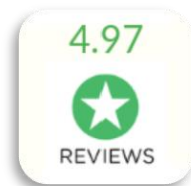


Practical Accounting  
Brochure

# OSBORNE TRAINING

*#1 Official Practical Accounting Training Provider in the UK*



## Osborne Training

9 Skylines Village,  
Canary Wharf  
London  
E14 9TS  
CALL: +44 203 608 7179

# Welcome to Osborne Training!



**Congratulations!**

You've made the first step towards achieving your ambition and getting ahead in your career. Practical Accounting Training from Osborne Training is highly regarded by top employers all over UK.

**"As a skilled Accountant you could earn over £50,000+ in UK"** — Source: Reed Salary Checker



# Why Osborne Training?



## The UK's largest Practical Accounting Training Provider

We train more students than many other and have many years of experience in classroom and online learning.



## Various Study Options

We deliver Practical Accounting Training courses in variety of ways. You may join in campus (Classroom-Based) or Online Live with Interactive sessions. We offer daytime and weekend training.



## Expert Tutors Available via Email and Online

Our handpicked expert Tutors specialise in teaching Practical Accounting Courses with many years of experience helping fresher to get qualified and will be available to support you throughout your course



## Practical Business Scenario

We want you to succeed. During the training, tutor will make you familiar with number of Business scenarios to make learning effective and industry relevant.



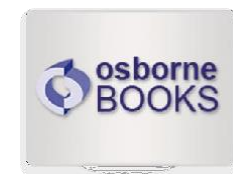
## State of The Art Virtual Learning Campus

We have won many recognitions for our Virtual Learning Campus to improve your online learning experience. Including nomination from PQ Magazine.



## Career Planning, CV Session, Job Hunting

Students can get access to Unique online CAREER HUB to develop an insight career plan, professional CV Building and for job hunting tips.



# Why Practical Accounting?



- Earning Potential £50,000+ annually in UK and worldwide. (Source: Reed Salary Checker)
- Having knowledge on practical accounting skills help you to stay ahead in the game and fast track your career as an Accounting Professional.
- Worldwide opportunities, as well as financially secure and long-lasting career.
- Many employers consider Practical Accounting skills as absolutely essential for prospective accounting positions, giving you leading edge over the competition.
- Having acquired the practical accounting skills, you may also start your own business/ practice and become a successful entrepreneur.
- Making the right decision about your next career move will have a huge impact on you and everything else you do. Be smart about your next move and choose to train with the best who understands you and your career.

**Some of our students thriving successfully at various well-known employers in UK**



# Our Students Speak!



"After completing ACCA when I was struggling to get a job, that's when I came across Osborne Training's Practical Accounting Training. It helped me to learn many practical skills needed to boost my job prospect. Finally got the job I always dreamed for as well as my PER and CPD sorted."

**Priya Marwaha**  
*Accounts Executive KPMG*



# Courses Offered



**ACCOUNTANCY  
TRAINING**



**OSBORNE  
TRAINING**

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**TOTAL ACCOUNTING  
WITH JOB PLACEMENT**

**ACCOUNTANCY  
TRAINING**



**OSBORNE  
TRAINING**

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**TOTAL TAXATION  
TRAINING**

**ACCOUNTANCY  
TRAINING**



**OSBORNE  
TRAINING**

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**ADVANCED EXCEL  
BOOKKEEPING TRAINING**

**ACCOUNTANCY  
TRAINING**



**OSBORNE  
TRAINING**

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**PERSONAL TAX  
RETURN TRAINING**

**ACCOUNTANCY  
TRAINING**



**OSBORNE  
TRAINING**

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**COMPANY ACCOUNTING  
AND TAX TRAINING**

**ACCOUNTANCY  
TRAINING**



**OSBORNE  
TRAINING**

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**VAT RETURN TRAINING**

# Study Options



## CLASSROOM-BASED LIVE TRAINING

We offer daytime and weekend sessions for classroom-based training, where an experienced Tutor goes through the whole Practical Accounting Training course in various campuses across UK.

## INSTRUCTOR LED ONLINE LIVE TRAINING

Students attending training through Online LIVE Training have a real time, Live Instructor Led student experience through our Virtual Learning Campus. Online LIVE Training provides an engaging live classroom environment that allows students to easily interact with instructors and fellow students in-person virtually.

Additionally, you also get access to recorded lecture sessions even after the session completed.

Find more on: <https://www.osbornetraining.org/accounting-courses-online/>

## ONLINE DISTANCE LEARNING

Self Study with Study Material and access to Online Study Material through Virtual Learning Campus.

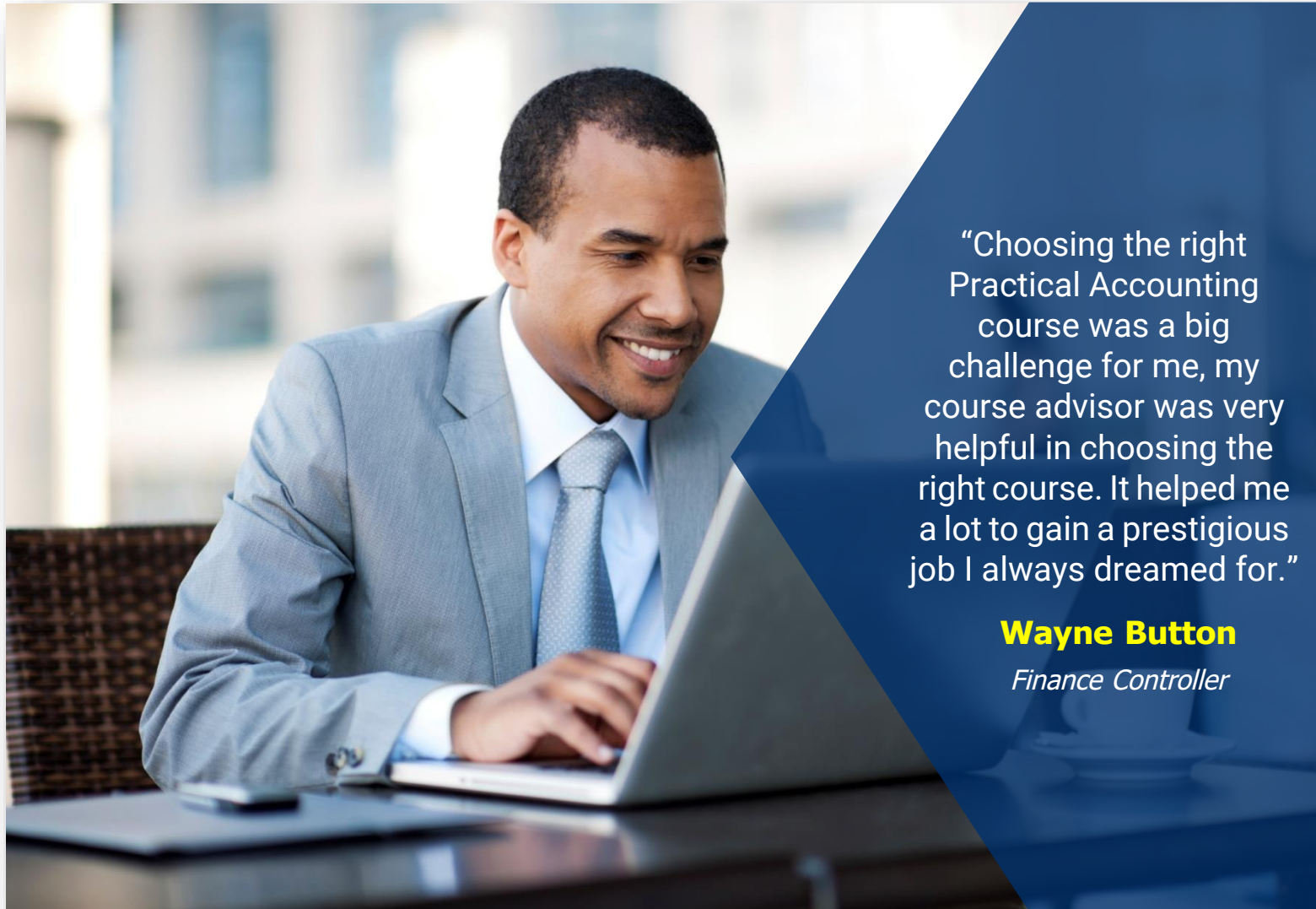
[Click Here](#) to find more on how the Distance Learning Course works.

## PREREQUISITE:

For all Practical Accounting courses, basic IT and Accounting knowledge is required.



# Our Students Speak!



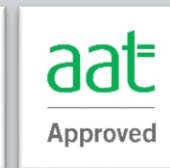
"Choosing the right Practical Accounting course was a big challenge for me, my course advisor was very helpful in choosing the right course. It helped me a lot to gain a prestigious job I always dreamed for."

**Wayne Button**

*Finance Controller*



# Course Structure and Study Options



COURSES	CLASSROOM BASED	ONLINE LIVE	DISTANCE LEARNING
<b>Personal Tax Return Training</b>	YES	YES	YES
<b>VAT Return Training</b>	YES	YES	YES
<b>Company Accounting and Tax Return Training</b>	YES	YES	YES
<b>Advanced Excel Bookkeeping Training</b>	YES	YES	YES
<b>Total Taxation Training</b> (All 4 courses above)	YES	YES	YES
<b>Total Accounting Training with Job Placement</b> (Total Taxation Training + Sage 50 Accounts L1 + Sage Payroll L1)	YES	YES	YES

# Course Content



PERSONAL TAX RETURN TRAINING	COMPANY ACCOUNTING AND TAX TRAINING	VAT TRAINING – PREPARATION AND SUBMISSION
<ul style="list-style-type: none"> <li>Identify the type(s) of returns that may be completed</li> <li>Understand the duties and responsibilities of a bookkeeper / tax agent when completing self-assessment tax returns</li> <li>Calculating the taxes on profits for Self Employed &amp; on income for Employed individuals</li> <li>Understanding differences between Drawings &amp; Dividends</li> <li>Introduction to UTR and NI Classes</li> <li>Understanding Tax Return submission procedures to HMRC (using 2 individual Scenarios)</li> <li>Analysing Class 2 &amp; Class 4 NIC</li> <li>Analysing Personal Allowance</li> <li>Analysing Income from Self Employments</li> <li>Employment benefits Analysis</li> <li>Analysis of Car &amp; Fuel benefits</li> <li>Analysis on savings and investment income and tax implications on them.</li> <li>Introduction to Capital Gains Tax analysis</li> <li>Introduction to Inheritance Tax Analysis</li> <li>Understanding the procedure for payment and administration of both tax and National Insurance Contributions</li> </ul>	<ul style="list-style-type: none"> <li>Identifying requirements to set up a UK Company</li> <li>Identifying Statutory Requirements for Companies</li> <li>Introduction to Confirmation Statement processing</li> <li>Identifying Types of Companies based on size</li> <li>Identifying Types and requirements of various Submissions available</li> <li>Identifying minimum requirements in a Balance Sheet and Profit &amp; Loss Account</li> <li>Identifying Tax Return periods and deadlines</li> <li>Identifying Penalties for Late filing</li> <li>Identifying Closing Down Procedures for Companies</li> <li>Introduction to the Filing Company accounts procedure</li> <li>Company house forms and correspondences</li> <li>Understanding of IXBRL requirements</li> <li>Understanding submission procedures using HMRC Online CT600 (Webfiling)</li> <li>Using one Business (SME/Micro Entity) case to understand the procedures on Annual Submission for Company Tax Return and Accounts submission</li> </ul>	<ul style="list-style-type: none"> <li>Understanding VAT Principles</li> <li>Analysis of different VAT Scheme</li> <li>Preparing VAT in Spreadsheet</li> <li>Reconciliation of VAT</li> <li>Completing a VAT return</li> <li>Import and Export VAT analysis</li> <li>Calculating VAT for a business with mixed zero-rated and standard-rated sales, using Spreadsheet</li> <li>Introduction of TOMS (Tour Operator Margin Scheme)</li> <li>Submission steps of VAT Return to HMRC</li> <li>Introduction to Making Tax Digital (VAT) Scheme</li> </ul>

# Course Content



## ADVANCED EXCEL BOOKKEEPING TRAINING

- Creating worksheets, formatting text
- Simple and complex formulas
- Handling rows and columns
- Average, max and min functions and using charts.
- Use of IF Formula
- Summing Techniques
- Formula Linking
- Tables and Bordering
- Look up References (Vlookup, Hlookup, etc)
- Data Validation
- Conditional Formatting
- Date & Time Formulas
- Charts & Graphs
- Protection & Security
- Creating Pivot Table
- Pivot Table Analysis

## SAGE 50 ACCOUNTS L1

- Working with Sage 50 Accounts Program Basics
- Creating Account names, Numbers & Bank Payments
- Financials
- Bank Reconciliations
- Generating Customers Invoices
- Monitoring Customer Activity
- Generating Product Invoices & Credit Notes
- Compiling Customer Statements
- Creating Customer Receipts & Purchase Invoices
- Supplier Payments
- Managing Recurring Entries
- Generating Reports & Information
- The Active Set-Up Wizard
- VAT Changes

## SAGE PAYROLL L1

- Introduction to payroll
- Introduction to Real Time Information (RTI)
- Preparing employee records
- Starters – new employees
- Calculation of Gross Pay
- The PAYE and National Insurance systems
- Creating Pay slips and analysis
- Creating Backups and Restoring data
- Payment analysis
- Processing National Insurance contributions
- Voluntary deductions
- Processing Leavers
- Completing the payroll Procedures



# Our Students Speak!



"Thank you very much for the opportunity and professional development, I have had in Osborne Training. I enjoyed studying here, meeting other members of the staff, and the opportunity of practical experience in Accountancy. I highly appreciate for your time, reviewing my CV and references. And, Yes, I was offered the job straight after the Job Placement. Thank you very much for all you have done for me."

**Elena Yaroslavtseva**  
*Accounts Manager*



# Job Placement



## OVERVIEW

The work placement is vital for accounting students who lack practical work experience. Accounting Work Experience Placements is similar to internship in accountancy. It fills out the gap between academic/vocational qualification and actual learning or dealing with practical issues.

We have helped ACCA students/Affiliates, AAT students/Finalists, University Accounting Students & graduates and even accounting professionals from EU, Asia and Africa to gain hands on practical work experience which has helped boost their accountancy job prospects and helped many of them get accounting jobs. We are providing this job placement opportunity in association with Osborne Certified Accountants.

If you are an accountancy student without accounting experience it could be difficult to get accounting jobs. Osborne Training arranges accounting work experience for students. By Learning accountancy and getting Practical accounting work experience, you may qualify and boost your chances for accountancy jobs, trainee accountant jobs, accounts assistant jobs and entry level accounting jobs.

# Job Placement



## WHO IS ELIGIBLE?

As part of our support to individuals who attend the Total Accounting Training, we offer the Accounting Work Placement, providing practical accounting work experience to help consolidate what you have learnt from the course.

## HOW DOES IT WORK?

Throughout the Job Placement you would be given a role of an Accounts Assistant placed under our sister company Osborne Certified Accountants. You will be able to complete the Job Placement remotely online where you will be given the 2-3 clients data online to work on and you can also submit your work by email to the relevant supervisor.

Once you finished the Job Placement, you can include that experience in your CV to help improve your job prospects and **beat the competition**. You may also use this experience in your **PER** required by some professional accounting bodies.



# Our Students Speak!



"Having a University degree in Accounting I was struggling to get into the job I aspired. Being trained on various practical accountingskills gave me the upper edge needed to reach my dream job in the city."

**Didi Tang**  
*Finance Manager*



# Flexible Payment Options



*We do all we can to make your study affordable, so we offer a range of payment plans and funding options, and will work with you to find the right one for you.*

## **FLEXIBLE PAYMENT OPTION**

You may consider paying your fees over 6/12 equal monthly instalments/payment plan by paying an initial payment followed by 6/12 monthly payments. The instalments will start from the 1st of the following month after the initial/first payment. The total amount payable under the payment plan(s) will be shown during the checkout.

## **PAY IN FULL**

You may also pay in full where you can afford and receive special promotional gift.

## **EMPLOYER FUNDING**

Employers are increasingly investing in employee training and development to enhance performance in the workplace.

Why not speak to your employer, if you need help, let us know and our course advisor will be in touch with your employer to explain the benefits of the Practical Accounting training courses.

# Contact Us



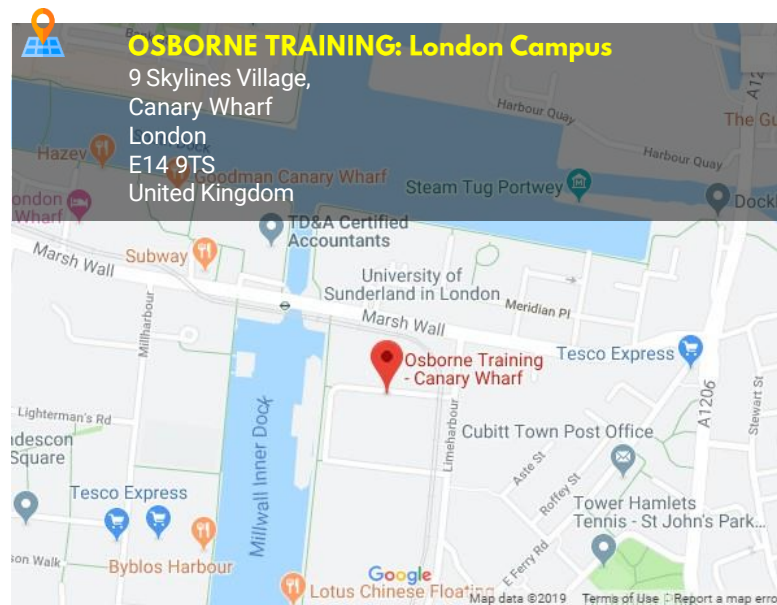
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**WEBSITE:** [www.osbornetraining.org](http://www.osbornetraining.org)



**LIMITED SEATS ONLY!**

**BOOK YOUR PLACE TODAY TO AVOID DISAPPOINTMENT**