



# Certificate of Proficiency in Personal Insolvency (CPPI) November 2009 Exam and Course Programme

**BPP Professional Education is committed to the pursuit of excellence in a professional and friendly environment.**

We aim to:

- be the leading provider of insolvency examination and CPD training
- support the needs of the insolvency profession by equipping you with the necessary knowledge and skills, in particular by developing an awareness of the role and approach of the modern practitioner
- provide training that is valued as an investment in your future enabling you to maximise your potential
- deliver the highest quality service to you at all times

Should you have any questions about our extensive range of insolvency courses and products, please contact our dedicated Client Care Team on **0845 226 2422**, or email [insolvency@bpp.com](mailto:insolvency@bpp.com)

Philip Horrigan  
Head of Insolvency Training  
BPP Professional Education

**BPP**  
PROFESSIONAL EDUCATION®

# The Certificate of Proficiency in Personal Insolvency (CPPI)

## *Why take CPPI in 2009?*

The CPPI is a new qualification being launched in 2009. The examination is set by the Insolvency Practitioners Association (IPA). Success in the CPPI exam will entitle you to apply for Affiliate membership of the Insolvency Practitioners Association, and an Affiliate member may describe himself as an 'Insolvency Technician'.

## *This qualification will cover:*

- A knowledge and understanding of options for the insolvent debtor, including areas such as bankruptcy, Individual Voluntary Arrangements (IVAs) and non statutory solutions, such as Debt Management Plans
- IVAs - procedure, the proposal and the IVA protocol
- Assets in bankruptcy, including dealing with equity in the bankrupts home
- Options for dealing with Insolvency Partnerships
- Practical steps in bankruptcies and IVAs

This qualification will appeal to anyone who requires a thorough understanding of statutory and non-statutory solutions in dealing with Personal Insolvency.

## *The Exam*

The exam is a test of personal insolvency competence and consists of one 3-hour paper, held once a year. 40% of the paper is allocated to multiple-choice and short form questions, while the remaining 60% is based on essay style questions. In 2009 the examination will take place on the 24th November.

## *Eligibility*

No experience or previous qualifications are required in order for you to be eligible to sit the CPPI exams. Further details of this, together with prices, can be found at the IPA website [www.insolvency-practitioners.org.uk](http://www.insolvency-practitioners.org.uk)

## *Our CPPI Training*

At BPP Professional Education we can help students to succeed in the CPPI exams. For this new qualification, we have developed a training programmes targeted specifically toward candidates approaching this paper and this offers the flexibility to make studying as easy as possible.

BPP provide courses and study materials are designed to help you succeed in the CPPI exams.

## CPPI Courses and Materials

At BPP we know there are no short cuts to exam success and we know too that your study time is likely to be restricted, and so needs to be properly focused.

*We therefore provide a range of courses, study materials and audio CDs to help you succeed.*

- Clear, concise, exam focused study notes - for use with our distance learning package, or with our courses
- Unique and interactive classroom tuition covering the syllabus subject matter and giving practical advice in how to answer exam questions
- Choice of course locations and dates
- Tutorial helpline - you can: phone **0845 226 2422** fax **0161 237 9650** or email your tutors [insolvencytechnical@bpp.com](mailto:insolvencytechnical@bpp.com)
- A selection of online material and tests to support your studies
- Audio CD - to reinforce your learning. These are provided to all first time CPPI students and all home study students.
- Passcards - these summarise key law and can be used as a revision aid to give you the best preparation for the exam.

## *For the CPPI we offer you*

- Expert tuition and guidance
- Advice on study skills and exam technique
- Link courses in London and Manchester
- Distance learning programme
- Progress and attendance reports for training managers
- Additional mock examination days, where the exam can be sat in-house followed by a full debrief

## Courses

BPP have put together a course programme for the CPPI to assist you in your training.

### CPPI - Two day introduction course

London - 11th & 12th August

Manchester - 25th & 26th August

Our 2-day introductory course will cover an introduction to the fundamental areas of the course, including:

- Non-statutory solutions to debt problems
  - Informal arrangements with creditors
  - Debt consolidation
  - Re-mortgage
  - Debt management plans
  - County Court Administration orders
- Statutory solutions
  - Bankruptcy - overview
  - IVA - overview
- Bankruptcy
  - Routes into bankruptcy
  - Appointment of Trustee
  - Effect of bankruptcy order on the individual
  - Assets forming part of the estate
  - Exempt assets
  - Establishing, valuing, protecting and realising the Trustee's interest in the bankrupt's home
  - The functions, powers and duties of the Trustee
  - The creditors - proofs and proxies
  - Discharge and annulment
  - Bankruptcy Restriction Orders and undertakings
- Individual Voluntary Arrangements
  - The first meeting with the debtor
  - The IVA Procedure
  - Voting rights at the creditor's meeting
  - Contents of the proposal
  - Default of debtor and failure of the IVA
- Partnerships
  - Partnership Voluntary Arrangements
  - IVAs for insolvent partners
  - Creditors of the partnership and separate estates
  - Joint bankruptcy petitions

### CPPI - one day accounts course

London - 5th October

Manchester - 7th October

This course covers the accounting aspect of personal insolvency, including statements of affairs, estimated outcome statements and summaries of receipts and payments.

### CPPI - Two day revision course

London - 5th & 6th November

Manchester - 11th & 12th November

An intensive two day final programme, mainly based around exam technique, question practice and various tests. The course is designed to get you up to speed for the real exam, and covers all of the main areas examined in this paper.

### CPPI - Mock day

London - 13th November

Manchester - 17th November

The mock day will provide invaluable exam practice. Scheduled in the build up to the final examination, the day provides candidates with the opportunity to practice a freshly written exam style paper under exam conditions.

During the afternoon session, your tutor will provide you with a detailed debrief, during which you will be able to mark your own paper using the solutions and marking guide provided.



Our courses are designed to teach the knowledge and introduces key exam skills, and to help you to review key syllabus areas and shows you how to apply knowledge

For further information, regarding Insolvency Training, and our CPPI Examination Training Programmes please visit our website at [www.bpp.com/insolvency](http://www.bpp.com/insolvency), telephone our client care team on **0845 644 6086** or email [insolvency@bpp.com](mailto:insolvency@bpp.com).



# Booking Form PHOTOCOPY IF REQUIRED

## Personal Details

Mr/Mrs/Miss/Ms Surname:..... Employer's address:.....  
 First name(s):.....  
 Qualification(s):.....  
 Year Qualified:..... Postcode:..... DX:.....  
 Home address:..... Training Manager email:.....  
 ..... Training Manager phone no:.....  
 .....  
 Postcode:..... Employer to receive feedback reports on course exams and  
 Daytime telephone number:..... absence   
 Mobile telephone number:..... Please send my study material to:  
 Email address:.....  Office (courier)  Home  
 Training/Authorising Manager:..... Please note we strongly recommend that your study material is  
 delivered to your place of work. Packages are too large for a letterbox.

## Courses Required

**\*CPPI Link Courses - £1185**  
**Course Costs £900 + VAT, Study Materials Cost £150**

Course	Time	London	Manchester
CPPI - Personal Insolvency Introduction Course	9:30am - 4.30pm	<input type="checkbox"/> 11th & 12th Aug 2009	<input type="checkbox"/> 25th & 26th Aug 2009
CPPI - Accounts	9:30am - 5.00pm	<input type="checkbox"/> 5th Oct 2009	<input type="checkbox"/> 7th Oct 2009
CPPI - Personal Insolvency Revision	9:30am - 4.30pm	<input type="checkbox"/> 5th & 6th Nov 2009	<input type="checkbox"/> 11th & 12th Nov 2009
CPPI - Final Mock Exam	9:30am - 4.30pm	<input type="checkbox"/> 13th Nov 2009	<input type="checkbox"/> 17th Nov 2009

Please select which course dates you would like to attend.

## Study materials

All included in Link Course and Distance Learning Course

- Study Notes = £120.00
- 3 Sets of Passcards = £90.00 (£30 each)

Study materials are supplied by BPP Learning Media Ltd. and are included in the CPPI link course.

### Postage

Individual items:

- Study notes and Question Bank = £4.00
- Passcards = £3.00

*\* BPP Learning Media*

*All tuition and courses are supplied by BPP Professional Education. All study materials are supplied by BPP Learning Media. You will be charged £150 by BPP Learning Media for your study materials (this is included within the total fee). Please note that all prices are inclusive of VAT.*