As a business ourselves, we’re well aware that professional development must be a profitable use of both time and money. We’ll repay your investment by providing tuition that will advance careers and boost corporate performance.

Whether you’re an individual, an HR executive or a training specialist, you’ll find that our professional and personal development programmes will add value and pay for themselves.
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ONLY AMATEURS IGNORE PROFESSIONAL DEVELOPMENT

You qualified. You worked. You retired. That was then. These days, you must continually prove that you’re qualified to perform your duties. Professional development is often mandatory and always advisable. Work hard (and often) on your professional development, and you won’t be left behind as others keep abreast of new legislation and new techniques.

If you’re responsible for training, you’ll know that professional development is not a ‘nice-to-have’ luxury. It’s a ‘must-have’.
OUR PLACE OR YOUR PLACE?
OFF THE PEG OR TAILOR-MADE?
We take flexibility further. Focusing on the precise needs of your organisation, we’ll set up an in-house training programme or a bespoke course of study. Appreciating the plight of time-starved executives, we also operate online programmes as a cost-effective, accessible alternative to face-to-face tuition.

Our approach is to adjust our courses to delegates’ and clients’ needs, not to expect things to work the other way round. For more information email in-house@bpp.com or call 0845 226 2422
LET OUR CREDENTIALS BOOST YOURS
Our track record is excellent. Our CV is impressive. We work with almost all of the top 100 companies listed on the London stock exchange and train two-thirds of all UK accountants.

Our relationships with business and the professions aren’t just close, they’re intimate. Looking ahead, we hope to boost these credentials, as we’re continually developing our skills (naturally).
SOFT SKILLS BRING HARD-NOSED RESULTS
Technical ability is obviously essential, but it’s no longer enough. These days, whatever your profession, you need to increase your personal impact and effectiveness. You need to work on your communication, leadership and management skills.

We can help, with programmes covering vital, personal topics such as time management, appraisal skills, stress control and memory techniques.

These programmes also present important opportunities to HR staff looking to improve morale and motivation.
WE DON’T PREACH. WE PRESENT

Your programme will be led by a presenter, not a lecturer or tutor. A qualified professional with practical experience and a knack for communication will help to update your skills and broaden your knowledge. You’ll be expected to contribute, as we’ve found that interactive, challenging sessions produce the best results.
DEVELOPMENT AT A DISCOUNT

Putting practicalities before theory, we appreciate the need for cost-effective learning. Join our membership scheme and you’ll benefit from discounted courses, including a guaranteed 50% off the first course you book.

For more information visit bpp.com/pd-membership or call 0845 226 2422
With ten UK study centres providing professional and personal development programmes, plus in-house training, we go out of our way to maximise skills and develop careers.

1. **BIRMINGHAM**  
   BPP Birmingham is a bright, modern study centre located right next door to a number of major law firms.  
   **BPP BIRMINGHAM**  
   BPP PROFESSIONAL EDUCATION  
   32–34 COLOMBO CIRCUS  
   BIRMINGHAM B4 6BN

2. **BRISTOL**  
   BPP Bristol is situated on the waterfront within easy walking distance of the train station and city centre.  
   **BPP BRISTOL**  
   BPP PROFESSIONAL EDUCATION  
   GROVE AVENUE  
   QUEEN SQUARE  
   BRISTOL BS1 4QY

3. **GLASGOW**  
   BPP Glasgow is situated within easy walking distance of the train station and the city centre.  
   **BPP GLASGOW**  
   BPP PROFESSIONAL EDUCATION  
   3RD FLOOR  
   7–12 WEST NILE STREET  
   GLASGOW G1 2PR

4. **LEEDS**  
   BPP Leeds Park Row is a professional, modern centre just two minutes from the train station.  
   **BPP LEEDS PARK ROW**  
   BPP PROFESSIONAL EDUCATION  
   36 PARK ROW  
   LEEDS LS1 5JL

5. **LIVERPOOL**  
   BPP Liverpool has established itself as the leading provider of finance training in Merseyside, West Cheshire and South Lancashire, and is conveniently located close to car parks, train and bus stations.  
   **BPP LIVERPOOL**  
   BPP PROFESSIONAL EDUCATION  
   1ST FLOOR — MERCHANTS COURT  
   2–12 LORD STREET  
   LIVERPOOL L2 1TS

6. **LONDON**  
   Situated in the heart of London, and conveniently located close to the financial district and the shopping streets of Oxford Circus and Covent Garden.  
   **BPP PROFESSIONAL EDUCATION**  
   HOTEL RUSSELL  
   1–8 RUSSELL SQUARE, BLOOMSBURY, LONDON WC1B 5BE
Recently renovated and equipped to the highest standard, BPP’s historic St. James’s Building in Manchester is situated in the heart of the city centre.

**BPP Manchester St. James’s Building**

BPP PROFESSIONAL EDUCATION
ST. JAMES’S BUILDING
79 OXFORD STREET
MANCHESTER M1 6FQ

**Milton Keynes**

BPP Milton Keynes is a state-of-the-art facility located in the heart of the Milton Keynes business district, opposite the train station and within walking distance of the main shopping centre.

**BPP Milton Keynes**

BPP PROFESSIONAL EDUCATION
GROUND FLOOR, EAST WING
401 GRAFTON GATE
MILTON KEYNES MK9 1AQ

**Newcastle**

BPP Newcastle is a newly renovated facility situated directly opposite Newcastle Central train station, in the heart of the city centre.

**BPP Newcastle**

BPP PROFESSIONAL EDUCATION
GUNNER HOUSE NEVILLE STREET
NEWCASTLE NE1 5DF

Conveniently based in the centre of Nottingham, approximately ten minutes’ walk from the train station, BPP Nottingham is a leading provider of professional courses in the local area.

**BPP Nottingham**

BPP PROFESSIONAL EDUCATION
FIRST FLOOR — PEARL ASSURANCE HOUSE
FRIAR LANE
NOTTINGHAM NG1 6BT

For more information on each centre including contact details, maps and directions and courses available please visit bpp.com/locations
We’re in the business of change. These days, the only constant is change, so we build topicality and flexibility into our business and finance programmes, using bite-sized online modules.

INTRO
BPP has produced a flexible and convenient, high-quality training solution for professionals and support staff alike.

‘CPD On Demand’ is designed to keep you abreast of recent developments from the convenience of your desk.

WE HAVE DESIGNED OUR ONLINE OFFERING WITH THE NEEDS OF YOUR ORGANISATION IN MIND. IT OFFERS:

A consistent training approach for the whole team, across multiple locations

A reduction in costs compared to traditional training activities

Online content that complements the organisation’s existing training framework

CPD certificates of completion for individuals and reporting capabilities to assist learning & development managers

SOME OF OUR MOST POPULAR COURSES INCLUDE:

- A leader’s guide to mastering influence
- An introduction to investment banking
- An introduction to the city and financial markets
- Commercial skills for finance professionals
- Employment law basics
- The 21st century workplace: managing social media use
- The accountant as strategic influencer & adviser - becoming a business partner
- The accountant as strategic influencer & adviser - the role of business partner
- Time management for professionals
- Transfer pricing

For an online demonstration, visit the E-Learning section at www.bpp.com/pd

For further information, please call our Customer Service team on 0845 226 2422

To enquire about tailored solutions or group access for your business, please email in-house@bpp.com
ACCOUNTANCY & TAXATION

With programmes covering just about every specialism, we can prepare you for the broadest range of accounting roles and keep you up-to-date with the latest theories and practices. We’ve built our reputation on accountancy training, helping accountants build successful careers for almost 35 years via qualifications, training and ongoing professional development courses.

The world of accounting is constantly evolving, and recent economic conditions mean that the need for well-trained, professional accountants is greater than ever. In fact, thanks to the current shortage of skilled accountants in specialist fields, there has never been a better time to get trained and qualified with BPP Professional Education.

At BPP Professional Education we built our reputation on accountancy training, and have been helping budding accountants build successful careers for almost 35 years. With programmes covering just about every specialism we can prepare you for the broadest possible range of accounting roles, ensuring you are up to date with the latest practices and theories.

Our degrees also often include exemptions from professional qualifications. Many of our tutors are former practitioners, so you benefit from our wealth of experience and expertise at every level. Our connection with the industry is not just one way, either; we maintain strong corporate ties that can actively help undergraduate students find work once qualified, and many large companies advertise exclusively with us.

Even when you’ve qualified with us we can help you grow and flourish in your career through our comprehensive range of CPD (Continuing Professional Development) courses, providing some of the best ongoing training and qualifications in the accounting world.

To view full course outlines, dates and availability of all our Professional Development courses, visit bpp.com/pd or call our Client Care team on 0845 226 2422.

For Finance & Taxation in-house courses please contact us at in-house@bpp.com.

These are not programmes or awards made by BPP University.

In partnership with CIMA.

FINANCIAL REPORTING COURSES

FINANCIAL INSTRUMENTS — AN INTRODUCTION FOR THE NON-FINANCIAL SECTOR
Learn about the wide-ranging impact of IFRS outside of the banking sector
L 6 £415 £599

FINANCIAL INSTRUMENTS — HEDGE ACCOUNTING
This half day course is suitable for those working in the financial sector or any other business sector with considerable exposure to financial instruments who would like to gain a better understanding of the complex area of hedge accounting
L 3 £239 £299

FINANCIAL INSTRUMENTS (IAS 39) — ADVANCED ASPECTS — RECOGNITION & MEASUREMENT
This course is suitable for those with a basic understanding of the theory behind IAS 39, but who are struggling to put that theory into practice
L 6 £415 £599

FINANCIAL INSTRUMENTS — IFRS9 & THE REPLACEMENT OF IAS 39
Get up to speed with the latest developments and proposals on this important project
L 3 £239 £299
FINANCIAL REPORTING COURSES CONT.

FRS 102 & THE FUTURE OF UK FINANCIAL REPORTING
This course covers the main requirements of the FRS102 and provides practical examples and illustrations throughout to demonstrate the key accounting treatments under it.

UK GAAP - UPDATE & INTRODUCTION TO FRS 102
This introductory course considers FRSMEs — the first set of accounting requirements developed specifically for small and medium sized entities.

IFRS — A COMPARISON WITH US GAAP
Learn about the key differences and the road map for convergence.

IFRS — A COMPREHENSIVE REFRESHER
Stay on top of the latest developments in international reporting standards.

IFRS — ADVANCED
This two day course examines some more of the challenging areas faced by entities adopting IFRS. It will focus primarily on the standards dealing with group issues, employee benefits, share-based payments and deferred tax. An introduction to accounting for financial instruments is also given.

FIRST-TIME ADOPTION WORKSHOP (IFRS & FRS 102)
This case study based workshop looks at the requirements of IFRS 1 and will provide practical guidance on producing your opening balance sheet to comply with IFRS.

IFRS — INTRODUCTION
An essential introduction to preparing financial statements under IFRS.

IFRS — KEEPING UP-TO-DATE
Stay on track with new and revised IFRS, recently issued IFRICs and proposed future changes.

IFRS — NEW & REVISED STANDARDS
An overview of all the new and revised standards which will impact the current financial year and beyond.

IFRS — NEW REVENUE RECOGNITION STANDARD
This course will consider the significant implications of the new revenue recognition standard which will replace all existing standards and interpretations which dictate the accounting treatment for revenue.

IFRS — REVISED LEASE ACCOUNTING STANDARD
This half day course will visit the current accounting requirements under IAS 17 and then consider the accounting for such transactions under the new lease accounting standard.

PENSIONS ACCOUNTING — AN INTRODUCTION FOR ACCOUNTANTS
Explore in detail the regulatory and reporting environment around pensions accounting.

UK GAAP — A COMPREHENSIVE REFRESHER
An ideal refresher for those entering or returning to a financial reporting role, covering the main requirements of each standard and practical examples and illustrations.

GROUP ACCOUNTING - ADVANCED
Exploring more advanced aspects of UK GAAP, including complex group structures, disposals and group reorganisations.

GROUP ACCOUNTING - FUNDAMENTALS
An overview of the fundamentals of the production of consolidated financial statements. Ideal for accountants moving into a group role, or those needing a refresher.

UK GAAP — LIMITED LIABILITY PARTNERSHIPS
A useful summary for those considering the switch from partnership to LLP, those new to accounting for LLPs or existing employers looking to refresh their knowledge.

US GAAP — ADVANCED
Gain practical advice on challenging areas of US GAAP, such as pensions, stock compensation and financial instruments.

US GAAP — INTRODUCTION
A key understanding of the US regulatory environment, and the key differences between accounting principles in the UK and the US.

US GAAP — KEEPING UP-TO-DATE
A useful update course on recently issued US Financial Reporting Standards, interpretations and technical developments, together with the current road map for convergence between US GAAP and IFRS.
## Taxation Courses

### Autumn VAT Update for Tax Professionals
Get a direct tax update covering the Finance Act and other key topical developments — can be combined with the Spring update to ensure full coverage of the key issues of the tax year.

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### Autumn VAT Update for Tax Professional
Get a VAT update covering the Finance Act and other key topical developments — can be combined with the Spring update to ensure full coverage of the key issues of the tax year.

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### Capital Expenditure — Getting the Tax Treatment Right
This course will be useful to anyone who advises on, or is involved with, capital expenditure by businesses in the UK — it considers the distinction between capital and revenue expenditure, the major changes to the capital allowances regime in recent years and other aspects of capital projects.

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### Capital Gains Tax Refresher & Update
Refresh your knowledge of the fundamental principles of CGT and get an update on new developments.

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### Corporation Tax Refresher and Update
Refresh and update your knowledge of the fundamental rules of corporation tax and look at examples of typical corporate tax issues arising.

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### Dealing with HMRC: Penalties, Powers & Appeals
This course will help anyone who has to deal with HMRC and needs an understanding of the compliance, penalty and information/inspection regimes following the major changes of the last few years.

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### Essential Annual Tax Update
Ideal for accountants working in practice or in industry this course provides an update on the most important developments across the main taxes.

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### International Tax Planning - Advanced
For those who are familiar with the international aspects of UK tax but wish to expand their knowledge of international tax planning techniques for cross border activities.

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### International Tax Planning - An Introduction
Illustrated with case studies, this course highlights common tax issues and points to watch when a UK company expands overseas. It provides the building blocks for basic planning and structuring.

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### Income Tax Refresher & Update: Business Tax
Refresh and update your knowledge of the fundamental principles of income tax which apply to business income, including typical issues arising and some planning possibilities — can be combined with Income Tax Refresher & Update: Personal Tax to cover all aspects of income tax.

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### Income Tax Refresher & Update: Personal Tax
Refresh and update your knowledge of the fundamental principles of income tax which apply to personal (non-business) income, including typical issues arising and some planning possibilities — can be combined with Income Tax Refresher & Update: Business Tax to cover all aspects of income tax.

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### Inheritance Tax Refresher & Update
Remind yourself of the basics of inheritance tax with this refresher and update covering the key principles and main rules.

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### International VAT
Provides an overview of the structure of VAT under the EU Directives, both in the UK and other key EU countries — it shows how the tax impacts on international supplies of both goods and services including planning possibilities.

### Taxation Courses

### Payroll Refresher and Update
This one-day course is intended for those who already have some knowledge of payroll but need to be kept up to date on recent developments and proposals.

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### Quarterly Tax Update for Tax Professionals
Keep up-to-date with key developments in tax through a quarterly review of important cases, legislative changes and official pronouncements.

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### Tax Update for Non-Tax Professionals
Ideal for accountants in practice or business and finance professionals who are non-tax specialists but need an awareness of tax developments — this course provides an update on the most important developments in the last year across the main taxes.

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### The Construction Industry Scheme
Provides a good understanding of the Construction Industry Scheme to assist delegates in dealing with it correctly in practice.

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### Trusts & Estates - Annual Tax Refresher
An update on the year’s most important developments across the main taxes as they affect trusts and estates.

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### Twilight Tax Update — Business and Corporate Tax 2013
An update on key developments in business and corporate tax in 2013, including Finance Act changes, official announcements and proposals and important cases — can be combined with the Twilight Tax Update — Personal and Employee Tax 2013 to cover all the main taxes.

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### Twilight Tax Update — Personal and Employee Tax 2013
An update on key developments in personal and employee tax in 2013, including Finance Act changes, official announcements and proposals and important cases — can be combined with the Twilight Tax Update — Business and Corporate Tax 2013 to cover all the main taxes.

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### UK Taxation of Groups
Gain an understanding of how UK tax law applies to groups of companies, including the benefits of group treatment and the tax implications of various group transactions.

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### VAT & Commercial Property - How to Save Tax & Avoid the Traps
Deals in detail with the impact of VAT on commercial property — including key planning areas, pitfalls and the impact of anti-avoidance legislation.

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### VAT Refresher & Update
This course will ensure that delegates have a sound understanding of the fundamentals of VAT and how the tax applies in business.

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BUSINESS & FINANCE COURSES

ACTIVITY BASED COSTING AND MANAGEMENT — MAKING IT WORK IN THE REAL WORLD
A course for senior finance professionals that draws upon practical experiences and case studies where ABC and ABM have really been made to work and produce significant business benefits

BETTER FORECASTING & BUDGETING
Make your budgets work harder, and learn the value of rolling forecasts and performance measurement systems

BUSINESS ANALYTICS
Data analytics will increasingly be recognised as the most important means of identifying the business drivers of the organisation and therefore the major influence on the financial outcome of the organisation

BUSINESS CASES THAT CONVINCE
Gain an effective and practical framework for developing and presenting compelling business cases, which should significantly increase the probability of first time approval

CFO OF THE FUTURE — WORKSHOP 1 (FINANCE LEADERSHIP)
This workshop will assist you in rising above basic accounting routines and help you become a change leader who can transform finance into a best-in-class operation

CFO OF THE FUTURE — WORKSHOP 2 (STRATEGIC MANAGEMENT)
This workshop will help you improve your knowledge of strategy tools (such as the balanced scorecard) and strategic decision-making (how to allocate funds to the best opportunities) to enhance the strategy process

CFO OF THE FUTURE — WORKSHOP 3 (COST AND PROFITABILITY ANALYSIS)
This workshop will teach you new practices and techniques allowing you to see beyond budgets and accounting statements to find where the deep cost reduction and profit-making opportunities are

CFO OF THE FUTURE — WORKSHOP 4 (FLEXIBLE PLANNING AND ROLLING FORECASTS)
This workshop will show you how to break free from short-term targets and budgets and replace them with systems that enable the organisation to be more flexible

CFO OF THE FUTURE — WORKSHOP 5 (BEST PRACTICE MEASUREMENT AND REPORTING)
A workshop to teach you how to ensure your reporting/measures are relevant and frequent for senior management

COMMERCIAL SKILLS FOR FINANCE PROFESSIONALS
Expand your role from analyst to business experts and become totally integrated within the strategic direction of the business

CREDIT MANAGEMENT — WHAT YOU NEED TO KNOW
An introductory course on credit control and credit management at all levels. Also useful for anyone in business wanting to improve their cash flow and reduce bad debt

DATA ANALYSIS — WITH EXCEL
Allows you to utilise the power of Excel with tips on analysis, reporting, scenario and sensitivity analysis

DEVELOP INTO A DIRECTOR
A course specifically designed to assist recently appointed and future finance directors to successfully make the leap from management level

DRIVING DOWN COSTS
The course provides a toolkit of key ideas and cost management strategies, frameworks for analysing cost and practical techniques for implementing cost reduction

BUSINESS & FINANCE COURSES CONT.

EFFECTIVE TRANSFER PRICING
This course provides financial directors, controllers and tax specialists with an appreciation of the advanced operational and strategic opportunities provided by transfer pricing

EXCEL VBA FOR FINANCE PROFESSIONALS
This one day course provides useful code, an insight into programming and practical exercises in VBA module compilation. It covers standard automation, macro operations, handling user input, declaring and using variables, and dealing with errors

FASTER FINANCIAL CLOSING
Many companies continue to devote an excessive amount of time and effort on financial reporting at period ends. Learn how considerable cost savings are available to organisations that eliminate inefficiencies through faster financial closing

FINANCIAL MANAGEMENT IN SMEs
Gain a comprehensive understanding of the inherent strengths and weaknesses of financial management in small businesses and the need for appropriate governance

CORPORATE PERFORMANCE MANAGEMENT AND BUSINESS INTELLIGENCE
Find out how corporate performance management and business intelligence can help you and your organisation make better business decisions

FORENSIC ACCOUNTING
Gain tools to identify, investigate and prevent fraud and to analyse your accounts to identify fraud, plus an understanding of the law regarding fraud

FRAUD AND CORRUPTION RISK IN BUSINESS
A review of the practical steps that your business can take to reduce the risk of fraud and corruption and ensure that your systems and controls are robust enough to deter/identify a fraud and that your data is secure

FUNDAMENTALS OF TRANSFER PRICING
Gain an understanding of the mechanics of transfer pricing and learn how to deal with related analysis, policy and risk

INFLUENCING SKILLS FOR CFOs
Designed to give in-depth exposure to the key concepts, and hands-on application, of how to influence with integrity and strategic intent

INFORMATION, INSIGHTS AND IMPACT
A course that provides you with the skills to improve the quality and effectiveness of reporting to decision makers

INVESTMENT APPRAISAL IN PRACTICE
Investigate more advanced issues in investment appraisal, such as qualitative issues and related analysis, policy and risk

INVESTMENT APPRAISAL — INTRODUCTION
Learn the basic investment appraisal techniques to decide whether to proceed with a capital purchase or project

KEY PERFORMANCE INDICATORS
A new approach to ensure you can improve the way performance measures are used in your organisation

LEAN FINANCE
Explore the growing trend of using lean tools to streamline and enhance productivity and effectiveness
BUSINESS & FINANCE COURSES CONT.

MANAGEMENT ACCOUNTING UPDATE — ADDING VALUE BEYOND THE NUMBERS
Examine the latest trends and thinking in budgeting, reporting and control
L; B; G 6 £415 £599

INTRODUCTION TO DATA ANALYSIS - WITH EXCEL
Quick tips in using reporting tools, performing calculations, increasing functionality, and an intro into analysing data and automation within Excel
L 1 6 £415 £599

INTRODUCTION TO MICROSOFT PROJECT
An overview of the features of Microsoft Project 2007
L; M 1 3 £239 £299

MANAGEMENT REPORTING FOR DECISION MAKING
A practical approach to producing the right information at the right time
L; M 1 6 £415 £599

MARGIN MANAGEMENT
Gives insight into a range of opportunities for profit improvement; the ability to increase margins without losing valuable customers and knowledge of margin management techniques that have worked for well known organisations
L 1 6 £415 £599

ORGANISATIONAL RISK MANAGEMENT
This training workshop will not only demonstrate how a business can identify every aspect of risk that it is likely to encounter but also identify the models and performance measures to manage them
L 1 6 £415 £599

PRICING STRATEGIES AND VALUE
Understand the advantages and disadvantages of the 'conventional' approaches to pricing, and discover how to develop a rational pricing strategy based securely on financial, competitive, economic and marketing principles
L 1 6 £415 £599

PROJECT MANAGEMENT IN PRACTICE
A course for anyone involved in project management, introducing the key stages of a project from definition through to completion plus the common pitfalls of project management
L; M 1 6 £415 £599

SMARTER THINKING, SMARTER WORKING
Discover how to use both halves of your brain to get more from it, think both logically and strategically, and keep one jump ahead of your colleagues
L; M 1 6 £415 £599

SPREADSHEET SKILLS FOR FORECASTING, PLANNING & BUDGETING
Learn the latest techniques and models to help your forecasting, planning and budgeting
L 1 6 £415 £599

SUSTAINING SABRANES OXLEY
A practical guide on how you can implement the Act to achieve maximum value
L; G 1 6 £415 £599

THE ACCOUNTANT AS STRATEGIC INFLUENCER AND ADVISOR
Gain insight into the changing role of the accountant — learn negotiating and influencing styles as well as how you can support the transformation of Finance into a value adding business partner
L; G 1 6 £415 £599

MANAGING SPREADSHEET RISK
Gain a toolkit to implement spreadsheet risk management policies and processes - and an understanding of the nature of spreadsheet risk
L 1 6 £239 £299

MINI-MBA FOR ACCOUNTANTS
This intensive five-day course will introduce you to MBA-type thinking, and how it can be applied in the finance function. Day 1 The strategic context, Day 2 From strategy to marketing, Day 3 The human and organisational aspect, Day 4 Innovation and diversification, Day 5 Information and insights
L; G 1 6 £415 £599

STRATEGIC COST OPTIMISATION
A comprehensive approach to strategic cost management and cost optimisation, analysing how to plan, launch and manage a strategic cost management initiative to transform your organisation
L; G 1 6 £415 £599

THE BALANCED SCORECARD
Discover the role and benefits of the balanced scorecard, and the critical role of strategy mapping through detailed business case studies. Understand how to use the scorecard to execute business strategy and analysis more effectively
L; M 1 6 £415 £599

THE ROLE OF THE COMPANY SECRETARY
A highly practical seminar providing an up-to-date understanding of the duties and responsibilities of a company secretary, together with the key changes arising from the 2006 Companies Act
L; M 1 6 £415 £599

THE STRATEGIC ACCOUNTANT
The role of the accountant is to accurately measure company performance and to provide relevant information to decision makers. Too many focus solely on the former responsibility and lessen their impact on the business. Many also merely concentrate on information provision for tactical or operational aspects of their businesses. Whilst these roles are vital, they are not the full responsibility of the professional accountant — we are also in the business to add strategic value. This course will show you how
L 1 6 £415 £599

UNDERSTANDING AND IMPROVING BUSINESS PROCESSES
This course gives an introduction to the tools used in mapping business processes, and how to link them to the creation of value within the organisation, consequently increasing efficiency and reducing cost
L 1 6 £415 £599

WORKING CAPITAL — WHY IT MATTERS
Explore how WCO can help your company make more money through incurring lower overhead costs, improving customer and supplier relationships and presenting an accurate picture of the business to stakeholders
L; M 1 6 £415 £599

THE BIGGEST MISTAKES ACCOUNTANTS MAKE - AND HOW TO AVOID THEM
A look at how to avoid the common errors made in six key areas: leadership, strategy, management information, budgets/forecasts, systems/processes, vital actions
L; M 1 6 £415 £599

TRANSFORMING THE FINANCE FUNCTION
This course covers analysis, reporting, business strategy monitoring and performance management skills as well as successful collaboration techniques to feed directly into decision making and expand your role as a financial business partner
L 1 6 £415 £599

INTERNAL & EXTERNAL AUDIT COURSES

AUDIT AND ASSURANCE UPDATE
Keep up-to-date technically with the latest developments in audit and assurance
L 1 6 £415 £599

INTERNAL AUDIT
This course provides a speedy induction or update on internal auditing. Suitable for experienced internal auditors as well as those newly assigned to internal audit positions
L; M 1 6 £415 £599

FINANCIAL AWARENESS

FINANCE FOR NON-FINANCE MANAGERS — ADVANCED
Learn to read and draw conclusions from a balance sheet and a profit and loss account, and how to assess the accounts of a business in terms of profitability, solvency and risk
L; M; L 1 6 £495.50 £599

FINANCE FOR NON-FINANCE MANAGERS — ESSENTIALS
A course for anyone needing a basic understanding of business finance, which explains the language used by accountants and those in finance
L; M 1 6 £245.50 £299

INTRODUCTION TO ACCOUNTING
A five-day course to provide attendees with a clear understanding of how to prepare accounts, with practical examples to illustrate the key requirements
L 1 6 £725 £950

LOCATION(S) CPE HOURS MEMBERS (NG) NON-MEMBERS (NG)

ACCOUNTANCY & TAXATION COURSES

THE STRATEGIC CHALLENGE
A comprehensive approach to strategic cost management and cost optimisation, analysing how to plan, launch and manage a strategic cost management initiative to transform your organisation
L; B; G 1 6 £415 £599
FINANCIAL SERVICES

Whether you’re new to the world of finance or an established financial professional, our programmes will equip you with the expertise to help you meet your career aspirations and flourish in your chosen specialist field. With a balance of theoretical and practice-based learning, our courses include access to state-of-the-art resources and analytical tools.

Finance is one of the fastest growing and most dynamic industries today, and recent economic issues have thrust it to the forefront of public perception to creating an increased demand for skilled, qualified professionals. As one of the largest and most respected providers of financial education in the UK, BPP can equip you with the necessary expertise to help you flourish in one of the many specialist areas of this highly competitive world. Suitable both for those new to the world of finance and existing financial professionals, BPP’s programmes enable you to expand your knowledge or specialise to a variety of chosen levels.

The programmes have a balance of theoretical and practice-based learning and include access to state-of-the-art resources and analytical tools — as well as offering the opportunity to study in the heart of London’s business centre, the financial capital of the world. BPP’s Professional Education MSc Finance offers the option to specialise further, depending on the student’s career aspirations, and can also be integrated with the CFA qualification, including level 1 and preparation for level 2.

To view full course outlines, dates and availability of all our Professional Development courses, visit bpp.com/pd or call our Client Care team on 0845 226 2422.

For Financial Services in-house courses please contact us at in-house@bpp.com

These are not programmes or awards made by BPP University.

GENERAL INTRODUCTORY COURSES

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LOCATION(S) OPTION(S) NON-MEMBER (+VAT)

GENERAL INTRODUCTORY COURSES CONT.

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LOCATION(S) OPTION(S) NON-MEMBER (+VAT)

REGULATION & COMPLIANCE

SOLVENCY II — INTRODUCTION
A one day course covering the key features of the Solvency 2 Directive, including a comparison with the current Solvency 1 regime, and key differences to the FSA’s own developments of the existing EU regime.

CASS
This course will suit management, compliance and administration professionals. It will allow understanding of the significance attached to CASS by the FCA, identify prevalent problems and explore how to avoid them.

MIFID II
This course is suited to directors, senior executives and compliance professionals of fund management groups, and will explore the impact of MiFID 2 on fund management firms.

37
Location(s) | CPD hours | Members (+vat) | Non-Members (+vat)
--- | --- | --- | ---
London | 6 | £490 | £615
Birmingham | 6 | £490 | £615
Manchester | 6 | £490 | £615
Leeds | 6 | £490 | £615
Brussels | 6 | £490 | £615
Glasgow | 6 | £490 | £615
Liverpool | 6 | £490 | £615
Nottingham | 6 | £490 | £615
Milan | 6 | £490 | £615
Newcastle | 6 | £490 | £615

FINANCIAL ANALYSIS

ANALYSING BANKS
Understand the basics of financial and credit analysis of commercial and investment banks.

ACCOUNTING & FINANCIAL ANALYSIS - INTRODUCTION
Provides a thorough insight into the meaning and analysis of the financial statements of corporates.

ACCOUNTING & FINANCIAL ANALYSIS - INTERMEDIATE
Gives an understanding of more complex accounting areas and how they can affect the assessment of corporate performance.

ANALYSING INSURANCE COMPANIES
Gain the ability to analyse the complex financial statements of a range of insurance companies.

ANALYSING PROPERTY COMPANIES
Compare property companies that operate through a mix of trading, development and investment activities.

COMPANY ACCOUNTS — INTRODUCTION
An essential jargon-busting insight into how accounts work.

37
Location(s) | CPD hours | Members (+vat) | Non-Members (+vat)
--- | --- | --- | ---
London | 18 | £1470 | £1845
Birmingham | 18 | £1470 | £1845
Manchester | 12 | £980 | £1230
Leeds | 6 | £490 | £615
Brussels | 6 | £490 | £615
Glasgow | 6 | £490 | £615
Liverpool | 6 | £490 | £615
Nottingham | 6 | £490 | £615
Milan | 6 | £490 | £615
Newcastle | 6 | £490 | £615

FINANCIAL MODELLING

INTRODUCTION TO FINANCIAL MODELLING
Learn how to build Excel models that are appropriate for equity valuation and debt-related analysis.

INTERMEDIATE FINANCIAL MODELLING
Learn modelling ‘best practice’ and how to build well structured financial models. Critically assesses the merits and practical applications of different Excel tools.

ADVANCED FINANCIAL MODELLING USING EXCEL AND VBA
Take your modelling skills a stage further and produce Excel models with more complex routines.

VALUATION TECHNIQUES (INCORPORATING VALUATION MODELLING)
Use a continuing case-study to build integrated valuation models.

PROJECT FINANCE MODELLING
Gain a robust and flexible method for building project models.

DEBT MODELLING (WITH LBO)
Construct a flexible model capable of analysing the suitability of target businesses for a leveraged buy-out.

INTRODUCTION TO REAL ESTATE MODELLING
This one day course is designed to teach you how to build from scratch a model of a real estate investment employing best practice techniques.

INTRODUCTION TO RISK MODELLING
This one day course is directed at those who already have significant experience in financial modelling and wish to learn the core principles of risk modelling.

CORPORATE FINANCE

AIM RULES
Understand the regulations governing companies traded on the Alternative Investment Market and their advisers.

CORPORATE ACTIONS — INTRODUCTION
Gain a thorough understanding of what corporate actions are and how they happen.

CONTEMPORARY EQUITY ANALYSIS — ADVANCED VALUATION TECHNIQUES
An intensive, high level critique and explanation of equity valuation tools.

CORPORATE FINANCE — INTRODUCTION
This course will aid your understanding of corporate finance transactions: IPOs, mergers and acquisitions, raising debt and private equity.

DUE DILIGENCE — INTRODUCTION
Gain an understanding of the nature and scope of a due diligence investigation. Learn techniques and procedures for public and private M&A transactions.

MERGERS AND ACQUISITIONS
This three day course examines the main processes and issues involved in acquisitions and disposals of UK companies.

PROJECT FINANCE — INTRODUCTION
An overall view of the concepts and approach used in structuring project finance transactions.
CORPORATE FINANCE CONT.

SECURITISATION — INTRODUCTION
A comprehensive and practical introduction for those new to this area

L 6 £490 £615

TAKEOVER REGULATION — THE BLUE BOOK
Gives a detailed up-to-date awareness of the UK Takeover Code

L 6 £490 £615

THE LISTING RULES
Understand the rules affecting public companies when they apply for a LSE listing

L 6 £490 £615

VENTURE CAPITAL & PRIVATE EQUITY — INTRODUCTION
Explore the workings of the industry with this practical instruction in analysing and structuring deals

L 18 £1340 £1845

PRIVATE EQUITY FOR SUPPORT STAFF
A one day overview for the back office of the private equity industry assuming no previous knowledge of finance or accounting

L 6 £490 £615

VALUATION TECHNIQUES (INCORPORATING VALUATION MODELLING)
The focus of this course is to teach the two main techniques used in valuation of companies and their interrelationships: Discounted Cash Flow (DCF) and Comparable Multiples

L 18 £980 £1230

EQUITIES

CONTEMPORARY EQUITY ANALYSIS — ADVANCED VALUATION TECHNIQUES
An intensive, high level critique and explanation of equity valuation tools

L 12 £980 £1230

CORPORATE ACTIONS — INTRODUCTION
Gain a thorough understanding of what corporate actions are and how they occur

L 6 £490 £615

EQUITY DERIVATIVES
This course covers the main equity derivative products — ETFs, equity futures and variable options

L 6 £490 £615

EQUITY MARKETS — INTRODUCTION
A comprehensive introduction to the workings of the equity market

L 6 £490 £615

LIFE CYCLE OF AN EQUITY TRADE
Gain an overview of the mechanics of equity trading and how custody and settlement fit into the trading life cycle

L 6 £490 £615

EQUITY RESEARCH - ANALYSE & PRESENT AN INVESTMENT CASE
Develop the skills to take a company’s financial reports and other public information and translate the into an investment recommendation, using case studies, exercises and a final presentation

L 18 £1,680 £2,085

BONDS

BOND MARKETS — INTRODUCTION
Find out how bond markets work and get to grips with the key concepts

L 6 £980 £1230

BOND MARKETS — ADVANCED
Develop your knowledge of the more technical areas of the bond markets

L 12 £980 £1230

RAISING DEBT FINANCE - BONDS AND FIXED INCOME
An overview of a typical international bond issue including the issuance process and the documentation involved

L 6 £490 £615

SECURITISATION — INTRODUCTION
A comprehensive and practical introduction for those new to this area

L 6 £490 £615

DERIVATIVES & TRADING

ADVANCED OPTIONS
An interactive course to develop a greater understanding of option pricing as well as exploring the possibilities of various trading and hedging strategies

L 12 £980 £1230

COMMODITIES TRADING — INTRODUCTION
Develop an understanding of the breadth and intricacies of trading in the principal commodity and energy markets

L 6 £490 £615

CREDIT DERIVATIVES — INTRODUCTION
This introductory course covers the key aspects of credit derivative instruments and markets — market terminology and structure, pricing, trading and investing — as well as laying a foundation of technical and practical knowledge

L 6 £490 £615

DERIVATIVES — INTRODUCTION
De-mystify the terminology and understand the ‘big picture’ of derivatives

L 6 £490 £615

DISTRESSED LOAN & HIGH YIELD DEBT TRADING
This course reviews corporate loans, bonds and other instruments in distress or actual default and considers the potential options, risks and rewards in this market

L 12 £980 £1230

EQUITY DERIVATIVES
This course will suit a wide range of professionals from both the sell-side and the buy-side, who need to understand the products available in this growing market

L 6 £490 £615

INTEREST RATE DERIVATIVES — ADVANCED
A highly interactive course to provide a detailed understanding of interest rate derivatives and their applications. Excel based

L 12 £980 £1230

OPTIONS — INTRODUCTION
This course aims to develop a more in-depth understanding of the features of options, how they are valued and their sensitivities

L 6 £490 £615

TECHNICAL ANALYSIS — INTRODUCTION
This course covers the key assumptions and theories used and reviews the main charting methodologies

L 12 £980 £1230

STRUCTURED PRODUCTS
Develop a comprehensive understanding of how structured products can be used to enhance investor portfolios

L 6 £490 £615

UNDERSTANDING SWAPS
The course provides a clear understanding of the uses, pricing and application of swaps
This course provides an appreciation of the drivers of sovereign and country risk. Learn how to use a top down methodology to identify political, structural and economic risks.

**Credit Risk Management for Financial Instruments**
Develop your understanding of credit risk management in this Excel-based course.

**Market Risk Management & Controls**
Measure and monitor market risk on this comprehensive course that makes use of Excel models.

**Risk Management — Introduction**
Covers the legal and compliance background elements to risk management and looks at the core principles involved.

**Treasury — Introduction**
This course provides a key understanding of treasury concepts, products and terminology.

**Understanding Foreign Exchange**
Learn how the forex markets work, who uses them and what the main products are.

**ANALYSING BANKS**
Understand the basics of financial and credit analysis of commercial and investment banks.

**ANALYSING INSURANCE COMPANIES**
Gain the ability to analyse the complex financial statements of a range of insurance companies.

**ANALYSING PROPERTY COMPANIES**
Compare property companies that operate through a mix of trading, development and investment activities.

**Banking — Introduction**
A thorough introduction to the key elements of UK banking.

**Basel II — Introduction (incorporating Basel 2.5)**
An introduction to the changes in capital adequacy and reporting requirements triggered by the introduction of the New Basel Accord.

**Basel III — Introduction**
New measures are already being proposed to the recently implemented Basel II. This course covers the current state of play.

**Corporate Insolvency & Restructuring Techniques**
Provides a comprehensive insight into the core issues involving loan defaults, work-outs and restructurings.

**Corporate Credit Analysis — Level 1**
The market standard introductory course which will teach you how to write and support a basic corporate credit review.

**Corporate Credit Analysis — Level 2**
Take your knowledge to the next stage and develop your analytical skills.

**Commercial Banking**

- **Banking — Introduction**
  - A thorough introduction to the key elements of UK banking.

- **Clearing & Settlement**
  - Provides an introduction and update to this rapidly expanding and changing aspect of the Financial Market.

- **Loan & Security Documentation**
  - This course examines the legal and practical issues involved in loan documentation and taking security.

- **Leveraged Finance Loan Agreement**
  - This course uses practical and legal issues faced by lenders and borrowers when negotiating a leveraged loan facility agreement.

- **Loans Administration**
  - Understand the functions and responsibilities of a loans administration department.

- **Wealth Management — Introduction**
  - An introduction to the ever-evolving wealth management market, its trends and challenges.

**Private Banking & Wealth Management**

- **Structured Products**
  - Develop a comprehensive understanding of how structured products can be used to enhance investor portfolios.

- **Wealth Management — Introduction**
  - An introduction to the ever-evolving wealth management market, its trends and challenges.

**Investment Management**

- **Corporate Actions — Introduction**
  - Gain a thorough understanding of what corporate actions are and how they occur.

- **Investment Management — Introduction**
  - Learn about the activities of investment managers and the investment management industry.

- **Investment Management — Advanced**
  - Take a higher level look at the investment process and how managers add value.

- **UCITS 5/6**
  - This course will be necessary for those firms needing to be up-to-date in their marketing of UCITS funds.

- **Behavioural Finance**
  - This course will cover the main concepts of behavioural finance, examining psychological biases or heuristics to see how these may explain non-efficient market movements.
## VENTURE CAPITAL & PRIVATE EQUITY

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## ACCOUNTING & AUDIT

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## THE CARBON MARKET

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## TECHNICAL AND MANAGEMENT SKILLS

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INSOLVENCY

As the leading provider of insolvency training in England, Wales and Northern Ireland, we’re well-placed to help you develop your skills and knowledge. If you’re a lawyer, accountant or city professional working with insolvency practitioners, choose an introductory course. If you’re an insolvency professional, our intensive 3-hour sessions will keep you abreast of key issues.

BPP Professional Education is the leading provider of insolvency training in England, Wales and Northern Ireland. For 17 years we have been the trainer of choice for many of the UK’s leading professional firms and financial institutions. Our comprehensive range of Insolvency CPD courses is designed to cover all areas of insolvency practice, helping you to develop your skills and knowledge.

Courses are presented by experienced professionals who are experts in their subject areas. Our CPD courses are split into two levels, introductory and advanced. The introductory courses are presented by experienced professionals who are experts in their subject areas. We understand that in the current economic climate, your time, and the time of your staff, is precious, but it remains essential to be up to date on topical issues of Insolvency Law and Practice. Due to this, we have developed a range of courses for insolvency professionals, and have added a number of intensive three-hour sessions, which will keep you abreast of key issues and topics in the insolvency world, while conveniently allowing you to spend less time out of the office.

To view full course outlines, dates and availability of all our Professional Development courses, visit bpp.com/pd or call our Client Care team on 0845 226 2422

For Insolvency in-house courses please contact us at in-house@bpp.com

These are not programmes or awards made by BPP University.

- **Corporate Insolvency — Update**
  - An update on the latest developments in Corporate Insolvency, for professionals who advise and assist companies, directors, funders and creditors in relation to corporate insolvency issues.
  - Location(s): London, Bristol, Birmingham, Glasgow, Liverpool, Manchester, Leeds, Milton Keynes, Newcastle
  - CPD hours: 3
  - Members: £220 (+VAT)
  - Non-members: £275 (+VAT)

- **Insolvency Litigation — Advanced**
  - Enhance your knowledge with a detailed consideration of specific Insolvency Litigation topics, such as the role and power of Liquidators, the latest European Regulation and Court procedure.
  - Location(s): London, Bristol, Birmingham, Glasgow, Liverpool, Manchester, Leeds, Milton Keynes, Newcastle
  - CPD hours: 6
  - Members: £397 (+VAT)
  - Non-members: £519 (+VAT)

- **Insolvency Litigation — Introduction**
  - Explore the basic principles, practices and procedures involved with insolvency litigation, including definitions of the basic concepts, as well as practical advice.
  - Location(s): London, Bristol, Birmingham, Glasgow, Liverpool, Manchester, Leeds, Milton Keynes, Newcastle
  - CPD hours: 6
  - Members: £120 (+VAT)
  - Non-members: £420 (+VAT)

- **Understanding Personal Insolvency**
  - Understand the options available to someone who is becoming bankrupt, and see the pros and cons with each option. This course will be of benefit to general practitioners looking for a general overview of formal approaches to personal debt problems, those working for providers of debt who want a grounding in the basics of bankruptcy, and those who have to deal with customers that are facing or involved in bankruptcy procedures.
  - Location(s): London, Bristol, Birmingham, Glasgow, Liverpool, Manchester, Leeds, Milton Keynes, Newcastle
  - CPD hours: 6
  - Members: £397 (+VAT)
  - Non-members: £519 (+VAT)

- **Understanding Corporate Insolvency**
  - This course will benefit accountants, bankers, regulators and service providers to companies. It provides a basic understanding of the language of insolvency law and of how the main insolvency procedures work in practice. Throughout this overview, practical examples and case studies of what ‘insolvency’ means are used, and the course also examines the various insolvency procedures themselves.
  - Location(s): London, Bristol, Birmingham, Glasgow, Liverpool, Manchester, Leeds, Milton Keynes, Newcastle
  - CPD hours: 6
  - Members: £397 (+VAT)
  - Non-members: £519 (+VAT)

- **Understanding Insolvency Accounts**
  - This course will benefit professional advisers and service providers to companies who need a basic understanding of insolvency accounts. A practical approach is taken. Real-life examples are used to illustrate the accounts. Our aim is to make the course interesting, up to date, relevant and memorable. The emphasis is on de-mystifying the meaning of insolvency accounts and explaining the rationale behind their preparation.
  - Location(s): London, Bristol, Birmingham, Glasgow, Liverpool, Manchester, Leeds, Milton Keynes, Newcastle
  - CPD hours: 6
  - Members: £397 (+VAT)
  - Non-members: £519 (+VAT)

- **Corporate Insolvency & Restructuring Techniques**
  - Provides a comprehensive insight into the core issues involving loan defaults, work-outs and restructurings.
  - Location(s): London, Birmingham, Manchester, Leeds, Bristol, Glasgow, Liverpool, Nottingham, Milton Keynes, Newcastle
  - CPD hours: 12
  - Members: £950 (+VAT)
  - Non-members: £1180 (+VAT)
LEADERSHIP & PERSONAL DEVELOPMENT

Our practical, interactive courses will take you from where you are to where you want to be. Typically, courses start with short class-wide sessions, followed by group and individual exercises, role-plays, ‘real-time’ coaching, feedback, games, self-reflection, simulations and the application of the tools and techniques learned to real workplace issues.

More than ever in the current economic climate, people are finding they need to work and manage smarter than ever before. The world has changed, and the methods that worked in the past are no longer necessarily suitable. To survive in this new business climate and to take advantage of the opportunities that will appear, organisations have had to massively improve the personal, management and leadership skills of their staff.

We now offer a comprehensive range of Leadership and Personal Development courses, for all stages of your career, which can take you from where you are to where you want to be. All our courses are highly practical and interactive, with a high level of delegate participation and facilitation, and are taught by professionals.

Courses typically consist of short plenary sessions and demonstrations followed by group and individual exercises, role plays, ‘real-time’ coaching, feedback, games, self-reflection, simulations and the application of the tools and techniques learned to real workplace issues. This teaching method maximises relevant learning and enables effective transference back to the workplace.

The programme is divided into easy-to-use sections:

**Personal Effectiveness** — Learn how to manage, motivate and organise yourself, and develop and improve the impact you have

**Interpersonal Skills** — Equip yourself with the tools, techniques and the confidence to influence others

**Leadership & Management** — Whether a first-time manager or a CEO, learn the key skills you need to maximise your effectiveness

**Essential Business Acumen** — Discover the critical skills you need to understand to succeed in your career

To view full course outlines, dates and availability of all our Professional Development courses, visit bpp.com/pd or call our Client Care team on 0845 226 3422.

For Leadership & Personal Development in-house courses please contact us at in-house@bpp.com

These are not programmes or awards made by BPP University

**PERSONAL EFFECTIVENESS CONT.**

**STRAATEGIES FOR SUCCESS USING NLP**

Strategies can be modelled, learnt and developed, become more successful and develop your personal and professional effectiveness

**LEADERSHIP SECRETS: LEADING WITH IMPACT & AUTHORITY**

- **TWO DAY WORKSHOP**

Refresh your leadership techniques, practice in a safe environment, and discuss and learn from your peers in a stimulating and challenging context

**SPD RIDDING IN 10 EASY STEPS**

Learn a minimum of 10 top speed reading techniques and strategies to give you the skills to deal efficiently with written materials

**PERSONAL IMPACT & TEAMWORK**

**IMPROVING YOUR PERSONAL IMPACT FOR SUCCESS**

Think systematically about the first impression you want to create and understand how to develop your external image and align it to your internal image

**PRESENTATION SKILLS — AN INTRODUCTION**

This course covers the theory and practice of designing and delivering effective presentations

**DEALING WITH CHANGE**

This course looks at how to respond positively to change and maximise the opportunities it can bring

**BRILLIANT PRESENTATIONS — TWO DAY WORKSHOP**

Take your presentation skills to the next level of excellence and deliver brilliant presentations to get your message across and take your career forward!

**HOW TO BE MORE CONFIDENT**

Confidence can be learnt! Create and develop confidence for professional and personal success with this highly interactive course

**IMPROVING YOUR PERFORMANCE WITH EMOTIONAL INTELLIGENCE**

Improve your work performance and/or advance your career with simple and practical models to become more emotionally intelligent

**UNDERSTANDING PERSONALITY — THE KEY TO PROFESSIONAL SUCCESS**

Be introduced to your personality type and understand others so you can manage them more confidently and effectively

**INFLUENCING SKILLS**

Learn how to be more persuasive and influential to others in the workplace, whether it’s your team, colleagues, your customers or any stakeholders

**BEING A SUCCESSFUL TEAM PLAYER**

A fun, interactive course that develops the key skills necessary for becoming a high-performing member of a high-performing team

<table>
<thead>
<tr>
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PERSONAL EFFECTIVENESS CONT.

PERSONAL IMPACT & TEAMWORK CONT.

MANAGING YOUR MANAGER
This course answers the question “How can I influence upwards for the benefit of myself, my team, my manager, and my company?”

SPEAK BETTER ENGLISH — ELOCUTION FOR PROFESSIONAL SUCCESS
This intensive course enables you to speak clearly, confidently and eloquently by improving and developing your diction, clarity and intonation of the English language.

WRITING & EDITING SKILLS

WRITING SKILLS FOR PROFESSIONALS
This course will take you through the important skills needed to be an effective written communicator, through a series of practical exercises and useful tips.

GREAT GRAMMAR
You will examine common issues in grammar, punctuation and usage and develop greater confidence in your writing.

CLEAR LEGAL WRITING
Introduces you to the use of plain English in different types of legal correspondence and documents. This course does not cover specific litigation or legal forms.

INFLUENTIAL BUSINESS REPORT & PERSUASIVE PROPOSAL WRITING
You will be introduced to the principles of clear writing, taught how to plan and structure documents before starting word-for-word drafting.

MAKING GREAT NOTES & PROOF READING FOR PERFECTION
Take the pain out of note taking and learn some essential proof-reading and editing techniques to enhance the clarity of written work.

LEARNING & THINKING SKILLS

LEARNING & MEMORY TECHNIQUES
Absorb, learn and retain information more effectively to improve your own capacity, to organise and structure information or to develop the learning abilities of others.

TRAINING SKILLS

DELIVERING GREAT TRAINING — A TWO DAY WORKSHOP FOR TRAI NERS
This highly interactive workshop is for delegates who deliver training or who want to deliver training in the future.

FACILITATION SKILLS — TWO DAY WORKSHOP
Achieve a practical understanding of the process and skills of facilitation.

STRESS MANAGEMENT — AN INTRODUCTION
Deal with stress at work and at home positively; at its core, stress management involves individual choices.

A MANAGER’S GUIDE TO STRESS & PRODUCTIVITY MANAGEMENT
Be guided through the maze of compliance with HSE directives, staff retention, risk assessment and resource management.

INTERPERSONAL SKILLS

NEGOTIATION
NEGOTIATION SKILLS — AN INTRODUCTION
Everything is negotiable and every negotiation is unique. Learn the basic process of negotiation, theories and techniques.

NEGOTIATION MASTERY — TWO DAY WORKSHOP
This course uses the latest thinking from Harvard Business School to achieve sustainable negotiated agreements, using powerful tools to deal with the most complex of multi-party negotiations.

ASSERTIVENESS
ASSERTIVENESS — AN INTRODUCTION
Being more assertive can make you feel more confident, enhance your self-esteem, increase your ability to deal with difficult people and stressful situations as well as make you happier and more professional.

ASSERTIVENESS — TWO DAY WORKSHOP
Develop this vital skill; research shows that assertiveness training can enhance your self-esteem, reduce stress and improve performance as well as make you happier and more successful.

DEALING WITH DIFFICULT STAFF
Know how to avoid the pitfalls and how to spot the games people play, so you can manage even the most challenging staff.

COMMUNICATION

COMMUNICATION SKILLS — AN INTRODUCTION
Enhance your communication skills and open doors to more effective working.

COMMUNICATION SKILLS — TWO DAY WORKSHOP
Take your communication skills to the next level; communicate with more clarity, ease and confidence.

BEING A SUCCESSFUL TEAM PLAYER
A fun, interactive course that develops the key skills necessary for becoming a high-performing member of a high-performing team.

MANAGING YOUR MANAGER
This course answers the question “How can I influence upwards for the benefit of myself, my team, my manager, and my company?”

PRACTICAL NETWORKING
Become a consummate networker, and make a real difference to your personal reputation and your business.

HOW TO LEAD EFFECTIVE MEETINGS & GROUP DISCUSSIONS
This course outlines a step by step approach to an effective meeting process as well as including key communication skills for effective meetings.

INFLUENCING SKILLS
Learn how to be more persuasive and influential to others in the workplace, whether its your team, colleagues, your customers or any stakeholders.

HANDLING DIFFICULT CONVERSATIONS WITH EASE & CONFIDENCE
Learn how to deliver difficult or challenging messages in a clear, timely and effective way.

LOCATION(s)  CPD hours  MEMBERS (+ VAT)  NON-MEMBERS (+ VAT)

LONDON:  6 £415 £599
BIRMINGHAM:  6 £415 £599
MANCHESTER:  6 £415 £599
LEEDS:  6 £415 £599
BRISTOL:  6 £415 £599
GLASGOW:  6 £415 £599
LIVERPOOL:  6 £415 £599
NOTTINGHAM:  6 £415 £599
MILTON KEYNES:  6 £415 £599
NEWCASTLE:  6 £415 £599
LONDON:  6 £799 £999
BIRMINGHAM:  6 £799 £999
MANCHESTER:  6 £799 £999
LEEDS:  6 £799 £999
BRISTOL:  6 £799 £999
GLASGOW:  6 £799 £999
LIVERPOOL:  6 £799 £999
NOTTINGHAM:  6 £799 £999
MILTON KEYNES:  6 £799 £999
NEWCASTLE:  6 £799 £999
LONDON:  6 £12 £799 £999
BIRMINGHAM:  6 £12 £799 £999
MANCHESTER:  6 £12 £799 £999
LEEDS:  6 £12 £799 £999
BRISTOL:  6 £12 £799 £999
GLASGOW:  6 £12 £799 £999
LIVERPOOL:  6 £12 £799 £999
NOTTINGHAM:  6 £12 £799 £999
MILTON KEYNES:  6 £12 £799 £999
NEWCASTLE:  6 £12 £799 £999

INTERPERSONAL SKILLS CONT.

**SPEAK BETTER ENGLISH — ELOCUTION FOR PROFESSIONAL SUCCESS**
This intensive course enables you to speak clearly, confidently and eloquently by improving and developing your diction, clarity and intonation of the English language.

**PRESENTATIONS**

**PRESENTATION SKILLS — AN INTRODUCTION**
This course covers the theory and practice of designing and delivering effective presentations.

**BRILLIANT PRESENTATIONS — TWO DAY WORKSHOP**
Take your presentation skills to the next level of excellence and deliver brilliant presentations to get your message across and take your career forward!

**DELIVERING GREAT TRAINING - A TWO DAY WORKSHOP FOR TRAINERS**
This highly interactive workshop is for delegates who deliver training or want to deliver training in the future.

**FACILITATION SKILLS — TWO DAY WORKSHOP**
Achieve a practical understanding of the process and skills of facilitation.

LEADERSHIP & MANAGEMENT

**THE FIRST TIME MANAGER — TWO DAY WORKSHOP**
Specifically designed for first-time managers, this course will provide the vital practical tools and techniques for managing and developing themselves and their teams.

**MANAGING & MOTIVATING PEOPLE**
Improve your people management skills in order to increase ROI your staff deliver whilst generating a happy ‘self-starting’ environment.

**COACHING & MENTORING — TWO DAY WORKSHOP**
This course will provide you with the skills and knowledge to cultivate and promote an environment that delivers increased business performance.

**LEADERSHIP SKILLS — TWO DAY WORKSHOP**
Improve your abilities as a leader and extend your portfolio of skills. Leadership can be learnt!

**FACILITATION SKILLS — TWO DAY WORKSHOP**
Achieve a practical understanding of the process and skills of facilitation.

**HOW TO BECOME AN EFFECTIVE TEAM LEADER**
Obtain the vital practical tools and techniques in managing and developing yourself and your team.

**LEADING CHANGE**
Giving you the skills to embrace change so you can lead your organisation successfully.

**SPECIFIC**

**DEALING WITH DIFFICULT STAFF**
Know how to avoid the pitfalls and how to spot the games people play, so you can manage even the most challenging staff!

**EFFECTIVE PERFORMANCE MANAGEMENT**
It is important to invest in supporting employee performance to ensure the organisation benefits to the fullest extent.

LEADERSHIP & MANAGEMENT CONT.

**SPECIFIC CONT.**

**HOW TO LEAD EFFECTIVE MEETINGS & GROUP DISCUSSIONS**
This course outlines a step by step approach to an effective meeting process as well as including key communication skills for effective meetings.

**A MANAGER’S GUIDE TO STRESS & PRODUCTIVITY MANAGEMENT**
Be guided through the maze of compliance with HSE directives, staff retention, risk assessment and resource management.

**DEALING WITH CHANGE**
This course looks at how to respond positively to change and maximise the opportunities it can bring.

**BUSINESS DEVELOPMENT SKILLS**
This programme will provide the skills for delegates to be able to recognise opportunities to develop their network of contact points and business prospects.

**PERFECT PITCH**
Become more persuasive, structured and self-assured in business development meetings or formal presentations.

**PRACTICAL NETWORKING**
Become a consummate networker, and make a real difference to your personal reputation and your business.

CAREER DEVELOPMENT

**MANAGEMENT ACCOUNTANT TO FINANCE DIRECTOR**
This series of five one-day workshops, spread out over the year, will cover the core skills and update you on the leading edge techniques deployed by successful professionals.

**INTRODUCTION TO MANAGEMENT AND LEADERSHIP**
This 3 day modular course is for those who are currently, or aspire to be, team leaders, managers and supervisors. It’s ideal for anyone who wants to learn or improve their skills in this area with confidence, creditability and an awareness of their management style, no matter their level of experience.

**UNDERSTANDING BUSINESS**

**ATTRACTING TALENT TO YOUR TEAM – RECRUITING THE RIGHT PERSON FOR THE JOB**
Learn effective ways to market roles (internally and externally), selection techniques, interview formats, and induction.

**COMMERCIAL SKILLS FOR FINANCE PROFESSIONALS**
Discover how to become a true business partner.

**INFLUENCING SKILLS FOR CFOS**
This highly interactive seminar gives an in-depth and hands-on exposure to the key concepts of how to influence with integrity and strategic intent.

**THE ACCOUNTANT AS STRATEGIC INFLUENCER & ADVISER**
Understand what is meant by the term ‘business partner’ – and how to be one – and discover how you can influence your organisation.
To thrive in the real world... study the law of the real world. Examining the law from a practical, businesslike-perspective, you’ll be well-placed to prove your commercial worth.

PROFESSIONAL SKILLS COURSE

Complete your PSC with us and choose from a wide choice of Electives, available in 12 locations. You’ll also gain the reassurance that over 95% of our delegates pass the Financial and Business Skills exam first time. You can complete the core modules in 8 days or stagger the Core and Electives throughout your training period.

COURSE DETAILS

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<th>Course</th>
<th>Professional Skills Course (PSC)</th>
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<td>Study modes</td>
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<td>Assessment</td>
<td>Examination (written — Financial &amp; Business Skills module only)</td>
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<td>Study centre</td>
<td>For full details visit bpp.com/psc</td>
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<tr>
<td>Start dates</td>
<td>Multiple start dates available dependent on location; for full details visit bpp.com/psc</td>
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<td>Fees</td>
<td>For full details visit bpp.com/psc</td>
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OVERVIEW

The PSC is compulsory for those training to become a solicitor. We run a highly flexible PSC programme, with Core and Elective subjects in locations around the country.

Client Care & Professional Standards is offered as a two day course which can be studied at any time in the training contract. Completion of this Core module is attained by undertaking a one-hour unassessed online training module after six months of the training contract.

Financial & Business Skills is offered in a format which entails three days of tuition incorporating a structured revision session on day 3, followed by the FBS examination in the afternoon of day 3. Delegates will also need to study an unassessed online module to complete this Core course.

Advocacy and Communications Skills is completed over 3 days. No further study is required to complete this Core module.

Full details of BPP’s Professional Education PSC Core and Elective courses can be found at bpp.com/psc

WHAT MAKES BPP’S PSC STAND OUT?

An extensive range of course dates throughout the year — choose dates that suit your working commitments

Delegates can opt to complete the PSC over the course of 2 years or complete the core modules in a fast track over 8 days

Our trainers are all qualified professionals in the legal field and know from personal experience the practical needs of trainees

We are highly experienced and effective in our Financial & Business Skills examination

Our first-time pass rates are consistently high year-on-year with over 95% of our delegates passing the exam on the first sitting

ENTRY REQUIREMENTS

In order to commence the PSC you must have started your Training Contract.

HOW TO APPLY

Visit bpp.com/psc to download a booking form

A PSC certificate of completion will be provided by BPP Professional Education Limited upon request, following attendance. The awarding body for this qualification is the Solicitors Regulation Authority.
Whether you’re a civil or criminal practitioner, our courses will take you from your first steps in the lower courts to specialist practitioner advocacy in the higher and appellate courts. ‘Learning through doing’, you’ll be coached, guided and encouraged in interactive sessions using lectures, discussions, practical exercises and case studies.

At BPP Professional Education, we pride ourselves on our reputation for advocacy training for both civil and criminal practitioners. All BPP Professional Education tutors are in practice or have recent, relevant experience of practice — and many have specialist accreditation in the teaching of advocacy.

Using the most up-to-date and advanced teaching techniques with the emphasis on ‘experiential learning’ or ‘learning through doing’, delegates are coached, guided and encouraged in interactive sessions, using lectures, discussions, practical exercises and case studies to enable them to enjoy and use their new-found skills and develop their expertise as advocates.

In addition, we offer various training and assessment options for the current Higher Rights of Audience regime, and a programme of courses, specifically designed to boost your prospects in the assessment, for further details see page 78.

To view full course outlines, dates and availability of all our Professional Development courses, visit bpp.com/pd or call our Client Care team on 0845 226 2422

For Advocacy in-house courses please contact us at in-house@bpp.com

A CPD certificate of completion will be provided by BPP Professional Education Limited upon request, following attendance.

**CRIMINAL ADVOCACY**

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<th>LOCATIONS</th>
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<td>CRIMINAL ADVOCACY FOR BEGINNERS — MAGISTRATES’ COURT TRIALS</td>
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**FAMILY ADVOCACY**

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<td>L, M</td>
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**LOCATION OPTIONS**

- London
- Birmingham
- Manchester
- Leeds
- Bristol
- Glasgow
- Liverpool
- Nottingham
- Milton Keynes
- Newcastle
Our experienced tutors design, write and deliver practical courses using interactive case studies involving drafting and negotiation exercises. Whether you join a public or in-house course, you’ll gain up-to-date technical knowledge and the skills to apply it in practice. You’ll also keep abreast of legal developments and current business trends.

Our Company Commercial programme comprises a range of public and in-house courses to cover the needs of diverse corporate and commercial practices. Our highly experienced tutors design, write and deliver practical, relevant courses using interactive case studies involving drafting and negotiation exercises. This provides BPP Professional Education delegates with up-to-date technical knowledge and the means of applying it in practice.

Our company law courses cover corporate transactions relevant to private, public and listed companies, general company law, and specialist areas relevant on corporate transactions (for example employment and tax aspects).

Our practical sessions also keep delegates abreast of recent legal developments, as well as business trends in the current economic climate.

### CORPORATE — PRACTICAL CORPORATE ESSENTIALS

<table>
<thead>
<tr>
<th>Location</th>
<th>Course</th>
<th>Members (£210)</th>
<th>Non-Member (£420)</th>
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</thead>
<tbody>
<tr>
<td>L; B; M</td>
<td>6</td>
<td>£210</td>
<td>£420</td>
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</table>

**CLEAR LEGAL WRITING**
Interactive and stimulating course examining the use of plain English in legal correspondence and documentation

**ESSENTIAL SURVIVAL GUIDE FOR DIRECTORS**
Gain detailed up-to-date awareness of relevant statutory provisions, case law and practice

**INTERNATIONAL BRIBERY & CORRUPTION: FOREIGN CORRUPT PRACTICES ACT 1977 & BRIBERY ACT 2010**
Get to grips with the legal and regulatory risks posed UK Bribery Act 2010 and US FCPA and practical issues affecting global business

### CORPORATE — SPECIALIST AREAS

<table>
<thead>
<tr>
<th>Location</th>
<th>Course</th>
<th>Members (£210)</th>
<th>Non-Member (£420)</th>
</tr>
</thead>
<tbody>
<tr>
<td>L; M; LE</td>
<td>3</td>
<td>£210</td>
<td>£420</td>
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</table>

**ACQUISITIONS & DISPOSALS — EMPLOYMENT ASPECTS**
Gain a clear understanding of how deal structure affects an employee’s position at law and what can or can’t be done in relation to transferring employees

### CORPORATE — GENERAL CORPORATE LAW

<table>
<thead>
<tr>
<th>Location</th>
<th>Course</th>
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<th>Non-Member (£420)</th>
</tr>
</thead>
<tbody>
<tr>
<td>L; M; LE</td>
<td>6</td>
<td>£397</td>
<td>£497</td>
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</tbody>
</table>

**CORPORATE GOVERNANCE**
Gain an overview of corporate governance guidelines and best practice

**THE COMPANIES ACT 2006**
Become familiar with the details and wide-ranging impact of this Act

### CORPORATE — BORROWING & INSOLVENCY

<table>
<thead>
<tr>
<th>Location</th>
<th>Course</th>
<th>Members (£210)</th>
<th>Non-Member (£420)</th>
</tr>
</thead>
<tbody>
<tr>
<td>L; M; LE</td>
<td>6</td>
<td>£397</td>
<td>£497</td>
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</table>

**LOAN AGREEMENTS — LAW & PRACTICE**
An essential jargon-busting insight into the practical and legal issues to be considered when negotiating a loan agreement

**PRESENTING & DEFENDING BANKRUPTCY PETITIONS**
A practical, commercial and up-to-date perspective on this procedure

**PRESENTING & DEFENDING WINDING UP PETITIONS**
A detailed insight into the practicalities of serving or receiving a winding up petition

**TAKING SECURITY — A PRACTICAL GUIDE**
An essential jargon-busting insight into the practical and legal issues to be considered when taking security

---

**GROUP REORGANISATIONS — AN ESSENTIAL GUIDE**
Understand the different structures and resulting commercial and legal issues

**PRIVATE COMPANY ACQUISITIONS**
Gain a comprehensive understanding of practices and procedures involved in share and asset acquisitions

**SUCCESSFUL JOINTventures**
Examine the legal and practical issues surrounding structuring and documenting joint ventures

Our practical sessions also keep delegates abreast of recent legal developments, as well as business trends in the current economic climate.
### CORPORATE — PUBLIC COMPANY REGULATION & FINANCIAL MARKETS

<table>
<thead>
<tr>
<th>Location(s)</th>
<th>Commercial &amp; Company Law</th>
<th>Members (VAT)</th>
<th>Non-Member (VAT)</th>
<th>Postgraduate</th>
<th>PSC Enrol-Able</th>
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<tr>
<td></td>
<td><strong>Bonds — Introduction</strong></td>
<td>L 3</td>
<td>£220 £275</td>
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<td></td>
<td>Find out how bond markets work and get to grips with the key concepts</td>
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<td></td>
<td><strong>Stock Markets &amp; Flotations — Introduction</strong></td>
<td>L 6</td>
<td>£397 £497</td>
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<tr>
<td></td>
<td>Gain an overview of stock markets in the UK, the listing process for the Official List and AIM, the regulatory framework for listed companies and secondary issues of shares</td>
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<tr>
<td></td>
<td><strong>Understanding the City</strong></td>
<td>L 6</td>
<td>£397 £497</td>
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<tr>
<td></td>
<td>A great starting point for those new to the financial services industry</td>
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### COMMERCIAL — GENERAL CONTRACT & COMMERCIAL LAW

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<tr>
<th>Location(s)</th>
<th>Commercial &amp; Company Law</th>
<th>Members (VAT)</th>
<th>Non-Member (VAT)</th>
<th>Postgraduate</th>
<th>PSC Enrol-Able</th>
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<tr>
<td></td>
<td><strong>Commercial Law — Update</strong></td>
<td>L; M; LE 6</td>
<td>£397 £497</td>
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<tr>
<td></td>
<td>A comprehensive update on the key issues and developments, including commercial contracts, consumer issues, commercial agency and data protection</td>
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<td></td>
<td><strong>Commercial Remedies for Breach of Contract &amp; Tort</strong></td>
<td>L; R; M 6</td>
<td>£210 £420</td>
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<td></td>
<td>A practical up-to-date overview of the essential legal and equitable remedies available before English courts</td>
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<td></td>
<td><strong>Confidential Information &amp; Trade Secret Law — A Comprehensive Introduction</strong></td>
<td>L 3</td>
<td>£220 £275</td>
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<td></td>
<td>Examines the commercial implications and applications of the equitable doctrine of duty of confidence</td>
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<td></td>
<td><strong>Consumer Law — The Essential Guide</strong></td>
<td>L; R; LE 6</td>
<td>£210 £420</td>
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<td></td>
<td>Gain a thorough understanding of key aspects of Consumer Law and learn how to apply it in a commercially sound and compliant way</td>
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<td></td>
<td><strong>Contract Law — Introduction &amp; Refresher</strong></td>
<td>L; M; LE 6</td>
<td>£397 £497</td>
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<td></td>
<td>Using case studies and discussion, groups delegates will learn how to apply key areas of contract law in practice</td>
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<td></td>
<td><strong>Sale &amp; Supply of Goods &amp; Services</strong></td>
<td>L; R; M 6</td>
<td>£210 £420</td>
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<tr>
<td></td>
<td>A practical examination of legislation regulating standard terms and conditions used by business to trade with other businesses and consumers</td>
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<td></td>
<td><strong>Understanding Contracts — An Overview for Non-Lawyers</strong></td>
<td>L; R; M 6</td>
<td>£210 £420</td>
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<td>A jargon-free overview of commercial and legal considerations when drafting or reviewing contracts</td>
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<td></td>
<td><strong>Websites &amp; The Law — All You Need to Know</strong></td>
<td>L; M 6</td>
<td>£397 £497</td>
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<td></td>
<td>A series of practical exercises will address the key areas of consumer protection, IP, data protection and web hosting</td>
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### AGENCY & DISTRIBUTION AGREEMENTS MASTERCLASS

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<thead>
<tr>
<th>Location(s)</th>
<th>Commercial &amp; Company Law</th>
<th>Members (VAT)</th>
<th>Non-Member (VAT)</th>
<th>Postgraduate</th>
<th>PSC Enrol-Able</th>
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<tr>
<td></td>
<td><strong>Agency &amp; Distribution Agreements Masterclass</strong></td>
<td>L 6</td>
<td>£397 £497</td>
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<td></td>
<td>An in-depth, practical exploration of the latest updates and cases, using group case-studies and discussion</td>
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### COMMERCIAL CONTRACTS — AN INTRODUCTION

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<th>Location(s)</th>
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<th>PSC Enrol-Able</th>
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<tr>
<td></td>
<td><strong>Commercial Contracts — An Introduction</strong></td>
<td>L; R; M; LE 3</td>
<td>£220 £275</td>
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<td></td>
<td>Examines the pitfalls and issues surrounding commercial contracts and recommends best practice for drafting clear contracts</td>
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<td></td>
<td><strong>Commercial Contracts — The Next Step</strong></td>
<td>L; R; M 6</td>
<td>£397 £497</td>
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<td></td>
<td>Take an in-depth look at commercial and legal considerations affecting specific types of commercial contracts</td>
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### E-COMMERCE & SOFTWARE AGREEMENTS MASTERCLASS

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<tr>
<th>Location(s)</th>
<th>Commercial &amp; Company Law</th>
<th>Members (VAT)</th>
<th>Non-Member (VAT)</th>
<th>Postgraduate</th>
<th>PSC Enrol-Able</th>
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<tbody>
<tr>
<td></td>
<td><strong>E-commerce &amp; Software Agreements Masterclass</strong></td>
<td>L; R; M 6</td>
<td>£397 £497</td>
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<tr>
<td></td>
<td>A comprehensive and practical analysis of Internet, e-commerce and computer software agreements covering best practice, recent legislation and relevant commercial issues</td>
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### EFFECTIVE BOILERPLATE CLAUSES

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<tr>
<th>Location(s)</th>
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<th>Members (VAT)</th>
<th>Non-Member (VAT)</th>
<th>Postgraduate</th>
<th>PSC Enrol-Able</th>
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<tr>
<td></td>
<td><strong>Effective Boilerplate Clauses</strong></td>
<td>L; R; M; LE 3</td>
<td>£220 £275</td>
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<td></td>
<td>A review of the main types of boilerplate clauses looking at when and why they are needed and best practice for drafting them</td>
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### INTERNATIONAL COMMERCIAL AGREEMENTS

<table>
<thead>
<tr>
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<th>Non-Member (VAT)</th>
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<th>PSC Enrol-Able</th>
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<tbody>
<tr>
<td></td>
<td><strong>International Commercial Agreements</strong></td>
<td>L; M 6</td>
<td>£397 £497</td>
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<tr>
<td></td>
<td>Delegates will learn how to critically review international legal agreements for distribution, agency, licensing and sales of goods</td>
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CRIMINAL
Written by practitioners for practitioners, our programmes cover criminal litigation, evidence and sentencing at every level. Whether you’re a beginner starting out in police stations and magistrates’ courts or a specialist exercising rights of audience in the higher and appellate courts, you’ll focus on relevant legal, statutory and case law.

Our criminal programme covers all aspects of criminal litigation, evidence and sentencing from beginner to specialist, from those starting out in police stations and the Magistrates’ Courts to those exercising rights of audience in the higher and appellate courts.

Criminal courses at BPP Professional Education are written by practitioners for practitioners. In every course, careful attention is given to the legal, statutory and case law underpinning the relevant aspects of a criminal case.

To view full course outlines, dates and availability of all our Professional Development courses, visit bpp.com/pd or call our Client Care team on 0845 226 2422

For Criminal in-house courses please contact us at in-house@bpp.com

A CPD certificate of completion will be provided by BPP Professional Education Limited upon request, following attendance.

EVIDENCE & PROCEDURE

CRIMINAL LAW — UPDATE
Stay up-to-date on current legislation, case law and procedural and sentencing amendments

CRIMINAL LAW — THE MAGISTRATES’ COURT
Practice and procedure in court changes all the time, learn how to overcome some of the more difficult points you will have to face when appearing in court

CRIMINAL LAW — THE YOUTH COURT
Life can be very different in the Youth Court, this course will teach you the practice and procedures

ROAD TRAFFIC LAW — A PRACTICAL GUIDE
By the end of this course you will know at least 100 accurate things about road traffic advice that you may not have known at the start

SKILLS & GENERAL PRACTICE

CRIMINAL ADVOCACY — THE YOUTH COURT
This is a great introduction to make you familiar with the advocacy issues you will face in the Youth Court

CRIMINAL ADVOCACY — BAIL & MITIGATION
Build your confidence in bail applications and mitigation pleas through practical exercises and case scenarios

CRIMINAL ADVOCACY — MAGISTRATES’ COURT TRIALS
Grasp the practical and procedural aspects of a trial, and increase your confidence in this area

PRISON LAW — A PRACTICAL GUIDE
Gain a thorough understanding of the requirements for criminal clients after they are sentenced
Dispute Resolution

Offering a robust selection of litigation and advocacy courses, we’ve gained a reputation for higher rights advocacy and witness skills training. Tackling hot topics such as mediation and alternative, no-trial routes to judgement, our courses provide insights into the civil procedural rules, focusing on settlement tactics, costs efficiency and ADR.

At BPP Professional Education, we offer a robust selection of litigation and advocacy courses — and can boast a first-class reputation for Higher Rights advocacy skills training. The course programme also provides a thorough insight into the Civil Procedure Rules, with the emphasis on settlement tactics, costs efficiency and ADR, and tackles current hot topics such as mediation and alternative, no-trial routes to judgement.

In addition, BPP Professional Education have developed bespoke in-house programmes in litigation skills, taking delegates through case studies covering the litigation process from beginning to end — case analysis through to trial — with reference to practical exercises and role play.

To view full course outlines, dates and availability of all our Professional Development courses, visit bpp.com/pd or call our Client Care team on 0845 226 2422

For Dispute Resolution in-house courses please contact us at in-house@bpp.com

A CFD certificate of completion will be provided by BPP Professional Education Limited upon request, following attendance.

Dispute Resolution Courses

CIVIL LITIGATION

ALTERNATIVE ROUTES TO JUDGEMENT — NO TRIAL

Trial is not the inevitable conclusion for all cases, become familiar with applications that can be considered for early determination of cases and mechanisms used to bring actions to an end

LE 6 £210 £420

CIVIL PROCEDURE RULES — AN INTRODUCTORY GUIDE

Gain a thorough understanding of the rules and procedures required to run cases effectively and profitably

LE 6 £210 £420

DRFTING STATEMENTS OF CASE

Gain comprehensive training and boost your knowledge in drafting statements of case under the Civil Procedure Rules

LE 6 £210 £420

HOW TO RUN A SUCCESSFUL COUNTY COURT ACTION

Get the basic information and avoid the pitfalls in running a successful County Court action

LE 6 £210 £420

LITIGATION COSTS — A COMPREHENSIVE OVERVIEW

An overview of key aspects, principles and rules of legal costs in order to conduct clients’ cases effectively and comply with Civil Procedure Rules

LE, LI 6 £210 £420

GETTING TO GRIPS WITH THE JACKSON AND COUNTY COURT REFORMS

This practical course focuses on the key role changes and provides comprehensive training in how to effectively comply with the reforms

LE, LI 6 £210 £420

Commercial Litigation

COMMERCIAL LITIGATION — PRACTICE & PROCEDURE

This course gives you an essential grounding in the practice of commercial litigation. It is an amalgamation of substantive law and procedure

LE 6 £210 £420

COMMERCIAL REMEDIES FOR BREACH OF CONTRACT & TORT

A practical overview of the essential legal and equitable remedies available before the English and Welsh courts

LE 6 £210 £420

CONSUMER LAW — THE ESSENTIAL GUIDE

Gain a comprehensive introduction to various aspects of consumer law, including Doorstep Selling Regulations and the new Consumer Protection from Unfair Trading Regulations 2008

LE 6 £210 £420

SALE & SUPPLY OF GOODS & SERVICES

Gain an in-depth understanding of standard terms and conditions used by business to trade with other businesses and consumers

LE 6 £210 £420

Alternative Dispute Resolution

ADR — INTRODUCTION

Gain a true understanding of ADR, its role in Civil Litigation, and in particular skills and techniques used in negotiation and mediation

LE 6 £210 £420

EFFECTIVE NEGOTIATING SKILLS FOR LITIGATORS

Become a master of negotiation, by developing the skills and strategies in the context of litigation

LE 6 £210 £420

MEDIATION — THE WAY FORWARD!

Mediation is one of the most popularly used forms of ADR in the UK. Learn about best practice with the opportunity to participate in practical initiatives leading up to the mediation
As with all our programmes, BPP’s Professional Education Employment and Immigration offerings can be taken as a standalone CPD course — all with their finger on the pulse of the latest developments and presented by our own highly experienced practitioners. BPP’s employment programme is aimed at all employment lawyers and those who advise on employment matters. Our courses are designed to cover not only the latest legal developments, but also how to deliver practical advice to clients.

They range from drafting employment contracts and advising on the employment relationship to managing dismissals. We also provide courses designed to introduce practitioners to dealing with Employment Tribunal claims, as well as courses on transfer of undertakings and discrimination law.

Our immigration programmes give professionals preparing UK immigration applications a thorough understanding of the UK border agency’s points-based system. BPP Professional Education also offers Immigration courses that will provide you with practical tips on preparing of immigration applications so that they stand the very best chance of success.

To view full course outlines, dates and availability of all our Professional Development courses, visit bpp.com/pd or call our Client Care team on 0845 226 2422.

For Employment & Immigration in-house courses please contact us at in-house@bpp.com

A full list of available courses is shown below.

**UPDATE COURSES**

**EMPLOYMENT LAW — UPDATE**
Essential for employment law practitioners and busy HR professionals, this is a comprehensive guide to developments over the last 12 months.

**SPECIALIST EMPLOYMENT LAW**

**ACQUISITIONS AND DISPOSALS — EMPLOYMENT ASPECTS**
A comprehensive guide to the effective drafting and negotiation of compromise agreements including what can and cannot be compromised, the use of ‘gagging’ clauses and clawback provision, taxation of payments and enforcement issues.

**COMPROMISE AGREEMENT MASTERCLASS**

**EMPL oyment Advocate — Conducting Tribunals with Confidence**

**EMPLOYMENT LAW — ESSENTIALS CONT.**

**EMPLOYMENT LAW — AN INTRODUCTION: RIGHTS & OBLIGATIONS**
Get to grips with the fundamentals of employment law in this intensive course which includes the formation of employment contracts, employee rights, discipline and dismissal.

**EMPLOYMENT LAW — THE NEXT STEP**
Build on a basic grounding in employment law with this focused course which includes immigration considerations, equal pay, ‘whistleblowing’ and collective rights.

**EMPLOYMENT LAW — U PDATE COURSES**

**EMPL oyment Advocacy — Conducting Tribunals with Confidence**

**EMPL oyment Law — an introDuction**

Learn the principles and get to grips with the practice of effective Tribunal advocacy. Learning is consolidated by participating in a mini-hearing at the conclusion of the course.

**FAIR’S FAIR — THE DEFINITIVE GUIDE TO UNFAIR DISMISSAL**

Build on your basic understanding of this area of law with this practical guide to avoiding the potential pitfalls in a dismissal situation.

**PENSIONS — AN INTRODUCTION**

This course takes you through the first principles of pensions, including current trends and developments through to the government’s new answer to addressing the pensions crisis.

**IMMIGRATION**

**IMMIGRATION PRACTICES & PROCEDURES — GETTING THE BEST RESULTS FROM THE IMMIGRATION AUTHORITIES**

Learn every step of the immigration preparation and submission process.

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**EMPLOYMENT & IMMIGRATION COURSES**

**LOCATION**

**COSTS**

**LOCATION**

**COSTS**

**LOCATION**

**COSTS**

**LOCATION**

**COSTS**

**LOCATION**

**COSTS**

**LOCATION**

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**LOCATION**

**COSTS**
FAMILY

Our family courses prepare you for practice by helping you develop sound practical knowledge of the law and procedure and the special skills required to manage the case and your client. Experienced practitioners provide training at all levels, often through workshops in which you’ll take the role of advisor to opposing parties.

Being a family lawyer demands not only expertise, but special sensitivity to the clients’ needs. Family lawyers are called upon to help and support the client during their most traumatic personal crises — advising on the multitude of claims that arise from relationship breakdown, for example, whether divorce, cohabitation or civil partnership. They may also be required to take emergency action on child protection, domestic violence or financial support amongst other claims.

BPP University’s Family courses prepare you for practice by developing both sound practical knowledge of the law and procedure and the special skills required to manage the case and the client — all presented by experienced practitioners. We provide training from introductory to specialist level, often through workshops where delegates take the role of advisor to opposing parties in simulations based upon actual cases.

To view full course outlines, dates and availability of all our Professional Development courses, visit bpp.com/pd or call our Client Care team on 0845 226 2422

For Family in-house courses please contact us at in-house@bpp.com

A CPD certificate of completion will be provided by BPP Professional Education Limited upon request, following attendance.

MATRIMONIAL/FAMILY FINANCE CONT.

<table>
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<tr>
<th>COURSES</th>
<th>PD HOURS</th>
<th>MEMBERS (VAT)</th>
<th>NON-MEMBERS (VAT)</th>
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<tbody>
<tr>
<td>FINANCIAL ORDERS ON DIVORCE — ADVANCED</td>
<td>L; M</td>
<td>6</td>
<td>£210</td>
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Designed for experienced matrimonial practitioners, this course deals with some of the more complex issues that can arise as a result of a financial relief claim.

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<th>COURSES</th>
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<tbody>
<tr>
<td>FINANCIAL ORDERS ON DIVORCE — INTRODUCTION</td>
<td>L; R; M; LE</td>
<td>6</td>
<td>£210</td>
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The course gives a full overview of the law and procedure relating to claims for financial relief on and after divorce. Delegates will gain increased confidence about the applications and hearings from pre-issue to final order.

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<th>COURSES</th>
<th>PD HOURS</th>
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<th>NON-MEMBERS (VAT)</th>
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<tr>
<td>PRE-NUPITAL AGREEMENTS — LAW &amp; DRAFTING</td>
<td>L; M</td>
<td>6</td>
<td>£210</td>
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Comprehensive guidance on the rules and principles involved in advising and preparing pre-nuptial and post-nuptial agreements.

CHILDREN (PUBLIC LAW & PRIVATE)

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<tr>
<th>COURSES</th>
<th>PD HOURS</th>
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<th>NON-MEMBERS (VAT)</th>
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<tr>
<td>CHILDREN PANEL — THE MANDATORY COURSE</td>
<td>L; B; M; LE; BR</td>
<td>18</td>
<td>£630</td>
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This three-day course is designed not only to enhance your legal knowledge, but also to address the broader issues of good practice in this sensitive and demanding area of work.

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<th>NON-MEMBERS (VAT)</th>
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<tbody>
<tr>
<td>EFFECTIVELY RUNNING A CARE CASE — FROM INSTRUCTION TO CONCLUSION</td>
<td>L</td>
<td>6</td>
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</tbody>
</table>

Designed to be of benefit to those seeking better understanding of the running of a care case, whether in the Family Proceedings Court or the County Court.

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<tbody>
<tr>
<td>LOCAL AUTHORITY CHILDREN LAWYER — THE ESSENTIALS</td>
<td>L</td>
<td>6</td>
<td>£197</td>
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</tbody>
</table>

An introductory or refresher course that guides delegates through this technical, often complex and rapidly changing area of law in an easy, logical and approachable way.

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<tbody>
<tr>
<td>PRIVATE CHILDREN LAW — IN PRACTICE</td>
<td>L; R; M</td>
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</table>

Using case studies from the presenter’s actual caseload, this course blends law and practical tips to enable delegates to practice private child law with success.

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<tbody>
<tr>
<td>PUBLIC LAW CHILDREN’S WORK — ADVANCED</td>
<td>L; LE</td>
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</table>

Designed for those who wish to sharpen their forensic skills and advocacy techniques, this course covers the entire process of care proceedings — before, during and after.

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<tbody>
<tr>
<td>PUBLIC LAW CHILDREN’S WORK — INTRODUCTION</td>
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</table>

Deals as an introduction or refresher; this course provides delegates with the skills and knowledge necessary to become an effective practitioner in this demanding area.

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</table>

This workshop takes delegates through a series of hypothetical scenarios that might arise in public law children’s work, giving practical insights into typical cases.

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<tr>
<td>SPECIAL GUARDIANSHIP &amp; ADOPTION ISSUES — THE ESSENTIALS</td>
<td>L</td>
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Designed to assist both private practice and local authority lawyers, this course looks at developments in case law and statute, making extensive use of case studies.

MATRIMONIAL/FAMILY FINANCE

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<tr>
<td>DIVORCE, NULLITY &amp; SEPARATION</td>
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Equip yourself with the specialist skills required to advise on marriage breakdown, from tracing missing respondents to religious and transgender issues.

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<tbody>
<tr>
<td>FINANCIAL ORDERS ON DIVORCE — DRAFTING CONSENT ORDERS</td>
<td>L; M</td>
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</table>

This practical course involves case studies and original drafting of final consent orders covering issues arising from a compromise on a financial relief claim.
INTTELCTUAL PROPERTY

Keeping you abreast of the latest data protection legislation, we’ll make sure you’re fully equipped to tackle the key legal issues surrounding the increasingly important area of intangible assets and intellectual property. Our courses cover e-commerce, EU legislation, technology law, competition law and the growing powers of the Information Commissioner.

Intangible assets and intellectual property are the driving force behind most successful businesses. BPP Professional Education has a comprehensive programme of intellectual property courses that will introduce you to this area or build upon your existing knowledge. With public awareness of Data Protection having increased significantly in recent years and with the prospect of a considerable increase in the powers available to the Information Commissioner, this topic can no longer be ignored.

E-commerce has rapidly become a standard business method and there has been a corresponding rapid rise in client demand for guidance on a host of issues, with EU legislation continuing to be issued on a regular basis.

We can ensure that you are fully equipped to tackle the key legal issues surrounding this topic, keeping you abreast of the latest Data Protection legislation. BPP Professional Education also offer a number of other topics, including specialist courses on television productions, technology law and competition law.

To view full course outlines, dates and availability of all our Professional Development courses, visit bpp.com/pd or call our Client Care team on 0845 226 2422

For Intellectual Property in-house courses please contact us at in-house@bpp.com

A CPD certificate of completion will be provided by BPP Professional Education Limited upon request, following attendance.

COPYRIGHT — A COMPREHENSIVE INTRODUCTION
The perfect way to get to grips with the practical aspects of copyright within the context of a modern commercial law practice, large or small

DATA PROTECTION — A COMPREHENSIVE INTRODUCTION
A thorough overview, covering the Data Protection Act 1998 and highlighting key areas of concern for the commercial practitioner

DATA PROTECTION — PRACTICAL PROBLEM SOLVING
Building on our ‘Comprehensive Introduction’, this boosts practical experience by tackling a series of scenarios that are commonly encountered

WEBSITES & THE LAW — ALL YOU NEED TO KNOW
From consumer protection, intellectual property, and data protection to general contract principles, website hosting and on-line defamation

GENERAL FAMILY PRACTICE
CORE KNOWLEDGE FOR NEW FAMILY PRACTITIONERS
Designed primarily for trainees and newly qualified solicitors commencing their family law experience, this course gives a comprehensive overview of the area

FAMILY LAW — THE COMPLETE PRACTICE & PROCEDURE
The first two-day introductory level course of its kind to offer delegates an in-depth account of the complete practice and procedure for family/matrimonial law

TOLATA FOR FAMILY LAWYERS
This course guides the family advisor through each step of the TOLATA claim, from taking instructions to investigation of the claim right through to settlement or trial

FAMILY ADVOCACY
FAMILY ADVOCACY — DRAFTING & ADVOCACY IN CHILDREN LAW CASES
A course providing delegates with the opportunity to draft documents and to be guided towards greater confidence in drafting an effective advocacy before the courts

FAMILY ADVOCACY — AN INTRODUCTION
An ideal course for those wanting to increase their skills in undertaking their own advocacy, whether entirely new to this type of work or simply wishing to build confidence

FAMILY ADVOCACY — AN INTRODUCTION TO PUBLIC CHILD CARE PROCEEDINGS
Particularly useful for those who are new to this area, or are returning following a break, this course provides all the skills necessary for effective advocacy

FAMILY LAW
INTTELCTUAL PROPERTY COURSES

LEGAL BUSINESS MANAGEMENT

Our legal business management programme explores the changes brought about by the 2007 Legal Services Act. Experienced practitioners will equip you with the knowledge and skill to develop a new commercial awareness and implement effective management systems. You’ll study the new alternative business structures, code of conduct and regulatory system.

Is your organisation ready to embrace major change? The Legal Services Act 2007 allows all legal practitioners to seek opportunities for external investment and partnership with other professionals and non-lawyers. By these means, practices will be able to increase their market share and profitability in a tough and constantly changing legal market.

The prescriptive rules in the Solicitors’ Code of Conduct 2007 have been replaced with a new Code of Conduct, whose primary focus is upon outcomes-focused regulation (the new Code of Conduct came into effect on 6th October 2011) and the move to a principles and risk based approach to regulation.

The introduction of Alternative Business Structures and the move to a new Code of Conduct and way of regulating requires all practitioners to develop new commercial awareness and implement effective management systems; this understanding is at the heart of the new Legal Business Management Programme, offered by BPP Professional Education.

LEADERSHIP & MANAGEMENT

This intensive course teaches you how to balance your time and enhance your department’s performance — plus add value to your employer.

MANAGEMENT COURSE STAGE 1

Covers key areas of law firm management, inspiring recently qualified solicitors to take a real interest in the way firms are managed for future success.

MANAGEMENT COURSE STAGE 1 — FOR IN-HOUSE LAWYERS

A MCLE course designed specifically to tackle management issues for in-house lawyers, whether in the public sector or industry.

MANAGING THE CLIENT RELATIONSHIP

Build and maintain effective client relationships. Includes case study exercises and an action plan.

MONEY LAUNDERING — WHAT EVERY SOLICITOR NEEDS TO KNOW

Get to grips with the basics of compliance with the Regulations including the Client Due Diligence requirements and the troubling world of Suspicious Activity Reports.

PERSONAL INJURY & CLINICAL NEGLIGENCE

Led by experienced personal injury and clinical negligence litigators, our rigorous, interactive courses will introduce you to all aspects of Personal Injury Law, from basic RTA and ‘slip-and-trip’ claims to specialist areas such as Holiday Litigation. Our bespoke in-house courses can be adapted to meet the needs of claimant or defendant lawyers and even the non-lawyer.

BPP’s Personal Injury course programme provides an introduction to all aspects of personal injury law from basic RTA and slip-and-trip claims, to specialist topics such as holiday litigation. As with all BPP’s programmes, the courses are rigorous, practical and interactive. All our tutors are experienced personal injury and clinical negligence litigators who are specialists in their given fields.

At BPP Professional Education, we know flexibility is important to every busy practitioner, which is why we offer public courses and in-house programmes (from one hour long to several days). We also provide bespoke in-house products that can be adapted and presented for the Claimant or Defendant lawyers and even a range of innovative products for non-lawyers.

To view full course outlines, dates and availability of all our Professional Development courses, visit bpp.com/pd or call our Client Care team on 0845 226 2422

For Personal Injury & Clinical Negligence in-house courses please contact us at in-house@bpp.com

A CPD certificate of completion will be provided by BPP Professional Education Limited upon request, following attendance.

LOCATION(S) | CPD HOURS | MEMBER | NON-MEMBER

PERSONAL INJURY/CLINICAL NEGLIGENCE — QUANTUM

ASSESSING QUANTUM — AN INTRODUCTORY GUIDE

Grasp a clear understanding of how to assess the right value of a personal injury claim, avoiding negligence or a Part 36 offer against you

PREPARING SCHEDULES OF LOSS WITH CONFIDENCE — A WORKSHOP

Preparing schedules of loss can be a daunting task, this practical workshop will give you the confidence to prepare effective schedules.

MAKING SENSE OF MEDICAL RECORDS & REPORTS

Provides a working knowledge of common medical terms to help with drafting and reading of medical reports.

A SIMPLE GUIDE TO THE ODGREN TABLES

Every future loss calculation will have to be calculated in accordance with the changes to the Ogden Tables is a must for every Personal Injury lawyer. By using examples the course will demonstrate the application of the latest edition in practice.

LOCATION(S) | CPD HOURS | MEMBER | NON-MEMBER

### Personal Injury & Clinical Negligence Courses

#### Personal Injury/Clinical Negligence — Quantum Cont.

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<thead>
<tr>
<th>Location(s)</th>
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<td>Preparing Schedules of Loss with Confidence — A Workshop</td>
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<td>£120 £240</td>
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<tr>
<td></td>
<td>Making Sense of Medical Records &amp; Reports</td>
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<td>£120 £240</td>
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<tr>
<td></td>
<td>A Simple Guide to the Ogden Tables</td>
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#### Personal Injury/Clinical Negligence — Liability

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<td>Clinical Negligence Litigation — Introduction</td>
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<td>Fatal Accidents — The Essential Guide for Practitioners</td>
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<td></td>
<td>Liability Issues in Personal Injury — A Workshop</td>
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<td>Mastering Employers’ Liability Cases</td>
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<td>MOJ Portal Training</td>
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<td>Occupational Disease — Overview</td>
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<td>Road Traffic Litigation — An Introduction</td>
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<td>Road Traffic Litigation — Advanced</td>
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#### Personal Injury/Clinical Negligence — Specialist Skills

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<tr>
<td></td>
<td>Confident Drafting in Personal Injury Litigation</td>
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<tr>
<td></td>
<td>An Overview of Personal Injury</td>
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<td>Personal Injury — The Next Step</td>
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<td>Running a Successful Personal Injury Action</td>
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<td>Tactics for Success in Interim Applications</td>
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PRIVATE CLIENT

Using their real-world experience, our specialist private client tutors will make sure you’re up-to-date in key areas such as probate, court of protection, non-contentious costs and appropriate legal charging structures. Changes to the rules of intestacy and tax-efficient will-drafting with the rise of the nil-rate band will also be covered.

More than ever, firms need to hone knowledge and skills in this ‘recession-proof’ area of practice. We offer courses ranging from introductory to specialist in all key areas of private client work.

Subjects covered include Will Drafting, Probate, Court of Protection and Elderly Client Practice, all presented by tutors who are specialists in their chosen field and bring the invaluable benefit of real-world, practical experience to sessions. Our courses offer an opportunity to understand private client law and procedure in a practical setting. Our workshops encourage interaction and can take you through drafting wills and the administration of a deceased’s estate from start to finish.

To view full course outlines, dates and availability of all our Professional Development courses, visit bpp.com/pd or call our Client Care team on 0845 226 3422.

For Private Client in-house courses please contact us at in-house@bpp.com

A CPD certificate of completion will be provided by BPP Professional Education Limited upon request, following attendance.

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PROPERTY

Whether you’re an experienced property practitioner or new to the field, you’ll benefit from our specialist courses. We cover key topics such as property-related taxation, easements and covenants and dilapidations claims. To keep you up-to-date, we focus on developments in law and practice, including topical issues such as conveying in a difficult market.

BPP Professional Education provides a rich variety of courses targeted to the specific needs of property practitioners — both those who are experienced and those new to the field.

We cover both commercial and residential conveyancing from introductory level through to essential update courses. You can also explore specialist areas covering easements and covenants and a crash course in all aspects of Planning Law.

To view full course outlines, dates and availability of all our Professional Development courses, visit bpp.com/pd or call our Client Care team on 0845 226 3422.

For Property in-house courses please contact us at in-house@bpp.com

A CPD certificate of completion will be provided by BPP Professional Education Limited upon request, following attendance.

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WILLS & PROBATE

PROBATE — WORKSHOP
This very popular practical workshop traces the administration of a deceased’s estate

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WILL WRITING WORKSHOP
Practice drafting wills from start to finish, and acquire an understanding of private client law and procedure in a practical setting

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WILLS — INTRODUCTION
An essential component of any Private Client CPD menu, this course addresses the ethics and law of wills

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ELDERLY/INCAPABLE CLIENT

COURT OF PROTECTION PRACTICE
Ideal for those who advise elderly clients, and who do personal injury work for those victims who cannot manage their own property and affairs

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ELDERLY CLIENT PRACTICE
As the population gets older it brings new challenges and new opportunities — find out how to best serve this growing market

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RESIDENTIAL PROPERTY

INTRODUCING RESIDENTIAL CONVEYANCING
Procedure — as well as the potential problems and pitfalls

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COMMERCIAL PROPERTY

FREEHOLD EASEMENTS & COVENANTS - A PRACTICAL GUIDE
Guides practitioners through the maze and examines issues relating to drafting, construction of existing deeds and giving clear advice to the client

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INTRODUCING COMMERCIAL CONVEYANCING — INCLUDING BUSINESS LEASES
Get to grips with the additional areas of knowledge required by the commercial conveyancer, including knowledge of relevant statutory provisions

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INTRODUCING LEASEHOLD CONVEYANCING — INCLUDING RESIDENTIAL LEASES
Discover the difference between leasehold and freehold, recognise defects in leases and learn the relevant procedures and statutory rights involved

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<th>Non-Member (+VAT)</th>
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PLANNING LAW — CRASH COURSE
A practical overview, highlighting the possible pitfalls in planning and building regulations as well as in buying and selling flats and houses. Includes a one-hour online module

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UNDERSTANDING COMMERCIAL LEASES
A special two-day course covering all key issues, from getting detailed instructions to drafting and negotiating wording

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UNDERSTANDING COMMERCIAL LEASES — PART 1
The first part of our introduction to commercial leases, covering instruction, costing and quoting, drafting and more

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UNDERSTANDING COMMERCIAL LEASES — PART 2
Continuing from Part 1, this course includes essential information on user clauses, assignments and alienation, alterations and negotiating wording

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Foreign lawyers from a wide range of jurisdictions, and UK barristers, can cross-qualify as Solicitors of England & Wales through the Qualified Lawyers Transfer Scheme (QLTS).

**Overview**

The Qualified Lawyers Transfer Scheme (QLTS) replaced the Qualified Lawyers Transfer Test (QLTT) on 1 September 2010 and offers a route to qualification as a solicitor of England and Wales to lawyers from a wider range of jurisdictions than under the QLTT arrangements.

It has a more extensive syllabus coverage than the QLTT and the Solicitors Regulation Authority (SRA) has appointed one assessment organisation for the first three years of the operation of the assessments: Kaplan QLTS. This study course is provided by BPP Professional Education.

**What Makes BPP’s QLTS Training Stand Out?**

- Unique QLTS Study Programme covering the knowledge and skills assessed by the QLTS Assessments
- Online resources for consolidation and revision
- Professionally qualified tutors
- Comprehensive face-to-face and distance learning options

**QLTS**

The QLTS Assessments are set by Kaplan QLTS. Supplement and enhance your study and preparation for the QLTS Assessments with a BPP course. BPP’s courses will give you an introduction to, and overview of, the knowledge and skills assessed by the QLTS which you can use to supplement your preparation for the QLTS Assessments.

**Course Details**

- **Length of course**: Varies depending on individual requirements. For full details visit bpp.com/qlts
- **Study modes**: Classroom & online
- **Assessments**: Kaplan QLTS set the assessments. For full details visit kaplanqlts.com
- **Study centres**: London
- **Start dates**: Courses run throughout the year. For full details visit bpp.com/qlts
- **Fees**: For full details, visit bpp.com/qlts
- **Entry Requirements**: SRA Certificate of Eligibility required to sit the Kaplan QLTS assessments. No entry requirements to attend a BPP course or workshop
- **How to apply**: By fax, email or telephone. Please call Client Services on 0845 226 2422 for more details
- **Key Features**: • Face to face classroom lectures • Distance learning options • Lectures scheduled at weekends • Practice MCQs • MCT Mock Test • OSCE & TLST Mock Exercises

With additional legal training you can add more qualifications to your CV, more routes to your career path and more power to your earnings potential.
HIGHER RIGHTS OF AUDIENCE

Gain this qualification, and you'll be able to represent your clients as a solicitor-advocate in the civil or criminal courts throughout England and Wales.

OVERVIEW

A BPP Professional Education Higher Rights of Audience course prepares you for the assessments that enable you to represent clients in either the civil or criminal courts. The Higher Courts Advocacy Qualification not only means a convenient, cost-efficient and complete service for your clients, it enhances your professional capabilities, standing and earning potential too.

Our course presenters are experts in their field with a proven track record in preparing candidates for the Higher Courts Advocacy Qualification civil and criminal assessments. Their experience and expertise will ensure you are fully prepared for representing your clients as a solicitor-advocate with higher rights of audience.

Once qualified, you’ll be able to exercise rights of audience in the Higher Courts of England and Wales.

Our Higher Rights of Audience programme is fully up-to-date and reflects the new Solicitors’ Higher Rights of Audience Regulations 2010 that came into effect on 1 April 2010. They replace the Higher Rights of Audience Regulations 2000.

WHAT MAKES BPP’S PROFESSIONAL EDUCATION HIGHER RIGHTS OF AUDIENCE STAND OUT?

Higher Rights of Audience can extend your professional capability and earnings. Learn from a market leader in Higher Rights of Audience qualifications.

- Prepare for assessments covering both civil and criminal practice
- Expert course leaders with hands-on, professional experience
- Learning and study manuals based on the SRA’s written standards
- Modular courses available individually or as a package
- Strong links with the legal profession

Entry Requirements

Available to qualified solicitors. In order to be awarded the Higher Rights of Audience qualification civil and criminal assessments. Their experience and expertise will ensure you are fully prepared for representing your clients as a solicitor-advocate with higher rights of audience.

Entry Requirements

Available to those who have completed a 3 year full-time or 4 year part-time law degree, studying jurisprudence based on English Common Law.

- Delegates who have completed a GDL and LPC/BPTC are generally required to take a 1 year Mooters degree in the US
- Eligibility is at the sole discretion of the New York Board of Law Examiners and is determined on a case-by-case basis, for full details visit nybarexam.org

How to apply

Visit bpp.com/higher-rights to download a booking form

A CPD certificate of completion will be provided by BPP Professional Education Limited upon request, following attendance. The awarding body for this qualification is the Solicitors Regulation Authority.

NEW YORK BAR COURSE

Studying full or part time, without any prior knowledge of US law, take this course to boost your credentials and broaden your employment prospects in both the US and UK.

OVERVIEW

BPP Professional Education run the New York Bar course in partnership with Pieper Bar Review. It fully prepares you to pass these challenging law exams and is tailored to lawyers who haven’t studied in the US — so you don’t need any prior knowledge of US Law.

In these difficult economic times, it’s never been more important to stand out from the crowd. Passing the New York Bar Exam will make you more marketable and enhance your employment opportunities both in the US and the UK.

Entry Requirements

Available to those who have completed a 3 year full-time or 4 year part-time law degree, studying jurisprudence based on English Common Law.

- Delegates who have completed a GDL and LPC/BPTC are generally required to take a 1 year Mooters degree in the US
- Eligibility is at the sole discretion of the New York Board of Law Examiners and is determined on a case-by-case basis, for full details visit nybarexam.org

How to apply

To take the New York Bar Course please apply online at bpp.com

These are not programmes or awards made by BPP but are accredited by the New York Board of Law Examiners.
CAREER AHEAD

Adding employability to ability, we create practical real-world programmes that enhance the value and prospects of individual executives and the organisations they work for.

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The more tailored your staff training, the more your organisation benefits. That's why at BPP, we'll work with you to develop high-quality courses that precisely meet your needs — and we'll deliver them at a time and place that suits you.

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PSC
Most of our CPD courses are accredited Elective courses for our Professional Skills Course programme. We run the most flexible PSC programmes available, with Core and Elective subjects in locations around the country. Our trainers are all qualified professionals in the legal field and know from personal experience the practical needs of trainees, ensuring over 95% of our delegates pass the exam first time. Furthermore, delegates can choose from an extensive option of course dates throughout the year to suit their working commitment, and can opt to complete the PSC over the course of 2 years or complete the Core modules in a fast track over 8 days.

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