable Property in Insolvency	Wednesday 28 September	10.00am - 5.00pm	Glasgow
CPPI	Module 5		Heritable Property in Insolvency	Wednesday 28 September	10.00am - 5.00pm	Glasgow
CPI	Module 8		Trading	Thursday 29 September	10.00am - 5.00pm	Edinburgh
CPPI	Module 6		Trading	Thursday 29 September	10.00am - 5.00pm	Edinburgh
Masterclass			Trading in Insolvency	Monday 3 October	10.00am - 4.00pm	Edinburgh
JIE	Module 9	Day 1	Final study session	Tuesday 4 October	9.30am - 5.30pm	Edinburgh
JIE	Module 9	Day 2	Final study session	Wednesday 5 October	9.30am - 5.30pm	Edinburgh
JIE	Module 9	Day 3	Final study session	Thursday 6 October	9.30am - 5.30pm	Edinburgh
CPI	Module 9		Personal financial statements	Wednesday 12 October	10.00am - 5.00pm	Glasgow
CPPI	Module 7		Personal financial statements	Wednesday 12 October	10.00am - 5.00pm	Glasgow
CPI	Module 10		Corporate financial statements	Thursday 13 October	10.00am - 5.00pm	Edinburgh
Foundations	Corporate		Intro to Corp Insol Law Concepts	Wednesday 26 October	9.30am - 12.45pm	Edinburgh
Foundations	Corporate		Intro to Insolvent Liquidation	Wednesday 26 October	1.45pm - 5.00pm	Edinburgh
Foundations	Corporate		Intro to Admin	Thursday 27 October	9.30am - 12.45pm	Edinburgh
Foundations	Corporate		Intro to Investigations and CDDA	Thursday 27 October	1.45pm - 5.00pm	Edinburgh
CPI	Module 11		Mock exam	Thursday 3 November	9.30am - 1.30pm	TBC
CPPI	Module 8		Mock exam	Thursday 3 November	9.30am - 1.30pm	TBC
CPI	Module 12		Mock exam feedback - Personal	Wednesday 16 November	10.00am - 5.00pm	Glasgow
CPPI	Module 9		Mock exam feedback	Wednesday 16 November	10.00am - 5.00pm	Glasgow
CPI	Module 13		Mock exam feedback - Corporate	Thursday 17 November	10.00am - 5.00pm	Edinburgh
CPI/CPPI			Exam	Friday 2 December	TBC	TBC

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