

CII Certificate in Insolvency



Recognised as an ICAEW Partner in Learning, working with ICAEW in the professional development of students.



The ICAEW Certificate in Insolvency (CII) is a flexible learning programme. Primarily developed for professionals based in England & Wales wanting to progress into a career in insolvency or strengthen their knowledge, the certificate equally benefits those whose work touches upon the E&W insolvency regime.

CII covers four key areas to ensure that students have a good grounding in the fundamentals of insolvency work and provides a basis for progression to a more advanced qualification in insolvency. The four key areas are: legal and regulatory framework; principles of insolvency; corporate and personal insolvency.

ISS Training's modules have been designed to cover the CII examination syllabus in full and to offer essential practice on the principal areas in which candidates will be tested. Our course offers full flexibility to meet candidates' needs and emerging commitments by offering a continuously rolling programme. Participants are actively encouraged to ask questions and to discuss the syllabus with their tutor. Comprehensive study aids and course notes for each module will be provided.

COURSE OPTIONS

There are **two course options** to choose from:

Our **full course** will be delivered using a combination of flexible online learning and regular live virtual classrooms, supported by periodic knowledge checking, individual feedback and a fully de-briefed mock examination.

Our **independent learning** course includes flexible online learning, supported by periodic knowledge checking and a marked mock examination.

Candidates following the **full course** can choose **two pathways** through the modules: a standard pathway or an accelerated pathway. For more details see the Module Dates and Pathways section and the dates of the virtual classrooms for each module and pathway.

WHO SHOULD ATTEND?

The programme is aimed at anyone sitting the CII exam. Candidates may be:

- Finance, legal and other professionals with varying levels of experience, including unqualified team members working on insolvency cases on a day-to-day basis
- Other professionals who wish to pursue an interest in insolvency
- Anyone planning to study for the Joint Insolvency Exam looking for a solid foundation from which to progress

TUTORS

The tutors will be recognised experts in the field of insolvency practice led by principal tutor Alison Curry LLB MIPA MABRP, director of Insolvency Support Services Limited.

COST

Full course: £1,795 + VAT per candidate

Independent learning: £1,450 + VAT per candidate

All fees are payable in advance of commencement and are non-refundable. Where a candidate is subject to exceptional circumstances impacting their ability to participate, ISS may (at its principals' discretion) offer the client credit against future training services offered by Insolvency Support Services Limited.

IMPORTANT NOTICE FOR ALL PARTICIPANTS

You will be required to enrol separately with ICAEW as a student member, if not already a member. You will then be required to enrol separately for the exam with ICAEW. The exam takes place online and is invigilated remotely.

For full details of student registration and exam enrolment, and associated costs, please visit the relevant section of ICAEW's website: <https://www.icaew.com/learning-and-development/academy/specialist-qualifications/certificate-in-insolvency/study-for-the-icaew-certificate-in-insolvency>



www.insolvencysupportservices.com

CII COURSE DETAILS

Module	Topic	Details
0	How to Study	Studying for the CII with ISS / Study Techniques
1	Legal and Regulatory Framework	Introduction to Insolvency and Legislative Framework IP Regulation and Bonding Requirements Ethics Code & Conflicts of Interest Introduction to SIPs Legal Personalities and Types of Insolvency Securities and Enforcement EU Regulations
2	Bankruptcy	Commencement of bankruptcy / Effects of Bankruptcy The Official Receiver The Trustee in Bankruptcy Availability of Assets and Income Ranking, remuneration and distribution of the estate Conclusions: Annulment / discharge / release The Family Home in bankruptcy Challengeable transactions in personal insolvency Trading issues for debtors and Trustees Insolvent Partnerships
3	Alternative Debt Solutions, IVA and PVA	Alternatives for people in debt IVA Procedure Nominee & Supervisor - Statutory Role and Functions IVA Regulation and SIP 3.1 Application of standard conditions (Assets and Income) The Family Home in IVAs Breach, variation, termination and completion
4	Technical Insolvency and Common Parts	Engaging with creditors in insolvency Decision Making Procedures and SIP 6 Creditors' rights and remedies and the adjudication of claims Business creditors and debtors Employee Rights and Claims Application of the prescribed part Tax and VAT in insolvency Handling of Funds and SIP 11 IP Remuneration and SIP 9
5	Liquidation	Directors' duties and the risk of personal liability MVL / CVL Compulsory Liquidation Liquidation Committees Investigations by Insolvency Office Holders and SIP 2 Company Director Disqualification Powers and duties of the Liquidator Challengeable transactions in corporate insolvency Conclusion of liquidation: dissolution and release
6	Administration and Receivership	Receiverships Commencement and purpose of administration Powers and Duties of the Administrator Issues on Appointment Pre-packs and SIP 16 Creditors' rights in administration Exit from administration
7	CVA, Moratorium Procedures and Restructuring Plans	CVA procedure Nominee & Supervisor CVA Regulation and SIP 3.2 Treatment of property in a CVA Moratorium Restructuring Plans
8	Insolvency Financial Statements	Introduction to insolvency financial statements Computational questions in the CII Statement of Affairs Deficiency Account Receipts and Payments Accounts Estimated Outcome Statements Estimated Outcome Comparisons Distribution Statements
9	Mock examination	

Candidates should note the following: Every module is delivered by online video presentation. After completion of each module, candidates will be able to check and reinforce their knowledge on a Moodle Quiz. Note that the live virtual tutorials comprise part of the full course only.

MODULE DATES AND PATHWAYS

CII modules on the **full course** commence in March 2021 and run throughout the calendar year. Candidates can choose a standard pathway or an accelerated pathway through the modules, depending on work and domestic commitments, and how long they wish to commit to their studies.

Standard pathway

Designed for candidates wanting to study at a more manageable pace, chose a coloured coded pathway through the modules (red 1 to violet) with the aim of completing your training within 4-6 months.

	Module Number								Post-Mock	Course Pathway Red - Violet
	1	2	3	4	5	6	7	8		
Class Day:	Monday	Monday	Monday	Monday	Monday	Friday	Friday	Friday	Friday	
Class Time:	11:30am	11:30am	1:30pm	1:30pm	3:30pm	1:30pm	1:30pm	3:00pm	3:00pm	
First available tutorial in 2021:	08 Mar	15 Mar	22 Mar	29 Mar	18 Apr	30 Apr	07 May	14 May	28 May	
Additional Dates:	22 Mar	29 Mar	19 Apr	26 Apr	10 May	21 May	28 May	11 Jun	18 Jun	
	19 Apr	26 Apr	10 May	17 May	24 May	11 Jun	18 Jun	25 Jun	02 Jul	Red 1
	10 May	17 May	24 May	07 Jun	14 Jun	25 Jun	02 Jul	09 Jul	16 Jul	Red 2
	24 May	07 Jun	14 Jun	21 Jun	28 Jun	09 Jul	16 Jul	03 Sep	10 Sep	Orange 1
	14 Jun	21 Jun	28 Jun	05 Jul	12 Jul	03 Sep	10 Sep	17 Sep	24 Sep	Orange 2
	28 Jun	05 Jul	12 Jul	19 Jul	06 Sep	17 Sep	24 Sep	01 Oct	08 Oct	Yellow
	12 Jul	19 Jul	06 Sep	13 Sep	20 Sep	01 Oct	08 Oct	15 Oct	22 Oct	Green
	06 Sep	13 Sep	20 Sep	27 Sep	04 Oct	15 Oct	22 Oct	05 Nov	12 Nov	Blue
	20 Sep	27 Sep	04 Oct	11 Oct	18 Oct	05 Nov	12 Nov	19 Nov	26 Nov	Pink
Last available tutorial in 2021:	04 Oct	11 Oct	18 Oct	01 Nov	08 Nov	19 Nov	26 Nov	03 Dec	10 Dec	Violet

Accelerated pathway

An accelerated pathway enables candidates to complete their training in as little as 10 weeks.

Choose from pathways A to K.

	Accelerated Course Pathway A-K	Module Number								Post-Mock
		1	2	3	4	5	6	7	8	
Class Day:		Monday	Monday	Monday	Monday	Monday	Friday	Friday	Friday	Friday
Class Time:		11:30am	11:30am	1:30pm	1:30pm	3:30pm	1:30pm	1:30pm	3:00pm	3:00pm
First available tutorial in 2021:	A	08 Mar	15 Mar	22 Mar	29 Mar	18 Apr	30 Apr	07 May	14 May	28 May
Additional Dates:	B	22 Mar	29 Mar	19 Apr	26 Apr	10 May	21 May	28 May	11 Jun	18 Jun
	C	19 Apr	26 Apr	10 May	17 May	24 May	11 Jun	18 Jun	25 Jun	02 Jul
	D	10 May	17 May	24 May	07 Jun	14 Jun	25 Jun	02 Jul	09 Jul	16 Jul
	E	24 May	07 Jun	14 Jun	21 Jun	28 Jun	09 Jul	16 Jul	03 Sep	10 Sep
	F	14 Jun	21 Jun	28 Jun	05 Jul	12 Jul	03 Sep	10 Sep	17 Sep	24 Sep
	G	28 Jun	05 Jul	12 Jul	19 Jul	06 Sep	17 Sep	24 Sep	01 Oct	08 Oct
	H	12 Jul	19 Jul	06 Sep	13 Sep	20 Sep	01 Oct	08 Oct	15 Oct	22 Oct
	I	06 Sep	13 Sep	20 Sep	27 Sep	04 Oct	15 Oct	22 Oct	05 Nov	12 Nov
	J	20 Sep	27 Sep	04 Oct	11 Oct	18 Oct	05 Nov	12 Nov	19 Nov	26 Nov
Last available tutorial in 2021:	K	04 Oct	11 Oct	18 Oct	01 Nov	08 Nov	19 Nov	26 Nov	03 Dec	10 Dec

Notes for candidates on the full course

When booking your CII full course training, please select your preferred course pathway for your live tutorial sessions and we will reserve these tutorial dates for you. Tutorials should be attended after you have completed the online learning elements of each module. Should you wish to transfer your tutorial place to a later date (for instance, because you have not yet completed your online learning) this can be arranged free of charge, subject to course availability. ISS cannot guarantee that all streams will run as advertised, as this may depend on there being a sufficient demand.

BOOKING CONTACT

Title: _____ First Name: _____ Surname: _____

Firm: _____

Address: _____

Email: _____ Telephone: _____

CANDIDATE DETAILS

CANDIDATE 1	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Course:	<input type="checkbox"/> Full Learning <input type="checkbox"/> Independent Learning
Pathway:	<input type="checkbox"/> Standard <input type="checkbox"/> Accelerated
Preferred Stream: e.g. Red1/B (please state)	

CANDIDATE 2	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Course:	<input type="checkbox"/> Full Learning <input type="checkbox"/> Independent Learning
Pathway:	<input type="checkbox"/> Standard <input type="checkbox"/> Accelerated
Preferred Stream: e.g. Red1/B (please state)	

CANDIDATE 3	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Course:	<input type="checkbox"/> Full Learning <input type="checkbox"/> Independent Learning
Pathway:	<input type="checkbox"/> Standard <input type="checkbox"/> Accelerated
Preferred Stream: e.g. Red1/B (please state)	

CANDIDATE 4	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Course:	<input type="checkbox"/> Full Learning <input type="checkbox"/> Independent Learning
Pathway:	<input type="checkbox"/> Standard <input type="checkbox"/> Accelerated
Preferred Stream: e.g. Red1/B (please state)	

COURSE SELECTION

	Number of Delegates	Price per Course (excl VAT)	Total Net Cost
CII FULL COURSE		£1,795	
CII INDEPENDENT LEARNING COURSE		£1,450	
		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

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

BOOKING CONDITIONS

Payment is due on booking. All course fees are payable in advance of commencement and are non-refundable. Where a candidate is subject to exceptional circumstances impacting their ability to participate, we may (at our discretion) offer the client credit against future training services by Insolvency Support Services Limited.

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 training 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.

Our online virtual classroom sessions may be recorded and made available to all participating candidates for review and study purposes only. We will not release these recordings to any other person or organisation except in connection with the above purpose.

COURSE PAPERS

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

COURSE DATE, PROGRAMME AND FEE CHANGES

If the date or time of a course needs to be changed or the course 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 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.