

CPPI Certificate of Proficiency in Personal Insolvency Scotland



CPPI provides an opportunity for recognition at a level equivalent to CPI for those working purely in the personal insolvency sector. The focus of this qualification is not just the statutory forms of personal insolvency but also incorporates non-statutory debt solutions and the sequestration of partnerships.

On successful completion of the exams, candidates may apply for Affiliate Membership of the IPA.

ISS Training's modules have been designed to cover the Scottish examination syllabus and to offer essential guidance on the principal areas on which you will be tested. If you are looking for focused insolvency training but do not intend to sit the exam, then simply choose which module you wish to attend. Participants are actively encouraged to ask questions and to discuss the syllabus with the speakers. Comprehensive study aids and course notes for each module will be provided.

The modules are continually updated for current legislation and best practice. The training is practical and participative, culminating in a mock exam and a revision session that covers all the areas of difficulty as identified by participants throughout the course of the training.

In 2016 for the first time, we will be offering a full open course in Manchester

CPD LEARNING OUTCOMES

- The knowledge you need to sit your chosen examination
- Alternatively, focused insolvency training in a specific area

WHO SHOULD ATTEND?

These modules are aimed at anyone sitting the CPPI exam or requiring focused insolvency training.

SPEAKERS

The speakers will be recognised experts in the field of insolvency practice led by the principal trainer Eileen Maclean MA Hons, MIPA MABRP MBA, director of Insolvency Support Services Limited.

COST

Individual Module £285 + VAT

CPPI Candidates £2,565 + VAT (all CPPI modules)

Fees include all course documentation, lunch and light refreshments

No further discounts available

Fee includes marking and individual written feedback on mock exam.

IMPORTANT NOTICE FOR ALL PARTICIPANTS

If enrolling for training with a view to sitting the CPPI exam, you will be required to enrol separately for the exam with the IPA. The deadline for registration as a student with IPA and for registration for the CPPI exam is 29 April 2016.

If you do not register within this time, you will not be able to sit the exam.

EXAM

The CPPI exam is likely to be held on **Friday 3 June 2016**.

For further details of the exams please contact:

The Membership Team, Insolvency Practitioners Association, Valiant House, 4-10 Heneage Lane, London EC3A 5DQ

Tel - 020 7623 5108 Fax - 020 7623 5127

Or go to the website: www.insolvency-practitioners.org.uk

CPPI COURSE DETAILS SCOTLAND

Module	CERTIFICATE OF PROFICIENCY IN PERSONAL INSOLVENCY	Location	Dates 2016
1	Securities, ethics, diligence, bonding and IP administration Introduction to book-keeping and VAT Introduction to SIPs What is a limited company, an LLP and an individual? Study techniques	Edinburgh	Thursday 28 January
2	Sequestration Asset realisation; Contributions; Recall; Discharge Claims Order of ranking	Glasgow	Wednesday 10 February
3	Protected Trust Deeds Non Insolvency debt solutions Comparisons of procedures	Glasgow	Thursday 25 February
4	Partnership Sequestration, Protected Trust Deeds and non-insolvent solutions	Glasgow	Wednesday 9 March
5	Heritable property in personal insolvency Challengeable transactions Debtor sanctions	Glasgow	Wednesday 30 March
6	Trading, issues on appointment, ROT, lease and HP creditors Interest and tax Debt collection Employee claims EU Regs	Edinburgh	Thursday 31 March
7	Personal financial statements e.g. statement of affairs, income and expenditure, R&P etc	Glasgow	Wednesday 27 April
8	Mock exam	Edinburgh or Glasgow	Thursday 5 May
9	Mock exam feedback and exam revision: personal insolvency	Glasgow	Wednesday 18 May

CPPI COURSE DETAILS MANCHESTER

Module	CERTIFICATE OF PROFICIENCY IN PERSONAL INSOLVENCY	Location	Dates 2016
1	Securities, ethics, diligence, bonding and IP administration Introduction to book-keeping and VAT Introduction to SIPs What is an individual? Study techniques	Manchester	Wednesday 3 February
2	Sequestration Vesting and asset realisation Contributions Recall and discharge	Manchester	Thursday 4 February
3	Protected trust deeds Non Insolvency solutions Comparison of procedures	Manchester	Wednesday 2 March
4	Partnerships and insolvency Issues on appointment and trading on	Manchester	Thursday 3 March
5	Heritable property in personal insolvency Challengeable transactions Debtor Sanctions	Manchester	Wednesday 13 April
6	Personal financial statements eg statement of affairs, receipts and payments Creditor claims	Manchester	Thursday 14 April
7	Employee claims Mock exam	Manchester	Tuesday 3 May
8	Mock exam feedback Exam revision	Manchester	Tuesday 17 May

All modules will run from 10.00am to 5.00pm. Module 8 in Scotland only will run from 9.30am to 1.00pm

BOOKING CONTACT

Title: _____ First Name: _____ Surname: _____
 Firm: _____
 Address: _____
 Email: _____ Telephone: _____

DELEGATE DETAILS

DELEGATE 1	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
IPA Student Number or IPA Membership Number if applicable	
Dietary requirements	
Access requirements	

DELEGATE 2	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
IPA Student Number or IPA Membership Number if applicable	
Dietary requirements	
Access requirements	

DELEGATE 3	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
IPA Student Number or IPA Membership Number if applicable	
Dietary requirements	
Access requirements	

DELEGATE 4	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
IPA Student Number or IPA Membership Number if applicable	
Dietary requirements	
Access requirements	

COURSE SELECTION

				Number of Delegates	Price per Course (excl VAT)	Total Net Cost
CPPI COURSE IN FULL					£2,565	
Or if you wish to attend specific modules only please select from the following list:						
CPPI Module	SCOTLAND Dates 2016	Number of Delegates	MANCHESTER Dates 2016	Number of Delegates	Price per Module (excl VAT)	Total Net Cost
1	Thu 28 January		Wed 3 February		£285	
2	Wed 10 February		Thu 4 February		£285	
3	Thu 25 February		Wed 2 March		£285	
4	Wed 9 March		Thu 3 March		£285	
5	Wed 30 March		Wed 13 April		£285	
6	Thu 31 March		Thu 14 April		£285	
7	Wed 27 April		Tue 3 May		£285	
8	Thu 5 May		Tue 17 May		£285	
9	Wed 18 May				£285	
						Total Net Cost
						Add VAT at 20%
						Gross Total to pay

ISS Training Courses

HOW TO BOOK AND PAY

By email to: courses@insolvencysupportservices.com

Or by post to: ISS Training, Insolvency Support Services, H5 Newark Business Park, Newark Road South, Glenrothes, KY7 4NS

You can pay online or by BACS using the following details:

Bank: Clydesdale Bank plc
Bank sort code: 82 - 68 - 31
Bank account number: 00017866

Or by cheque payable to Insolvency Support Services Limited (which should accompany your booking form). Please write the delegates' names on the rear of your cheque for identification purposes.

BOOKING CONDITIONS

If the nominated delegate cannot attend, you can transfer the place to another individual at any point. Please inform us of the change as soon as possible. If you cannot transfer your place, you will receive 100% refund if cancelled at least 21 days before the date of each individual module or day's course. If you cancel within 21 days of the course, your fee will not be refunded. Please note that your contract is with Insolvency Support Services Limited trading as ISS Training.

DATA PROTECTION

ISS Training will use the information you provide on your booking form, and any additional information you may provide to us in the future, for administering our event. We will not disclose this information to any other person or organisation except in connection with the above purpose. All delegates are provided with a list of co-delegates' names and organisations but no further details.

REFUNDS AND CANCELLATIONS BY DELEGATE

Cancellations must be in writing. Please note that no refunds will be given outwith the time limits listed on your booking confirmation. Substitute participants are acceptable at any time and will incur no extra charges.

COURSE PAPERS

Course papers will be issued on the day of the course. This documentation is made available only to those attending the course. Course papers may not be reproduced without prior permission from Insolvency Support Services Limited.

COURSE DATE, PROGRAMME AND FEE CHANGES BY ISS

If the date or time of a course needs to be changed or the course needs to be cancelled for reasons beyond our control, such as low enrolment numbers, we reserve the right to do so. We will notify delegates in writing of any changes as soon as possible. If a course is cancelled, or rescheduled to a date that the delegate cannot attend, and payment has already been made, the full course fees will be refunded back to the delegate.

Our training programme is constantly reviewed and updated and we reserve the right to amend the content, timing and cost of the programme as necessary.