

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.

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.