



COURSE DIRECTORY

2017



www.insolvencysupportservices.com

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Welcome to Our 2017 Programme



We are delighted to present our comprehensive directory of courses running throughout 2017.

COURSES

Our course offering includes our brand new One Hour Series: join us for breakfast and an hour's technical update, or remotely for our series of monthly webinars. Full details start on page 2.

ISS Training offers a wide range 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 increasingly a number of our courses are suitable for IPs working throughout the UK. And look out for our series of courses in respect of Scottish insolvency running in Manchester, Leeds and London.

COURSE PRICE OFFERS

We have extended our popular discount scheme. You can now enjoy a 50% discount on any third course booking across our Technical Update and Masterclass series. Pick three courses that you would like to attend, and pay just 50% for the third booking. Alternatively choose to send three delegates on one course, with a 50% saving on the third place. Terms and conditions apply – see page 34 for full details.

BESPOKE IN-HOUSE TRAINING

Our customers recognize organisation-specific training 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. If you don't find something that you need, let us know!

OUR SPEAKERS

We pride ourselves on the depth of our experience as IPs and our ability to translate that into technical and practical training for our clients. We are delighted to welcome Jenn Stewart to ISS Training, and she is looking forward to working with you throughout 2017. You will also meet Steven Wood, our technical manager, at some of our courses. As in previous years, we are delighted to be supported by a number of guest presenters and speakers from the worlds of marketing, law and professional development, and thank them all for their support.

BOOKING

Booking is straightforward. You can contact Danielle Kelly and the ISS Training courses team on 0845 601 7570 or on courses@insolvencysupportservices.com. Full terms and conditions are on page 34.

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

Eileen Maclean
MA Hons MIPA MABRP MBA
Director



One Hour Series

Looking for CPD that fits around your work commitments?

Starting in November 2016, and running throughout 2017, we are delighted to introduce ISS Training's brand new One Hour Series. Join us in person for a breakfast update and an early morning networking opportunity with your fellow professionals.

Can't make the date to attend in person or prefer to learn remotely? Join the webinar repeat instead later in the month.

You can pick the individual session that suits your needs, or you can choose to follow a stream. This year we are running regular Technical Shorts, starting with the changes resulting from the Bankruptcy (Scotland) Consolidation Act 2016. You can also follow our stream Protecting Your Licence.

At just £50 plus VAT per session, online or in person, our One Hour Series keeps you up to date on a regular basis. And if you book your one hour sessions in blocks of three, you will qualify for our usual, great value 50% discount for the third session.

CPD LEARNING OUTCOMES

- Clear, concise update on legislation and regulation in respect of the subject matter under the spotlight
- An understanding of how these requirements impact on your day to day work
- The confidence to apply your newly learned skills in the workplace

WHO SHOULD ATTEND

Anyone with an interest or role in insolvency looking for an update, a fresh approach or a concentrated introduction to the issue.

SPEAKERS

Eileen Maclean MA Hons MIPA MABRP MBA director of Insolvency Support Services Limited
Jenn Stewart BA Hons MIPA director of Insolvency Support Services Limited
Look out for guest speakers throughout the year

TIME

In person 9.00am to 10.00am (registration and breakfast from 8.30am)
Online 10.00am to 11.00am

COST

In person: £50 + VAT

Online: £50 + VAT

50% reduction for every third one hour session you book, whether online or in person
In person fee includes course documentation and breakfast
Webinar fee includes electronic version of course documentation

CPD

1 hour

One Hour Series 2017 Course Calendar

FORMAT	SUBJECT	DATE	TIME	VENUE
In person	Technical short: Bankruptcy (Scotland) (Consolidation) Act 2016	Friday 11 November 2016	9.00am - 10.00am	Glasgow
In person	Technical short: Bankruptcy (Scotland) (Consolidation) Act 2016	Friday 18 November 2016	9.00am - 10.00am	Edinburgh
Online	Technical short: Bankruptcy (Scotland) (Consolidation) Act 2016	Friday 25 November 2016	10.00am - 11.00am	Webinar
In person	Protecting your licence: bonding, insurance and PII	Friday 13 January 2017	9.00am - 10.00am	Edinburgh
Online	Protecting your licence: bonding, insurance and PII	Friday 27 January 2017	10.00am - 11.00am	Webinar
In person	Technical short: DCOs and CFT	Friday 3 February 2017	9.00am - 10.00am	Glasgow
Online	Technical short: DCOs and CFT	Friday 24 February 2017	10.00am - 11.00am	Webinar
In person	Protecting your licence: Ethics, SIP 1 and Conflicts of interest	Friday 10 March 2017	9.00am - 10.00am	Edinburgh
Online	Protecting your licence: Ethics, SIP 1 and Conflicts of interest	Friday 24 March 2017	10.00am - 11.00am	Webinar
In person	Technical short: POCA, Money Laundering and Confiscation	Friday 7 April 2017	9.00am - 10.00am	Glasgow
Online	Technical short: POCA, Money Laundering and Confiscation	Friday 21 April 2017	10.00am - 11.00am	Webinar
In person	Protecting your licence: Registration requirements	Friday 12 May 2017	9.00am - 10.00am	Edinburgh
Online	Protecting your licence: Registration requirements	Friday 26 May 2017	10.00am - 11.00am	Webinar
In person	Technical short: Inhibitions and insolvency	Friday 9 June 2017	9.00am - 10.00am	Glasgow
Online	Technical short: Inhibitions and insolvency	Friday 23 June 2017	10.00am - 11.00am	Webinar
In person	Protecting your licence: Indemnities	Friday 1 September 2017	9.00am - 10.00am	Edinburgh
Online	Protecting your licence: Indemnities	Friday 15 September 2017	10.00am - 11.00am	Webinar
In person	Technical short: Uncommon business structures	Friday 6 October 2017	9.00am - 10.00am	Glasgow
Online	Technical short: Uncommon business structures	Friday 27 October 2017	10.00am - 11.00am	Webinar
In person	Protecting your licence: Handling complaints effectively	Friday 10 November 2017	9.00am - 10.00am	Edinburgh
Online	Protecting your licence: Handling complaints effectively	Friday 24 November 2017	10.00am - 11.00am	Webinar

Missed the scheduled date? You can still purchase a recording of the webinar once it has taken place, and watch it at your convenience. Contact us at any time for any recordings you would like to catch up on.

“Great value
for money
and excellent
knowledge”

Tax and VAT in Insolvency



The speed of change in insolvency statute is matched by the speed of change in Tax and VAT legislation. As IPs running our own business we need to keep up to date with the implications of each regime. It's equally important that we bring our expertise to businesses to which we are appointed, and understand the tax regime of an industry, tax implications of continued trading and how we structure any sale of the business in a tax efficient manner. With HMRC active in recoveries, and with new collection processes at their disposal, we will look at when we can challenge claims from HMRC.

In this course we examine income tax and corporation tax, responsibility and ranking of capital gains tax, and dealing with an insolvent employer. We will also look at VAT current thresholds and schemes, and options to tax or not to tax. We will look specifically at different treatment of VAT across personal insolvency.

CPD LEARNING OUTCOMES

- What is tax: income tax; corporation tax and capital gains tax
- Tax rates, exemptions and allowances for individuals and companies
- Accounting periods and effect of insolvency in personal and corporate insolvency
- The self-employed debtor: tax implications
- Pre-appointment and post appointment liabilities
- Claims from HMRC: actual, assessed and determined
- Insolvent party as employer: know your responsibilities
- What is VAT: output; input, rates of tax
- Registration; thresholds; returns and de-registration
- VAT Bad Debt Relief: how and when to claim and implications of doing so
- Option to tax: what you need to know

WHO SHOULD ATTEND

This course is aimed at licensed Insolvency Practitioners and their staff throughout the UK looking for a comprehensive introduction or an update on tax and VAT issues in insolvency.

SPEAKER

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

LOCATION AND DATE

Edinburgh Tuesday 21 February 2017

TIME

9.30am to 1.00pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking

CPD

3 hours

Creditor Claims: Types, Ranking and Adjudication

NEW
FOR 2017

Dealing with creditor claims is a fundamental part of our job. The statutory framework and process is clearly set out in legislation, but claims themselves can be complex.

This course sets out to unravel some of the complexities and ensures that you have the skills to deal with creditor claims and their bases, as well as understand the framework within which we operate, and the respective rights and entitlements of creditors to claim, and you as IP to accept or reject.

CPD LEARNING OUTCOMES

- Definition of Statutory Claims including preferential, ordinary and postponed
- Ranking of claims in personal insolvency procedures
- Ranking of claims in corporate insolvency procedures
- The Prescribed Part
- The adjudication and rejection process
- Claims specific to personal insolvency
- Set off
- Claims assignment and rights of assignee/assignor and subrogated claims
- Rights and obligations of a guarantor
- Joint and several liability and adjusting claims accordingly

WHO SHOULD ATTEND

This course is suitable for experienced Insolvency Practitioners 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 creditor claims.

SPEAKER

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

LOCATION AND DATE

Edinburgh Tuesday 7 March 2017

TIME

1.45pm to 5.00pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking

CPD

3 hours

Company Voluntary Arrangements and SIP 3.2



CVAs are designed as a solution for resolving a company's cash flow issues, or de-leveraging a debt-heavy but viable business. But what are the underlying factors that make them successful, and what do you need to consider before starting the statutory process?

Whether you are already a proponent of CVAs or you want to grow your business in this area, this course will refresh and update your skills. The emphasis will be on practical, interactive tuition with real life examples of CVAs, and you will learn how to confidently apply the legislation in practice.

CPD LEARNING OUTCOMES

- An understanding of statutory requirements and how they apply in practice
- The CVA moratorium process – when can you use it
- Use of administration as a preceding process
- Conditions in which a CVA will likely be successful
- Proposals – what to consider and how to construct them
- Key creditors and stakeholders: roles and responsibilities
- Secured creditor engagement
- SIP 3.2 and best practice principles
- What happens if a CVA fails: implications and options

WHO SHOULD ATTEND

This course is suitable for experienced UK Insolvency Practitioners 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 CVAs.

SPEAKER

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

LOCATION AND DATE

Edinburgh Tuesday 28 March 2017

TIME

9.30am to 1.00pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking

CPD

3 hours

Scottish Insolvency Conversion Course

**NEW
FOR 2017**

The bulk of your work will be appointments under English jurisdiction, the UK Insolvency Act and the English Insolvency Rules. There is no geographic restriction on where your appointments are located however, so when a Scottish appointment hits your desk, are you fully up to speed with the Scottish Rules and the legal differences north of the Border?

This course sets out the key distinctions between Scottish and English insolvency processes, corporate and personal. We look at differences in legal process, legal terminology, and the wider Scottish legal landscape. We will look in detail at the accounting period process, how it works, and its implications for WIP management.

If you are looking for a comprehensive introduction to all forms of Scottish insolvency, this two day course will cover, broadly, corporate insolvency on Day 1, and personal insolvency on Day 2, although general legal concepts will be covered across both days. If you prefer, just pick the day that best suits your requirements.

CPD LEARNING OUTCOMES

Day 1: Scottish Corporate Insolvency

- Foundations: court structure; differing legal concepts and terminology
- Role of the Accountant in Bankruptcy, QLTR, Auditor of Court and Accountant of Court
- Set off in Scotland
- Scottish securities
- Diligence (civil recovery) in Scotland
- Claims, accounting periods and fixing remuneration
- Key differences in corporate procedures:
 - Court Liquidation
 - Administration
 - CVL
 - Receivership
 - Liquidation reporting

Day 2: Scottish Personal Insolvency

- Trustee and the sequestration process – overview, powers and differences
- Vesting of the estate - overview, powers and differences
- Debtor contribution order
- Concluding sequestration (discharge; deferred discharge; recall)
- Protected trust deeds – overview, powers and differences
- Heritable property in Scottish personal insolvency
- Practical steps in dealing with heritable property
- Inhibitions and insolvency
- Interaction of diligence and insolvency
- Challengeable transactions
- Claims, accounting periods and fixing remuneration

WHO SHOULD ATTEND

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

SPEAKER

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

LOCATIONS AND DATES

	Scottish Corporate Insolvency	Scottish Personal Insolvency
London	Tuesday 9 May 2017	Wednesday 10 May 2017
Leeds	Tuesday 31 October 2017	Wednesday 1 November 2017

TIME

9.30am to 5.30pm

COST

Day 1 and Day 2: Full two day course: £550 + VAT
Day 1 or Day 2 only: Full day course: £295 + VAT

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

CPD

6.5 hours on each day (13 hours for the two day course)

Insolvency (Scotland) Rules 2017

RESCHEDULED
FOR 2017

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 now expected commencement date of 1 October 2017.

- 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 2017, 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 29 August 2017
Glasgow	Monday 11 September 2017
Manchester	Tuesday 26 September 2017
Leeds	Wednesday 27 September 2017
London	Monday 2 October 2017

NEW
LOCATIONS
AND DATES
ADDED

TIME

9.30am to 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

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. We will also consider the use of Prepacks and the impact of the Pre Pack Pool.

CPD LEARNING OUTCOMES

An understanding of the statutory requirements and how they apply in practice.

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

Glasgow Thursday 9 November 2017

TIME

9.30am to 1.00pm

COST

Half-day course: £150 + VAT

50% reduction for third delegate booking

CPD

3.25 hours

Protected Trust Deeds

This half day session is an opportunity to discuss and debate current industry issues around protected trust deeds and associated areas. You will gain a thorough and detailed understanding of the issues in the PTD industry, and leave with practical and best practice solutions to apply in your business and your case load.

CPD LEARNING OUTCOMES

- Substantial equity in trust deeds: the issue, the technical framework and best practice approach
- Exclusion of property – a solution whose time has come?
- Forms 3 and 4 – getting them right
- Form 1B – why, when and how to make it watertight
- Impact of FCA Regulation on money advice and best outcome
- Fees and outlays – compliant with statute and published guidance

WHO SHOULD ATTEND

Anyone looking for a comprehensive update on protected trust deeds and current best practice.

SPEAKERS

Eileen Maclean MA Hons MIPA MABRP MBA director of Insolvency Support Services Limited
 Jenn Stewart BA Hons MIPA director of Insolvency Support Services Limited

LOCATIONS AND DATES

Glasgow Thursday 10 November 2016
 Manchester Monday 27 February 2017

TIME

Glasgow 9.30am to 1.00pm
 Manchester 1.45pm to 5.00pm

COST

Half day course: £150 + VAT
 50% reduction for third delegate booking

CPD

3 hours



Complex Business Structures and the IP's Power to Investigate

Understanding the relationships surrounding a debtor's business or the structure of a group of companies is fundamental to the work that we do: where do the assets lie; who owns the shares; and what rights of recovery do we have in our capacity as IP that would allow us to make the most effective recovery in that situation? What advice can we give to petitioning creditors facing a complex business structure, designed to make pursuit difficult? This in-depth course looks at the various types of business structure you could come across in your work as an IP and provides you with the tools that you need to investigate and maximise recovery.

CPD LEARNING OUTCOMES

- Partnerships, limited partnerships and LLPs: understanding who is liable
- Company group structures and cross guarantees: how do you exercise control
- Powers re cross-border/foreign jurisdictions within group structures
- Corporate partners and partnerships: understanding where liability rests
- Powers to investigate under insolvency legislation and potential outcomes
- Powers to overturn transactions using Companies Act legislation
- Rights of shareholders in group structures

WHO SHOULD ATTEND

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

SPEAKER

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

LOCATIONS AND DATES

Edinburgh	Wednesday 16 November 2016
Glasgow	Wednesday 6 December 2017

TIME

10.00am to 4.00pm

COST

Full day course: £285 + VAT

50% reduction for third delegate booking

CPD

5 hours

Money Advice and Debt Arrangement Scheme (DAS)

As Insolvency Practitioners we act as money advisers to debtors contemplating a debt payment plan, a trust deed or sequestration. Professional insolvency guidance emphasises the requirement to provide best advice to the debtor, while the FCA requires us to treat our customer fairly. We need to be able to provide debtors with all available and relevant statutory and non-statutory debt solutions, enabling them to make the best choice in their circumstances. This course will look at money advice in practice, consider your role in the process and the main issues in doing so. We will examine how to apply the Common Financial Statement to a debtor's income and expenditure. You will also gain a detailed understanding of the process required and challenges faced whilst acting as a Continuing Money Adviser. There will also be an opportunity to discuss and debate any current issues in the DAS sector.

CPD LEARNING OUTCOMES

- An overview of the framework and current best practice surrounding money advice and the moratorium on diligence
- The application of the Common Financial Statement (CFS) to assess a debtor's income and expenditure
- The role of the IP as Continuing Money Adviser
- Practical guidance on how to deal with DAS cases in your day to day work
- Good understanding of the issues surrounding DAS and its practical application

WHO SHOULD ATTEND

This course is aimed at licenced Insolvency Practitioners and their staff, who would benefit from an in depth introduction or refresher to the provision of money advice and the DAS.

SPEAKER

Jenn Stewart BA Hons MIPA Director of Insolvency Support Services Limited

LOCATIONS AND DATES

Glasgow	Thursday 17 November 2016
Manchester	Tuesday 14 March 2017
Edinburgh	Thursday 21 September 2017

TIME

9.30am to 1.00pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking

CPD

3.25 hours

Diligence and Insolvency

BACK BY
POPULAR
DEMAND

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.

SPEAKERS

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

Stephanie Carr, Partner, Dispute Resolution, Blackadders www.blackadders.co.uk

Stephanie Carr is a Partner in Blackadders' Dispute Resolution team and has a number of years' experience acting for a variety of clients in a wide range of contentious litigation cases. She has significant experience in dealing with both personal and corporate insolvency cases, as a result of which she has been accredited as a specialist in Insolvency Law. She regularly acts for clients in both secured and unsecured debt recovery matters and advises on a number of diligence measures open to them. Stephanie has advised and represented clients in a wide range of disputes in the Sheriff Court, the Court of Session and tribunals. She has been the principal adviser to clients including government bodies, companies of all sizes and their directors, private and registered social landlords, individuals, insolvency practitioners, creditors and financial institutions.

LOCATION AND DATE

Edinburgh Tuesday 7 February 2017

TIME

9.30am to 1.00pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking this course

CPD

3.25 hours

Death, Divorce and the Debtor



This course looks in detail at the effects of death and divorce on a debtor's estate, pre and post appointment, and the implications for us as IPs and the various stakeholders in the process. We look in detail at the statutory framework and provide you with practical skills in dealing with this complex area.

CPD LEARNING OUTCOMES

- Clear and detailed guide to legislative requirements governing this area of insolvency, family law and succession
- An understanding of how these impact on your dealings with the debtor's estate
- Practical guidance on how to deal with such events in your day to day work

WHO SHOULD ATTEND

This course is suitable for experienced Insolvency Practitioners 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 death and divorce in conjunction with personal insolvency.

SPEAKER

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

LOCATIONS AND DATES

Glasgow Thursday 20 April 2017

TIME

9.30am to 1.00pm

COST

Half day course: £150 + VAT
50% reduction for third delegate booking

CPD

3.25 hours



Scottish Securities and Insolvency



As IPs, we need to competently handle securities. We need to be able to recognise them, deal with them and rank the secured creditor accordingly. We may need to challenge them and occasionally reduce them.

This course combines an overview of the legal framework of the most common types of security you will come across, and provides some practical pointers in terms of what to look out for, and how to deal with some of the more complex issues arising. You will learn why and when you need to involve legal assistance and the emphasis is on practical tuition that you can apply with confidence back at your desk.

CPD LEARNING OUTCOMES

- Overview of Scots law on various securities
- How to identify a security
- Fixed charges – creation, registration, ranking and reduction
- Floating charges – creation, registration, ranking and the prescribed part
- Hypothec – what is it, how does it operate and what are its effects
- Retention of title – competing rights to other securities
- Liens – what are they and when do they arise?
- The rights of the secured creditor in insolvency

WHO SHOULD ATTEND

This course is aimed at licenced Insolvency Practitioners and their staff, who are looking for a comprehensive introduction or update on the subject of securities.

SPEAKERS

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

Richard McMeeken, Partner, Litigation and Dispute Resolution, Morton Fraser www.morton-fraser.com

Richard McMeeken

The core of Richard's work is commercial litigation with a focus on contractual disputes, commercial real estate, insolvency & restructuring, banking & commercial finance and tax. Richard works closely with the firm's corporate, commercial real estate, public sector and private client teams to provide advice on risk management and the resolution or litigation of disputes. As a Solicitor-Advocate he litigates in both the Court of Session and Sheriff Courts. Richard is dual-qualified in Scotland and England & Wales and is regularly instructed in cross-border commercial and insolvency disputes and on the enforcement of foreign judgements in Scotland. Richard has acted for years for the firm's leading commercial clients in commercial real estate matters. He has experience advising on and litigating all aspects of commercial real estate disputes, with a focus on contractual disputes and insolvency.

LOCATION AND DATE

Edinburgh Tuesday 20 June 2017

TIME

9.30am to 1.00pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking

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 works in practice; what your role is in the process and some of the issues arising.

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

LOCATION AND DATE

Glasgow Tuesday 25 April 2017

TIME

9.30am to 1.00pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking this course

CPD

3.25 hours



Pensions and Insolvency



Recent high-profile administrations have catapulted the treatment of pension schemes in formal insolvency back into the headlines. What role must the Pensions Regulator play in a restructuring or formal insolvency, and in what circumstances will a scheme transfer into the Pension Protection Fund? What are your responsibilities as an IP and what is the impact of insolvency on a scheme and the employees?

This course will take a detailed look at the Pensions Act legislation, and translate our statutory obligations into practical application for your cases.

CPD LEARNING OUTCOMES

- Types of schemes – what qualifies and what doesn't
- Pensions trustees – obligations on insolvency
- Pensions Act 2004 – application on insolvency
- The Pensions Regulator – when do they have a role
- Pension Protection Fund – what is it and when does a scheme enter
- Insolvency event notification process – how does it work
- Moral hazard provisions – what are they
- Pension related claims in insolvency – what ranks where
- Employee transfers and implications

WHO SHOULD ATTEND

This course is aimed at licenced Insolvency Practitioners and their staff, who are looking for a comprehensive introduction or update to the subject of pensions insolvency.

SPEAKERS

Jennifer Chambers, Senior Associate, Burness Paull

Jennifer has extensive experience providing ongoing and strategic pensions advice on a full range of pensions issues including liability management projects, scheme redocumentation, scheme wind-ups, Court of Session and High Court pension disputes, insolvency and restructuring (including entry to the Pension Protection Fund), public body transfers and corporate transactions. Her clients include multi-national companies, SMEs, life offices, public bodies, local authorities, not-for-profit organisations and trustee boards.

Cameron McCulloch, Associate, Burness Paull

Cameron has built-up significant experience advising clients on corporate transactions, equalisation of retirement ages, closure to accrual exercises and in respect of on-going compliance with pensions legislation. Advising company and trustee clients across a range of sectors means Cameron brings to the table a broader awareness of the various perspectives, considerations and issues involved.

LOCATIONS AND DATE

Glasgow Tuesday 30 May 2017

TIME

9.30am to 1.00pm

COST

Half day course: £150 + VAT
50% reduction for third delegate booking

CPD

3.25 hours

Commercial Property, Landlords and Leases

Dealing with commercial property can throw up myriad challenges for the IP: security; health and safety; environmental issues and commercial rates, to name just a few. And as IPs we need to deal regularly with leases and landlords. What is a lease, and what are the rights of a tenant and a landlord on insolvency?

This course combines an overview of the legal framework for Scottish leases, and provides some practical pointers of what to look out for and how to deal with some of the more complex issues arising. Emphasising practical tuition, you will learn how to deal competently with commercial property, owned or leased, and apply your skills in your case work.

CPD LEARNING OUTCOMES

- Commercial property definitions
- Non-domestic rates and impact of insolvency
- Issues on appointment: security; health and safety; environmental
- Leases – essential requirements
- Assignment, renunciation and irritancy
- Rights of landlord on insolvency
- Landlord and the administrator
- Dealing with leases as an IP
- Ongoing occupation

WHO SHOULD ATTEND

This course is aimed at licenced Insolvency Practitioners and their staff, who are looking for a comprehensive introduction or update to their skills in relation to commercial and leased property.

SPEAKERS

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

Joanna Clark, Legal Director, DLA Piper Scotland LLP

Joanna Clark has been practising in insolvency law for over seventeen years and has been accredited as a specialist in insolvency by the Law Society of Scotland since 2011. She has particular experience of the issues IPs face with leases, having advised both IPs and landlords in relation to these issues, in particular in large retail insolvencies such as BHS, HMV, Internationale, Optical Express and JJB Sports. Joanna has spoken widely on this topic, and insolvency-related topics, at conferences and seminars and has published articles in International Corporate Rescue, In-House Lawyer and CA Magazine.

LOCATION AND DATE

Glasgow Tuesday 30 May 2017

TIME

1.45pm to 5.00pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking

CPD

3.25 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? Just how much is 'substantial equity' and how should you treat it?

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, factors and statutory notices.
- 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

LOCATION AND DATE

Edinburgh Tuesday 10 October 2017

TIME

10.00am to 4.00pm

COST

Full day course: £285 + VAT

50% reduction for third delegate booking this course

CPD

4.75 hours

Foundations in Personal Insolvency

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 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
Jenn Stewart BA Hons MIPA, director of Insolvency Support Services Limited

LOCATIONS AND DATES

Course Title	What You Will Learn	Speaker	Location/ Venue	Date	Time
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	Jenn Stewart	Glasgow	Wednesday 14 June 2017	9.30am
		Eileen Maclean	Manchester	Tuesday 12 September 2017	9.30am
Introduction to Sequestration	Who can petition or apply? Effect of sequestration Overview of process Role and powers of trustee Contributions Discharge	Jenn Stewart	Glasgow	Wednesday 14 June 2017	1.45pm
		Eileen Maclean	Manchester	Tuesday 12 September 2017	1.45pm
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	Jenn Stewart	Glasgow	Thursday 15 June 2017	9.30am
		Eileen Maclean	Manchester	Wednesday 13 September 2017	9.30am
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	Jenn Stewart	Glasgow	Thursday 15 June 2017	1.45pm
		Eileen Maclean	Manchester	Wednesday 13 September 2017	1.45pm

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.

Foundations in Corporate Insolvency

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 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

SPEAKER

Jenn Stewart BA Hons MIPA, director of Insolvency Support Services Limited

LOCATIONS AND DATES

Course Title	What You Will Learn	Location/ Venue	Date	Time
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	Edinburgh	Wednesday 25 October 2017	9.30am
Introduction to Insolvent Liquidation	Overview of court liquidation process Overview of CVL process Effects of liquidation on stakeholders Powers of liquidator	Edinburgh	Wednesday 25 October 2017	1.45pm
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	Edinburgh	Thursday 26 October 2017	9.30am
Introduction to Investigations and CDDA	Liquidator's powers to investigate Administrator's powers to investigate Challengeable transactions SIP 2 CDDA obligations	Edinburgh	Thursday 26 October 2017	1.45pm

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.

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. 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 (AIPA).

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 led 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 31 March 2017.

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 9 June 2017**.

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 2017
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	Wednesday 25 January
2	Sequestration Asset realisation; Contributions; Recall; Discharge Claims; Order of ranking	Glasgow	Wednesday 8 February
3	Liquidation: Court CVL and MVL Case Control Remuneration; Liquidation Committees Liquidation following other procedures	Edinburgh	Thursday 9 February
4	Protected Trust Deeds Non Insolvency debt solutions Comparisons of procedures	Glasgow	Wednesday 22 February
5	Receivership Creditor claims; Prescribed part Challengeable transactions CDDA; Investigations	Edinburgh	Thursday 23 February
6	Administration CVA	Edinburgh	Thursday 9 March
7	Heritable property in personal insolvency Gratuitous alienations unfair preferences, debtor offences BROs and BRUs	Glasgow	Wednesday 29 March
8	Trading, issues on appointment, ROT, lease and HP creditors Interest and tax Debt collection Employee claims EU Regs	Edinburgh	Thursday 30 March
9	Personal financial statements e.g. statement of affairs, income and expenditure, R&P etc	Glasgow	Wednesday 26 April
10	Corporate financial statements e.g. statement of affairs, estimated outcome statement, R&P etc	Edinburgh	Thursday 27 April
11	Mock exam	Edinburgh or Glasgow	Wednesday 3 May
12	Mock exam feedback and exam revision: personal insolvency	Glasgow	Wednesday 17 May
13	Mock exam feedback and exam revision: corporate insolvency	Edinburgh	Thursday 18 May

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 (AIPA).

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 2017, we will again 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 led 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 31 March 2017.

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 9 June 2017**.

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 2017
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	Wednesday 25 January
2	Sequestration Asset realisation; Contributions; Recall; Discharge Claims; Order of ranking	Glasgow	Wednesday 8 February
3	Protected Trust Deeds Non Insolvency debt solutions Comparisons of procedures	Glasgow	Wednesday 22 February
4	Partnership Sequestration, Protected Trust Deeds and non-insolvent solutions	Glasgow	Wednesday 8 March
5	Heritable property in personal insolvency Challengeable transactions Debtor sanctions	Glasgow	Wednesday 29 March
6	Trading, issues on appointment, ROT, lease and HP creditors Interest and tax Debt collection Employee claims EU Regs	Edinburgh	Thursday 30 March
7	Personal financial statements e.g. statement of affairs, income and expenditure, R&P etc	Glasgow	Wednesday 26 April
8	Mock exam	Edinburgh or Glasgow	Wednesday 3 May
9	Mock exam feedback and exam revision: personal insolvency	Glasgow	Wednesday 17 May

CPPI COURSE DETAILS MANCHESTER

Module	CERTIFICATE OF PROFICIENCY IN PERSONAL INSOLVENCY	Location	Dates 2017
1	Securities, ethics, diligence, bonding and IP administration Introduction to book-keeping and VAT Introduction to SIPs What is an individual? Study techniques	Manchester	Tuesday 31 January
2	Sequestration Vesting and asset realisation Contributions Recall and discharge	Manchester	Wednesday 1 February
3	Protected trust deeds Non Insolvency solutions Comparison of procedures	Manchester	Tuesday 28 February
4	Partnerships and insolvency Issues on appointment and trading on	Manchester	Wednesday 1 March
5	Heritable property in personal insolvency Challengeable transactions Debtor Sanctions	Manchester	Tuesday 4 April
6	Personal financial statements e.g. statement of affairs, receipts and payments Creditor claims	Manchester	Wednesday 5 April
7	Employee claims Mock exam	Manchester	Tuesday 2 May
8	Mock exam feedback Exam revision	Manchester	Tuesday 16 May

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

Joint Insolvency Exam Training Scotland 2017

We pride ourselves on the quality of our material, the depth of our practical experience as IPs and our ability to translate both into exam success for our candidates. Face-to-face tutorials get results. Compare our results with those of our online-only competitors. An investment decision is about more than just the price, so invest in the future with ISS Training.

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.

Our programme also includes mock exams, which we will mark and return with individual written comments on technical ability and exam technique. We also provide individual coaching and support self study throughout the year.

BECOMING A JIE STUDENT

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

THE EXAM 2017

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 2017. The 2017 JIE is currently scheduled as follows:

Monday 6 November:	Paper 1 Liquidations
Tuesday 7 November:	Paper 2 ACVAR
Wednesday 8 November:	Paper 3 Personal

You will likely be offered a choice of exam centres when enrolling. Candidates will be examined on legislation in force as at 30 April 2017. In Scotland this will not include the Insolvency (Scotland) Rules 2017, which are likely to commence in October 2017 at the earliest.

THE EXAM 2018

Candidates thinking about JIE 2018 should be aware that it is likely that the exam format will change in 2018. Proposals could see the exam move from a three paper structure (Liquidation, ACVAR and Personal) to two papers (Corporate and Personal). This would more closely align the exam with the Partial Licence options now available. Discussions are ongoing at JIE Board level, and as soon as the final position for 2018 is known, we will let you know.

Candidates considering the exam in 2018 should also be aware that the new Insolvency (Scotland) Rules will likely be examinable for the first time in this diet. If the Scottish Rules come into force any time on or before 30 April 2018 (and currently we are looking at a provisional date of October 2017) then they will be caught by the usual 30 April cut-off date. However, in line with JIE provisions for the English Rules in 2018, if the Rules come in between 1 May 2018 and 31 July 2018, they will most likely be examinable in November 2018.

SPEAKERS

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

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.

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 28 February
1 Foundation (optional)	2	Securities The Courts Introduction to Diligence Scots Law Concepts Business entities What is a limited company	Wednesday 1 March
1 Foundation	3	IP Regulations 2005 Ethics Case control and succession planning Money laundering Client Money Regs Bribery Act Data Protection General SIPS	Thursday 2 March
2 Personal	1	Sequestration Creditor claims in insolvency	Tuesday 21 March
2 Personal	2	Vesting Partnerships Sequestration Statements of affairs for partnerships Protected trust deeds Interaction of diligence and personal insolvency	Wednesday 22 March
2 Personal	3	Heritable property Non insolvency debt solutions Divorce and the debtor Death and the debtor	Thursday 23 March
3 Liquidation	1	Liquidation Court CVL Liquidator's investigations Floating charge and prescribed part	Tuesday 18 April
3 Liquidation	2	MVL S110 schemes Striking off Reduction of capital LLPs Unregistered companies Remuneration Liquidation committees	Wednesday 19 April
3 Liquidation	3	CDDA/Directors responsibilities Diligence and liquidation Challengeable transactions	Thursday 20 April
4 ACVAR	1	Administration Prepacks/SIP 16 Administration expenses Remuneration approval	Tuesday 23 May
4 ACVAR	2	CVAs Creditor claims Voting	Wednesday 24 May

Module	Day	Subject	Dates
4 ACVAR	3	Receivership Schemes of arrangement Diligence and ACVAR Investigations Comparisons of procedures Pre insolvency advice	Thursday 25 May
5 Cross procedural	1	Pensions Leases EU regulation and cross border insolvency Retention of title	Tuesday 6 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 7 June
5 Cross procedural	3	TUPE Employee claims Tax and VAT in insolvency	Thursday 8 June
6 Numbers	1	Corporate papers: preparation of financial statements	Wednesday 21 June
6 Numbers	2	Personal papers: preparation of financial statements	Thursday 22 June
7 Revision	1	Liquidation	Tuesday 5 September
7 Revision	2	ACVAR	Wednesday 6 September
7 Revision	3	Personal	Thursday 7 September
8 Mock exam	1	Liquidation	Monday 19 September
8 Mock exam	2	ACVAR	Tuesday 20 September
8 Mock exam	3	Personal	Wednesday 21 September
9 Study Sessions	1	Exam feedback and final revision for Liquidation	Tuesday 3 October
9 Study Sessions	2	Exam feedback and final revision for ACVAR	Wednesday 4 October
9 Study Sessions	3	Exam feedback and final revision for Personal	Thursday 5 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

Effective Writing Skills



Effective communication is a key skill for everyone working in insolvency and we aim to produce clear advice letters, emails and reports. We regularly have to convey complex or technical information to lots of different stakeholders (debtors, creditors, lawyers and co-owners to list just a few), with legal implications if we get it wrong.

How do you set out clearly, in jargon-free language, your message? Can you say what you mean? And get the outcome that you want? If you would like to hone your skills in this area, this course is for you. We will look at all the tools you can use to develop effective written communication within an insolvency framework.

CPD LEARNING OUTCOMES

- Writing for your reader
- How to convey meaning and tone
- How to be concise and clear
- Avoiding jargon and section numbers
- Getting your grammar right and understanding why it matters
- How to construct a letter or report

WHO SHOULD ATTEND

Anyone whose job involves producing emails, letters or reports, standard or non-standard, and anyone looking to brush up their written communication skills.

SPEAKER

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

LOCATIONS AND DATES

Edinburgh	Thursday 2 February 2017
Manchester	Thursday 16 March 2017
Glasgow	Tuesday 7 November 2017

TIME

10.00am to 4.00pm

COST

Full day course: £285 + VAT

50% reduction for third delegate booking this course

Strategic 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.

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

WHO SHOULD ATTEND

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

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

LOCATIONS AND DATES

Edinburgh	Tuesday 14 March 2017
Manchester	Wednesday 27 September 2017

TIME

10.00am to 4.00pm

COST

Full day course: £285 + VAT per delegate

Also available as a bespoke course.

“ Well presented, friendly, relevant and different to other courses available ”



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.

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

WHO SHOULD ATTEND

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

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

LOCATIONS AND DATES

Edinburgh Wednesday 15 March 2017
Manchester Thursday 28 September 2017

TIME

10.00am to 4.00pm

FEE

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



Presentation Skills



We are often required to make a presentation during the course of our work. Whether it's a pitch to a potential client or referrer, a presentation for a promotion, an interview with the media or a technical presentation at a seminar or conference, we want to ensure that we engage our audience and stand out as a speaker.

Speak With Impact have distilled a number of significant, specific approaches that can help speakers make rapid progress. The more technical the subject, the more important it is to structure the presentation effectively, make it interesting and deliver it in an engaging way. This course will show you how to do all of these and give a substantial boost to your presentations.

CPD LEARNING OUTCOMES

- How to make a great start to any talk
- The most effective approach to preparation
- Choosing the best content and making key messages stick
- Developing a winning structure to maximise the impact
- Putting it all together - delivering with power

WHO SHOULD ATTEND

Anyone who gives any form of internal or external presentations as part of their role.

SPEAKER

Gavin Brown

A Director of Speak With Impact, Gavin has been passionate about every aspect of public speaking and presenting for over 20 years. He now uses his broad experience across the public speaking spectrum to help people at all stages of their career improve their public speaking performance dramatically, in a short space of time.

Before becoming a trainer he spent four years as a courtroom lawyer and nine years as a Member of the Scottish Parliament, latterly as Shadow Finance Minister. He has won numerous debating and mooted competitions, including the World Debating Competition.

Gavin has delivered training for companies in over a dozen countries and has won several international training awards over the years. His clients include key stakeholders in the insolvency market.

www.speakwithimpact.com

 www.linkedin.com/in/gavin-brown-5385491

LOCATION AND DATE

Edinburgh	Thursday 11 May 2017
Manchester	Tuesday 13 June 2017
Glasgow	Tuesday 24 October 2017

TIME

10.00am to 4.00pm

COST

Full day course: £285 + VAT (no discounts available)

Participants for each course restricted to eight



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: corporate or personal insolvency; niche or volume providers; Big 4 to sole traders; local and national government; banks and solicitors. 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 channelled back, with suggested solutions, to you the client. This end-to-end consultative, client-focused approach makes us unique.

CASE STUDIES

Bespoke Training

A customer contacted us to enquire about our Foundation series. Following discussion, we quickly established that their training requirements were centred around the differences between Scottish and English insolvency and accordingly we were able to design a course specific to their training requirements, run over a day and a half on site.

Directory Course run In-house

Our 2015/16 Course Directory included Corporate Insolvency Update. Two firms requested the course to be run in-house for their entire team. Both clients gained up-to-date technical training, and an around-the-table opportunity to discuss internal approaches to change.

If you see any course in this brochure 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 + VAT

Our price for a half day course is £925 + 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.

This price also assumes that the client provides the venue and any catering required on the day.

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 online or by BACS using the following details:

Bank: Clydesdale Bank plc
Bank sort code: 82 - 68 - 31
Bank account number: 00017866

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: ALL COURSES

Payment is due on booking. If the nominated delegate cannot attend, you may transfer the place to another individual at any point. Please inform us of the change as soon as possible. If you do not wish to 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.

DISCOUNTS

Pick any three courses (or book in multiples of three) from our Technical Update and Masterclass series only and pay just 50% for every third booking. The 50% discount will be applied to the cheapest course(s) chosen. Alternatively choose to send three delegates on one course, with a 50% saving on the third place.

At just £50 plus VAT per session, online or in person, our One Hour Series keeps you up to date on a regular basis. If you book your one hour sessions in blocks of three, you will qualify for a 50% discount on the third session.

Please note that no discounts are available for Foundations, Exam Training or Personal and Business Development.

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

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.

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 2017

COURSE	MODULE NO.	DAY NO.	SUBJECT	DATE	TIME	VENUE
One Hour Series	In person		Protecting your licence: bonding, insurance and PII	Friday 13 January	9:00am - 10:00am	Edinburgh
CPI	Module 1		Securities, ethics, diligence, bonding and IP administration	Wednesday 25 January	10.00am - 5.00pm	Edinburgh
CPPI	Module 1		Securities, ethics, diligence, bonding and IP administration	Wednesday 25 January	10.00am - 5.00pm	Edinburgh
One Hour Series	Online		Protecting your licence: bonding, insurance and PII	Friday 27 January	10.00am - 11.00am	Webinar
CPPI Manchester	Module 1		Securities, ethics, diligence, bonding and IP administration	Tuesday 31 January	10.00am - 5.00pm	Manchester
CPPI Manchester	Module 2		Sequestration	Wednesday 1 February	10.00am - 5.00pm	Manchester
Development			Effective writing skills	Thursday 2 February	10.00am - 4.00pm	Edinburgh
One Hour Series	In person		Technical short: DCOs and CFT	Friday 3 February	9.00am - 10.00am	Glasgow
Masterclass			Diligence and Insolvency	Tuesday 7 February	9.30am - 1.00pm	Edinburgh
CPI	Module 2		Sequestration	Wednesday 8 February	10.00am - 5.00pm	Glasgow
CPPI	Module 2		Sequestration	Wednesday 8 February	10.00am - 5.00pm	Glasgow
CPI	Module 3		Liquidation	Thursday 9 February	10.00am - 5.00pm	Edinburgh
Technical			Tax and VAT in Insolvency	Tuesday 21 February	9.30am - 1.00pm	Edinburgh
CPI	Module 4		PTDs	Wednesday 22 February	10.00am - 5.00pm	Glasgow
CPPI	Module 3		PTDs	Wednesday 22 February	10.00am - 5.00pm	Glasgow
CPI	Module 5		Receivership, creditor claims, challenges	Thursday 23 February	10.00am - 5.00pm	Edinburgh
One Hour Series	Online		Technical short: DCOs and CFT	Friday 24 February	10.00am - 11.00am	Webinar
Masterclass			Protected Trust Deeds	Monday 27 February	1.45pm - 5.00pm	Manchester
JIE	Module 1	Day 1	Foundations	Tuesday 28 February	9.30am - 5.00pm	Edinburgh
CPPI Manchester	Module 3		PTDs and Non Insolvency Solutions	Tuesday 28 February	10.00am - 5.00pm	Manchester
CPPI Manchester	Module 4		Partnership Sequestrations	Wednesday 1 March	10.00am - 5.00pm	Manchester
JIE	Module 1	Day 2	Foundations	Wednesday 1 March	9.30am - 5.30pm	Edinburgh
JIE	Module 1	Day 3	Foundations	Thursday 2 March	9.30am - 5.30pm	Edinburgh
Technical			Creditor claims: types, ranking and adjudication	Tuesday 7 March	1.45pm - 5.00pm	Edinburgh
CPPI	Module 4		Partnership Sequestrations	Wednesday 8 March	10.00am - 5.00pm	Glasgow
CPI	Module 6		Administration & CVA	Thursday 9 March	10.00am - 5.00pm	Edinburgh
One Hour Series	In person		Protecting your licence: Ethics, SIP 1 and Conflicts of interest	Friday 10 March	9.00am - 10.00am	Edinburgh
Masterclass			Money Advice and DAS	Tuesday 14 March	9.30am - 1.00pm	Manchester
Development			Strategic Marketing for IPs	Tuesday 14 March	10.00am - 4.00pm	Edinburgh
Development			LinkedIn and Twitter for IPs	Wednesday 15 March	10.00am - 4.00pm	Edinburgh
Development			Effective writing skills	Thursday 16 March	10.00am - 4.00pm	Manchester
JIE	Module 2	Day 1	Personal Insolvency	Tuesday 21 March	9.30am - 5.30pm	Edinburgh
JIE	Module 2	Day 2	Personal Insolvency	Wednesday 22 March	9.30am - 5.30pm	Edinburgh
JIE	Module 2	Day 3	Personal Insolvency	Thursday 23 March	9.30am - 5.30pm	Edinburgh
One Hour Series	Online		Protecting your licence: Ethics, SIP 1 and Conflicts of interest	Friday 24 March	10.00am - 11.00am	Webinar
Technical			CVA and SIP 3.2	Tuesday 28 March	9.30am - 1.00pm	Edinburgh
CPI	Module 7		Heritable Property in Insolvency	Wednesday 29 March	10.00am - 5.00pm	Glasgow
CPPI	Module 5		Heritable Property in Insolvency	Wednesday 29 March	10.00am - 5.00pm	Glasgow
CPI	Module 8		Trading	Thursday 30 March	10.00am - 5.00pm	Edinburgh
CPPI	Module 6		Trading	Thursday 30 March	10.00am - 5.00pm	Edinburgh
CPPI Manchester	Module 5		Heritable Property in Insolvency	Tuesday 4 April	10.00am - 5.00pm	Manchester
CPPI Manchester	Module 6		Personal financial statements	Wednesday 5 April	10.00am - 5.00pm	Manchester

Courses Calendar 2017 (continued)

COURSE	MODULE NO.	DAY NO.	SUBJECT	DATE	TIME	VENUE
One Hour Series	In person		Technical short: POCA, Money Laundering and Confiscation	Friday 7 April	9.00am - 10.00am	Glasgow
JIE	Module 3	Day 1	Liquidation	Tuesday 18 April	9.30am - 5.30pm	Edinburgh
JIE	Module 3	Day 2	Liquidation	Wednesday 19 April	9.30am - 5.30pm	Edinburgh
JIE	Module 3	Day 3	Liquidation	Thursday 20 April	9.30am - 5.30pm	Edinburgh
Masterclass			Death Divorce and the Debtor	Thursday 20 April	9.30am - 1.00pm	Glasgow
One Hour Series	Online		Technical short: POCA, Money Laundering and Confiscation	Friday 21 April	10.00am - 11.00am	Webinar
Masterclass			Partnership Solutions	Tuesday 25 April	9.30am - 1.00pm	Glasgow
CPI	Module 9		Personal financial statements	Wednesday 26 April	10.00am - 5.00pm	Glasgow
CPPI	Module 7		Personal financial statements	Wednesday 26 April	10.00am - 5.00pm	Glasgow
CPI	Module 10		Corporate financial statements	Thursday 27 April	10.00am - 5.00pm	Edinburgh
CPPI Manchester	Module 7		Issues on appointment and mock exam	Tuesday 2 May	10.00am - 5.00pm	Manchester
CPI	Module 11		Mock exam	Wednesday 3 May	9.30am - 1.30pm	TBC
CPPI	Module 8		Mock exam	Wednesday 3 May	9.30am - 1.30pm	TBC
Technical			Scottish insolvency for English IPs: Corporate	Tuesday 9 May	9.30am - 5.30pm	London
Technical			Scottish insolvency for English IPs: Personal	Wednesday 10 May	9.30am - 5.30pm	London
Development			Presentation skills for IPs	Thursday 11 May	10.00am - 4.00pm	Edinburgh
One Hour Series	In person		Protecting your licence: Registration requirements	Friday 12 May	9.00am - 10.00am	Edinburgh
CPPI Manchester	Module 8		Mock exam feedback - Personal	Tuesday 16 May	10.00am - 5.00pm	Manchester
CPI	Module 12		Mock exam feedback - Personal	Wednesday 17 May	10.00am - 5.00pm	Glasgow
CPPI	Module 9		Mock exam feedback - Personal	Wednesday 17 May	10.00am - 5.00pm	Glasgow
CPI	Module 13		Mock exam feedback - Corporate	Thursday 18 May	10.00am - 5.00pm	Edinburgh
JIE	Module 4	Day 1	ACVAR	Tuesday 23 May	9.30am - 5.30pm	Edinburgh
JIE	Module 4	Day 2	ACVAR	Wednesday 24 May	9.30am - 5.30pm	Edinburgh
JIE	Module 4	Day 3	ACVAR	Thursday 25 May	9.30am - 5.30pm	Edinburgh
One Hour Series	Online		Protecting your licence: Registration requirements	Friday 26 May	10.00am - 11.00am	Webinar
Masterclass			Pensions and Insolvency	Tuesday 30 May	9.30am - 1.00pm	Glasgow
Masterclass			Commercial Property, Landlords and Leases	Tuesday 30 May	1.45pm - 5.00pm	Glasgow
JIE	Module 5	Day 1	Cross Procedural	Tuesday 6 June	9.30am - 5.30pm	Edinburgh
JIE	Module 5	Day 2	Cross Procedural	Wednesday 7 June	9.30am - 5.30pm	Edinburgh
JIE	Module 5	Day 3	Cross Procedural	Thursday 8 June	9.30am - 5.30pm	Edinburgh
One Hour Series	In person		Technical short: Inhibitions and insolvency	Friday 9 June	9.00am - 10.00am	Glasgow
Development			Presentation skills for IPs	Tuesday 13 June	10.00am - 4.00pm	Manchester
Foundations	Personal		Intro to Personal Insolvency Law Concepts	Wednesday 14 June	9.30am - 12.45pm	Glasgow
Foundations	Personal		Introduction to Sequestration	Wednesday 14 June	1.45pm - 5.00pm	Glasgow
Foundations	Personal		Introduction to PTDs	Thursday 15 June	9.30am - 12.45pm	Glasgow
Foundations	Personal		Introduction to Heritable Property	Thursday 15 June	1.45pm - 5.00pm	Glasgow
Masterclass			Securities and Insolvency	Tuesday 20 June	9.30am - 1.00pm	Edinburgh
JIE	Module 6	Day 1	Numbers	Wednesday 21 June	9.30am - 5.30pm	Edinburgh
JIE	Module 6	Day 2	Numbers	Thursday 22 June	9.30am - 5.30pm	Edinburgh
One Hour Series	Online		Technical short: Inhibitions and insolvency	Friday 23 June	10.00am - 11.00am	Webinar
Technical			Insolvency (Scotland) Rules	Tuesday 29 August	9.30am - 1.00pm	Edinburgh
One Hour Series	In person		Protecting your licence: Indemnities	Friday 1 September	9.00am - 10.00am	Edinburgh
JIE	Module 7	Day 1	Revision	Tuesday 5 September	9.30am - 5.30pm	Edinburgh
JIE	Module 7	Day 2	Revision	Wednesday 6 September	9.30am - 5.30pm	Edinburgh
JIE	Module 7	Day 3	Revision	Thursday 7 September	9.30am - 5.30pm	Edinburgh
Technical			Insolvency (Scotland) Rules	Monday 11 September	9.30am - 1.00pm	Glasgow

Courses Calendar 2017 (continued)

COURSE	MODULE NO.	DAY NO.	SUBJECT	DATE	TIME	VENUE
Foundations	Personal		Intro to Personal Insolvency Law Concepts	Tuesday 12 September	9.30am - 12.45pm	Manchester
Foundations	Personal		Introduction to Sequestration	Tuesday 12 September	1.45pm - 5.00pm	Manchester
Foundations	Personal		Introduction to PTDs	Wednesday 13 September	9.30am - 12.45pm	Manchester
Foundations	Personal		Introduction to Heritable Property	Wednesday 13 September	1.45pm - 5.00pm	Manchester
One Hour Series	Online		Protecting your licence: Indemnities	Friday 15 September	10.00am - 11.00am	Webinar
JIE	Module 8	Day 1	Mock Exam	Tuesday 19 September	9.30am - 1.30pm	TBC
JIE	Module 8	Day 2	Mock Exam	Wednesday 20 September	9.30am - 1.30pm	TBC
JIE	Module 8	Day 3	Mock Exam	Thursday 21 September	9.30am - 1.30pm	TBC
Masterclass			Money Advice and DAS	Thursday 21 September	9.30am - 1.00pm	Edinburgh
Technical			Insolvency (Scotland) Rules	Tuesday 26 September	9.30am - 1.00pm	Manchester
Development			Strategic Marketing for IPs	Wednesday 27 September	10.00am - 4.00pm	Manchester
Technical			Insolvency (Scotland) Rules	Wednesday 27 September	9.30am - 1.00pm	Leeds
Development			LinkedIn and Twitter for IPs	Thursday 28 September	10.00am - 4.00pm	Manchester
Technical			Insolvency (Scotland) Rules	Monday 2 October	9.30am - 1.00pm	London
JIE	Module 9	Day 1	Final study session	Tuesday 3 October	9.30am - 5.30pm	Edinburgh
JIE	Module 9	Day 2	Final study session	Wednesday 4 October	9.30am - 5.30pm	Edinburgh
JIE	Module 9	Day 3	Final study session	Thursday 5 October	9.30am - 5.30pm	Edinburgh
One Hour Series	In person		Technical short: Uncommon business structures	Friday 6 October	9.00am - 10.00am	Glasgow
Masterclass			Heritable Property in Personal Insolvency	Tuesday 10 October	10.00am - 4.00pm	Edinburgh
Development			Presentation skills for IPs	Tuesday 24 October	10.00am - 4.00pm	Glasgow
Foundations	Corporate		Intro to Corporate Insolvency Law Concepts	Wednesday 25 October	9.30am - 12.45pm	Edinburgh
Foundations	Corporate		Introduction to Insolvent Liquidation	Wednesday 25 October	1.45pm - 5.00pm	Edinburgh
Foundations	Corporate		Introduction to Administration	Thursday 26 October	9.30am - 12.45pm	Edinburgh
Foundations	Corporate		Introduction to Investigations and CDDA	Thursday 26 October	1.45pm - 5.00pm	Edinburgh
One Hour Series	Online		Technical short: Uncommon business structures	Friday 27 October	10.00am - 11.00am	Webinar
Technical			Scottish insolvency for English IPs: Corporate	Tuesday 31 October	9.30am - 5.00pm	Leeds
Technical			Scottish insolvency for English IPs: Personal	Wednesday 1 November	9.30am - 5.00pm	Leeds
Development			Effective writing skills	Tuesday 7 November	10.00am - 4.00pm	Glasgow
Technical			Administration and SIP 16	Thursday 9 November	9.30am - 1.00pm	Glasgow
One Hour Series	In person		Protecting your licence: Handling complaints effectively	Friday 10 November	9.00am - 10.00am	Edinburgh
One Hour Series	Online		Protecting your licence: Handling complaints effectively	Friday 24 November	10.00am - 11.00am	Webinar
Masterclass			Complex Business Structures and the IP's Power to Investigate	Wednesday 6 December	10.00am - 4.00pm	Glasgow

INSOLVENCY SUPPORT YOU CAN RELY ON

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Insolvency Support Services is an award-winning provider of a uniquely complete range of support services to the insolvency market:

Training Outsourcing Compliance Practice Support

Combining technical insolvency expertise with extensive commercial, practical experience, we work with clients UK-wide to help boost their performance. Whatever the size and scope of your business, we can tailor our services to the level of support you need.

Discover more by contacting us on **0845 601 7570**
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