

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 £950 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.

Booking Form

BOOKING CONTACT

Title: _____ First Name: _____ Surname: _____

Firm: _____

Address: _____

Email: _____ Telephone: _____

DELEGATE DETAILS

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

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

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

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

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

ISS Training Courses

HOW TO BOOK AND PAY

By email to: courses@insolvencysupportservices.com

Or by post to: ISS Training, Insolvency Support Services, 12 Castle Terrace, Edinburgh EH1 2DP

You can pay online or by BACS using the following details:

Bank: Clydesdale Bank plc
Bank sort code: 82 - 45 - 05
Bank account number: 60031559

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.