

April Exam Training

Structured Exam Courses

Overall Course Outline:

- ◆ Initial one day review of entire syllabus, focusing on areas examined to “kick start” study
- ◆ On going exam style questions, marking and feedback, plus support with preparation
- ◆ One Day Revision session focusing on exam style questions and topics causing difficulty
- ◆ Subsequent revision support, with inclusive two hour one to one session on required areas

Course Description

Initial One Day Session on Syllabus – 9:30 am to 4:30 pm

One day session reviewing the entire course, specifically focusing on areas of difficulty and those frequently tested in the exam. This course is aimed at delegates who have undertaken minimal previous study and are keen to start learning in preparation for the exam.

Ongoing Support

Exam Style Questions and work at home will supplement the course in the intervening six or seven weeks. This will be supported by access to the tutor, marking and feedback on questions.

Revision One Day Session – 9:30 am to 4:30 pm

One day session of solid exam practice – attempting questions with immediate feedback to improve technique and consolidate knowledge. Using past papers and supplementary questions prepared by a past CII examiner, with focus on the areas more frequently examined to improve potentiality of passing. This day is designed to offer practice for the exam, building on the initial course, and subsequent work, which will have been focused on revising the underlying knowledge.

One to One Coaching – Two hour session

More exam style questions and work at home with the option for one to one coaching sessions in the two weeks between then and the exams, (6th to 17th April). The actual dates, times and venues for these will be agreed between delegates and tutor as convenient.

Please note Half Term falls 16th to 20th February & Easter falls on the 10th to 13th April 2009.

The exams are between 21st and 24th April.

Note: it is not possible to take J03 & J05 as they are examined simultaneously.

Costs and Other details

Costs

Fee due in full at time of booking and no VAT applies.

- ◆ Standard cost - £650 per delegate per course
- ◆ Discounted to £600 per delegate per course if two or more courses taken
- ◆ Additional Early bird discount of £100 per course if booked by 16th January
- ◆ So book two courses before 16th January and pay a total of £1,000, for four days training and four hours one to one coaching

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Venue

Matfield Village Hall – just off the A21 near Paddock Wood in Kent (TN12 7JX)

Food & Refreshments

For the one day initial and revision session:

- ◆ Tea, Coffee juice and croissants on arrival
- ◆ Tea, Coffee and biscuits mid morning and mid afternoon
- ◆ Buffet Lunch

Please let us know if you have any specific requirements or food allergies

Delegates

Courses will be for approximately six delegates and an absolute maximum of ten delegates to allow for a fully interactive session on each day.

All delegates will be able to communicate with each other and the tutor between sessions to offer moral support and technical assistance where required.

Agenda

Full agendas for courses will be provided when bookings are acknowledged, with detailed directions and maps etc.

Other queries

If you have any other questions, please contact Heather or Clare on 01892 838 917 or email hdclimited@btconnect.com

Dates and Times

Exam	Course Title	Course Dates		One to One Sessions to be arranged to suit individual delegates between the 6th & 17th of April	Exam date
		Initial	Revision		
J01	Personal Taxation	Thursday 26 th February	Thursday 2 nd April		Friday 24 th April
J02	Trusts	Tuesday 3 rd February	Thursday 19 th March		Tuesday 21 st April
J03	Business Taxation	Tuesday 24 th February	Tuesday 31 st March		Thursday 23 rd April
J04	Pension Funding	Tuesday 10 th February	Thursday 24 th March		Wednesday 22 nd April
J05	Pension Income	Thursday 12 th February	Thursday 26 th March	Thursday 23 rd April	

Ensure you bring your manual, pen, paper and calculator and are prepared to work hard!

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Booking Form

Please complete and return this form to book your place

Exam	Course Title	Course Dates				Exam date
		Initial	Revision			
J01	Personal Taxation	26 th February	2 nd April	✓		24 th April
J02	Trusts	3 rd February	19 th March			21 st April
J03	Business Taxation	24 th February	31 st March			23 rd April
J04	Pension Funding	10 th February	24 th March			22 nd April
J05	Pension Income	12 th February	26 th March			23 rd April

One to One Sessions to be arranged to suit individual delegates between the 6th & 17th of April

Delegate Details

Delegate Name	
Delegate Email	
Delegate Firm Name	
Delegate Contact Number	
Please Note overleaf	Any specific Dietary Requirements, or additional information you feel appropriate

Please complete and return this form to: **HDC Limited, 20 Bluebell Walks, Paddock Wood, Tonbridge Kent TN12 6BL**

Together with your cheque for the course fee(s) payable to HDC Limited

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