



# Online Professional Development from the Experts

Professional development programmes  
to help drive your business forward



**BPP**

PROFESSIONAL  
DEVELOPMENT



# Welcome to Professional Development from BPP



**BPP Professional Development are trusted as the training provider of choice for some of the UK and international leading companies.**

**The innovative range of online solutions include either pre-recorded sessions or live, engaging and interactive sessions where delegates attend a virtual classroom. All sessions are recorded, to allow employees to replay, review and catch up on demand to refresh their knowledge whenever it suits. There is also a comprehensive library of pre-recorded online content to increase the breadth of knowledge.**

**Our programmes can be tailored to the needs of your business, whether a client requires pre-recorded modules, or an online live programme or blended programmes combining pre-recorded modules, online live sessions or face-to-face. We can assist companies to achieve their professional development goals regardless of size or budget.**

**We pride ourselves in understanding the needs of our clients, building strong working relationships to deliver innovative, market leading, highly effective training solutions for your business.**



Heather Gough,  
Head of Strategic Delivery  
**BPP Professional Development**

BPP has been at the forefront of professional education and development for over 35 years. It's why we're first choice for training among some of the world's largest businesses, including AXA, Siemens and Experian.

We are the chosen training partner for two of the UK's leading accountancy awarding bodies, **CIMA** and **ICAS**.

We also work with **ACCA** to deliver development opportunities to Accountants across the country.

Our innovative training techniques, programme delivery and tailored content consistently deliver better trained, better prepared employees.

Empowered. Visionary. Ready to carry your business forward by bringing best practice and internationally recognised professional education into the workplace.

**Find out how BPP's in-house services can help drive your business forward**



[bpp.com/pdinhouse](http://bpp.com/pdinhouse)



[corporatebusinessteam@bpp.com](mailto:corporatebusinessteam@bpp.com)



03300603333



## Tailored solutions for your business

At BPP we have a number of different methods to deliver our training to suit the needs of each client individually. Training can be delivered consistently and efficiently regardless of location to reach employees wherever they are based in the UK and globally. You can choose face-to-face, Online Classroom Live or pre-recorded online sessions, or a blend of all to suit the needs of your business.

Our programmes are delivered by experienced professionals who bring a personal approach to the learning process. The use of real-life examples to put contextual subjects in a practical context give BPP online programmes the edge.

We will work with you to create programmes that equip your employees with the skills and competencies they need to impact your business objectives and develop personally.

Our offering is truly unique with flexibility, ease of access and consistent tracking of learning modules, our online learning packages are an online solution to fit with your business – whether it be on the go, in the office or at home via tablets, desktop and mobile devices accessible 24/7.

## BPP's award winning Online Classroom Live

A dynamic method of achieving individual and business objectives, our Online Classroom Live is a live environment with everything you would expect from one of our face-to-face sessions but delivered live and interactively.

As professionals ourselves, we understand how best to guide and advise other professional people, chat to peers from across the globe and ask specific questions. Vote to express an opinion or real life example and set up polls. Every session is fresh and relevant allowing attendees to interact and engage.

We understand that training and development can take time away from day-to-day tasks. That is why we are here to shape programmes aligned with the needs of your business. We carefully structure programmes around the needs of both employees and clients.

Online sessions are recorded to allow employees the opportunity to catch up on demand wherever they are in the world giving full access to revisit, rewind and reengage with content and materials whenever it suits.

## Pre-recorded online – On demand

We also offer a library of pre-recorded online courses as using a wide range of engagement tools ensures employees maintain a competitive edge. As pioneers of new learning delivery methods, BPP have a well-established online learning platform, both for students enrolled on our professional qualifications, for professionals seeking further training and development throughout their career and for businesses looking to develop their employees.

Our pre-recorded sessions are available on demand designed to fit around busy schedules and business demands, plus they can be re-watched to refresh knowledge when needed.

We offer a range of courses in a wide variety of subjects, all delivered by expert speakers providing comprehensive coverage of each topic. They offer a consistent training approach for the whole team, across multiple locations wherever in the world your business is based. Enabling your employees to complete their professional development or training when and where is convenient.

Our online courses are fully compatible with all online training portals and Learning Management Systems, allowing you to integrate our solutions with your own internal HR and staff development processes.

**93%** of users would recommend an online course<sup>\*</sup>

\*Based on a survey of users who completed an online course between September 2010 and August 2014.

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Business and Finance

Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>An introduction to project management</b> This course provides a basic outline of the project management role, how to structure a project, the project governance structure and highlights some of the tools available to help manage the process.	2	52	65
<b>Building better business cases</b> This course looks at what constitutes a good business case, how we may effectively model it and considers the quantification of risk.	1.5	40	50
<b>Building powerful value propositions</b> This online CPD course will clarify value, help you recognise the importance of differentiation and to build a powerful value proposition for your business.	1.5	40	50
<b>Data security and protection</b> This course clarifies the advantages of cloud computing, plus its risks and how to mitigate them.	1	28	35
<b>Lean finance</b> The use of lean tools to streamline and enhance productivity and effectiveness is growing. Whilst their initial application was focused on manufacturing and production operations there is increasing use and application of the tools in other functional areas such as finance.	1	28	35
<b>Lean manufacturing</b> This course will explain how lean developed as a result of the Toyota Production System. It will also introduce the core concepts of lean and explain how they are used alongside Six-Sigma and the Theory of Constraints to improve manufacturing processes.	1	28	35
<b>Lean six sigma</b> Discover the seven key principles behind lean six sigma, and how to reduce waste, defects and variation. We also look at how to secure stakeholders' acceptance of the changes required, as well as the detailed steps of the DMAIC (define, measure, analyse, improve and control) methodology.	1.5	40	50
<b>Money laundering and the proceeds of crime for finance professionals</b> Finance professionals providing their services perform a key role, acting as gatekeepers to the financial sector. These services can be exploited by criminals to launder the proceeds of their unlawful activity. As professionals working in a regulated sector, staff need to be able to recognise high risk business activities and be aware of the anti-money laundering regime, as failure to comply with legal and regulatory obligations can result in serious consequences for an organisation or an individual.	1	28	35
<b>Process excellence</b> In this course we look at how to improve processes: what they are, how they operate, how to measure their effectiveness, and how to design better ones – and how to successfully deploy process excellence.	1.5	40	50
<b>Shared service provision</b> Are shared service centres always a guaranteed means to achieving a satisfactory price/service balance and what conditions are likely to ensure successful shared service implementations?	1	28	35
<b>Social media - risks and opportunities</b> This course will help your organisation to understand the benefits and risks of social networking. It will identify the best ways to use and manage social networks, creating new opportunities for the business in a safer environment.	1	28	35

Business and Finance			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Sustainability performance measures</b> This course provides an overview of sustainability and how it is measured. It includes key sustainability standards and the UK legislation regarding sustainability reporting. There are practical examples of sustainability measures and how they are being used in organisations.	1	28	35
<b>Winning business cases</b> Organisations now often require well thought through business cases for projects, addressing all the questions that those being asked for approval need answering. This course takes a generic approach to business case formulation that can be applied in any organisation.	1.5	40	50
Employment Management			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Employment status</b> This course sets out the fundamental principles from which the factual analysis can be conducted.	1	28	35
<b>Equality and diversity in law firms</b> This course examines all of the relevant duties and considers the overlaps in the different obligations and influences on a firm's E&D policy and practice. It gives guidance on how the obligations may be approached by firms to minimise duplication of effort and maximise the benefits of a comprehensive strategy.	1	28	35
<b>Formation of a contract of employment</b> The contract of employment is fundamental in the employment relationship, as it provides the basis for employee rights and obligations, additional to those set out in statute. This course looks at the formation of the contract.	1	28	35
<b>Generation hangover</b> This course looks to identify the impact of alcohol in the workplace and what are some of the issues faced by both the employee and employer.	1	28	35
<b>Managers' guide to redundancy</b> This course provides a step by step guide, with case study examples, to the process employers should follow when contemplating redundancies.	1	28	35
<b>The 21st century workplace - managing social media use</b> This course will help your organisation to understand the benefits and risks of social networking. It will identify the best ways to use and manage social networks, creating new opportunities for the business in a safer environment.	1	28	35
<b>The manager's guide to employment law - effective performance management and reward</b> Gain an overview effective performance management and reward from this course.	1	28	35
<b>The manager's guide to employment law - equal opportunities</b> The body of law directly relevant to equal opportunities in the workplace is often referred to as anti-discrimination law. This protects people from discrimination relating to certain personal characteristics such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.	1	28	35
<b>The manager's guide to employment law - recruitment</b> The purpose of this course is to enable you to gain an understanding of the impact of employment law on both the recruitment process and the formation of the contract of employment.	1	28	35

Employment Management			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>The manager's guide to employment law - statutory rights</b> This course will enable you to gain an understanding of the key statutory entitlements enjoyed by employees.	1	28	35
<b>The manager's guide to employment law - using agency workers</b> This course will cover employment law relating to the use of agency workers.	1	28	35
<b>Unauthorised deductions from wages</b> Protection of wages from unauthorised deductions by the employer was one of the first elements of employment protection put in place in England and Wales. Now contained in the Employment Rights Act 1996, the rules are highly prescriptive, and the requirements can catch employers unawares, particularly in the retail sector. This is an area that no employer can afford to ignore.	1	28	35
<b>Whistleblowing - an introduction</b> This course examines the fundamental legal concepts relevant to this area of law and focuses on several key cases in the area. It also considers the variety of claims available to an individual who “blows the whistle” in the workplace and the potential awards which may be made.	1	28	35
Intellectual Property			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Domain names and intellectual property - avoiding the pitfalls</b> This course will provide an overview of the interaction between domain names and intellectual property rights. We will also consider the rules relating to trade mark infringement and passing off and review different dispute resolution mechanisms.	1	28	35

Law and Regulation			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Consumer law - the new rules you need to know about</b> This course provides an overview of important recent changes to the area of consumer law which will have a significant impact on the relationship between businesses and consumers and which came into force on 13 June 2014.	1	28	35
<b>Consumer Rights Act 2015</b> The course covers the consumer rights act which came into effect in October 2015. Although much of the Act represents a consolidation of existing rules there are a number of significant changes which practitioners need to familiarise themselves with as soon as possible. This on-line course provides an overview of the key issues to note as well as suggesting some practical steps that will need to be taken.	1	28	35
<b>Data protection - key issues</b> This course will look at the key considerations relating to direct marketing and subject access as well as the practical solutions to problems commonly encountered.	1	28	35
<b>Data protection - the basics</b> This course will provide an overview of the key provisions of the Data Protection Act 1998. We will also look at a series of practical solutions to problems faced by lawyers and their clients.	1	28	35
<b>Data protection update</b> This course will focus on the Information Commissioner’s Office together with details of two successful appeals against monetary penalty notices. It also summarises the key proposals of the Draft EU Data Protection Regulation and explains how they will affect data controllers.	1.5	40	50
<b>Enforceable online contracts</b> This course will help you to understand the operation of offer and acceptance and incorporation of terms in an on-line context. We will also look at the key provisions of the Distance Selling Regulations, consider a practical approach to compliance, analyse the requirements of the e-commerce regulations and highlight appropriate responses.	1	28	35
<b>Introduction to company secretary</b> This course will provide an introduction to the key duties and responsibilities of a company secretary of a private limited company, including initial considerations on incorporation together with the daily and annual requirements a company secretary is required to address.	1	28	35
<b>Introduction to Sarbanes Oxley</b> This course will give you an insight into the Sarbanes Oxley Act providing you with an appreciation of why it has emerged, the key provisions and the key practical areas that companies need to appreciate to ensure compliance.	1	28	35
<b>Money laundering and proceeds of crime for solicitors</b> This course is aimed at solicitors and staff providing legal services involving financial or property transactions. It delivers an understanding of responsibilities under the Money Laundering Regulations 2007 and the Proceeds of Crime Act 2002, with guidance on promoting an effective risk-based approach, ensuring compliance with legal obligations.	1	28	35
<b>Online defamation update</b> This course looks at recent developments in this area with emphasis on the impact of the Defamation Act 2013 and in particular the new s5 defence available to website operators. Thereafter there is a summary of recent case law including Tamiz v Google and McAlpine v Bercow and the practical implications of these cases.	1	28	35

Law and Regulation			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Sales of goods - pitfalls to watch out for</b> This course explains the key provisions of the Sale of Goods Act 1979 Act and in particular highlights the effect of implied terms. It then proceeds to consider a series of drafting tips from the perspectives of both supplier and buyer. It will be of benefit to anyone who is new to this area or is looking to refresh their knowledge of the Sale of Goods Act.	1	28	35
<b>SRA Accounts Rules</b> The Solicitors Accounts Rules have undergone much rapid recent change, involving the abolition of controlled trusts, the application to all staff and various new duties on firms and accountants. This course comments on and highlights the key changes, as well as revising the basics.	1	28	35
<b>The Bribery Act 2010</b> A guide to the essential elements of the Bribery Act 2010, which will give firms, individuals and their legal and compliance advisors a working knowledge of the structure of the act and the offences it creates.	1	28	35
<b>Understanding contracts - part 1</b> This course provides an introduction to some of the key issues concerning contract formation, including discussion of the use of heads of terms etc, together with an overview of how contracts are structured and a summary of the types of contract terms.	1.5	40	50
<b>Understanding contracts - part 2</b> Building on the knowledge acquired in the first in this series, this second course provides an introduction to some of the key terms that will be found in most commercial contracts and sets out some of the key issues to be borne in mind when reviewing such clauses.	1.5	40	50

# Business Skills

Regulation and Compliance			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>An introduction to the UK corporate governance code for listed companies</b> Good corporate governance is essential to the effective operation of a free market, which enables wealth creation and freedom from poverty. In this course we review the UK belief in relation to corporate governance.	1.5	40	50
<b>An introduction to UK financial regulation</b> This course looks at the need for financial regulation in the UK and the imperative to make sure that markets and financial systems are sound and stable.	1	28	35
<b>Cost and return - professional ethics in business</b> Professional management accountants throughout the world have a duty to observe the highest standards of conduct and integrity, and to uphold the good standing and reputation of the profession.	1.5	40	50
<b>Directors' duties under the CA 2006</b> This course takes a detailed look at the statutory directors' duties under the Companies Act 2006 and gives practical guidance on compliance with them. This course would benefit anyone engaged with managing or advising companies.	1	28	35
<b>Due diligence</b> This course provides an insight into the key areas surrounding a due diligence exercise from the perspective of the prospective buyer and suggests ten practical steps to take so as to ensure a successful outcome. It will be of benefit to anyone who is new to this area or in need of a refresher.	1	28	35
<b>International financial sanctions</b> This online course aims to provide an overview of the UK sanctions regime, the reach of international frameworks, the risks, the penalties and the practical implications for international business. It also outlines policies, processes and monitoring arrangements to meet regulatory requirements.	1	28	35
<b>Senior management responsibilities</b> This course is aimed at those wishing to get an understanding of the responsibilities that the regulators require senior management in financial firms to undertake. The course will be of particular interest to approved persons.	1	28	35

Special Offers and Packs - Business Skills			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Essential business skills 20 course pack</b> This Essential business skills pack contains 20 courses to update you on a range of financial reporting, legal and business issues, and to develop your personal skills.	23.5	236	295

Special Offers and Packs - Business, Finance and Management Skills			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>BPP special offer - 10 course pack (business, finance and management skills)</b> The courses included in this special offer pack have been specifically chosen for those wishing to improve their business acumen.	13	159	199

Strategic Management			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Analysing strategic success</b> This course will consider some benchmarks and definitions that should help you fashion an appropriate and cost effective set of measures to measure your success.	1	28	35
<b>Constructive SWOT analysis</b> Using the constructive SWOT analysis will help you examine, in real depth and with unprecedented rigour, how to build a solid and robust business strategy at corporate, division, SBU or even at team level.	1.5	40	50
<b>Implementing strategy</b> Empirical evidence suggests that for many organisations strategies often fail to achieve the desired outcomes that an organisation seeks. Much of this can be attributed to the implementation of strategic initiatives.	1.5	40	50
<b>Reducing your impact on climate change</b> This course will look at the issues associated with climate change, mitigation, adaptation and how to report on your performance on reducing your impact on climate change.	1	28	35
<b>Strategic performance measures</b> An explanation of measures such as market value added (MVA), shareholder value analysis (SVA) and economic value added (EVA).	1	28	35
<b>Strategy in action</b> It is often cited by business commentators that management, is steadily losing the ability to think and act truly strategically. Operational effectiveness (the pursuit of greater and greater economies and cost reductions) is being confused with strategic thought and action. This course takes an overview of what strategy and strategic planning should fundamentally consist of and how key strategic elements drive competitive success and a focused workforce.	1.5	40	50
<b>The accounting input into the strategic plan</b> As accountants increasingly break away from the stereotypical view of them as 'grey people in grey suits' it is ever more important to ensure that today's accountant integrates into the business making them an invaluable part of the strategy development process.	1	28	35

# Leadership Skills

Leadership and Personal Development			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Dealing with change</b> This course looks at positive responses to change so that the individual and the organisation can prosper through change and use it to their advantage.	1	28	35
Leadership and Personal Development – Management			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Delegation for success</b> Skilful delegation is one of the most important management skills and yet it is notoriously difficult for managers to crack. When done well, the benefits are huge for the manager, the employee delegated to and for the organisation as a whole. It enables staff to learn and grow, frees up the manager’s time to enable them to take on new responsibilities and finds the most efficient and cost-effective use of the organisation’s resources.	1	28	35
<b>Feedback that works</b> If you want to learn how to give feedback in such a way that the other person is grateful for it and it really improves their performance, then this is the course for you.	1	28	35
<b>Managing difficult members of staff</b> Aimed at line managers, this course focuses on the practicalities of dealing with difficult members of staff.	1	28	35
<b>The successful manager</b> Starting to manage or lead a team from scratch can be very daunting. This course provides the vital practical tools and techniques for delegates to manage and develop themselves and their teams to ensure that their departmental and organisational goals are achieved.	1.5	40	50

# People Skills

Business and Finance			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Producing and presenting financial information with impact</b> An informative look at how non-financial managers can present financial information with credibility and flair. For people who find figures difficult presenting financial information can be daunting. This course will help you make your point clearly to enable informed decisions to be made based on the figures presented.	3	56	70
Business and Finance – Personal Development			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Commercial skills for finance professionals</b> This course focuses on the finance functions’ relationship with other departments, exploring how to understand their needs, appreciate how finance is perceived, communicate more effectively, and gain influence through clarifying the link between financial outcomes and value creation.	1.5	40	50
<b>The accountant as strategic influencer and adviser - becoming a business partner</b> The accountant as strategic influencer and adviser - the role of business partner’ considered how the financial professional can bring greater efficiency through building closer links to the business. This second course highlights some of the interpersonal skills required to be an excellent business partner.	1.5	40	50
<b>The accountant as strategic influencer and adviser - the role of business partner</b> As finance becomes an ever increasing priority for most organisations, there is a recognised need for the finance professional to play a greater part in the strategic decision making and planning within a business. This has created the developing role of the finance business partner. This course explains what that role looks like and briefly considers how the finance professional might get more involved in ensuring the strategy of an organisation gets implemented.	1.5	40	50



# People Skills

Leadership and Personal Development			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>A leader's guide to mastering influence</b> This one hour course will give valuable insights into the skills required to influence effectively, enabling you to develop the strength, focus, and interpersonal flexibility required of great influencers.	1	28	35
<b>Assertiveness</b> Becoming more assertive can be immensely beneficial to everyone and can make you feel more confident, enhance your self-esteem, increase your ability to deal with difficult people and stressful situations, as well as making you happier, healthier and more professional.	1	28	35
<b>Boost your emotional intelligence, boost your career</b> Emotional intelligence (EI) is nowadays recognised as being as important as IQ. Understanding what EI is and utilising emotional intelligence in the workplace can play a large part in career success. This course explores various aspects of emotional intelligence and explains how you can apply EI to your own particular circumstances.	1	28	35
<b>Communication skills - an introduction</b> Good communication allows you to present your ideas in a way which is engaging and persuasive. It will help you improve your ability to question, listen, form a rapport, coach and mentor and deal with conflict. This course is a must have for anyone in the workplace and will provide even the best communicators with useful hints and tips to help you improve your communication skills even further.	1	28	35
<b>Effective business writing skills</b> This course will help you to write clear advice letters and memos.	1	28	35
<b>Negotiation mastery</b> This course uses the latest thinking from the Harvard Business School to achieve sustainable negotiated agreements that satisfy all parties at the table, using powerful tools to deal with the most complex of multi-party negotiations.	1	28	35
<b>Presentation skills</b> Do you feel daunted at the thought of giving a presentation? Are you confused about how to begin to put a presentation together, let alone deliver it? Do you wish that you could create and present an elegant, compelling and influential message easily and seemingly effortlessly? If the answer to one or more of these questions is yes, then this highly practical and results-focused course is for you and will increase your confidence and ability.	1.5	40	50
<b>Smarter thinking, smarter working</b> A course for accountants and other managers wanting to know how to use both halves of their brain to get more from it, think both logically and strategically, and keep one step ahead of colleagues.	1	28	35
<b>Time management for professionals</b> This practical course will demonstrate how to work more effectively and efficiently so that we can get more work done in less time. Not only will it improve your productivity but will also help you to achieve a less stressful and more enjoyable way of operating, both within the organisation and outside it.	1	28	35

# Technical Skills

Business and Finance			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Activity based costing made easy</b> This course gets back to the basics of ABC principles and demonstrates how it can be practically adopted with a minimum of pain and fuss.	1.5	40	50
<b>Balanced scorecard</b> Performance measures can be unfocused and unconnected to strategy, lack organisational coherence and fail to drive the desired behaviours and results. The balanced scorecard is a performance management framework that seeks to address these shortcomings.	1.5	40	50
<b>Big data</b> The world of business is being transformed by a data revolution. Would you like to understand it and the benefits it could bring you and your company? Learn how leading companies – big and small, private and public – are leveraging big data to deliver business benefits.	1.5	40	50
<b>Demand chain debtors</b> This course will assist you in understanding how to improve the collection of cash as well as financing future income streams.	1	28	35
<b>Emerging accounting issues</b> This course is designed to help you gain an understanding of the major issues that are changing the way accountants think and deliver.	1.5	40	50
<b>Enterprise risk management</b> This course will introduce the enterprise risk management framework and outline what it is, why it was developed and how it works.	1	28	35
<b>Integrated reporting</b> Traditionally, companies' annual reports can be over lengthy and focus too narrowly on financial performance. This has prompted an international move to integrated reporting, a more succinct way of reporting that covers a much wider range of capitals than just the financial, under a framework developed by the International Integrated Reporting Council (IIRC).	1	28	35
<b>Inventory chain management</b> This course questions whether any organisation needs stock at all and delivers some of the solutions to holding stock, whilst recognising some pitfalls of such a policy.	1	28	35
<b>Investment appraisal - using sensitivity to assess risk</b> Find out how sensitivity analysis can help balance risk and return when making investment decisions. If you are not familiar with NPV calculations, please view the course 'Investment appraisal basics' first.	1	28	35
<b>Investment appraisal basics</b> Gain an understanding of a variety of investment appraisal techniques, including discounted cash flow techniques. The course will give you an idea of how companies or even individuals decide whether or not to proceed with a capital purchase or investment project.	1	28	35
<b>Key performance indicators</b> Good performance management is fundamental to organisational success. Many organisations still focus too much on the financial aspect of performance. Research has shown that non-financial intangible aspects contribute the majority of market value for many organisations. It's therefore important to develop or assess existing KPIs using such frameworks as Kaplan & Norton's balanced scorecard.	1	28	35

# Technical Skills

Business and Finance			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Managing external risks and liabilities - accounting for natural capital</b> A practical introduction to the emerging topic of natural capital. As the resources provided by nature are overexploited and decline, a business case can be made to account for natural capital in management and financial reports, in order to inform the assessment of risks and opportunities in the area.	1	28	35
<b>Operational cost reduction and procurement</b> This course will provide users with an overview of the many different areas to consider when undertaking an operational excellence programme, including procurement, supply chain excellence, functional alignment and how to measure and forecast the benefits of an operational excellence programme.	1	28	35
<b>Operational excellence in cost reduction</b> Reducing costs is problematic as the value of the work in the areas you seek savings is often not clear. This course examines six ways of overcoming the problem, improving the ability of spending areas to contribute to key corporate objectives and customer needs, while reducing their costs significantly.	1.5	40	50
<b>Reverse supply chain management</b> This course will assist you to appreciate the various types of reverse supply chain initiatives.	1	28	35
<b>Shareholder value</b> There is a progressive divergence between company balance sheet value or projections of performance, and value expressed by shareholders. This course looks at the real driving forces behind share values in today's world.	1.5	40	50
<b>Strategic management of trade working capital - demand chain</b> Demand chain is the new definition of receivables under traditional trade working capital. This course clarifies the new approach, including the results and outcomes to be expected regarding savings in efficiency in cash and ROI.	1.5	40	50
<b>Strategic management of trade working capital - supply chain</b> Supply chain is the new definition of payables under traditional trade working capital. The new approach (supplier chain financing) is outlined in this course and includes such activities as segmentation of supplier base to deal with suppliers 'discretely' and dynamic discounting.	1.5	40	50
<b>Supply chain management</b> Suppliers (trade creditors) are the lifeblood of all organisations. This course will help you to understand what can be undertaken to reduce non-compliance issues, contractual penalties, supplier failure and deliver appropriate KPI and service level agreements.	1	28	35

Derivatives and Trading			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Equity derivatives</b> This course provides an insight into the two main styles of derivative seen in the UK equity market: ""delta one"" and options. We consider how these products are used by speculators and hedgers, and examine their mechanics and pricing.	1	28	35
<b>Foreign exchange</b> This course covers two main topics relating to the foreign exchange: spot FX trading and forward FX products. It is suitable for anyone involved in the foreign exchange market. The level is introductory and the course is suitable for newcomers to foreign exchange.	1	28	35
<b>Structured products</b> This course provides a detailed insight into the two main forms of structured product seen in the UK retail investor market: capital-protected and capital-at-risk structures. The course covers recent developments in the UK market, and examines the mechanics of products enjoying popularity with investors at present.	1	28	35
Financial Awareness Courses			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Budgeting for beginners</b> This course will help you understand the basics of budgeting and will give you an appreciation of the process used and practical aspects of preparation.	1.5	40	50
<b>New age budgeting</b> Few would argue that traditional budgetary processes are time consuming, lack transparency and add little value. Yet the majority of organisations still pursue the budgetary processes. This course explores their shortcomings, the real needs for the 21st century and alternate approaches.	1.5	40	50
<b>Pricing - the urban legends</b> Pricing is one of a manager's most difficult decisions. There are many misleading suggestions for how to do it. We review 18 pricing myths and offer rational responses to them, explaining the theory behind the answers. This will enable you to recognise an 'urban legend' and know how to deal with it confidently.	1.5	40	50
<b>Profit vs cash - understanding the differences</b> Cash is king - the key reason for business failure is running out of cash. This course will introduce you to the significance, meaning and differences between profit and cash flow and provide you with an insight into how to understand both when looking at a set of accounts.	1	28	35
<b>Raising business finance</b> This course will help you understand what sources of finance are available to businesses small and large and will give you an appreciation of which types of finance may suit a business in different circumstances at different times.	1	28	35
<b>Working capital management</b> Maintaining adequate working capital is not just important in the short-term. Sufficient liquidity must be maintained in order to ensure the survival of the business in the long-term as well. Even a profitable business may fail if it doesn't have adequate cash flow to meet its liabilities as they fall due.	1.5	40	50

# Technical Skills

Financial Reporting			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>An introduction to FRS 102</b> This course covers the key differences between FRS 102 and current UK GAAP.	1	28	35
<b>Brand valuation</b> This course looks at the valuation of intangible assets – particularly brands – and how financial reporting is evolving to deal with such assets and the challenges arising.	1	28	35
<b>FRS 101</b> This course looks at FRS 101 which outlines the reduced disclosure framework which is available for use alongside IFRS for qualifying entities. This course covers the key aspects of FRS 101.	1	28	35
<b>FRS 102 - business combinations</b> This course looks at section 19 business combinations. It looks at the different consolidation methods that FRS 102 allows, the calculation of good will and the associated amortisation as well as the treatment of overseas subsidiaries within the group.	1	28	35
<b>FRS 102 - financial instruments</b> This course looks at sections 11 and 12 of FRS 102 and explores the accounting policy choices that this area permits for financial instruments, and the treatment that each option allows.	1	28	35
<b>FRS 102 - goodwill and intangibles</b> This course looks at section 18 intangible assets other than goodwill and part of section 19 covering goodwill.	1	28	35
<b>FRS 102 - property, plant and equipment and investment property</b> This course will run through both section 17 property, plant and equipment and section 16 investment property, and will cover overall accounting treatments, key areas of change and the transitional arrangements when adopting these sections of FRS 102 for the first time.	1	28	35
<b>FRS 102 vs US GAAP</b> This courses examines the similarities and differences between the requirements of FRS 102 and US GAAP. Understanding these similarities and differences will help you to develop an insight into the reporting issues for an entity involved with both FRS 102 and US GAAP.	1.5	40	50
<b>IAS 1 - presentation</b> This course looks at IAS 1 - presentation. This is a basic standard containing important questions about the main financial statements required for reporting under International Financial Reporting Standards.	1	28	35
<b>IAS 12 - income taxes</b> This course is designed to refresh knowledge and bring you up-to-date with the latest developments of IAS 12, which covers the accounting treatment of current tax, under and over provisions and deferred tax.	1	28	35
<b>IAS 19 - employee benefits</b> Catch up on all aspects of employee benefits covered within IAS 19 including post employment benefits such as pensions, looking at both the current IAS 19 and the recent amendments to IAS 19, short term benefits such as holiday accruals, termination benefits where we will look at things like redundancy payments and all of the long term benefits generally paid post employment.	1	28	35
<b>IAS 38 - intangible assets</b> Clarify your understanding of IAS 38 - intangible assets. This course defines what intangible assets are and how to set up the accounting treatment for these intangible assets.	1	28	35

Financial Reporting			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>IAS 7 - statement of cash flows</b> This course on IAS 7 - statement of cash flows, deals with the fourth financial statement an entity is required to present. This is the only statement that is not covered in IAS 1.	1	28	35
<b>IAS 8 - accounting policies, changes in accounting estimates and errors</b> Get up to speed on IAS 8 - accounting policies, changes in accounting. This standard can be seen as an extension of IAS 1 and the course will cover topic areas such as the selection of accounting policies, changes in accounting policies, changes in accounting estimates and correction of error.	1	28	35
<b>IFRS - group accounting</b> This course will benefit those who have some experience of international standards, either from their professional exams or in the workplace, and who are in need of a refresher on group accounting.	1	28	35
<b>IFRS - share based payments</b> This course will cover accounting for share-based payments under International Financial Reporting Standards.	1	28	35
<b>IFRS 1 - first time adoption of IFRS</b> Gain an understanding of IFRS 1, first-time adoption of International Financial Reporting Standards. This unique standard is generally required once in an entity's life, when it makes the transition from some national accounting system to IFRS.	1	28	35
<b>IFRS 8 - operating segments</b> IFRS 8 is the International Financial Reporting Standard that requires companies to give disclosures about their operating segments. The standard replaces IAS 14, segmental reporting and applies to reporting periods commencing on or after 1 January 2009.	1	28	35
<b>IFRS financial instruments</b> This course will cover IAS 39 measures rather than the new IFRS 9 as at present IAS 39 is still being used in full within the EU.	1	28	35
<b>IFRS insurance contracts exposure draft</b> The development of accounting for insurance contracts has been underway for many years. Using a building blocks approach to reporting the exposure draft requires clear identification of the drivers of performance for those entities providing insurance contracts. The course also examines the challenges that will be created from IFRS 9 being effective a number of years before the effective date of the new insurance accounting standard. These challenges will be driven by the approach to measuring the financial assets and the financial liabilities associated with insurance contracts.	1	28	35
<b>IFRS keeping up to date - exposure drafts</b> This course is designed to bring you up to date with the latest developments and proposals and is therefore suitable for delegates with some existing knowledge of IFRS.	1	28	35
<b>IFRS vs US GAAP</b> The two key players in financial reporting developments are the IASB and the FASB. The course provides a comparison of the two reporting frameworks in terms of general reporting requirements and specific accounting treatments, aiding understanding of current development and of the financial reporting challenges for groups with components reporting under each of the frameworks.	1.5	40	50



# Technical Skills

Financial Reporting			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>New and revised standards for IFRS</b> The IASB have been very proactive in developing reporting requirements in recent years, covering areas such as consolidation, relationships, joint operations and fair values. In the very near future there will be new treatments required for financial assets and liabilities, revenues and leases, which could affect many organisations. This course brings you up to speed with these new and revised treatments.	1	28	35
<b>Revenue recognition</b> Revenue recognition is something that affects us all and in 2018 it is changing. There will be far more explicit consideration of components in a bundled package together with the associated timing and amount of revenue allocated to each component. The new standard may create change for an organisation not just in terms of revenue but also in terms of legal contracts, IT systems and interaction between the sales function and accounting function. This course provides an overview of the new revenue framework of IFRS 15 and considers the practical aspects of its implementation.	1	28	35
<b>Tangible fixed assets and leases</b> An update on the current treatment of tangible assets and leases under IFRS. It will cover a number of standards that relate to the accounting for tangible assets including property plant and equipment, leasing, investment property and borrowing costs. It includes details of those standards that apply for accounting periods beginning on or after 1 January 2014. It does not include details of new and revised standards applicable thereafter. The course is suitable for people with some existing knowledge of either IFRS or UK GAAP.	1	28	35
General Introductory Courses			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>An introduction to investment banking</b> This course reviews the basic structure of an investment bank. It focuses on the basic activities of the different functional areas including sales and trading, corporate finance, compliance etc.	1	28	35
<b>An introduction to the City and financial markets</b> In this course we describe the key functions of the different financial markets in the City of London and how various products are used in these markets to hedge risk.	1.5	40	50
<b>Introduction to investment banking - mergers and acquisitions</b> In this course we review the basic functions of an investment bank and mergers and acquisitions or M&A practitioners within an investment banking division (IBD).	1	28	35
<b>Sell-side research</b> In this course we discover the work of a sell side equity analyst.	1	28	35
<b>The junior banker</b> The purpose of this course is to give a comprehensive overview of the work of a junior banker, or analyst, in an investment banking division (IBD).	1.5	40	50

Investment Management			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Alternative investments - commercial property and infrastructure</b> This course reviews the key characteristics of two classes of alternative assets – commercial property and infrastructure.	1	28	35
<b>Behavioural finance</b> This course provides an introduction to behavioural finance. Taking traditional financial theory as a starting point, we will examine how behavioural finance impacts on our understanding of key concepts such as efficient markets and asset pricing.	1	28	35
<b>Hedge funds</b> This course reviews the key characteristics of hedge funds including the flexibility of managers in making investments compared with traditional long-only managers.	1	28	35
<b>Performance measurement for investment managers</b> This course examines the methods used to evaluate investment managers’ performance including the calculation of portfolio returns, risks and risk-adjusted return measures. It looks at sample fund reports and interprets the performance statistics in order to evaluate fund managers' past performance. The aim is to ensure fund investors and advisers can apply the techniques covered in this course when reading fund reports to better understand and interpret the past performance achieved by the fund manager.	1	28	35
<b>Private equity</b> This course considers private equity investment from the venture capital stage through to the larger buyout market and the role of the different parties involved.	1	28	35
Regulation and Compliance			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Basel III</b> This course is aimed at providing a detailed insight into the changes in capital adequacy rules and reporting requirements being enacted or currently proposed by regulatory authorities.	1	28	35
<b>CASS - FCA's Client Assets Sourcebook</b> This course reviews many aspects of regulation; the FSA’s Client Assets Sourcebook is being upgraded to take account of recent experience.	1	28	35
<b>The regulatory split - life after the FSA</b> This course describes how financial services regulation is expected to work following the implementation of the regulatory reforms.	1	28	35

# Technical Skills

Special Offers and Packs – Financial Management			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Financial management 10 course pack</b> A range of financial management issues are covered by the courses in this pack, including activity based costing, lean finance, cost reduction, profit vs cash, raising business finance, working capital management, strategy, balanced scorecard, emerging accounting issues and key performance indicators.	12.5	156	195
<b>Financial management 20 course pack</b> This 20 course financial management pack contains a range of courses on topics including supply chain management, lean finance, raising business finance and investment appraisal, plus some personal skills.	20	236	295
<b>Financial management 5 course pack</b> This five course financial management pack contains: Activity based costing made easy, Investment appraisal - using sensitivity to assess risk, Emerging accounting issues, Key performance indicators and Working capital management.	5	79	99
Special Offers and Packs – Financial Management and Financial Reporting			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>BPP special offer - 20 course pack (financial management and financial reporting)</b> The courses included in this special offer have been specifically chosen to represent key areas of financial management and corporate reporting.	23	239	299
Special Offers and Packs – Financial Reporting			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>BPP special offer - 5 course pack (financial reporting)</b> This pack of five courses will bring you up to date with the latest developments in IAS 12 - income taxes, IFRS - group accounting, IAS 1 – presentation, FRS 102 and exposure drafts.	5	79	99
<b>Financial reporting 10 course pack</b> This pack contains a range of courses covering FRS 101 and 102, business combinations, financial Instruments, goodwill and intangibles, and IFRS including employee benefits, group accounting, keeping up to date with draft exposures, tangible fixed assets and leases.	10	156	195
<b>FRS 102 5 course pack</b> This pack will bring you up to date on the latest developments of FRS 102 including business combinations, financial instruments, goodwill and intangibles, property, plant & equipment and investment property.	5	79	99
Special Offers and Packs – Strategic Financial Management			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>BPP special offer - 10 course pack (strategic financial management)</b> The courses included in this special offer pack have been specifically chosen to represent key areas of strategic financial management.	13.5	159	199

Special Offers and Packs – Taxation			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>2016 business tax update subscription</b> The 2016 Business Tax Update subscription provides you with access to our monthly Business tax updates.	11	156	195
<b>2016 personal tax update subscription</b> The 2016 Personal Tax Update subscription provides you with access to our monthly Personal tax updates.	11	156	195
<b>2016 taxation update subscription</b> The 2016 Taxation monthly update subscription provides you with access to our monthly tax updates for Business and Personal Tax for 2016.	22	236	295
Taxation			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>An introduction to the taxation of doctors and dentists</b> An introduction for tax practitioners and advisers to the unusual and varied tax affairs of medical practitioners and NHS employees, how they differ from other clients and the unique issues which their adviser will face.	1.5	40	50
<b>Corporation tax - what an accountant needs to know: capital allowances</b> This course covers the calculation of capital allowances for corporation tax.	1	28	35
<b>Corporation tax - what an accountant needs to know: computation of profits</b> This course covers the computation of profits for corporation tax purposes.	1	28	35
<b>Corporation tax - what an accountant needs to know: loss relief, capital gains and groups</b> This course begins by covering the various claims a single company can make to obtain relief for trading losses.	1	28	35
<b>Corporation tax - what an accountant needs to know: the basics</b> This course covers the basics of corporation tax.	1	28	35
<b>Finance Act 2013</b> This course covers the key changes in the 2013 Finance Act. It starts with an overview of business and corporation tax changes, including the increase in the annual investment allowance and the introduction of a cash basis for small businesses, and a further reduction in the main rate of corporation tax.	1.5	40	50
<b>Finance Act 2014</b> This course covers the key changes in the 2014 Finance Act, including those to business, corporation, capital, indirect and personal tax plus developments in pensions.	1.5	40	50
<b>International VAT</b> This course deals with international aspects of VAT.	1	28	35
<b>VAT - deduction of input tax</b> An overview of the deduction of input tax by businesses, including the basic requirements, the question of whether the company received the supply, special rules, and the issues which arise when input tax deductions are claimed by businesses which make exempt as well as taxable supplies.	1	28	35

Technical Skills

Taxation			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>VAT and small business</b> This course deals with the aspects of VAT which are particularly relevant to small and medium sized businesses, including the possibility of avoiding registration by business splitting, the flat rate and retail schemes, correcting errors and the impact of the penalty regime.	1	28	35
<b>VAT basics</b> This course covers the basics of value added tax: its application, the structure of the VAT return, registration for VAT, and VAT ratings, explaining its impact on a business and its customers.	1	28	35
Treasury and Risk			
Course name	CPD points	Price for members ex VAT	Price for non-members ex VAT
<b>Introduction to treasury</b> With treasury management becoming a key strategic function within an organisation following the financial crisis, this course provides a basic grounding in the concepts and products used in treasury management within banks, companies and financial institutions.	1	28	35
<b>Operational risk and compliance</b> This course will provide an overview of operational risk management and how it works in practice. It includes risk management standards and the UK compliance requirements. There are practical examples of operational risk management techniques and how they are being used in organisations.	1	28	35

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