

ADDITIONAL TECHNICAL ACCOUNTING AND TAXATION WEBINAR PROGRAMME AND CONTENT

Please note:

- Not all of these webinars will be relevant to all apprentices. They have been developed by SWAT for use by staff in accounting practice, dealing with accounts, audit and taxation issues of their clients. However, some of the topics are relevant to all involved in accounts and finance
- A personalised webinar programme will be agreed with each employer and apprentice and can be adapted if job roles change
- As these are all recorded, they can be watched at any time during the apprenticeship, and re-watched.
- Where possible, we have linked each topic area, with the AAT unit which they will complement
- It is anticipated that those relevant to Level 3 would be completed in the latter part of that apprenticeship

Company Financial Reporting	
AAT Unit to which this will relate: - Financial Statements of Limited Companies (Level 4)	
Webinar title	Description
Company Accounts - An Introduction	<p>Junior</p> <p>This course is aimed at junior staff who have just started, or are about to start, preparing accounts for small companies. It may also be useful to those requiring a refresher course in this area.</p> <p>Course Content</p> <p>The course gives staff an understanding of the basic disclosure requirements of small limited companies, according to UK GAAP.</p> <p>The course will include</p> <ul style="list-style-type: none"> ▪ Determining company size ▪ Sources of guidance ▪ Format of small company accounts ▪ Abridged and Filleted accounts ▪ The Directors' Report ▪ Illustrative examples of typical disclosures ▪ An overview of the accounting requirements for micro entities

<p>Company Accounts - Difficult Disclosure Areas</p>	<p>Seniors Those responsible for preparing more complex sets of limited company accounts. Knowledge of the basic disclosure requirements of simple sets of limited company accounts is assumed. Course Content The course will cover the disclosure requirements under FRS 102, including in relation to:</p> <ul style="list-style-type: none"> ▪ Related party transactions ▪ Loans to directors ▪ Deferred tax ▪ Provisions and contingencies ▪ Issues around accounting for properties
<p>Company Accounts - Introduction to Group Accounts</p>	<p>Senior This course is aimed at staff with experience of company audits but who are now responsible for preparing and/or auditing group accounts. Course Content The course will cover the following areas related to preparing and/or auditing group accounts:</p> <ul style="list-style-type: none"> ▪ Basic principles of consolidation ▪ Control and non-controlling interests ▪ Goodwill on consolidation ▪ Step by step guide to preparing a consolidated balance sheet and profit and loss account ▪ Disclosure requirements ▪ Exemptions from consolidation ▪ A brief look at accounting for associates and joint ventures
<p>Company Accounts - Medium and Large Companies</p>	<p>Manager / Senior The course is for staff that need to expand their knowledge of reporting to learn to deal with common FRS 102 issues for medium and large Companies. This course is aimed at staff that already have a good grasp of small company disclosure requirements. Course Content The course will include:</p> <ul style="list-style-type: none"> ▪ Companies Act accounts disclosure requirements for medium and large companies ▪ Strategic and Directors' report requirements for medium and large companies ▪ The preparation and disclosure requirements for cash flow statements ▪ Differences between FRSSE 2015 (small companies) and FRS 102

<p>Company Accounts - Micro entities</p>	<p>Junior/Semi-Senior</p> <p>This course is aimed at staff who will be required to prepare accounts under the rules for Micro-Entities. Basic knowledge of company accounts preparation under FRSE rules is assumed.</p> <p>While this course focuses on Micro-Entity rules, information about preparing accounts for Small Companies can be found in our course 'Company Accounts: An Introduction'.</p> <p>Course Content</p> <p>The course gives staff an understanding of the basic disclosure requirements of Micro-Entities, according to UK GAAP.</p> <p>The course will include:</p> <ul style="list-style-type: none"> ▪ Determining company size ▪ Why prepare Micro-Entity Accounts? ▪ Sources of guidance ▪ The format & content of Micro-Entity accounts ▪ Illustrative examples of typical disclosures
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<p>Taxation</p>	
<p>AAT Units to which this will relate:</p> <ul style="list-style-type: none"> - Business Taxation (Level 4) - Personal Taxation (Level 4) 	
<p>Webinar title</p>	<p>Description</p>
<p>Capital Gains Tax - An Introduction</p>	<p>Senior / Semi senior</p> <p>This course is intended for staff who need to be able to carry out calculations of basic capital gains for declaration on personal self assessment tax returns. It is not suitable for those wanting an in depth understanding of the more complex areas of capital gains tax or the full range of reliefs available. The course assumes no prior knowledge of capital gains tax.</p> <p>Course Content</p> <p>This course will introduce delegates to the basic principles of capital gains tax and how to complete the capital gains summary page.</p> <p>The course includes:</p> <ul style="list-style-type: none"> ▪ What is a disposal? ▪ Date of disposal ▪ Proceeds and allowable costs ▪ Calculating the taxable gain ▪ Calculating the capital gains tax liability

	<ul style="list-style-type: none"> ▪ Assets owned at 31 March 1982 ▪ Share matching rules ▪ Capital losses ▪ Practical examples and case studies
<p>Capital Versus Revenue Expenditure</p>	<p>Level: Semi-senior</p> <p>This course is suitable for those who are fairly familiar with business tax computations (whether for unincorporated or corporate organisations) but need a greater understanding of where to draw the line between capital and revenue expenditure.</p> <p>Course Content</p> <p>The course will look at guidance and case law surrounding the thorny issue of capital versus revenue expenditure.</p> <p>The course will cover:</p> <ul style="list-style-type: none"> ▪ The key concepts of: <ul style="list-style-type: none"> ▪ Initial repairs ▪ Enduring benefit ▪ Entirety ▪ Improvements versus the application of modern techniques. ▪ Is there such a thing as a notional repair? ▪ Planning that can be done if the client talks to us before renovation work starts. ▪ Computer costs: dealing with software and website costs. ▪ Practical examples and case studies
<p>Partnership Returns and Profit Sharing</p>	<p>Level: Senior / semi-senior</p> <p>This course is suitable for those who have obtained practical experience of calculating taxable profits and will be preparing self assessment tax returns for partnerships.</p> <p>Course Content</p> <p>The course will look at how adjusted taxable profits are allocated between partners and how the current year basis of assessment operates for individual partners. The course will cover:</p> <ul style="list-style-type: none"> ▪ The principles for allocating profits between partners ▪ Partners' business expenses not included in the accounts ▪ Partners joining and leaving a partnership ▪ Change of accounting date ▪ Factors affecting the choice of accounting date ▪ Dealing with non-trading income ▪ Completion of the partnership self assessment return ▪ Practical examples and case studies

PAYE, NIC	
Webinar title	Description
Payroll Deductions; Understanding PAYE & NIC	<p>Level: Semi-senior / Junior</p> <p>This course is intended for staff that have recently joined the payroll department or would benefit from a refresher course on basic issues affecting operation of the payroll. It may also be beneficial for accounts staff that require an understanding of the employment taxes that pass through the business accounts.</p> <p>No prior knowledge is assumed.</p> <p>Course Content</p> <p>The course covers the requirements for operating a payroll under Real Time Information (RTI) and explains the basic principles behind the calculation of payroll deductions. Course content includes:</p> <ul style="list-style-type: none"> ▪ Overview of the PAYE system ▪ What remuneration is reported under RTI ▪ The operation of tax codes ▪ Calculation of PAYE tax and NIC ▪ Student loan deductions ▪ Dealing with starters and leavers ▪ Dealing with directors ▪ Submissions required under RTI ▪ Year end procedures ▪ Practical examples and case studies

VAT	
AAT Unit to which this will relate: - Indirect Tax (Level 3)	
VAT Returns - Preparation	<p>Level: Semi-senior /Junior</p> <p>This course is intended for staff who are likely to become involved in competing VAT returns. It is also relevant for those who would like a reminder of the basic principles. The course assumes no prior knowledge.</p> <p>Course Content</p> <p>The course sets out the background to VAT and outlines basic principles underlying the operation of the tax. The course content includes:</p> <ul style="list-style-type: none"> ▪ Key principles of VAT ▪ Registering for VAT ▪ Types of supply ▪ Tax points ▪ VAT invoices ▪ Common adjustments and problems ▪ Completion of the VAT return ▪ EC Sales Lists ▪ Cash accounting, annual accounting and flat rate schemes ▪ Penalties ▪ Practical examples and a case study
VAT - The Essentials	<p>Senior / Semi senior</p> <p>This course is intended for staff that have an understanding of basic VAT principles and have experience of completing VAT returns. It is intended to provide a wider understanding of VAT and alert delegates to areas where they may require further guidance in all but the most straightforward of cases.</p> <p>Course Content</p> <p>This course introduces delegates to some of the more complex areas of VAT and includes:</p> <ul style="list-style-type: none"> ▪ Refresher of fundamental principles ▪ Partial exemption ▪ International transactions ▪ Land and property transactions ▪ Error correction ▪ Penalties ▪ Practical examples

Preparation of working papers and their review	
<p>AAT Units to which this will relate:</p> <ul style="list-style-type: none"> - Advanced Bookkeeping (Level 3) - Final Accounts Preparation (Level 3) 	
Webinar title	Description
Accounts File Preparation and Completion	<p>Level: Junior</p> <p>This course is intended for staff who are new to the accountancy profession or who would benefit from learning the importance of a properly structured accounts file.</p> <p>Course Content</p> <p>The course explains the importance of maintaining an organised accounts file to support the accounts (and tax computation). It mainly deals with accounts files for unincorporated organisations but company accounts files are briefly considered as a final chapter.</p> <p>The course content includes:</p> <ul style="list-style-type: none"> ▪ Working papers: what should be shown? ▪ Planning: when it is needed and how it should be kept up to date. ▪ Working within a budget and keeping the manager in the loop. ▪ Dealing with missing information and the proper use of suspense accounts. ▪ Analytical review: why it matters and how to do it in a manner that adds value to the file. ▪ Common problems in accounts preparation (including basic tax issues) and how to deal with them. ▪ Raising notes and queries. ▪ Talking to the client. ▪ Completion documentation. ▪ Practical examples and case studies
Accounts File Review	<p>Seniors</p> <p>Delegates who are responsible for the review of accounts files, or are expecting to start doing so in the near future, to understand the review process and learn techniques for reviewing a file and raising meaningful review points.</p> <p>Course Content</p> <p>The course will cover the following areas related to reviewing an accounts file.</p> <ul style="list-style-type: none"> ▪ Step-by-step review guide ▪ Considering the firm's own standards ▪ Common problem areas ▪ Evidencing the review ▪ Ensuring clearance of review points

Auditing	
AAT Units to which this will relate: <ul style="list-style-type: none"> - External Auditing (Level 4) - Financial Statements of Limited Companies (Level 4) 	
Webinar title	Description
Auditing - Provisions, Going Concern and Audit Reports	<p>Level: Senior</p> <p>This course is aimed at those staff who are involved in the performing and / or reviewing of work on provisions and going concern, and those staff who would be expected to understand and make recommendations on suitable audit report wording.</p> <p>Course Content</p> <p>The course will cover the following areas:</p> <ul style="list-style-type: none"> ▪ Accounting for and disclosing requirements for provisions ▪ Disclosure requirements where there is an increased risk of going concern problems ▪ The impact of provisions and going concern issues on risk assessment procedures ▪ Suitable audit work to respond to the risks assessed ▪ Standard audit report wording and an understanding of when and how this should be changed ▪ Practical examples of how to deal with the issues raised
Auditing - Sales, Creditors and Similar Areas	<p>Level: Semi-senior</p> <p>Staff who have had some experience of undertaking basic audit testing, and are now moving on to perform more complex audit testing and beginning to complete individual sections or whole files. Ideally previous attendance of introductory courses, such as Auditing: Basic Principles, Auditing: Basic Testing and Auditing: Understanding Audit Objectives will be useful.</p> <p>Course Content</p> <p>The course will cover the following audit areas, looking at the main audit objectives and key tests commonly undertaken. We will also look at common problems encountered.</p> <ul style="list-style-type: none"> ▪ Sales and income ▪ Creditors, accruals
Auditing - Stock and WIP	<p>Level: Semi-senior</p> <p>Staff who have had some experience of undertaking basic audit testing of stock and WIP, and are now moving on to perform more complex audit testing and complete the whole stock section.</p> <p>Ideally previous attendance of introductory courses, such as Auditing: Basic Principles, Auditing: Basic Testing and Auditing: Understanding Audit Objectives will be useful</p> <p>Course Content</p>

	<p>The course will cover the following audit areas, looking at the main audit objectives and key tests commonly undertaken. We will also look at common problems encountered.</p> <ul style="list-style-type: none"> ▪ Stock valuation ▪ WIP ▪ Stock provisions ▪ Third party stock ▪ Consignment stock
<p>Auditing - Understanding Audit Objectives</p>	<p>Semi-senior Staff who have had some experience of undertaking basis audit testing, and are now moving on to perform more complex audit testing and beginning to complete individual sections or whole files. Ideally previous attendance of introductory courses, such as Auditing: Basic Principles, Auditing: Basic Testing and Auditing: Understanding Audit Objectives will be useful.</p> <p>Course Content This course will cover the following areas:</p> <ul style="list-style-type: none"> ▪ Course Content ▪ Audit objectives/assertion ▪ Considering risk ▪ Completion of audit programmes ▪ Substantive and compliance testing

Personal and business skills	
AAT Units to which this will relate: - Ethics for Accountants & Spreadsheets (Level 3)	
Webinar title	Description
Dealing with Staff – Key Points	<p>Motivated people with high job satisfaction will do more for the practice. This session looks at what managers can do to build an effective team, including the importance of appraisals and dealing with staff problems.</p> <p>What the session includes</p> <p>Lectured content, case studies and discussion exploring:</p> <ul style="list-style-type: none"> ▪ team dynamics; ▪ what makes people ‘tick’ in the office; ▪ how to motivate staff day to day; ▪ the importance of periodic appraisals and how to make the most of them; ▪ identifying and dealing with minor difficulties before they become major problems <p>How you’ll be able to use this in practice</p> <p>You’ll take away tips to help you understand your staff better; strategies for effective appraisals; stress management methods; and techniques to get the most from staff, improve job satisfaction and boost morale.</p>
Delivering Profitable Assignments - Key Points	<ul style="list-style-type: none"> • Managing the practice numbers, including work in progress and contrasting the traditional hours approach with value billing • Avoiding misunderstandings by agreeing the service to be provided with the client, and managing their expectations throughout • Planning and managing resources • Examining the approach to assignments with a view to improving efficiency • Keeping review time effective and to a minimum • Developing Key Performance Indicators for staff
Effective Communication Skills - Key Points	<p>Clients get relatively little face to face time with their accountant yet appreciate it far more than the chargeable hours spent completing their assignments. This course looks at ways to ensure that those meetings are productive and useful, leaving the client feeling that the final invoice represents good value for money.</p> <p>The course includes:</p> <ul style="list-style-type: none"> ▪ Consider the client’s point of view ▪ Ways to improve communication in a meeting or phone call ▪ The science of body language

Personal and business skills	
AAT Units to which this will relate: - Ethics for Accountants & Spreadsheets (Level 3)	
Webinar title	Description
	<ul style="list-style-type: none"> ▪ Tips for effective phone calls ▪ Techniques for more effective meetings ▪ From accountant to advisor – a different set of questions to ask <p>By employing some of the techniques introduced on the course, meetings and phone calls will be shorter, more focused, with better file notes and clear action points.</p>
Keeping Contented Clients - Key Points	<p>It costs far less to keep a client than to bring in new business. Contented clients are more likely to refer new business to the firm. This course looks at what clients expect from their accountant and suggests ideas firms can implement to ensure those expectations are met.</p> <p>The course includes:</p> <ul style="list-style-type: none"> ▪ What makes a good client ▪ What clients expect – non-technical points ▪ Ways to exceed those expectations ▪ Keeping up online <p>Dealing with complaints</p>