



COURSE DIRECTORY

2018



www.insolvencysupportservices.com

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Welcome to Our 2018 Programme



We are delighted to present our comprehensive directory of courses running throughout 2018.

NEW FOR 2018

We are delighted to welcome Alison Curry to ISS Training. She is looking forward to working with you throughout 2018. Alison's experience and skill-set mean that we can further extend our offering UK-wide, and expand the range of courses we offer, particularly bespoke on-site training in the fields of IVA and bankruptcy.

COURSES

ISS Training offers a wide range of courses to the insolvency profession and its 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 our popular one-hour series, foundation courses, exam training, technical updates, masterclasses and personal and business development.

COURSE PRICE OFFERS

We continue to offer 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 37 for full details.

BESPOKE IN-HOUSE TRAINING

Our customers recognise 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. Together with Jenn Stewart and Alison Curry, supported by Steven Wood, we represent the most experienced insolvency training team in the UK. 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 37.

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

Eileen Maclean
MA Hons MIPA MABRP MBA
Course Director



One Hour Series

Our webinars proved extremely popular throughout 2017, so we are delighted to announce a brand new One Hour Series for 2018. Meet your CPD requirements without even stepping away from your desk. Or multi-task and view them on the go!

You can pick the individual session that suits your needs, or you can choose to follow a stream. Our Technical Shorts continue, starting with the recent changes arising from the Recast EU Insolvency Regulation 2017. New for 2018 is our Business Insolvency stream, looking in detail at some of the challenges in trading an insolvent business.

Our 2017 Protecting Your Licence stream examined a number of areas that have since been subject to consultation, review or change. 2018 will see amended provisions in respect of the Ethics Code and proposed changes to the insolvency bond. We will consider these changes in a mini, up-to-date Protecting Your Licence series.

Our focus across the One Hour Series is UK insolvency and the majority of our webinars will meet your training needs, wherever you work in the UK. However, we recognise some subjects are jurisdiction-specific, so we've identified which one applies, to ensure your choice matches your requirements.

STREAM	WEBINAR	DATE	JURISDICTION
Technical Short	Recast EU Insolvency Regulation 2017	Friday 26 January 2018	UK
Technical Short	New SIPs Update: SIP 6 and SIP 11	Friday 16 February 2018	England & Wales/UK
Business Insolvency	Pre-appointment advice to directors	Friday 23 February 2018	UK
Technical Short	Practical Approach to GDPR for IPs	Friday 23 March 2018	UK
Business Insolvency	Retention of title	Friday 27 April 2018	UK
Technical Short	SIPs Update	Friday 18 May 2018	UK
Technical Short	The Insolvency (England and Wales) Rules 2016 – one year on	Friday 1 June 2018	England & Wales
Business Insolvency	Social media on appointment	Friday 15 June 2018	UK
Technical Short	IP Fees and the new Practice Direction on Insolvency Proceedings	Friday 6 July 2018	England & Wales
Technical Short	Current issues in MVLs	Friday 31 August 2018	UK
Protecting Your Licence	Anti-money Laundering Systems and Procedures	Friday 14 September 2018	UK
Business Insolvency	Construction industry	Friday 28 September 2018	UK
Protecting Your Licence	Professional Standards and the Ethics Code	Friday 12 October 2018	UK
Technical Short	Property in Protected Trust Deeds	Friday 26 October 2018	Scotland
Protecting Your Licence	Bonding, Insurance and PII	Friday 9 November 2018	UK
Business Insolvency	Licensed trade	Friday 23 November 2018	UK

TECHNICAL SHORTS

Recast EU Regulations 2017 - Friday 26 January 2018

The original EU Regulations came into force in May 2002, with the aim of simplifying the formalities governing reciprocal recognition and enforcement of insolvency proceedings across Europe's member states. An in-built statutory review of the Regulations started in 2012, and the recast EU Regulations were finalised in May 2015, coming into force in the UK in June 2017.

While the UK continues to be a member of the EU, the recast Regulations apply – and this webinar looks at how they have changed the 2002 Regulations and developed the principles of co-operation and reciprocity since the EU Regs were first introduced. We will also look at what the alternatives might be, post Brexit.

New SIPs Update 2018 - Friday 16 February 2018

The RPBs recently issued two new SIPs on key areas of insolvency practice, which came into effect on 1 January 2018.

Statement of Insolvency Practice 6 - Deemed Consent and Decision Procedures in Insolvency Proceedings (England and Wales): An interim SIP 6 was introduced in April 2017 to coincide with the implementation of the Insolvency (England & Wales) Rules 2016, which made significant changes to the way decisions are made by creditors. Following consultation, the interim SIP has now been replaced with a revised SIP 6. We will examine key changes

and regulatory requirements around obtaining decision from creditors.

Statement of Insolvency Practice 11 - The Handling of Funds in Formal Insolvency Appointments: The former SIP 11 inadequately reflected current practice structures and banking products used by insolvency practitioners. The new SIP 11 is intended to provide greater clarity around the need for proportionate safeguards and financial controls, so that creditors and other stakeholders can be confident that their interests are adequately protected. The new SIP applies UK wide and introduces new requirements to all insolvency practices when handling funds.

Practical Approach to GDPR for IPs - Friday 23 March 2018

This year's challenge is the new General Data Protection Regulation coming into force on 25 May 2018. Anyone who handles data must comply with data processing legislation, and the new Regulations tighten up existing procedure and introduce more significant penalties for data breaches. You've read the headlines, and you've seen the fines - this is something that we all need to understand so that we can best protect ourselves in practice.

Our webinar will look at the provisions of the GDPR and consider the practical implications for IPs, in terms of our own businesses and the insolvent entities to which we are appointed. We will attempt to understand how to deal with data relating to our appointments and the risks in doing so.

SIPs Update - Friday 18 May 2018

Statements of Insolvency Practice, or the SIPs as we better know them, are required practice in our role as insolvency practitioners, and set out the principles we should apply when approaching a particular area: fees, the handling of client funds and IVAs to name but a few. While there is no statutory onus on us to comply, breaches of SIPs can form the basis of disciplinary action by your regulator.

This webinar is an opportunity to refresh your knowledge of the existing SIPs and get up to date on recent changes, as they apply across the UK. We will look at the regulatory terms and we will consider the practical implications of any changes to the principles based approach demanded of the SIPs.

The Insolvency (England and Wales) Rules 2016: One Year On – 1 June 2018

The Insolvency (England and Wales) Rules 2016 hailed the most significant changes to insolvency law and practice in over 30 years, recasting the Insolvency Rules 1986 in their entirety and introducing new procedures for obtaining creditor decisions.

In this webinar we examine how the insolvency profession has adapted to the changes introduced. We will consider: what practices and trends are emerging; the teething troubles experienced by IPs; the amendments to the legislation since its introduction and how regulation has developed.

IP Fees and the new Practice Direction on Insolvency Proceedings – 6 July 2018

Obtaining valid approval for IP fees is a fundamental concern for practitioners. These processes were subject to substantial revision under the Insolvency (England & Wales) Rules 2016 and both ICAEW and IPA have issued guidance pieces on their monitoring approach to fee issues. SIP 9 compliance remains perennially high on the regulatory radar.

This webinar will look at the legal and regulatory provisions, consider whether creditors are really engaging with new fee approval processes and what alternatives exist for IPs when creditors fail to do so. With a new Practice Direction on Insolvency Proceeding expected

Current issues in MVLs - Friday 31 August 2018

Increasingly the members' voluntary liquidation process is under the spotlight of HMRC, keen to ensure that an MVL is a tax-fair method of returning capital to members, but equally keen to ensure that it is not a vehicle of tax avoidance. Recent case decisions have implications for the treatment and payment of statutory interest in MVLs. Tax planning has always been important in advance of a solvent winding up, but it's crucial now.

This webinar will look in detail at the tax planning issues, the implications of HMRC's current approach and attitude to MVLs, and will highlight the areas of particular concern. We will also look at some practical suggestions of how to minimise risk to you as an insolvency practitioner in accepting the appointment, while making sure shareholders understand their responsibility in the process.

Property in Protected Trust Deeds - Friday 26 October 2018

Concluding our Technical Short series for 2018, we turn our attention to property in the context of protected trust deeds. There are various options for dealing with a debtor's property in a PTD but all of them should have the same result - the best outcome for creditors.

This webinar will look at the advantages and disadvantages of including and excluding a property from a trust

deed, and the exclusion process in some detail. If the property is to be realised, we look at the options for doing so, and the role of Form 1B in the process. We set out the basis of calculating equity and ensuring the best outcome for creditors, as well as looking at current guidance from the Accountant in Bankruptcy in this area.

BUSINESS INSOLVENCY STREAM

Pre-appointment advice to directors - Friday 23 February 2018

We regularly act as advisors to a variety of stakeholders before or instead of formal appointment. In that situation, it is important to remember that the directors are still in charge, and the company - and corresponding trading decisions - is their responsibility, not yours.

Commonly known as the hiatus period, this webinar examines in detail the advice the directors should be given to protect themselves, the company's creditors and stakeholders, and why it is so important. We will also look at what you need to do to protect yourself in any advisory period and how to mitigate any risk that appointment may pose.

Retention of Title - Friday 27 April 2018

It's unusual these days for suppliers of physical good stock not to have retention of title provisions in their contract. Stemming from the UK-wide Sale of Goods Act 1979, and subject to contract law, it is usually a formal insolvency procedure that triggers suppliers' reliance on the retention of title contract provisions.

This webinar looks at the legal framework for retention of title, and how case law over the years has developed and driven how claimants and IPs exercise and challenge their various rights. We will consider how ROT operates in law and in practice, and set out some strategies for dealing with ROT in a trading scenario, when a pre-pack sale is proposed.

Social media on appointment - Friday 15 June 2018

Facebook, Instagram, Twitter, Whatsapp, Snapchat et al – nowadays it seems that there are endless, immediate ways to communicate and no limit to the audience. Almost every business has some on-line presence or personality. What social media perils lie in wait for an unsuspecting IP? And when taking control of a business on appointment, how do you take control of social media and the message?

In this webinar we will consider the social media channels that you need to think about, your strategy for identifying them and the people with access, and how to control them on appointment. We will look at the advantages and disadvantages of closing the accounts or running them throughout your appointment. We will also consider what social media policies and procedures you might need to check or implement if trading on.

Construction industry - Friday 28 September 2018

The construction industry is commonly viewed as an economic bellwether, since it is one of the first to feel the impact of recession and lack of market investment, and one of the last to feel the benefits of growth and increased confidence.

Continuing our Business Insolvency series, the webinar looks at the challenges of dealing with an appointment in the construction industry, and how best to maximise value in what can be a very challenging environment.

What rights do you have in relation to contracts, and where in the contractual relationship do you stand? How do you best protect the value of work-in-progress, deal with completion and collect your retentions? And what can you do to protect assets on site immediately following your appointment?

Licensed Trade - Friday 23 November 2018

Our final webinar for 2018, we conclude with a look at the licensed trade. Pubs, hotels and restaurants operate in an increasingly challenging economic and regulatory environment: chasing an ever-diminishing disposable income of their customers, budget competitors ('pre-loading' and Airbnb) and Treasury tax hikes on alcohol to list just a few. Concluding our Business Insolvency series, this webinar looks at the challenges of dealing with an appointment in the licensed trade, strategies on appointment and the requirements of the licensing regime in which the business operates.

PROTECTING YOUR LICENCE

Anti-Money Laundering Systems and Procedures – 14 September 2018

The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (MLR 2017) came into force on 26 June 2017. They introduced new requirements on firms and on their Supervisors (for IPs, this is their RPBs), some of which come into force this year. AML compliance now goes far beyond the need for identity checks.

In this webinar we look at what systems and processes your firm needs to have in place, what sources of advice and

guidance are available and how best to protect yourself in practice. We also look at the regulatory infrastructure and new obligations placed on AML Supervisors, so you can understand what your regulator is likely to be expecting from you.

Professional Standards and the Ethics Code – 12 October 2018

The profession-wide Ethics Code to which we must adhere is under review, and changes to the Code are expected. The use of introducers remains contentious within the profession and IPs must chart a careful course through the provisions of the Code to meet expected professional standards. Perceived conflicts of interest remain high profile, and transparency is the buzz word of the rule makers.

How do we ensure that we maintain objectivity and transparency when accepting and dealing with appointments? And what is the position with commissions? What are the practical implications of the various disclosure requirements in the SIPs? In this webinar we consider within the stated guidance how we manage conflicts of interest and the risks that they present.

Bonding, Insurance and PII – 10 November 2018

The bonding regime for IPs has been under review – is it fit for purpose? How and when is it likely to change? Bonding is not the whole picture, since it interacts with other insurances, your RPB's professional indemnity insurance requirements and the best practice requirements of SIP 11.

This session will look at the interaction between these types of cover, who they protect and whether there may be gaps in the cover you and your practice must provide to ensure you are adequately protected in an increasingly litigious landscape.

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
Alison Curry LLB Hons MIPA, director of Insolvency Support Services Limited

TIME

Online 10.00am to 11.00am

COST

At just £50 plus VAT per online session per 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

1 hour

Our entire 2017 series is still available, and you can purchase recordings of the following webinars:

TECHNICAL SHORTS

Bankruptcy (Scotland) (Consolidation) Act 2016
DCOs and CFT
POCA, Money Laundering and Confiscation
Inhibitions and Insolvency
Uncommon Business Structures

PROTECTING YOUR LICENCE

Bonding, Insurance and PII
Ethics, SIP 1 and Conflicts of Interest
Registration requirements
Indemnities
Handling complaints effectively

VAT in Insolvency

As IPs running our own business, we need to keep up to date with the implications of the VAT regime. It's equally important that we bring our expertise to businesses to which we are appointed, and understand the VAT regime of an industry, implications of continued trading and how we structure any sale of the business in a tax efficient manner.

In this course we 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 VAT: output; input, rates of Tax
- Registration; thresholds; returns and de-registration
- VAT flat rate schemes, rates and thresholds
- Calculating VAT from incomplete records
- VAT Bad Debt Relief: how and when to claim and implications of doing so
- Option to tax: what you need to know
- Paymex decision and exempt supplies
- Partial exemption - basics of calculations
- VAT implications on sale of business / assets
- VAT on bond and recharging of outlays
- VAT fraud and what to look out for
- Hot topics

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 VAT issues in insolvency.

SPEAKER

David McKinlay, VAT Manager, RSM
Eileen Maclean MA Hons MIPA MABRP MBA, director of Insolvency Support Services Limited

LOCATION AND DATE

Edinburgh Tuesday 6 March 2018

TIME

9.30am to 1.00pm

COST

Half day course: £155 + VAT

50% reduction for third delegate booking

If booked with Tax in Insolvency £295 + VAT per delegate

CPD

3.25 hours

Tax in Insolvency

The speed of change in insolvency statute is matched by the speed of change in tax legislation. As IPs, we need to 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 tax issues in MVLs and s110 arrangements.

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
- Effect of APNs and tribunal decisions
- Claims from HMRC: actual, assessed and determined
- Review of returns submitted and existence of DOTAS scheme reference numbers
- Insolvent party as employer: know your responsibilities
- IP responsibility to advise HMRC
- Utilising loss reliefs and HMRC right of set off
- MVL and s110 tax planning
- Hot topics

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 issues in insolvency.

SPEAKER

Philip McNeill MA FCA CTA, ICAS Head of Taxation (Tax Practice and Small Business Taxes)

Philip is part of the ICAS tax team, with particular responsibility for agent engagement and owner managed business taxes.

Having read Natural Science at Cambridge, small and medium-sized practice provided Philip's route into the profession. He has particular understanding of rural practice and its concerns, from motorway service stations to pedigree sheep.

His career has spanned sole practice, and SME business, with extensive experience of writing and lecturing; including a stint as lay member of the Insolvency Practices Council. Working with the disadvantaged and unrepresented, via organisations such as Child Poverty Action Group (Scotland), Business Debtline and TaxAid, has given him extensive insight into HMRC debt recovery.

He contributes regularly to periodicals such as Taxation, Tolley's Practical Tax, and others; and to sites such as Accounting Web. He is a member of the HMRC IR 35 forum and looks after the ICAS Owner Managed Business Tax Committee.

LOCATION AND DATE

Edinburgh Tuesday 6 March 2018

TIME

1.45pm - 5.00pm

COST

Half day course: £155 + VAT

50% reduction for third delegate booking

If booked with VAT in Insolvency £295 + VAT per delegate

CPD

3.25 hours

English Insolvency Conversion Course



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

This course sets out the key distinctions between Scottish and English corporate insolvency processes. We look at differences in legal process, legal terminology, and the wider English legal landscape. We will look in detail at the remuneration approval process and how it works.

CPD LEARNING OUTCOMES

- Foundations: court structure; differing legal concepts and terminology
- Role of the Official Receiver
- Decision making
- Electronic filing and use of websites
- Fixing of remuneration
- Role of the courts and new Insolvency proceedings practice direction
- Enforcement rights (civil recovery)
- Leases and commercial rent arrears recovery
- Creditors' claims, set off and ROT
- Key differences in corporate procedures:
 - Compulsory Liquidation
 - Administration
 - CVL
 - Receivership

WHO SHOULD ATTEND

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

SPEAKER

Alison Curry LLB Hons MIPA, director of Insolvency Support Services Limited

LOCATIONS AND DATES

Edinburgh Tuesday 24 April 2018

TIME

9.30am to 5.30pm

COST

Full day course: £295 + VAT

50% reduction for third delegate booking

CPD

6.5 hours

Scottish Insolvency Rules 2018

RESCHEDULED
FOR 2018

2018 promises to be the year we finally see the new Insolvency (Scotland) Rules!

This course will look at the Scottish Rules, and the changes they will bring on their now expected commencement date in April 2019.

At the time of writing, we anticipate the Rules will be published in Autumn 2018, to allow approximately six months before commencement for a period of familiarisation, planning and preparation.

These informative courses will answer any questions that you might have. We 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

- Introducing the new concepts in Scottish corporate insolvency processes
- Overview of the new legislation and its structure
- Outlining the practical ramifications of the new statute
- Identifying what is staying the same!
- How will the changes affect you in your role and your business in practice
- Outline of practical preparations you need to make in advance of commencement

WHO SHOULD ATTEND

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

SPEAKERS

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

LOCATIONS, DATES AND TIMES*

London	Monday 1 October 2018	1.45pm to 5.00pm
Edinburgh	Wednesday 10 October 2018	9.30am to 1.00pm
Glasgow	Tuesday 30 October 2018	9.30pm to 1.00pm
Manchester	Tuesday 27 November 2018	1.45pm to 5.00pm
Edinburgh	Wednesday 27 February 2019	9.30am to 1.00pm
Glasgow	Thursday 21 March 2019	9.30am to 1.00pm

COST

Half day course: £155 + 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

Scottish Corporate Insolvency Conversion Course

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 English Rules and the legal differences north of the Border?

This course sets out the key distinctions between Scottish and English corporate insolvency processes. We look at differences in legal process, legal terminology, and the wider Scottish legal landscape. We will look in detail at the remuneration approval process and how it works.

CPD LEARNING OUTCOMES

- 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

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

Manchester	Wednesday 2 May 2018
London	Thursday 20 September 2018

TIME

9.30am to 5.30pm

COST

Full day course: £295 + VAT

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

CPD

6.5 hours



Scottish Personal Insolvency Conversion Course

Our Conversion Series has been designed specifically for anyone new to Scottish Personal 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

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	Eileen Maclean	Manchester	Tuesday 11 September 2018	9.30am
Introduction to Sequestration	Who can petition or apply? Effect of sequestration Overview of process Role and powers of trustee Contributions Discharge	Eileen Maclean	Manchester	Tuesday 11 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	Eileen Maclean	Manchester	Wednesday 12 September 2018	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	Eileen Maclean	Manchester	Wednesday 12 September 2018	1.45pm

COST

Each half-day module: £155 + VAT
Two half-day modules: £295 + VAT
All four half-day modules: £550 + VAT

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

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.

CPD LEARNING OUTCOMES

- An understanding of the statutory requirements, how they apply in practice
- Current issues in remuneration and outlays
- Approving parties and bases of remuneration
- SIP 9 Scotland vs SIP 9 EW
- Sequestration and PTD
- Insolvent liquidation, S204 and S205
- Administrate: Pre and Post Appointment
- Receivership / CVA / MVL

SPEAKER

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

LOCATION AND DATE

Glasgow Tuesday 22 May 2018

TIME

9.30am to 12.45pm

COST

Half day course: £150 + VAT

50% reduction for third delegate booking this course

CPD

3 hours

Employees in Insolvency

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 of employment and insolvency law
- How this applies to the work that you do as IP
- Effective strategies for dealing with employees on appointment
- Employee claims in insolvency

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

Glasgow Tuesday 9 October 2018

TIME

10.00am to 4.00pm

COST

Full day course: £295 + VAT

50% reduction for third delegate booking this course

CPD

5 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

Glasgow Thursday 8 November 2018

TIME

9.30am to 1.00pm

COST

Half day course: £155 + VAT

50% reduction for third delegate booking

CPD

3.25 hours

IVA Masterclass



This full day course is a detailed introduction to IVAs: the statutory and regulatory framework; how to draft them; the role of nominee and supervisor; dealing with modifications and closure.

It is also an opportunity to discuss and debate current industry issues around IVAs. You will gain a thorough and detailed understanding of the issues in the IVA industry, and leave with practical and best practice solutions to apply in your business and your case load.

CPD LEARNING OUTCOMES

- Statutory and regulatory framework: new rules / old rules - application and differences and interaction with FCA regulation
- Role of nominee and supervisor – exercising sufficient control and expected professional standards
- R3 v Protocol terms – pros and cons
- Decision making in IVAs
- Dealing with modifications
- Calculating available income
- Handling of funds – New SIP 11 requirements
- Admission / rejections of claims
- Variation
- Termination / Completion and Closure
- Substantial equity in IVAs: are contributions in lieu of equity still a viable alternative?
- Fees and expenses – regulatory compliance and creditor expectations
- The future for IVAs – peer discussion

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 IVAs.

SPEAKER

Alison Curry LLB Hons MIPA Director of Insolvency Support Services Limited

LOCATIONS AND DATES

Glasgow Wednesday 14 March 2018
Manchester Wednesday 28 November 2018

TIME

9.30am to 5.00pm

COST

Full day course: £295 + VAT

50% reduction for third delegate booking

CPD

6.25 hours

Insurance in Insolvency



Insolvency involves risk. By its very nature, insolvency can be contentious and in a risk filled environment, we must protect ourselves and the assets over which we are appointed. As insolvency practitioners, we manage or mitigate that risk, and commonly we insure against it.

This course looks at the various types of insurance that we require to put in place on appointment, the roles of the broker and insurer; getting the right cover level; making a claim and how to deal with uninsured losses.

CPD LEARNING OUTCOMES

- Statutory framework requiring insurance
- Activity Cover: bond; fidelity insurance; professional indemnity insurance
- Asset cover: open cover; asset insurance
- Role of insured, broker and insurer and overview of legislation governing insurance contract
- Pre-appointment insurance – what you need to know and do
- Making a claim
- How to deal with uninsured losses and understanding your risk

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 approach to insolvency insurance.

SPEAKERS

Ed Brittain BA Hons Head of Restructuring and Recovery JLT Specialty Limited

Ed Brittain is Head of Restructuring and Recovery JLT Specialty Limited, and has overall responsibility for the delivery of client strategies, Insurance and Risk Management Services.

Ed has 23 years' experience in the insurance industry, incorporating 14 years in Turnaround and Insolvency. Ed specialisms include product development specifically for the Turnaround Insolvency Market, and Litigation Risk Transfer Solicitors. In addition to his Insolvency, Restructuring and Litigation specialisms Ed also sits on the JLT Speciality Retail Leadership team

Ed is ACII qualified, and holds the NEBOSH National General Certificate in Occupational Health and Safety and is an associate member of the Chartered Insurance Institute and R3. JLT Specialty Ltd is a Corporate Partner of the IFT.

www.jltspecialty.com

LOCATION AND DATE

Glasgow Tuesday 27 March 2018

TIME

9.30am to 1.00pm

COST

Half day course: £155 + VAT

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

CPD

3 hours



Bankruptcy (Scotland) Act 2016: in practice



The procedural changes introduced by the Bankruptcy and Debt Advice (Scotland) Act 2014 on 1 April 2015 are nearly three years old. The Act got its new name and a tidy up on 30 November 2016. So how have these changes bedded in, what is working well, and how can you use the provisions of the Act in practice?

This course will look at the practical application of the Act and concentrate on aspects of the legislation that are commonly used as well as some that are not.

CPD LEARNING OUTCOMES

- Debtor contribution orders: setting and managing
- Stakeholders' rights and entitlements to review and appeal
- Private and public examinations
- Appointing, removing and replacing a commissioner
- Removal and replacement of trustee from office
- Purposes and process of calling a meeting at any time in the sequestration
- The process of recall and how to manage it effectively
- Deferral or discharge of the debtor

WHO SHOULD ATTEND

This course is aimed at licenced Insolvency Practitioners and their staff, who are looking for an update on the Bankruptcy (Scotland) Act 2016.

SPEAKERS

Sheana Campbell, MA (Hons), LLB, DipLP, Notary Public Director and Solicitor Advocate, BBM Solicitors

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

LOCATIONS AND DATES

Edinburgh Thursday 3 May 2018

TIME

9.30am to 1.00pm

COST

Half day course: £155 + VAT

50% reduction for third delegate booking

CPD

3.25 hours



Litigation in Scotland



Sometimes in an insolvency, we choose to litigate. In a number of cases, the threat of litigation is enough, but in others we will raise the action and pursue the relevant party. We might be cutting down a gratuitous alienation, raising an action for misfeasance or privately examining a debtor. And what happens if you are the subject of litigation at the instance of an aggrieved party?

In this course, we will consider how to prepare for litigation, and what to expect if you are running or defending litigation in the Scottish courts. We will look at your relationship with your solicitor and how to get the best outcome, wherever possible, from your litigation.

CPD LEARNING OUTCOMES

- Scottish civil court structure and jurisdiction requirements
- Statutory framework
- Commencing litigation: taking advice and understanding our outcomes and risks
- Funding decisions
- Instructing your solicitor and using Counsel
- An overview of the litigation process from commencement onwards
- Defending an action: what to expect
- Awards of expenses and role of Auditor of Court
- Actions on dependence, caveats and injunctions
- Mediation as an alternative to litigation
- Available remedies: decree and enforcement; action for declarator; action for division and sale; multiplepointing; action for reduction

WHO SHOULD ATTEND

Anyone looking for a comprehensive introduction or overview of how to litigate in Scotland.

SPEAKER

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

LOCATION AND DATE

Edinburgh Wednesday 13 June 2018

TIME

9.30am to 1.00pm

COST

Half day course: £155 + VAT

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

If booked with Challengeable Transactions: £295 + VAT per delegate

CPD

3.25 hours

Challengeable Transactions



The Insolvency Act 1986 and the Bankruptcy (Scotland) Act 2016 set out our rights as insolvency practitioners to investigate various transactions occurring prior to formal insolvency. Our overall aim is to recover funds diverted from the company or estate, that would otherwise have been available to the creditors on appointment.

This course looks at the statutory framework for those challenges, the evidential requirements for a successful challenge, the likely defences, and some of the leading court decisions that set the precedent in this area.

CPD LEARNING OUTCOMES

- What are the challenges, how do we evidence them and what possible defences might exist
- Gratuitous alienation
- Unfair preference
- Misfeasance
- Wrongful trading
- Fraudulent trading
- Excessive pension
- Reduction of capital awards on divorce
- Extortionate credit transactions
- Remedies: reduction, restoration and repayment – which one do you get?
- Reduction of post appointment transactions

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 challengeable transactions.

SPEAKER

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

LOCATION AND DATE

Edinburgh Wednesday 13 June 2018

TIME

1.45pm to 5.00pm

COST

Half day course: £155 + VAT

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

If booked with Litigation in Scotland: £295 + VAT per delegate

CPD

3.25 hours

Insolvency of a Charity



Charities are not immune from the business cycle, and in tough times, funds can be hard to raise. Regulation of the charitable sector has also increased. Set against this background, how do you advise in advance of or deal with the insolvency of a charitable entity?

In this course, we will look at how the structure of the organisation dictates the type of insolvency procedure; the regulatory requirements and how to comply; and issues specific to charities.

CPD LEARNING OUTCOMES

- Regulatory background and the role of OSCR
- Notifications on appointment
- Entity types and relevant appointments: limited company, company limited by guarantee, SCIOs, trusts
- Dealing with an SCIO
- Articles or trust deeds – specific terms
- Bequests and assets held on trust
- Public relations and media

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 charity insolvency.

SPEAKERS

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

LOCATIONS AND DATE

Glasgow Wednesday 5 September 2018

TIME

9.30am to 1.00pm

COST

Half day course: £155 + VAT

50% reduction for third delegate booking

CPD

3.25 hours

Maximising Recoveries for Creditors



As insolvency practitioners, we are appointed to protect the creditors' interests, and to recover as much as possible as by way of a dividend. We all know to check for and deal with physical assets, but where else in a company or an estate might value be hidden, and how can you realise it?

In this course, we will look at how to unlock value in your appointments, and cover the practical strategies for maximising value.

CPD LEARNING OUTCOMES

- Overview of 'hidden' value in an appointment
- Quantifying and recovering directors' loan accounts
- Identifying and valuing intellectual property
- Patents, copyrights and trademarks
- Reducing post appointment transactions
- Insurance claims
- Shares – private and public companies
- Motor vehicles
- Book debts
- Licenses and franchise operations

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 realisations.

SPEAKERS

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

LOCATION AND DATE

Edinburgh Tuesday 25 September 2018

TIME

9.30am to 1.00pm

COST

Half day course: £155 + VAT

50% reduction for third delegate booking

CPD

3.25 hours

Pre-packs and SIP 16



The noise around pre-packs continues. Used in the context of administration, a pre-packaged sale out of an insolvency often gives the best return to creditors. Not all creditors are convinced however, and the UK Government keeps a watching brief on pre-pack use and abuse.

So how do you best protect yourself as an IP, while ensuring that creditors are getting the best possible outcome? SIP 16 sets out the framework and the principles to which we should adhere, and this course looks at why you might do a pre-pack, how best to structure one and how to apply in practice the SIP 16 requirements.

CPD LEARNING OUTCOMES

- What is a pre-pack?
- Advantages and disadvantages of a pre-pack
- Reasons for a pre-pack
- Structuring a pre-pack
- SIP 16 principles applied in practice
- Government oversight and implications
- Alternatives to a pre-pack

WHO SHOULD ATTEND

This course is aimed at licenced Insolvency Practitioners and their staff, who are looking for a comprehensive introduction or update on pre-packs and best practice.

SPEAKER

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

LOCATION AND DATE

Edinburgh Tuesday 23 October 2018

TIME

9.30am to 1.00pm

COST

Half day course: £155 + VAT

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

Glasgow Thursday 15 November 2018

TIME

10:00am until 4.00pm

COST

Full day course: £295 + VAT

50% reduction for third delegate booking this course

CPD

4.75 hours

Foundations in Scottish 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 13 June 2018	9.30am
		Eileen Maclean	Manchester	Tuesday 11 September 2018	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 13 June 2018	1.45pm
		Eileen Maclean	Manchester	Tuesday 11 September 2018	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 14 June 2018	9.30am
		Eileen Maclean	Manchester	Wednesday 12 September 2018	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 14 June 2018	1.45pm
		Eileen Maclean	Manchester	Wednesday 12 September 2018	1.45pm

COST

Each half-day module: £155 + VAT
Two half-day modules: £295 + VAT
All four half-day modules: £525 + VAT

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

Foundations in Scottish 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 Scots 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 24 October 2018	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 24 October 2018	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 25 October 2018	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 25 October 2018	1.45pm

COST

Each half-day module: £155 + VAT
Two half-day modules: £295 + VAT
All four half-day modules: £525 + 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. 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. Face-to-face tutorials get results. Compare our results with those of our online-only competitors.

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.

WHO SHOULD ATTEND?

These modules are aimed at anyone sitting the Scottish CPI or CPPI exams.

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 £295 + VAT

CPI Candidates £3,830 + 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

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 30 March 2018.

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

EXAMS

The CPI exam will be held on **Friday 8 June 2018**.

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 2018
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 24 January
2	Sequestration Asset realisation; Contributions; Recall; Discharge Claims; Order of ranking	Glasgow	Wednesday 7 February
3	Liquidation: Court CVL and MVL Case Control Remuneration; Liquidation Committees Liquidation following other procedures	Edinburgh	Thursday 8 February
4	Receivership Creditor claims; Prescribed part Challengeable transactions CDDA; Investigations	Edinburgh	Tuesday 20 February
5	Protected Trust Deeds Non Insolvency debt solutions Comparisons of procedures	Glasgow	Wednesday 21 February
6	Administration CVA	Edinburgh	Thursday 8 March
7	Heritable property in personal insolvency Gratuitous alienations unfair preferences, debtor offences BROs and BRUs	Glasgow	Wednesday 28 March
8	Trading, issues on appointment, ROT, lease and HP creditors Interest and tax Debt collection Employee claims EU Regs	Edinburgh	Thursday 29 March
9	Personal financial statements e.g. statement of affairs, income and expenditure, R&P etc	Glasgow	Wednesday 25 April
10	Corporate financial statements e.g. statement of affairs, estimated outcome statement, R&P etc	Edinburgh	Thursday 26 April
11	Mock exam	Edinburgh or Glasgow	Wednesday 2 May
12	Mock exam feedback and exam revision: personal insolvency	Glasgow	Wednesday 16 May
13	Mock exam feedback and exam revision: corporate insolvency	Edinburgh	Thursday 17 May

All modules will run from 10.00am to 5.00pm
Module 11 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. 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. Face-to-face tutorials get results. Compare our results with those of our online-only competitors.

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 2018, we will again be offering a full open course in Manchester.

CPD LEARNING OUTCOMES

- The knowledge you need to sit your chosen examination.

WHO SHOULD ATTEND?

These modules are aimed at anyone sitting the Scottish CPPI exam.

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 £295 + VAT

CPPI Candidates £2,655 + 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

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 exam is 30 March 2018.

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

EXAMS

The CPPI exam will be held on **Friday 8 June 2018**.

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 2018
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 24 January
2	Sequestration Asset realisation; Contributions; Recall; Discharge Claims Order of ranking	Glasgow	Wednesday 7 February
3	Protected Trust Deeds Non Insolvency debt solutions Comparisons of procedures	Glasgow	Wednesday 21 February
4	Partnership Sequestration, Protected Trust Deeds and non-insolvent solutions	Glasgow	Wednesday 7 March
5	Heritable property in personal insolvency Challengeable transactions Debtor sanctions	Glasgow	Wednesday 28 March
6	Trading, issues on appointment, ROT, lease and HP creditors Interest and tax Debt collection Employee claims EU Regs	Edinburgh	Thursday 29 March
7	Personal financial statements e.g. statement of affairs, income and expenditure, R&P etc	Glasgow	Wednesday 25 April
8	Mock exam	Edinburgh or Glasgow	Wednesday 2 May
9	Mock exam feedback and exam revision: personal insolvency	Glasgow	Wednesday 16 May

CPPI COURSE DETAILS MANCHESTER

Module	CERTIFICATE OF PROFICIENCY IN PERSONAL INSOLVENCY	Location	Dates 2018
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 30 January
2	Sequestration Vesting and asset realisation Contributions Recall and discharge	Manchester	Wednesday 31 January
3	Protected trust deeds Non Insolvency solutions Comparison of procedures	Manchester	Tuesday 27 February
4	Partnerships and insolvency Issues on appointment and trading on	Manchester	Wednesday 28 February
5	Heritable property in personal insolvency Challengeable transactions Debtor Sanctions	Manchester	Tuesday 20 March
6	Personal financial statements eg statement of affairs, receipts and payments Creditor claims	Manchester	Wednesday 21 March
7	Employee claims Mock exam	Manchester	Tuesday 1 May
8	Mock exam feedback Exam revision	Manchester	Tuesday 15 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 2018

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 2018

You will need to enrol for your exam through your RPB. Contact your RPB for details or check www.jieb.co.uk Exam entries need to be submitted by mid-September 2018 at the latest, for an exam diet in early November. You will likely be offered a choice of exam centres when enrolling.

The format of the exam will change in 2018, and will move from a three-paper structure to two papers: Corporate and Personal. This aligns the exam with the Partial License options now available.

Candidates will be examined on legislation in force as at 30 April 2018. In Scotland, this may include the Insolvency (Scotland) Rules 2018, depending on their date of commencement. If the Scottish Rules come into force any time on or before 30 April 2018 then they will be caught by the usual 30 April cut-off date. However, in line with JIE provisions for the English Rules, if the Scottish Rules come in between 1 May 2018 and 31 July 2018, they will most likely be examinable in November 2018.

In 2018 the exams will be completed on line rather than on paper. Full training in respect of the answer formats will be included.

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's training is priced at £330 + VAT.

Please note that Day 1 and Day 2 of Module 1 Foundations are optional depending on candidate's experience and prior qualifications. Prices below are stated excluding these days.

Full Exam: 22 days at £330 per day = £7,260 + VAT

Corporate or Personal Paper Only: 13 days at £330 per day = £4,290 + VAT

If you are sitting Personal or Corporate following an exam pass in Corporate or Personal, there is no need to reattend Module 1 Foundations Day 3, or Module 6 Cross Procedural, unless you wish to do so. In either scenario, the price is:

9 days at £330 per day = £2,970 + VAT

Fees include all course documentation, lunch and light refreshments.

All JIE students are automatically enrolled free of charge on all webinars in 2018.

Fees for the mock exams cover all costs relating to the mock exam, including marking and individual written feedback.

We are always happy to discuss your individual requirements. Please email us on courses@insolvencysupportservices.com or phone us on 0845 601 7570 and ask to speak to Eileen Maclean, Director.

JOINT INSOLVENCY EXAM TRAINING COURSE DETAILS

Module	Day	Subject	Dates
1 Foundations (optional)	1	Introduction to accounts; Book-keeping; P&L, Balance Sheet Cash flows; Basic intro to tax and VAT	Tuesday 13 March
1 Foundations (optional)	2	Securities; The Courts; Introduction to diligence; Scots Law Concepts Business Entities	Wednesday 14 March
1 Foundations	3	IP Regs; Bonding; Ethics; AML; Client Money Regs; Bribery Act Data Protection; SIPs	Thursday 15 March
2 Corporate 1	1	Liquidation; Court; CVL; Creditor Claims; Remuneration	Tuesday 17 April
2 Corporate 1	2	MVL; s110 schemes; Striking off; Reduction of capital; LLPs Unregistered companies	Wednesday 18 April
2 Corporate 1	3	CDDA/Directors Responsibilities; Diligence and Liquidation Challengeable Transactions	Thursday 19 April
3 Personal 1	1	Sequestration: Statutory process and framework 1	Tuesday 8 May
3 Personal 1	2	Sequestration: Statutory process and framework 2	Wednesday 9 May
3 Personal 1	3	PTDs and non-insolvency options	Thursday 10 May
4 Corporate 2	1	Administration; Prepacks and SIP16; Expenses; Remuneration	Tuesday 29 May
4 Corporate 2	2	CVA; Claims; Voting	Wednesday 30 May
4 Corporate 2	3	Receivership; Schemes of Arrangement; Pre-insolvency advice Diligence and ACVAR	Thursday 31 May
5 Personal 2	1	Heritable property in personal insolvency	Tuesday 5 June
5 Personal 2	2	Partnerships in personal insolvency	Wednesday 6 June
5 Personal 2	3	Diligence and personal insolvency, recall, investigations, advice	Thursday 7 June
6 Cross Procedural	1	Pensions; Leases; EU Regs & UNCITRAL; Retention of title	Tuesday 19 June
6 Cross Procedural	2	Trading and selling a business	Wednesday 20 June
6 Cross Procedural	3	TUPE; Employee Claims; Tax and VAT in insolvency	Thursday 21 June
7 Numbers	1	Preparation of financial statements (Corporate)	Tuesday 28 August
7 Numbers	2	Preparation of financial statements (Personal)	Wednesday 29 August
8 Mock Exam	1	Corporate mock exam	Tuesday 18 September
8 Mock Exam	2	Personal mock exam	Wednesday 19 September
9 Revision	1	Corporate exam revision	Wednesday 3 October
9 Revision	2	Personal exam revision	Thursday 4 October

All courses will run from 9.30am until 5.30pm
 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

Glasgow	Thursday 1 February 2018
Edinburgh	Thursday 13 September 2018

TIME

10.00am to 4.00pm

COST

Full day course: £295 + 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. He is Regional Director of the Professional Marketing Forum in Scotland and has lectured on marketing at Heriot-Watt University. 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	Thursday 22 March 2018
London	Wednesday 10 October 2018

TIME

10.00am to 4.00pm

COST

Full day course: £295 + VAT per delegate
Also available as a bespoke course.

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



Personal Productivity



How do you eat a frog?*

There are few of us who feel we are excelling at being productive. In a demanding job like insolvency, you might feel overwhelmed by your workload or impending statutory deadlines. Alternatively, you want to learn some new techniques for becoming more productive, and improve your work / life balance.

This half day course concentrates on improving workplace productivity and achieving a better work / life balance. We will introduce a variety of productivity systems, techniques and tips and cover a range of topics including:

- avoiding productivity distractions
- best time to make decisions
- scheduling time for tasks
- goal setting
- managing email
- balancing work and the other things in your life
- building personal resilience into the working week
- saying no

CPD LEARNING OUTCOMES

- Understanding different productivity techniques and how to use them in the workplace
- Understanding the reasons for poor productivity
- Creating your own strategy for improving your productivity

WHO SHOULD ATTEND

Anyone looking for personal productivity improvements, or who wants to achieve a better work / life balance. This course would work well for teams or businesses and can be run as a bespoke on-site course. Please contact us for details.

SPEAKER

Mark McIntock

Mark has an MBA from the University of Strathclyde and is a Director with MainStreet Consulting, based in Edinburgh. MainStreet help organisations make big decisions on their priorities, services and resources. His interest in this subject was sparked when, as an employee at Ernst & Young, he attended a course on executive burn out. He has subsequently developed his own course based on improving workplace productivity and achieving a better work life balance.

LOCATION AND DATE

Glasgow	Thursday 19 April 2018
Edinburgh	Tuesday 6 November 2018

TIME

9.30am to 1.00pm

COST

Half day course: £155 + VAT

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

* “If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first.” **Mark Twain**

**MainStreet
Consulting**

Practical Email Marketing



Email marketing is one of the most cost-effective tools available to IPs to promote your business and communicate with your clients and contacts. It enables you to connect directly with them, maintain and develop relationships, and keep you in their mind for when they next need an IP. It also helps drive traffic to your website, providing relevant information for visitors already interested in what you have to offer.

This interactive, half-day course starts with an introduction to the fundamentals of email marketing and goes on to offer a practical guide to setting up your own email marketing using Mailchimp, one of the world's most popular email marketing management systems.

For this course you will need to bring with you a WiFi enabled laptop or tablet.

CPD LEARNING OUTCOMES

- Integrate email marketing into your mix of marketing and communications activities
- Define your objectives and strategy for email marketing
- Build and manage your database/email lists
- Plan, structure and deliver email campaigns
- Design layout and templates for emails and newsletters
- Source and develop content
- Learn tips on subject lines, calls to action, design and imagery
- Monitor and evaluate results
- Use email marketing as a business development tool
- Set up and start to use Mailchimp

WHO SHOULD ATTEND

IPs and other staff with limited experience of email marketing who want to learn how to use this tool, or anyone who manages email marketing already and wants to achieve better 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. He is Regional Director for the Professional Marketing Forum in Scotland, and has lectured on marketing at Heriot-Watt University. 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

Manchester	Tuesday 15 May 2018
Glasgow	Tuesday 4 September 2018

TIME

9.30am to 1.00pm

COST

Half day course: £155 + 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: 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 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.

COURSE BANK

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

We can also run the following for you at any time:

- Creditor Claims
- Administrations
- Protected Trust Deeds
- Complex Business Structures
- Money Advice and DAS
- Diligence and Insolvency
- Death, Divorce and the Debtor
- Scottish Securities and Insolvency
- Partnership Solutions
- Commercial Property, Landlords and Insolvency
- Heritable Property in Scottish Personal Insolvency

COST

A full day's on-site bespoke training is £1,950

Our price for a half day course is £975 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.

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 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: 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

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.

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 is 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 in full.

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 2018

COURSE	MODULE NO.	DAY NO.	SUBJECT	DATE	TIME	VENUE
CPI	Module 1		Securities, ethics, diligence, bonding and IP administration	Wednesday 24 January	10.00am - 5.00pm	Edinburgh
CPPI	Module 1		Securities, ethics, diligence, bonding and IP administration	Wednesday 24 January	10.00am - 5.00pm	Edinburgh
One Hour Series	Technical Short		EU Recast Regulations	Friday 26 January	10.00am - 11.00am	Webinar
CPPI Manchester	Module 1		Securities, ethics, diligence, bonding and IP administration	Tuesday 30 January	10.00am - 5.00pm	Manchester
CPPI Manchester	Module 2		Sequestration	Wednesday 31 January	10.00am - 5.00pm	Manchester
Personal			Effective Writing Skills	Thursday 1 February	10.00am - 4.00pm	Glasgow
CPI	Module 2		Sequestration	Wednesday 7 February	10.00am - 5.00pm	Glasgow
CPPI	Module 2		Sequestration	Wednesday 7 February	10.00am - 5.00pm	Glasgow
CPI	Module 3		Liquidation	Thursday 8 February	10.00am - 5.00pm	Edinburgh
One Hour Series	Technical Short		New SIPs Update 2018	Friday 16 February	10.00am - 11.00am	Webinar
CPI	Module 4		Receivership, creditor claims	Tuesday 20 February	10.00am - 5.00pm	Edinburgh
CPI	Module 5		Protected Trust Deeds	Wednesday 21 February	10.00am - 5.00pm	Glasgow
CPPI	Module 3		Protected Trust Deeds	Wednesday 21 February	10.00am - 5.00pm	Glasgow
One Hour Series	Business Insolvency		Pre-appointment advice to directors	Friday 23 February	10.00am - 11.00am	Webinar
CPPI Manchester	Module 3		Protected Trust Deeds	Tuesday 27 February	10.00am - 5.00pm	Manchester
CPPI Manchester	Module 4		Partnerships and Insolvency	Wednesday 28 February	10.00am - 5.00pm	Manchester
Technical Update			VAT in Insolvency	Tuesday 6 March	9.30am - 1.00pm	Edinburgh
Technical Update			Tax in Insolvency	Tuesday 6 March	2.00pm - 5.30pm	Edinburgh
CPPI	Module 4		Partnership Sequestrations	Wednesday 7 March	10.00am - 5.00pm	Glasgow
CPI	Module 6		Administration & CVA	Thursday 8 March	10.00am - 5.00pm	Edinburgh
JIE	Module 1	Day 1	Foundations	Tuesday 13 March	9.30am - 5.30pm	Edinburgh
JIE	Module 1	Day 2	Foundations	Wednesday 14 March	9.30am - 5.30pm	Edinburgh
Masterclass			IVA Masterclass	Wednesday 14 March	9.30am - 5.00pm	Glasgow
JIE	Module 1	Day 3	Foundations	Thursday 15 March	9.30am - 5.30pm	Edinburgh
CPPI Manchester	Module 5		Heritable Property and Trading	Tuesday 20 March	10.00am - 5.00pm	Manchester
CPPI Manchester	Module 6		Personal Financial Statements	Wednesday 21 March	10.00am - 5.00pm	Manchester
Personal			Strategic Marketing for IPs	Thursday 22 March	10.00am - 4.00pm	Edinburgh
One Hour Series	Technical Short		Practical Approach to GDPR for IPs	Friday 23 March	10.00am - 11.00am	Webinar
Masterclass			Insurance in Insolvency	Tuesday 27 March	9.30am - 1.00pm	Glasgow
CPI	Module 7		Heritable Property in Insolvency	Wednesday 28 March	10.00am - 5.00pm	Glasgow
CPPI	Module 5		Heritable Property in Insolvency	Wednesday 28 March	10.00am - 5.00pm	Glasgow
CPI	Module 8		Trading and Matters on Appointment	Thursday 29 March	10.00am - 5.00pm	Edinburgh
CPPI	Module 6		Trading and Matters on Appointment	Thursday 29 March	10.00am - 5.00pm	Edinburgh
JIE	Module 2	Day 1	Corporate 1	Tuesday 17 April	9.30am - 5.30pm	Edinburgh
JIE	Module 2	Day 2	Corporate 1	Wednesday 18 April	9.30am - 5.30pm	Edinburgh
JIE	Module 2	Day 3	Corporate 1	Thursday 19 April	9.30am - 5.30pm	Edinburgh
Personal			Personal Productivity	Thursday 19 April	9.30am - 1.00pm	Glasgow
Technical Update			English Corporate Insolvency Conversion Course	Tuesday 24 April	9.30am - 5.30pm	Edinburgh
CPI	Module 9		Personal Financial Statements	Wednesday 25 April	10.00am - 5.00pm	Glasgow
CPPI	Module 7		Personal Financial Statements	Wednesday 25 April	10.00am - 5.00pm	Glasgow
CPI	Module 10		Corporate Financial Statements	Thursday 26 April	10.00am - 5.00pm	Edinburgh
One Hour Series	Business Insolvency		Retention of title	Friday 27 April	10.00am - 11.00am	Webinar
CPPI Manchester	Module 7		Employee Claims and Mock exam	Tuesday 1 May	10.00am - 5.00pm	Manchester
CPI	Module 11		Mock exam	Wednesday 2 May	9.30am - 1.30pm	TBC
CPPI	Module 8		Mock exam	Wednesday 2 May	9.30am - 1.30pm	TBC
Technical Update			Scottish Corporate Insolvency Conversion Course	Wednesday 2 May	9.30am - 5.30pm	Manchester
Masterclass			Bankruptcy (Scotland) Act 2016: in practice	Thursday 3 May	9.30am - 1.00pm	Edinburgh

Courses Calendar 2018 (continued)

COURSE	MODULE NO.	DAY NO.	SUBJECT	DATE	TIME	VENUE
JIE	Module 3	Day 1	Personal 1	Tuesday 8 May	9.30am - 5.30pm	Glasgow
JIE	Module 3	Day 2	Personal 1	Wednesday 9 May	9.30am - 5.30pm	Glasgow
JIE	Module 3	Day 3	Personal 1	Thursday 10 May	9.30am - 5.30pm	Glasgow
CPPI Manchester	Module 8		Mock exam feedback and exam revision	Tuesday 15 May	10.00am - 5.00pm	Manchester
Personal			E-Marketing Campaigns	Tuesday 15 May	9.30am - 1.00pm	Manchester
CPI	Module 12		Mock exam feedback - Personal	Wednesday 16 May	10.00am - 5.00pm	Glasgow
CPPI	Module 9		Mock exam feedback - Personal	Wednesday 16 May	10.00am - 5.00pm	Glasgow
CPI	Module 13		Mock exam feedback - Corporate	Thursday 17 May	10.00am - 5.00pm	Edinburgh
One Hour Series	Technical Short		SIPs Update	Friday 18 May	10.00am - 11.00am	Webinar
Technical Update			Remuneration and SIP 9	Tuesday 22 May	9.30am - 1.00pm	Glasgow
JIE	Module 4	Day 1	Corporate 2	Tuesday 29 May	9.30am - 5.30pm	Edinburgh
JIE	Module 4	Day 2	Corporate 2	Wednesday 30 May	9.30am - 5.30pm	Edinburgh
JIE	Module 4	Day 3	Corporate 2	Thursday 31 May	9.30am - 5.30pm	Edinburgh
One Hour Series	Technical Short		The Insolvency (England and Wales) Rules - one year on	Friday 1 June	10.00am - 11.00am	Webinar
JIE	Module 5	Day 1	Personal 2	Tuesday 5 June	9.30am - 5.30pm	Glasgow
JIE	Module 5	Day 2	Personal 2	Wednesday 6 June	9.30am - 5.30pm	Glasgow
JIE	Module 5	Day 3	Personal 2	Thursday 7 June	9.30am - 5.30pm	Glasgow
Masterclass			Litigation in Scotland	Wednesday 13 June	9.30am - 1.00pm	Edinburgh
Masterclass			Challengeable Transactions	Wednesday 13 June	1.45pm - 5.00pm	Edinburgh
Foundations	Personal		Introduction to Personal Insolvency Law Concepts	Wednesday 13 June	9.30am - 12.45pm	Glasgow
Foundations	Personal		Introduction to Sequestration	Wednesday 13 June	1.45pm - 5.00pm	Glasgow
Foundations	Personal		Introduction to Protected Trust Deeds	Thursday 14 June	9.30am - 12.45pm	Glasgow
Foundations	Personal		Dealing with Heritable Property in Personal Insolvency	Thursday 14 June	1.45pm - 5.00pm	Glasgow
One Hour Series	Business Insolvency		Social media on appointment	Friday 15 June	10.00am - 11.00am	Webinar
JIE	Module 6	Day 1	Cross Procedural	Tuesday 19 June	9.30am - 5.30pm	Glasgow
JIE	Module 6	Day 2	Cross Procedural	Wednesday 20 June	9.30am - 5.30pm	Glasgow
JIE	Module 6	Day 3	Cross Procedural	Thursday 21 June	9.30am - 5.30pm	Glasgow
One Hour Series	Technical Short		New Practice Direction on Insolvency Proceedings	Friday 6 July	10.00am - 11.00am	Webinar
JIE	Module 7	Day 1	Numbers: Corporate	Tuesday 28 August	9.30am - 5.30pm	Edinburgh
JIE	Module 7	Day 2	Numbers: Personal	Wednesday 29 August	9.30am - 5.30pm	Glasgow
One Hour Series	Technical Short		Current issues in MVLs	Friday 31 August	10.00am - 11.00am	Webinar
Personal			E-Marketing Campaigns	Tuesday 4 September	9.30am - 1.00pm	Glasgow
Masterclass			Insolvency of a charity	Wednesday 5 September	9.30am - 1.00pm	Glasgow
Foundations	Personal		Introduction to Scottish Personal Insolvency Law Concepts	Tuesday 11 September	9.30am - 12.45pm	Manchester
Technical Update			Introduction to Scottish Personal Insolvency Law Concepts	Tuesday 11 September	9.30am - 12.45pm	Manchester
Foundations	Personal		Introduction to Sequestration	Tuesday 11 September	1.45pm - 5.00pm	Manchester
Technical Update			Introduction to Sequestration	Tuesday 11 September	1.45pm - 5.00pm	Manchester
Foundations	Personal		Introduction to Protected Trust Deeds	Wednesday 12 September	9.30am - 12.45pm	Manchester
Technical Update			Introduction to Protected Trust Deeds	Wednesday 12 September	9.30am - 12.45pm	Manchester
Foundations	Personal		Dealing with Heritable Property in Scottish Personal Insolvency	Wednesday 12 September	1.45pm - 5.00pm	Manchester
Technical Update			Dealing with Heritable Property in Scottish Personal Insolvency	Wednesday 12 September	1.45pm - 5.00pm	Manchester
Personal			Effective Writing Skills	Thursday 13 September	10.00am - 4.00pm	Edinburgh
One Hour Series	Protecting Your Licence		Anti-Money Laundering Awareness for Insolvency Teams	Friday 14 September	10.00am - 11.00am	Webinar
JIE	Module 8	Day 1	Mock exam Corporate	Tuesday 18 September	9.00am - 1.30pm	TBC
JIE	Module 8	Day 2	Mock exam Personal	Wednesday 19 September	9.00am - 1.30pm	TBC

Courses Calendar 2018 (continued)

COURSE	MODULE NO.	DAY NO.	SUBJECT	DATE	TIME	VENUE
Technical Update			Scottish Corporate Insolvency Conversion Course	Thursday 20 September	9.30am - 5.30pm	London
Masterclass			Maximising recoveries for creditors	Tuesday 25 September	9.30am - 1.00pm	Edinburgh
One Hour Series	Business Insolvency		Construction Industry	Friday 28 September	10.00am - 11.00am	Webinar
Technical Update			Scottish Insolvency Rules 2018	Monday 1 October	1.45pm - 5.00pm	London
JIE	Module 9	Day 1	Revision Corporate	Wednesday 3 October	9.30am - 5.30pm	Edinburgh
JIE	Module 9	Day 2	Revision Personal	Thursday 4 October	9.30am - 5.30pm	Glasgow
Technical Update			Employees in Insolvency	Tuesday 9 October	10.00am - 4.00pm	Glasgow
Personal			Strategic Marketing for IPs	Wednesday 10 October	10.00am - 4.00pm	London
Technical Update			Scottish Insolvency Rules 2018	Wednesday 10 October	9.30am - 1.00pm	Edinburgh
One Hour Series	Protecting Your Licence		Ethics Code Review	Friday 12 October	10.00am - 11.00am	Webinar
Masterclass			Pre-packs and SIP 16	Tuesday 23 October	9.30am - 1.00pm	Edinburgh
Foundations	Corporate		Introduction to Corporate Insolvency Scots Law Concepts	Wednesday 24 October	9.30am - 12.45pm	Edinburgh
Foundations	Corporate		Introduction to Insolvent Liquidation	Wednesday 24 October	1.45pm - 5.00pm	Edinburgh
Foundations	Corporate		Introduction to Administration	Thursday 25 October	9.30am - 12.45pm	Edinburgh
Foundations	Corporate		Introduction to Investigations and CDDA	Thursday 25 October	1.45pm - 5.00pm	Edinburgh
One Hour Series	Technical Short		Property in Protected Trust Deeds	Friday 26 October	10.00am - 11.00am	Webinar
Technical Update			Scottish Insolvency Rules 2018	Tuesday 30 October	9.30am - 1.00pm	Glasgow
Personal			Personal Productivity	Tuesday 6 November	9.30am - 1.00pm	Edinburgh
Technical Update			CVAs and SIP 3.2	Thursday 8 November	9.30am - 1.00pm	Glasgow
One Hour Series	Protecting Your Licence		Bonding, Insurance and PII	Friday 9 November 2018	10.00am - 11.00am	Webinar
Masterclass			Trading in Insolvency	Thursday 15 November	10.00am - 4.00pm	Glasgow
One Hour Series	Business Insolvency		Licensed trade	Friday 23 November	10.00am - 11.00am	Webinar
Technical Update			Scottish Insolvency Rules 2018	Tuesday 27 November	1.45pm - 5.00pm	Manchester
Masterclass			IVA Masterclass	Wednesday 28 November	9.30am - 5.00pm	Manchester