Insight Training

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2024 Programme

www.insight-training.co.uk

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Contents

Please visit our website to download our Booking Form

Date	Course	Trainer	Time
04-Mar	Charity Accounts and Audit - The Fundamentals	James Charlton	9.30 - 12.30
05-Mar	Pension Scheme Accounts and Audit - The Fundamentals *	Peter Herbert	9.30 - 12.30
11-Mar	Planning an ISA Compliant Audit	Richard Hemmings	9.30 - 12.30
12-Mar	Practical PAYE and NIC Update	Alexandra Durrant	9.30 - 12.30
13-Mar	Independent Examination of Charities	Peter Herbert	9.30 - 11.30
20-Mar	Charities Update	Richard Hemmings	9.30 - 12.30
21-Mar	Spring Tax Update	Rebecca Benneyworth	9.30 - 12.30
16-Apr	Incorporation, Disincorporation and Other Tax Planning	Ros Martin	9.30 - 12.30
17-Apr	Spring Financial Reporting Update	Peter Herbert	9.30 - 12.30
18-Apr	Anti-Money Laundering - The Fundamentals	Peter Herbert	9.30 - 11.30
25-Apr	Pension Tax Issues *	Ros Martin	9.30 - 12.30
29-Apr	Spring Audit Update	John Selwood	9.30 - 12.30
02-May	Anti-Money Laundering Update	Peter Herbert	9.30 - 11.30
02-May	Anti-Money Laundering - Due Diligence Q&A	Peter Herbert	11.45 - 12.45
08-May	Budget Update	Malcolm Greenbaum	9.30 - 12.30
09-May	UK GAAP Accounts - The Fundamentals	Jez Williams	9.30 - 12.30

Technical
CPD
2 and 3 hr

Please visit our website to download our Booking Form

* Denotes specialist courses

Technical CPD
2 and 3 hr

Date	Course	Trainer	Time
14-May	Accounting for Groups *	Jez Williams	9.30 - 12.30
21-May	Tax Update for Audit and Accounts Staff	Rebecca Benneyworth	9.30 - 12.30
04-Jun	VAT - Common Errors	Dean Wootten	9.30 - 12.30
11-Jun	Auditing Groups *	Jez Williams	9.30 - 12.30
20-Jun	Deferred Tax and Tax Reconciliations	Malcolm Greenbaum	9.30 - 12.30
24-Jun	How to Become an Effective Audit Manager	Richard Hemmings	9.30 - 11.30
02-Jul	Academies - The Fundamentals *	James Charlton	9.30 - 11.00
02-Jul	Academies Update *	James Charlton	11.15 - 12.45
27-Sep	Introduction to Audit - part 1	James Charlton	9.30 - 12.30
01-Oct	Practice Assurance Update	John Selwood	2.00 - 5.00
02-Oct	IFRS Comprehensive Refresher *	Clare Jones	9.30 - 11.30
02-Oct	IFRS Update *	Clare Jones	11.45 - 12.45
03-Oct	How to Close Down an Audit	Richard Hemmings	9.30 - 11.30
08-Oct	Introduction to Audit - part 2	James Charlton	9.30 - 12.30
10-Oct	Autumn Tax Update	Rebecca Benneyworth	9.30 - 12.30

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Date	Course	Trainer	Time
14-Oct	Autumn Financial Reporting Update	John Selwood	9.30 - 12.30
16-Oct	Ethics for Accountants and Auditors	Peter Herbert	9.30 - 11.30
04-Nov	Capital Gains Tax – The Fundamentals	Malcolm Greenbaum	9.30 - 12.30
07-Nov	20 FAQs on Charity Accounts Disclosures	Richard Hemmings	9.30 - 11.30
08-Nov	PIE Audit Refresher and Update	Peter Herbert	9.30 – 12.30
12-Nov	Small and Micro Entity Accounting Issues	Richard Hemmings	9.30 - 12.30
14-Nov	Financial Reporting + Tax Update	Peter Herbert & Ros Martin	9.30 - 12.30
19-Nov	MTD Update	Rebecca Benneyworth	9.30 - 12.30
21-Nov	Autumn Audit Update	Peter Herbert	9.30 - 12.30
26-Nov	VAT Update	Dean Wootten	9.30 - 12.30
28-Nov	Audit Compliance Partners' Regulatory Update *	Peter Herbert & Jez Williams	9.30 - 12.30
03-Dec	Being a Partner *	Peter Herbert	9.30 - 12.30
06-Dec	Capital Taxes	Malcolm Greenbaum	9.30 - 12.30

Technical CPD 2 and 3 hr

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* Denotes specialist courses

CPD Bites

"Excellent – practical and to the point."

Date	Course	Trainer	Time
13-Mar	Analytical Review	Peter Herbert	12.30 - 1.30
18-Apr	Auditing Revenue	Peter Herbert	12.30 - 1.30
02-May	Anti-Money Laundering - Due Diligence Q&A	Peter Herbert	11.45 - 12.45
15-May	Journals Testing	James Charlton	12.30 - 1.30
19-Jun	Auditing Experts and Service Organisations	James Charlton	12.30 - 1.30
24-Jun	Materiality, Sampling and Misstatements	Richard Hemmings	12.30 - 1.30
02-Oct	IFRS Update *	Clare Jones	11.45 - 12.45
07-Nov	Top 5 File Review Issues	Richard Hemmings	12.30 - 1.30

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* Denotes specialist courses

"Good, engaging lecturer, keen to help and answer questions."

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19-Jun	How to Become an Effective Audit Senior	James Charlton	9.30 - 11.30
02-Jul	Academies - The Fundamentals *	James Charlton	9.30 - 11.00
27-Sep	Introduction to Audit - part 1	James Charlton	9.30 - 12.30
02-Oct	IFRS Comprehensive Refresher *	Clare Jones	9.30 - 11.30
08-Oct	Introduction to Audit - part 2	James Charlton	9.30 - 12.30
04-Nov	Capital Gains Tax – The Fundamentals	Malcolm Greenbaum	9.30 - 12.30

The Fundamentals Series

Please visit our website to download our Booking Form

* Denotes specialist courses

"The presenter was brilliant - easy to follow and explained things very clearly."

The Details

"Very well delivered and excellent practical points that were relevant for a practice of our size."

Platform

All courses are run on the Zoom webinar platform with computer audio or dial in via phone options available.

Format

Course numbers are limited to ensure all participant questions are answered. Every effort is made to ensure sessions are engaging and interactive, through polls and Q&A.

Bookings

Bookings can be made directly on our website, or for block bookings across courses you can download our booking form and email it to enquiries@insight-training.co.uk.

Prices – 2023 prices have been frozen for 2024

3-hour £70+VAT per person or £60+VAT per person where 5 or more places are booked across all courses. Specialist courses (*) £90+VAT per person or £80+VAT per person where 5 or more places are booked.

2-hour £50+VAT per person. (Specialist 2-hour courses £70+VAT pp.)

Specialist 90-min £60+VAT per person.

1-hour £30+VAT per person. (Specialist 1-hour courses £50+VAT pp.)

Joining links and materials

Delegates will be emailed materials and a reminder of the joining link the day before each course.

Cancellations

Bookings are fully refundable up to 3 full working days before the course.

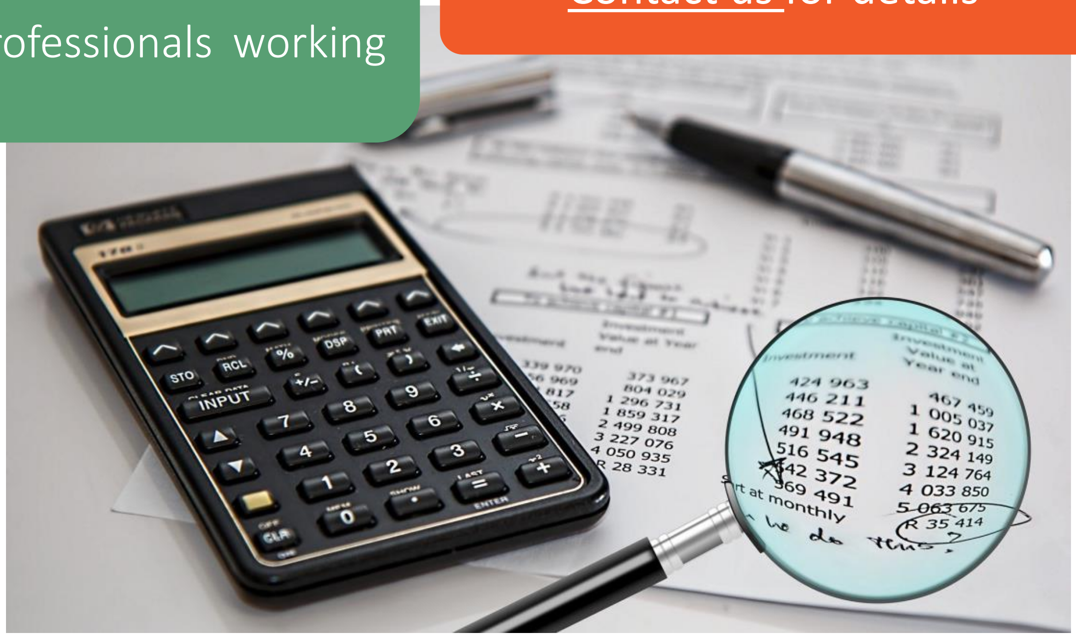
Privacy Policy

For details of our privacy policy, please see www.insight-training.co.uk/privacy-policy.

Technical in-house courses

We deliver in house training to accountants and finance professionals working both in professional practice and in industry and commerce.

Contact us for details



Financial Reporting

Sessions can cover UK GAAP, IFRS and not for profit.

Our financial reporting updates and refreshers help you to appreciate how commercial and operational issues affecting organisations are reflected in the annual report. We use clients' own financial statements and those of other companies in the same sector to bring issues to life.

Auditing

In house sessions can take the form of annual updates or practical workshops for all levels of the audit team.

Sessions focus on tackling audit problem areas often raised by an audit quality review or professional body inspection. Documentation requirements are often key, as is use of proprietary audit software in order to balance effectiveness and efficiency of effort.

Anti-Money Laundering

Bespoke sessions covering areas relevant to your firm.

This is a key area of CPD for all firms. We highlight and explain the important rules and key changes in an engaging, participative and understandable way. We look to include practical case studies relevant to your organisation to bring the content to life and make it easy to apply.

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Audit File and Practice Assurance Reviews

and other specialist areas

Contact us for details

Cold file reviews

Onsite or remote, with full debrief, providing quality management and efficiency feedback

Hot file reviews

Where required by ethical standards or by a professional body or other regulator

Financial statement reviews

These can cover UK GAAP and IFRS – including not for profit

Practice Assurance

These focus on areas we know professional bodies look at during a compliance review

AML

These ensure that firm' policies and procedures are fit for purpose – a key requirement for professional bodies

Specialist

Including DPB, ATOL, SRA and FCA regulated organisations

Professional skills

To be an effective modern finance professional takes more than technical skills. It means developing excellent interpersonal and soft skills, building self-awareness and self-management, and understanding your impact on others to give your clients the best level of service, support and advice, as well as growing your business.

Contact us for details

How to be an Effective Audit Professional

Combining technical and professional skills, our series of workshops provides participants with a range of practical tools enabling them to work effectively and efficiently at all stages of their audit career. Our popular 'how to be' workshops are targeted at audit juniors, audit seniors, audit managers and Responsible Individuals (RIs).

Business skills programmes

Our clients require their people to be effective communicators, presenters, leaders, managers and team-players. Successful firms need to develop their people so that they become confident business advisers, not just number crunchers. Workshops in this area help to develop a range of competencies for staff working at all levels within client organisations.

Coaching

Finding the time and space to work on yourself so you are able to effectively operate at a more senior level can be a tough challenge. You need to develop your ability to confidently manage and lead alongside your professional skills. Our accredited coaches will work with you, support you and challenge you in pursuit of achieving your goals, enhancing performance or improving work or personal situations.

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04-Mar	Charity Accounts and Audit - The Fundamentals
05-Mar	Pension Scheme Accounts and Audit - The Fundamentals *
13-Mar	Independent Examination of Charities
20-Mar	Charities Update
17-Apr	Spring Financial Reporting Update
09-May	UK GAAP Accounts - The Fundamentals
14-May	Accounting for Groups *
02-Jul	Academies - The Fundamentals *
02-Jul	Academies Update *
02-Oct	IFRS Comprehensive Refresher *
02-Oct	IFRS Update *
14-Oct	Autumn Financial Reporting Update
16-Oct	Ethics for Accountants and Auditors
07-Nov	20 FAQs on Charity Accounts Disclosures
06-Jun	Small and Micro Entity Accounting Issues
14-Nov	Financial Reporting + Tax Update

Charity Accounts and Audit – The Fundamentals (3 hr)

This course will provide a detailed insight into the reporting framework for charities, including requirements for audit and independent examination, and the format and content of charity accounts. This course is ideal for accountants who are new to charities or need a refresher. Topics covered include:

- Charity regulatory and legal framework
- The format and content of charity accounts and how these differ from non-charities
- The Trustees' Annual Report
- Challenging areas including income recognition and fund accounting
- Charity specific disclosures – practical considerations
- Key considerations for auditors and independent examiners

4 Mar 9.30-12.30

Pension Scheme Accounts and Audit – The Fundamentals (3 hr)

The financial reporting and auditing rules for pension schemes are different in many ways to those applying to other entities. This practical session will provide a step-by-step guide. Topics covered will include:

- Pension scheme regulatory framework
- Which schemes need an audit, and which don't
- Constructing the Fund Account and the Net Assets Statement
- Key audit tests and how to perform them
- What information really needs to go on the audit file

5 Mar 9.30-12.30

Independent Examination of Charities (2 hr)

Professional body inspectors have been focussing a lot on Independent Examination work in recent years. This means, more than ever, that examinations must be performed to a high standard. This seminar will navigate through all the key requirements and focus on balancing efficiency and effectiveness. Topics covered will include:

- Which charities qualify for IE and why
- Step by step Charity Commission directions
- How much testing to do – not too much; not too little
- Documentation requirements – what professional bodies expect to see on file
- The impact of recent changes to ICAEW's Code of Ethics
- Tricky accounting areas and how to tackle them

13 Mar 9.30-11.30

Charities Update
(3 hr)

In what continues to be a challenging environment for many charities and their advisers, this course will provide a practical insight into current hot topics in financial reporting, independent examination and audit for charities. Topics covered will include:

- Latest developments in the Charities SORP, FRS 102 and the financial statements
- Considerations for the Trustees' Annual Report
- Challenging accounting areas for charities
- Important considerations for charity auditors
- Latest guidance from the Charity Commission

20 Mar 9.30-12.30

Spring Financial Reporting Update (3 hr)

The application of FRS 102 and FRS 105 continues to present companies and their advisors with many challenges, even more so taking into account the current challenging economic climate. This update will address all the topical issues and recent changes to the rules. Subjects covered will include what is topical at the time of the course and are likely to include:

- How the current economic climate impacts on the preparation of accounts
- Companies House reform and anticipated FRS 102 changes – what firms really need to know
- Frequently asked questions on small and micro entity disclosures
- Common problem areas when applying FRS 102 and FRS 105 and how to tackle them
- Narrative reporting – common problem areas for SME businesses and future direction of travel

17 April 9.30-12.30

UK GAAP Accounts – The Fundamentals
(3 hr)

A sound understanding of UK GAAP accounting disclosure is essential for anyone working in accounts preparation and audit in the UK. This seminar will walk through the disclosure requirements for full FRS 102, Section 1A and FRS 105, with a practical emphasis on common problem areas. Topics covered will include:

- The company size regime and options for disclosure
- Company law disclosure requirements for different sizes of company
- An overview of narrative reporting requirements
- Avoiding common pitfalls in disclosure
- Thorny accounting issues and how to tackle them

9 May 9.30-12.30

Accounting for Groups
(3 hr)

The preparation of consolidated financial statements is a challenging task for accountants working in professional practice and industry. This seminar will provide a comprehensive refresher on the mechanics, and deal with a range of practical issues faced by accountants preparing group financial statements under UK GAAP. Topics covered include:

- Determining group status and when consolidated accounts are needed
- Refresher on essential consolidation principles
- Goodwill, disposals and other more complex considerations
- Group reorganisations – common scenarios and how to account for them
- How to account for associates and joint ventures

14 May 9.30-12.30

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Academies – The Fundamentals
(90 mins)

This seminar will provide a comprehensive beginner's guide to academy financial statements, the Academy Trust Handbook and the Academies Accounts Direction, including some of the key audit and regularity tests that would be needed. Topics covered include:

- The legal and regulatory framework for academy schools
- Accounting fundamentals – what academy financial statements look like
- The Academies Trust Handbook – what it requires and why it matters
- Key audit and regularity tests and how to perform them

2 Jul 9.30-11.00

Academies Update
(90 mins)

This popular seminar is essential for any accountant or auditor acting for academy schools. Recent updates to the Academies Accounts Direction and Academy Trust Handbook will be covered in depth, along with current issues in academies accounting. Topics covered will include:

- The latest Academies Accounts Direction – key changes and their impact
- Updates to the Academy Trust Handbook
- Current accounting problem areas for Academies – and how to get them right
- ESFA feedback for Academies and their auditors – examples of good and poor practice

2 Jul 11.15-12.45

IFRS Comprehensive Refresher
(2 hr)

Many firms of accountants are asked to prepare and audit IFRS financial statements these days, but many have limited experience in this area. Our comprehensive session will bring you up to speed on all the important regulations and how they differ from UK GAAP. Topics covered will include:

- The framework for IFRS reporting
- Producing primary statements under IFRS
- Key differences and similarities compared to UK GAAP
- Important considerations when adopting IFRS for the first time
- Frequently required disclosure notes for SME businesses and where they go wrong
- Preparing accounts under FRS 101
- Key disclosure similarities and differences – IFRS v FRS 102

2 Oct 9.30-11.30

IFRS Update
(1 hr)

Although the pace of change in IFRS has slowed in recent years, it is still crucial to stay on top of all the important regulations. This course will provide all the answers. Topics covered will include:

- Changes to accounting and disclosure rules for December 2024 year ends and onwards
- What are the IASB currently looking at – an insight into IASB Exposure drafts and projects
- New narrative reporting requirements, including the latest climate-related disclosures focus points
- Regulator feedback and what it means for IFRS preparers and FRS 101 accounts for qualifying SME businesses

2 Oct 11.45-12.45

A C C O U N T I N G

Autumn Financial Reporting Update (3 hr)

The update will cover all the latest changes to UK GAAP, new FRC and ICAEW guidance, and news from Companies House. There will also be an overview of any relevant IFRS issues. Covering issues applicable to small and large companies, the session will use practical examples and case studies, where relevant, and will cover:

- Recent and proposed changes to FRS 102 and FRS 105
- Changes to other relevant accounting standards and SORPs
- Any relevant Exposure Drafts, including the consultation on the periodic review
- Companies House Reform
- The latest on narrative reporting
- The latest guidance from ICAEW

14 Oct 9.30-12.30

Ethics for Accountants and Auditors (2 hr)

Compliance with ethical frameworks and rules is ever more important for accountants, and changes to ICAEW CPD rules in 2023 specifically require training in this area. This course will cover all the important requirements, with a particular focus on practical problems and how to resolve them. Topics covered will include:

- Background to professional ethics and the sources of ethical rules and guidance
- How the 'threats and safeguards' model works in practice
- An overview of the ICAEW Code of Ethics for accountants in practice
- Getting to grips with the FRC's Ethical Standard for Auditors
- Important 'red lines' for auditors – what can and can't be done
- Practical problem areas and how to resolve them

16 Oct 9.30-11.30

20 FAQs on Charity Accounts Disclosures (2 hr)

During charities courses and file reviews we get lots of questions about presentation and disclosure and how to get it right. This session will focus on the most common areas of concern and how to ensure that disclosures are spot on. Topics covered will be:

- Disclosure of transactions with trustees
- Other related party transactions
- Key disclosures for grant giving charities
- Funds analysis notes – key tips and traps
- Key differences for smaller and larger charities
- Presentational requirements for receipts and payments accounting

7 Nov 9.30-11.30

Small and Micro Entity Accounting Issues (3 hr)

Although now well established, UK GAAP still presents a raft of challenges for small entities applying FRS 102 Section 1A and micro entities applying FRS 105. This seminar will help navigate through the practicalities and highlight imminent changes:

- Common recognition and measurement issues – and the different approaches under FRS 102 and FRS 105
- Section 1A disclosures – what's really needed to inform a true and fair view?
- The thorny issue of related party and directors' transactions
- Common issues when filing at Companies House
- FRS 105 – the top 10 most frequently asked questions
- What changes to filing rules for small and micro entities under the Economic Crime Act

12 Nov 9.30-12.30

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Financial Reporting + Tax Update
(3 hr)

Tax and accounting interrelate lots and we get many questions about the important similarities and differences between the rules. This course will compare and contrast accounting and tax treatments in a range of different areas, thus providing an invaluable insight. Topics covered will include:

- Important recent developments in corporate tax and how they affect accounts
- Hot topics – accounting issues currently on HMRC's radar
- Tax and accounts and tax in accounts – presenting the tax numbers in the financial statements
- Tangible and intangible assets – key similarities and differences between tax and accounts
- How loan arrangements are accounted for and how the tax rules differ
- Accounting for provisions and accruals – what is and isn't allowed for tax

14 Nov 9.30-12.30

Date	Audit courses
11-Mar	Planning an ISA Compliant Audit
13-Mar	Analytical Review
18-Apr	Auditing Revenue
29-Apr	Spring Audit Update
15-May	How to Become an Effective Audit Junior
15-May	Journals Testing
11-Jun	Auditing Groups *
19-Jun	How to Become an Effective Audit Senior
19-Jun	Auditing Experts and Service Organisations
24-Jun	How to Become an Effective Audit Manager
24-Jun	Materiality, Sampling and Misstatements
27-Sep	Introduction to Audit - part 1
03-Oct	How to Close Down an Audit
08-Oct	Introduction to Audit - part 2
07-Nov	Top 5 File Review Issues
08-Nov	PIE Audit Refresher and Update
21-Nov	Autumn Audit Update
28-Nov	Audit Compliance Partners' Regulatory Update *

Planning an ISA Compliant Audit
(3 hr)

Although good audit planning can deliver significant audit efficiencies, cold file reviewers frequently tell us that this stage of the audit is not tackled well. Focussing on the requirements for smaller SME audits, this practical session will refresh your knowledge of all the important aspects. Topics covered will include:

- How to perform an audit risk assessment and what it should reveal
- Minimum controls work requirements
- Planning the work – substantive v controls based testing; sample sizes
- Calculating and using materiality calculations
- Top tips for audit efficiency
- Crucial documentation requirements and how to comply

11 Mar 9.30-12.30

Analytical Review
(1 hr)

As audit firms strive increasingly for efficiency of effort, analytical review can be a very useful tool – and yet professional bodies are very critical of how it is performed and documented. This short session will highlight a number of important tips and traps. Topics covered will include:

- Using preliminary analytical review procedures to understand the entity and its financial performance
- Determining the suitability of using substantive analytical procedures as audit evidence
- Developing a reliable expectation figure to compare against actual results
- Using relevant and reliable sources of evidence
- Producing working papers – what professional bodies expect to see on file

13 Mar 12.30-1.30

A U D I T

Auditing Revenue (1 hr)

Revenue is one of the key figures in the financial statements but one that regulators tell us is often audited badly. This seminar will address all the crucial requirements and highlight common pitfalls and how to avoid them. Topics covered will include:

- Evaluating revenue recognition policies, updating systems notes and internal controls
- Handling the presumption of fraud in revenue recognition
- Substantive testing of revenue – how it’s done and what to put on file
- Sample size selection
- Performing and using analytical procedures when testing revenue

18 Apr 12.30-1.30

Spring Audit Update (3 hr)

As ever, there is a lot changing in audit. The very significant changes in risk assessment (ISA 315) and fraud (ISA 240) are taking time to bed-in properly, and more change is around the corner in group audits (ISA 600) and changes to the Ethical Standards. The seminar will use practical examples and case studies and will cover:

- Preparing for changes in group audits
- Other recent revisions to ISAs and guidance
- Changes to the FRC Ethical Standard for auditors
- Application problems with ISA 315 (Revised) and ISA 240 (Revised)
- Important proposed changes and exposure drafts
- Issues arising from FRC disciplinary cases
- IAASB’s proposed standard for Less Complex Entities
- Audit reform
- Other topical issues from ICAEW’s Audit and Assurance Faculty

29 Apr 9.30-12.30

How to Become an Effective Audit Junior (2 hr)

An audit junior is required to understand the fundamental principles of an audit and the relevant audit assertions. This seminar, targeted at those with up to two years' practical experience, will provide participants with a range of practical tools to develop their skills and competence in the field. Topics covered include:

- Understanding the audit assertions and directional testing
- Documenting systems notes and performing walkthrough tests
- How to question, and listen, effectively when talking to client staff
- Using analytical skills and common sense when carrying out audit work
- Documenting work and producing good quality working papers
- When and how to seek assistance from seniors, managers and partners

15 May 9.30-11.30

Journals Testing (1 hr)

Journals testing is often criticised by cold file reviewers and professional bodies, but what is actually required? This one-hour seminar will provide crucial insights into the purpose of journals testing and how it should be carried out and documented. Topics covered will include:

- Why is journals testing needed and why is it so important?
- Identifying which journals to test
- Follow up work – what's required in terms of validation
- Effective and efficient use of audit data analytics tools in journals testing
- Key tips and traps – what regulators tell us goes wrong
- How to document a journals test on file

15 May 12.30-1.30

A U D I T

Auditing Groups (3 hr)

The audit of groups is governed by ISA (UK) 600, a standard which regulators tell us is often misunderstood and poorly executed. This seminar will walk through the process end to end and highlight all the key documentation requirements. Topics covered include:

- Reminder of group audit thresholds
- Key steps to follow when planning group audits
- Components and component materiality – what they are and why they matter
- Important do's and don'ts when relying on component auditors
- Practical considerations for component auditors
- Common documentation problem areas and how to tackle them
- Heads up on the revision to ISA (UK) 600, applicable p/c 15 December 2023

11 Jun 9.30-12.30

How to Become an Effective Audit Senior (2 hr)

Audit seniors need to develop excellent analytical and personal skills, as well as having good technical knowledge. This seminar, aimed at those who are soon to take on, or have recently taken on, the in charge role on audits, will provide participants with a range of practical tools enabling them to work effectively and efficiently in the audit field - and help develop their skills in managing audit juniors. Topics covered include:

- Key planning considerations - including understanding the entity, materiality and preliminary analytical review
- Performing risk assessments and how it impacts on audit testing in the context of current market conditions
- Effective analytical procedures and key questioning skills
- Producing and critiquing evidence in more complicated areas of the audit
- Applying professional scepticism – how to question, and listen, effectively
- Reviewing the work of audit juniors, and managing and coaching them effectively

19 Jun 9.30-11.30

Auditing Experts and Service Organisations (1 hr)

Auditor reliance on client appointed experts and service organisations is often not done well by firms, both in terms of approach and documentation. This session will use a number of practical examples to work through all the common pitfalls and highlight an efficient and effective approach. Topics covered will include:

- What's the difference between a client appointed expert and service organisation
- Planning considerations – getting it right from the start
- Exhibiting professional scepticism when relying on experts during fieldwork
- Service organisations and controls reports – common problems and how to fix them
- Auditor appointed experts and specialists – key differences and why it matters
- Documentation do's and don'ts

19 Jun 12.30-1.30

How to Become an Effective Audit Manager (2 hr)

Balancing the needs of clients, audit teams and RIs can make the role of audit manager a challenging one. This course will focus on the technical, people and project management skills needed to succeed in the role and use real life examples to identify practical solutions to help improve the quality and efficiency of the audits you manage. Topics covered include:

- Effective audit planning
- Challenging audit areas including accounting estimates and going concern
- Effective delegation and getting the best out of your team
- Managing clients, RIs and other stakeholders
- Completion and getting audits over the line

24 Jun 9.30-11.30

A U D I T

Materiality, Sampling and Misstatements (1 hr)

This short session will focus on the important considerations when setting materiality and applying sampling techniques. These areas often involve judgement on the part of the auditor and are therefore often challenging. Topics covered will include:

- Setting materiality and performance materiality – thresholds and percentages
- Key materiality documentation requirements
- Different approaches to sampling
- Setting and deviating from sample sizes – key do’s and don’ts
- How to take credit for alternative procedures when performing tests of detail
- Assessing the impact of ‘hard’ and ‘soft’ errors when performing and completing an audit

24 Jun 12.30-1.30

Introduction to Audit – part 1 (3 hr)

This two-part course, targeted at those who are soon to start, or have recently started, working in audit, will provide a grounding in the concepts behind the audit process. It will also serve as a useful ‘back to basics’ for those who are returning to audit having worked away. Topics covered in part one will include:

- What an audit is and why it is performed
- Audit assertions and directional testing
- Key communication skills
- Producing effective working papers
- Systems and controls work – what, why and how?
- Auditing bank and fixed assets

27 Sep 9.30-12.30

How to Close Down an Audit (2 hr)

Firms often tell us that even some of their cleanest audits can run into problems at the completion stage and can be a challenge to get over the line whilst keeping costs under control. This session will cover all the important completion tasks and how to complete them effectively and efficiently, avoiding 'close down drag'. Topics covered will include:

- How to perform and document the going concern and subsequent events review
- Manager and engagement partner review – what's required
- Dealing with misstatements
- Communication with the client and those charged with governance
- Important pitfalls with file lockdown and archiving and how to avoid them
- Common cold file review gripes and how to avoid them

3 Oct 9.30-11.30

Introduction to Audit – part 2 (3 hr)

This two-part course, targeted at those who are soon to start, or have recently started, working in audit, will provide a grounding in the concepts behind the audit process. It will also serve as a useful 'back to basics' for those who are returning to audit having worked away. Topics covered in part two will include:

- Fundamentals of analytical review and how it is used throughout the audit
- How to be 'professionally sceptical'
- Picking samples and evaluating errors
- Important balance sheet and P&L tests
- Fundamentals of audit ethics
- Audit materiality fundamentals – what it is and why it matters

8 Oct 9.30-12.30

AUDIT

Top 5 File Review Issues
(1 hr)

This highly practical one-hour session will focus on the most common issues identified by our file review team. It will look at the reasons why these issues arise and consider what actions you can take to prevent them happening on your files. Topics covered will include:

- Testing deficiencies and why they arise
- Important documentation requirements – what reviewers expect to see
- Professional body feedback and why it matters
- Recent disciplinary cases underpinning our findings
- Using a system of quality management to tackle testing deficiencies

7 Nov 12.30-1.30

PIE Audit Refresher and Update
(3 hr)

The FRC is encouraging more and more firms to enter the 'PIE' audit market, but PIE audits differ markedly from other audits in terms of ISA and Ethical Standard rules, the required approach and how they are regulated. This course will provide firms that audit PIEs, or that are contemplating doing so, with a detailed insight into all the key tips and traps. Topics covered will include:

- How PIEs are different
- Ethical considerations
- Planning and performing the PIE audit
- Key FRC priorities and gripes
- PIE audit completion and closedown
- Annual reports top tips
- New guidance and requirements from the FRC

8 Nov 9.30-12.30

Autumn Audit Update
(3 hr)

There is lots changing in the world of audit. Firms have lots to think about getting to grips with changes effective for 2023 year ends. There's also a plethora of feedback from professional bodies to take on board. We will highlight all the important changes in this area and what auditors need to do to comply. Subjects covered will include what is topical at the time of the course and are likely to include:

- ISA changes in 2023 – what they mean in practice
- Big 2022 changes 12 months on – ISA (UK) 240 revised, ISA (UK) 315 revised and quality management standards
- Documentation – what regulators expect to see on file
- Common problem issues and how to address them
- ICAEW and FRC feedback on audit quality
- Audit data analytics – what it is and how it can drive improvements in SME audits

21 Nov 9.30-12.30

Audit Compliance Partners' Regulatory Update (3 hr)

These days QAD inspectors expect audit compliance principals (ACPs) to be increasingly hands-on when leading their teams. This seminar will explore all the important things ACPs must do in order to ensure compliance with regulatory requirements whilst balancing crucial commercial consideration. Topics covered will include:

- Overview of recent high-profile audit 'scandals' and their significance for RIs
- Supporting staff, managers and other RIs - how to set the right 'tone from the top'
- The new quality management standards two years on – what ACPs really need to have done
- Key ethical challenges and how to address them
- Horizon-scanning - important recent technical and regulatory changes and why they matter

28 Nov 9.30-12.30

REGULATORY

Date	Regulatory courses
18-Apr	AML – The Fundamentals
02-May	AML Update
02-May	AML – Due Diligence Q&A
01-Oct	Practice Assurance Update
03-Dec	Being a Partner *

AML – The Fundamentals (2 hr)

Good awareness of the Anti-Money Laundering regime is crucial for all staff in professional firms. This course will provide a broad-based introduction to, and refresher on, the AML regime and remind participants of their obligations. Topics will include:

- How accountants are exposed to money laundering
- Take-on procedures – due diligence required in respect of new clients and on an ongoing basis
- Money Laundering and Terrorist Financing – what it is and key red flags
- Reporting suspicious activity – what, when and how?
- Recent cases and reporting scenarios

18 Apr 9.30-11.30

Anti-Money Laundering Update (2 hr)

Senior staff in firms need to have an excellent handle on the AML regime to ensure they and colleagues are not found wanting at the time of a professional body inspection visit. This seminar will provide an insight into common issues that firms face when applying the regulations, and how they should tackle them. Exact content will depend on what is topical at the time of the training but is likely to include:

- Latest guidance from CCAB, NCA and ICAEW
- The Economic Crime Acts 2022 and 2023 and related legislation – what they mean for accountants
- Latest changes to the Money Laundering Regulations
- Client due diligence – common traps and how to address them
- Fraud and crime red flags – latest guidance from ICAEW, NCA, HM Treasury and AASG
- Reporting do's and don'ts (including relevant topical case studies)

2 May 9.30-11.30

Anti-Money Laundering – Due Diligence Q&A (1 hr)

Client due diligence is a crucial element of the AML regime for firms operating in the regulated sector, but an aspect that many struggle with. This deep dive seminar will deal with all the common problem issues, provide practical advice and give participants chance to ask their own questions. Topics covered will include:

- The firm wide risk assessment – what is it and what professional bodies are looking for
- Key risks and red flags when identifying clients
- Documentation required when verifying the identity of personal and corporate clients
- Using electronic databases - key tricks and traps
- When enhanced due diligence is required and what is involved
- Important requirements for ongoing due diligence

2 May 11.45-12.45

Practice Assurance Update (3 hr)

This seminar will keep you up to date with the latest changes relating to Practice Assurance. It will also cover other hot topics as a refresher. The session is aimed at all accountants in practice, and topics covered will include:

- Feedback from the QAD and ICAEW reviewers on common problems
- Handling client money
- Data protection
- AML refresher
- Ethics for practicing accountants
- Feedback from recent disciplinary cases

1 Oct 2.00-5.00

Being a Partner (3 hr)

Becoming a partner in a practice can be a scary progression, with an abundance of additional regulatory and commercial considerations to take on board that are totally new. This practical session will highlight many of the challenges and provide guidance on how to address them. Topics covered will include:

- Becoming a partner - professional body regulatory requirements
- Commercial and financial planning skills for running a practice
- Managing colleagues and staff effectively
- Business controls and quality assurance
- Completing the annual return
- Important regulatory challenges and how to address them

3 Dec 9.30-12.30

Ethics E-Learning

From November 2023 all ICAEW members are required to complete annual Ethics training. Insight Training has produced a one-hour, on demand webinar designed to deal with this requirement whilst promoting thought and discussion within firms about different scenarios that accountants may face. Taking you through the fundamentals of the ethical principles for accountants, common client issues and greater risk areas to watch out for, the session is suitable for the whole team.

Available from 1 Feb 2024

GDPR E-Learning

Our 30-minute, on demand webinar covers the basics of GDPR legislation, key terms and principles, data subject rights and common issues facing accountants in practice. With frequently asked questions and top tips, this session provides the basics for new starters or a refresher for the whole team.

Available from 1 Feb 2024

Anti-Money Laundering – Comprehensive E-Learning Programme

Compliance with the Anti-Money Laundering regime is mandatory for all staff in all firms of accountants, including subcontractors. To help Money Laundering Reporting Officers comply with their obligations in this area – and protect them and their staff – Insight Training has produced a suite of webinars with supporting materials and assessments. Split down by topic area, and by staff level, each module lasts 10-20 minutes and has self-check quizzes throughout, with a multiple-choice assessment at the end of the series to evidence successful completion.

New starter

This module introduces new starters to the AML regime and what money laundering is. It covers the key things staff need to do to comply.

Client due diligence

This module walks participants step by step through what is required in terms of risk assessment and due diligence at the point of new client take on, what needs to be documented and why it matters.

Reporting obligations

It is a legal requirement for anyone working in an accountancy practice to report suspicions of criminal conduct to the Money Laundering Reporting Officer. This module will explain the legal background to this requirement, what the reporting process should involve and the sort of issues that might need to be reported.

Other legislation

This module will look at a number of other procedural requirements that are important for staff working in an accountancy practice, including record keeping, systems and controls. This module also covers important aspects of the Bribery Act, Criminal Finances Act and GDPR.

AML Update

Aimed at Money Laundering Reporting Officers and other senior level staff, this module brings you the latest updates to legislation with real life scenarios and examples.

Non client facing staff

This module is for non client facing staff, who need less detail, but are still required to be aware of the regime and its requirements.

Prices vary based on the size of your firm. Please email us for details.

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Date	Tax courses
12-Mar	Practical PAYE and NIC Update
21-Mar	Spring Tax Update
16-Apr	Incorporation, Disincorporation and Other Tax Planning
25-Apr	Pension Tax Issues *
08-May	Budget Update
21-May	Tax Update for Audit and Accounts Staff
04-Jun	VAT - Common Errors
20-Jun	Deferred Tax and Tax Reconciliations
10-Oct	Autumn Tax Update
04-Nov	Capital Gains Tax – The Fundamentals
19-Nov	MTD Update
26-Nov	VAT Update
06-Dec	Capital Taxes

Practical PAYE and NIC Update (3 hr)

This course is designed to review relevant changes in the last year as well as those planned for the 2024/25 tax year and beyond.

- Update on relevant payroll related legislation
- Reminder of Right to Work Checks
- PAYE - update on tax allowances and tax bands 2024/25
- National Insurance - thresholds and rates 2024/25
- Auto Enrolment Update and looking forward
- SSP, SMP, SAP - family friendly related employment issues
- National Living and Minimum Wage rates and common errors
- Termination Payments – notice period, notice pay and PILON
- Who is affected by IR35 rules and who makes the decision on Off Payroll Working
- Voluntary payrolling of Benefits in Kind and trivial benefits
- RTI – the filing requirements, penalty regime and potential issues with problem clients
- Review of HMRC consultation on payroll matters

The course is suitable for general practitioners and their staff as tax advisors and employers, employees of companies with responsibility for payroll and HR matters and returners to work requiring an update of PAYE/NIC.

12 Mar 9.30-12.30

Spring Tax Update (3 hr)

This course will update participants on developments in tax relevant to the general practitioner over the previous 6 – 12 months. The update will cover (depending on the timing of these events) Budget 2024, Finance Bill 2024 / Finance Act 2024, and announcements by HMRC which are relevant to personal and business tax clients. The content will cover the following tax areas:

- Corporation and business tax
- Personal income tax including savings measures, and devolved income tax
- Capital taxes
- VAT
- Tax administration

21 Mar 9.30-12.30

Incorporation, Disincorporation and Other Tax Planning (3 hr)

Corporation tax rates have now gone up, and it has become an interesting area of planning as to which is the best structure to operate through. We will consider all aspects of planning related to business structure and profit extraction. Topics covered will include (subject to any recent announcements):

- The tax cost of operating through various business structures
- Profit extraction from limited companies
- Can a partnership be a better option than incorporation?
- The cost of incorporation and how to get the best tax outcomes
- The pitfalls of disincorporation
- Loans to participators

16 Apr 9.30-12.30

TAX

Pension Tax Issues
(3 hr)

Changes to the pension tax regime announced in 2023 have caused confusion as to the best advice to give clients. There are planning opportunities which need to be considered, particularly for high-net-worth clients. Topics covered will include:

- Calculation of pension input amounts
- The annual allowance and planning around the annual allowance charge
- The lifetime allowance with particular focus on the 2023 changes
- Company pension contributions and the pitfalls
- IHT planning with pensions and the crystallisation of benefits for beneficiaries

25 Apr 9.30-12.30

Budget Update
(3 hr)

This session will cover the main developments arising out of the expected budget in March 2024, including any subsequent press released and draft legislation. Using examples where relevant to highlight the changes, topics covered will include:

- Income tax
- Capital gains tax
- Inheritance tax
- Corporation tax
- VAT
- SDLT proposals

8 May 9.30-12.30

Tax Update for Audit and Accounts Staff (3 hr)

This session will update participants who do not work mainly in tax but need an understanding of tax developments that affect accounts preparation and audit. The session will cover:

- Corporation tax – understanding the new rates and how they work
- Associated companies – what do you need from your client and how to apply the rules in a variety of scenarios
- Research and development tax relief – an awareness level outline of the changes since autumn 2022
- Capital allowances changes in the last 18 months; practical issues related to the super-deduction and full expensing; quick look at what expenditure qualifies for which allowances
- Basis period reform for income tax clients – what are the changes and how will it affect your clients (looking in detail at partnerships and LLP's)

21 May 9.30-12.30

VAT – Common Errors (3 hr)

The course will cover VAT areas that practitioners and their staff encounter when dealing with owner managed clients. Topics covered will include:

- Registration issues – UK and overseas
- Common output tax liability errors
- Input tax recovery on directors, staff and freelancers' costs
- Business entertainment and subsistence issues
- Business gifts – when we can and cannot recover VAT
- Dealing with international transactions
- Understanding transactions involving agents
- Common problems with the CIS domestic reverse charge
- VAT issues when refurbishing or converting properties
- Minimising VAT penalties

4 Jun 9.30-12.30

Deferred Tax and Tax Reconciliations (3 hr)

This course will explain why deferred tax is recognised and how it is calculated in all main situations practitioners will face, including where tax rates are legislated to change in future. The focus will be on UK GAAP, but brief reference will be made to IFRS. Using examples, tax reconciliation notes and case studies, topics covered will include:

- The concept of deferred tax and why we use it
- Permanent differences v timing differences
- Deferred tax under UK GAAP
- Deferred tax under IFRS
- Dealing with tax rate changes
- Tax reconciliations
- Presentation and disclosure

20 Jun 9.30-12.30

Autumn Tax Update (3 hr)

This course will update participants on developments in tax relevant to the general practitioner over the previous 6 – 12 months. The update will cover (depending on the timing of these events) Budget 2024, Finance Bill 2024 / Finance Act 2024, and announcements by HMRC which are relevant to personal and business tax clients. The content will cover the following tax areas:

- Corporation and business tax
- Personal income tax including savings measures, and devolved income tax
- Capital taxes
- VAT
- Tax administration

10 Oct 9.30-12.30

Capital Gains Tax – The Fundamentals
(3 hr)

This session is designed for accountants needing a refresher on important capital gains tax legislation. It will cover what is, and is not, a disposal for CGT purposes and which assets are exempt. We will take a close look at periods of absences for PPR purposes, nominating a PPR and the effect of inter-spouse transfers. Topics covered will include:

- Chattels rules
- Assets qualifying for capital allowances
- Gift relief
- BADR
- Replacement of business assets
- Incorporation and reorganisations

4 Nov 9.30-12.30

MTD Update
(3 hr)

This session will bring you bang up to date with developments in MTD for Income Tax as we head towards the last year before mandation and will support you to prepare your practice and your clients for the final phase of testing. It will cover:

- The outcome of the Small Business Review (announced late in 2023) – what this means for your clients
- Mandation phasing – who is in and when and how to check your clients' income for this purpose
- Digital record keeping – what is the minimum requirement? Digital links – when are they needed?
- Quarterly reporting – what, when, how?
- Finalising the tax year – what does this mean?
- Feedback from agents and HMRC on progress of Beta testing
- Landlords and joint ownership – what will be required?
- Digital exclusion – what are the rules and when to act on this

19 Nov 9.30-12.30

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VAT Update (3 hr)

This course will cover recent case law and HMRC announcements affecting practitioners and their owner managed clients. The course is aimed at partners, managers and accounting staff who deal with owner managed clients in their daily work. Topics covered will include:

- Common output tax liability errors
- Land and property
- International supplies
- Inputs
- Administration and penalties

26 Nov 9.30-12.30

Capital Taxes (3 hr)

This course will update practitioners on developments in all the major capital taxes. It will review legislative changes as well as recent case law developments. There will be a brief review of IHT fundamentals to assist practitioners with estate planning. Topics covered will include:

- Capital gains tax
- Inheritance tax
- Stamp duty land tax
- Stamp duty on shares

6 Dec 9.30-12.30

Alexandra Durrant is a chartered accountant and director of a practice which provides audit, tax and accounting services to clients, including payroll services and advice on PAYE and National Insurance legislation. Alexandra regularly writes and lectures on payroll, PAYE, National Insurance and benefits in kind and expenses.

Clare Jones has a professional practice background and is an experienced trainer, specialising in IFRS, UK GAAP and auditing. Clare has delivered numerous courses around the world and leads on IFRS programmes for Insight Training.

Dean Wootten has been a tax trainer for many years and lectures on a wide variety of tax matters, focusing on the practical aspects of the issues presented. He qualified with Grant Thornton, then gained experience in a variety of large and mid-tier firms before qualifying as an Associate of the Institute of Taxation.

Edward Rands was the Risk and Professional Standards partner at a large independent firm in the Midlands for 11 years. He was the firm's audit compliance principal and led the technical team, which was responsible for maintaining accounting and auditing knowledge, and for dealing with complex problems and queries. He now works as an independent consultant, advising firms on technical and regulatory matters.

BIOGRAPHIES

James Charlton is an experienced trainer specialising in financial reporting, auditing and charities. He worked in the audit technical team at a national mid-tier firm, providing financial reporting and audit technical advice to the audit and accountancy departments, before becoming an independent training consultant.

Jez Williams is a director at Apex. Jez spent over two decades as a CPD lecturer in accounting, financial reporting and auditing with a particular specialism in FCA CASS audits. A board member of the ICAEW Audit and Assurance Faculty and a frequent presenter on the CPD circuit, Jez is well known for his engaging, practical approach to CPD training.

John Selwood is a chartered accountant and independent training consultant who speaks on financial reporting, auditing, anti-money laundering and company law. Previously the technical partner for a top 30 firm of accountants and head of an accountancy network, John is a member of ICAEW’s Audit and Assurance Faculty’s Practitioner Services Panel.

Malcolm Greenbaum is a chartered accountant and chartered tax advisor who provides consultancy and training services to companies and accountancy firms worldwide. He has particular experience in delivering bespoke IFRS and US GAAP programmes as well as UK tax and VAT training. His style is enthusiastic and encourages discussion of practical issues.

Nicky Clough trained with KPMG and is a founding director of Insight Training. She specialises in the development and delivery of commercial and financial awareness training and business skills coaching and is experienced in the design and facilitation of management development programmes.

BIOGRAPHIES

Peter Herbert is a founding director of Insight Training. Having trained with KPMG, he has over 20 years' training and audit file review experience. He specialises in financial reporting, auditing, charities and company law, providing practical insights and pragmatic advice. He also heads up our file review team.

Rebecca Benneyworth has worked for many years as a lecturer with a particular practical slant on topics. She is past chair of the ICAEW Tax Faculty, a member of ICAEW Council and volunteers on a number of boards, helping smaller businesses and their advisers. She has her own practice in Gloucestershire, consisting of small businesses and personal tax clients.

Richard Hemmings has many years' experience in technical and training roles in both large and medium sized accountancy practices, most recently Macintyre Hudson (MHA) and BDO. He specialises in financial reporting, auditing and charities.

Ros Martin started her career in tax with the Inland Revenue but left in 2000 to pursue a career in consultancy and training. She set up her own business in 2004 and now spends her time lecturing on all aspects of tax and advising accountancy firms on tax planning and compliance for their clients.

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finance made simple

Insight Training provides financial & commercial awareness training, financial technical training in UK GAAP, IFRS and audit & assurance, anti-money laundering and practice regulation training, alongside business skills courses throughout the UK.

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