Onestudy Training Prospectus

JANUARY – JUNE 2011

Professional Training
Shaping Futures

Onestudy Training Limited
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Introduction

Welcome to our prospectus for the first half of 2011

This prospectus details all public and exam courses offered by Onestudy Training. Many of our courses are available as in-house options, therefore please contact us if this option is more suitable to you.

Website

You can view all our courses on:

http://www.onestudytraining.co.uk/Courses/Public-and-Inhouse-Courses/

CPD Units

The number of CPD units you can gain is stated in each course. All courses count as verifiable CPD provided the content is relevant to your development needs. CPD certificates will be issued for each course.

Block Booking Discounts

Please contact us for details of the discount schemes we have available.

Our Facilities

Where are we based

Onestudy Training
Bel Royal House
Hilgrove Street
St. Helier
Jersey
JE2 4SL

We have four training rooms, which can accommodate up to 50 delegates, depending on the set up.

Rooms are finished to a very high and modern standard, equipped with digital projectors, wall fitted screens, flip charts and tablet laptops.

Refreshments facilities are also available – selection of coffee/tea, hot chocolate, mineral water and biscuits.

Catering can be arranged on request.

Our rooms are also available to hire, for more information please contact:

Ziggy@onestudytraining.co.uk

Contents:

Course Category	Course Title	Course date	Duration	Price No GST	Page
Investment	An Introduction to the Derivatives market	16 February or 23 May	1 Day 9-4.30	£250.00	6
	Introduction to funds	18 February or 25 May	½ Day 9-12	£125.00	7
	Valuing private companies	8 March	1 day 9-4.30	£250.00	7
	How the Equity Markets work	24 May	1 day 9-4	£250.00	8
	Understanding hedge fund trading strategies	17 February	1 Day 9-4.30	£250.00	10
Business	Introduction to offshore trusts and administration	17 January or 14 March or 11 June	½ day 9-12 ½ day 9-12 ½ day 9-12	£125.00	11
	Introduction to offshore companies and administration	24 January or 21 March or 18 June	½ day 9-12 ½ day 9-12 ½ day 9-12	£125.00	11
	Demystifying company liquidation	21 February or 24 June	2 hours1-3 2 hours 1-3	£100	12
	Advanced Trust	14 February	½ day 9-12	£125.00	12
Financial – Introductory	Trust Accounts	7 February or 14 June	½ day 1-4 ½ day 1-4	£125.00	13
	Introduction to Bookkeeping	17 January	1 day 9-4	£250.00	13
	Preparing Company accounts	24 January	1 day 9-4	£195.00	14
	Introduction to Investments	7 February or 7 June	½ day 9-12 ½ day 9-12	£125.00	14
	How to value a company	21 February or 24 June	½ day 9-12 ½ day 9-12	£125.00	15
	Understanding Financial Statements	15 March	½ day 9-12	£125.00	15
Accountants CPD	Accounting Standards refresher – UK standards	8 February or 16 June	1 day 9-4	£250	16
	Accounting Standards refresher – International Standards	15 February or 17 June	1 day 9-4	£250	17
	Investment Management Association (IMA) SORP	18 January	Evening 5.15-8.15	£55	19
	New International Standards of Auditing (ISA's) and understanding your auditors expectations	16 February	Evening 5.15-8.15	£55	19
	Developments in International Financial Reporting Standards	15 March	Evening 5.15-8.15	£55	20
	Developments in UK GAAP, IFRS for SME and the future of SORPS	19 April	Evening 5.15-8.15	£55	20
	IFRS Standards Revision	17 May	Evening 5.15-8.15	£55	20
	IFRS Financial Instruments	22 June	Evening 5.15-8.15	£55	21

Staff Essentials	Restorative Practice	25th March or 24th June	½ day 9.00 am to 12.30 pm	£150	23
	Personal and Professional Health and Wellbeing	25th March	½ day 1.30 pm to 5.00 pm	£150	24
	Appreciative Enquiry	24th June	½ day 1.30 pm to 5.00 pm	£150	24

Exam Program	ACCA F1 – F3	Jan – Feb	See Timetable		
	ACCA F1 – P7	Mar – May	See Timetable		
	ICSA Qualifying Scheme	Mar – May	See Timetable		
	ICSA COFA/DOFA	April - June	See Timetable		
	English as a second language	Mar - May	See Timetable		

Investment Courses

Trainer Profile
Paul Meadows ASIP CFA Institute

Fifteen years experience on the Buyside of the Market, working in both Institutional and High Net Worth Portfolio Management (including Royal Insurance Asset Management and Lloyds Private Banking). Key roles undertaken ranged from managing the UK Equity component of a larger Portfolio on behalf of a Scandinavian Insurer through to Heading up the Global Research effort in London for a Bermudan-domiciled Private Bank.

Professional Qualifications

Associate member of the Society of Investment Professionals and CFA Institute

Training Experience

Ten years experience of designing and delivering both Public and tailored in-house programmes, with audiences ranging from Graduates and new starters, through to one-to-one coaching of Senior Managers. Paul has delivered programmes in the Middle East, Asia, Western Europe, Russia and South Africa as well as London, for blue chip Investment Banks, Fund Managers, Regulators, Hedge Funds, Private Banks and Law Firms.

INVESTMENT

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Introduction to the Derivatives market	• What are they exactly, who uses them & why? • Exchange Traded vs Over the Counter instruments • Vanilla vs Exotic derivatives; Cash vs Physical settlement • Liquidity & Credit Risks – importance of the Counterparty • Inherent risks with Derivatives • **Options** defined & terminology • The asymmetry of risk; Intrinsic vs Time Value • Call & Put Option Pay-off profiles; In, At & Out of the Money Options • What are the inputs for Option Pricing? • **Case Study – A look at Equity Options in practice** • Interest Rate Swaps – Fixed vs Floating • Equity Index Swaps – A tool for Equity Fund Managers • Credit Default Swaps – A tool for Bond Fund Managers • **Case Study – CDS pricing across the Sovereign Debt Markets** • **Futures** - Referencing the underlying Markets • Initial & Variation Margin; Leverage, Function of the Clearing House • Short Term Interest Rate Futures • Equity Index Futures – The Index multiplier; Hedging requirements • Commodity Futures • **Film – Trading Futures contracts in practice on the trading floors of Chicago**	Work experience or prior knowledge of investments. CPD hours 6.5	One Day 9.00-16.30 16th February 2011 or 23rd May 2011	£250.00	£257.50

INVESTMENT

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Introduction to funds	An overview of the different types of funds, incorporating, terminology, operation and management. Funds explored: • Mutual funds- Money market, Bond, Equity • Exchange traded • Hedge • Private equity	No knowledge of the subject is required. CPD hours 3	Half Day 9.00-12.00 18th February 2011 or 25th May 2011	£125.00	£128.75

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Valuing Private companies	• A look at the principles of Corporate valuation • Estimation problems unique to Privately-owned businesses • Who needs to know a Value & why? This will make a difference to the outcome • Applying Earnings based valuation techniques to Private Companies • Price to Sales methodology, Price to Book Values • Discounted Cash Flow modelling – estimating the inputs • Free Cash Flow for the Firm vs Free Cash Flow for Equity holders • Capital Asset Pricing Model – Betas, Risk Free Rates, Equity Risk Premiums • Deriving the Cost of Equity using CAPM • Deriving the Cost of Debt • The Discount Rate - Weighted Average Cost of Capital (WACC) • Terminal Value derivation and forecasting into Perpetuity • Case Study – DCF in practice – (Excel – Laptops required) • Dividend Discount modelling – for which types of Company? • Case Study - Dividend Discounting in practice (Excel – Laptops required)	Work experience or qualifications in this field. CPD hours 6.5	One Day 9.00-16.30 8th March 2011	£250.00	£257.50

INVESTMENT

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
How the Equity Markets work	The worlds Equity Markets have reinforced those old warnings: 'The value of your investments can go down as well as up; past performance is no guide to the future'. Opportunities remain, nevertheless; timing is of the essence. What matters is to understand the mechanics of the Market, which are the best Valuation criteria to use and how best to exploit the wider range of Equity-linked instruments available for today's Investors. This one day interactive course will offer some answers.	We welcome all participants; in particular this course is highly recommended for those below. CPD hours 6.5	One Day 9.00-16.30 24th May 2011	£250.00	£257.50
	In particular this course is recommended for: • Equity Fund Management support staff. • Junior Equity Research Analysts (Buy & Sell Side). • Professional Advisers. • Wealth Managers. • Operations staff, particularly in Fund Management. • Sell Side Junior Equity Sales staff. • Financial Journalists.				
	<u>Session 1</u> <u>Understanding & Trading the Equity Markets</u> • A reminder of the perils of Equity investing. • Efficient Markets – Are they? Do we live in a 'Normal' world? • What should we be expecting from Equities in the new decade? A look back. • The Equity Risk Premium. Any lessons for the future from the past? • Corporate Actions – Buybacks, Splits, Rights Issues, Depositary Receipts. • Established Exchanges vs Dark Pool Crossing Networks. • Case Study – Which are the World's largest Equity Markets?				

	Session 2 Active Portfolio Management – Valuation Screens • Which valuation methodology to choose? It depends on the sector. • Price Earnings Ratios & PEGs. • Dividend Yields – Equities as a source of income. • Asset Backed Valuation. • Enterprise Values & EBITDA. • Case Study – A Walk Trough a New Issue's Valuation Criteria				
	Session 3 Passive Portfolio Management – Exchange Traded Funds • The Active vs Passive debate – a look at the evidence. • Understanding ETFs, the replication mechanism. • Primary (Redemption Creation process) & Secondary Markets. • Different types of ETF – Inverse, Leveraged, Active. • How do Portfolio Manages use ETFs exactly? • Alternatives to ETFs. • Case Study.				
	Session 4 Using Derivatives in the Equity Markets • Exchange Traded vs Over the Counter; for hedging or speculation • Equity Index Futures. • Equity Index Swaps. • Equity Options. • Contracts for Difference. • Case Study – Wrap-up Quiz.				

INVESTMENT

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Understanding Hedge Fund Trading Strategies	• Long Short Equity – Mechanics of Short Selling. • Stock Lending considerations. • Risk Management – position limits stop losses. • Variation on a theme – 130/30 Strategies. • Derivative trading alternatives – Contracts fro Difference, Equity Index Swaps. • Overview of Style variations – From Directional to Non-Directional. • Distressed Debt. • Global Macro – Trading Interest Rates, FX and Commodities. • Managed Futures – Technical Analysis at Work. • Market Neutral and Relative Value Arbitrage – Equity and Fixed Income. • Event-Driven and Risk Arbitrage. • Convertible Arbitrage. • Case Study – Hedge Fund Style Index Performance and Volatility Data. • Rationale for the Fund of Funds route – Diversification and Risk Management. • Strategy and Manager Orientation – The Due Diligence Process. • Risk Management and the Monitoring Process. • Fund of Funds in Practice.	We welcome all participants; in particular this course is highly recommended for those below. CPD hours 6.5	One Day 9.00-16.30 17th February 2011	£250.00	£257.50
	In particular this course is recommended for: • Equity Fund Management support staff. • Junior Equity Research Analysts (Buy & Sell Side). • Professional Advisers. • Wealth Managers. • Operations staff, particularly in Fund Management. • Sell Side Junior Equity Sales staff. • Financial Journalists.				

Business Courses

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Introduction to Trusts	• What is a Trust? • Parties to a trust. Settlor, Trustee, Beneficiaries. • Common terms and phrases • Who sets up a trust and why? • A quick appreciation of a Trust Deed. • Duties and powers of trustees. • Types of beneficial interest. • Types of trusts. • Trustees minutes, file notes, checklist.	No knowledge of the subject is required. CPD hours 3	Half Day 9.00-12.00 17th January 2011 or 14th March 2011 or 11th June 2011	£125.00	£128.75

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Introduction to Companies	• The purpose of company law, limited liability, protection for members and creditors. • The method of formation and registration of a company. • Taxation. • The role of directors and the company secretary. • Different types of share capital, allotments and transfers. • The requirements of the company under the law. • Audit and accounting requirements. • Company meetings, notice and minutes. • The memorandum and articles of association. • Statutory liquidations. • The duties involved in being a company administrator.	No knowledge of the subject is required. CPD hours 3	Half day 9.00-12.00 24th January 2011 or 21st March 2011 or 18th June 2011	£125.00	£128.75

Business

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Demystifying Company Liquidation	This seminar is an ideal introduction for those who need to know how companies are liquidated. It is aimed not only at those within the finance sector, but also at those who are thinking of winding up their company's affairs. • Reasons for liquidation. • Voluntary liquidation. • Compulsory liquidation. • Striking off. • The role of the liquidator. • The liquidator's report. • Case studies	No knowledge of the subject is required. CPD hours 2	Two Hours 13.00-15.00 21st February 2011 or 24th June 2011	£100.00	£103.00

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Advanced Trust	Reserve Power trusts Working through a case study which will cover: • Clients that these should be aimed at and how best to ensure they are understood • Powers that are usually reserved • Powers that should never be reserved • Administration • Ancillary docs that should be used in conjunction with a reserve power trust • Trustees duties and issues that can arise Jersey foundations • Clients that these should be aimed at • Middle East clients Zakat and the Jersey foundation including issues and questions that may arise • Creation and administration Common pitfalls that can occur to even the most experience trustees • Email issues • The art of saying no • Being pre-emptive rather than reactive	Basic Trust knowledge CPD hours 3	Half day 9.00-12.00 14th February 2011	£150.00	£154.50

Financial Courses

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Trust accounts	• Components of Income account. • Component of Capital account. • Different accounting treatments of income and capital. • Definition of trust property and its accounting treatment. • Different types of trust accounts.	A basic bookkeeping knowledge of assets, liabilities, income and expenses, debits and credits. CPD hours 3	Half Day 13.00-16.00 7th February 2011 or 14th June 2011	£125.00	£128.75

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Introduction to Bookkeeping	• Companies first transactions. • Trust first transactions. • Double entry bookkeeping for, stand-alone companies, stand-alone trust. • Company and trust structures. • Trial balance. • Investment schedules. • Correction of errors. • Buying and selling investments. • Property transactions.	No knowledge of the subject is required. CPD hours 6	Full Day 9.00-16.00 10th January 2011	£195.00	£200.85

Financial

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Preparing Company Accounts	• Understand the elements of Financial Statements. • Prepare a set of financial statements from trial balance. • Accountancy adjustments. • Revaluation. • Correction of errors. • Depreciation. • Investments. • Notes to the accounts. • Directors reports. • Cash flow statements.	No knowledge of the subject is required. CPD hours 6	Full Day 9.00-16.00 17th January 2011	£195.00	£200.85

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Introduction to Investments	• How to read the Financial Times. • Introduction to the Stock Market. • Introduction to UK Equities. • Share prices and yields. • Introduction to UK Gilts and Bonds. • Overseas Investments. • Industry sector. • Offshore Funds. • Fund dealing, valuation and price calculation. • Risk and return. • Asset allocation. • Taxation issues. • The Economic Environment.	No knowledge of the subject is required. CPD hours 3	Half Day 9.00-12.00 7th February 2011 or 7th June 2011	£125.00	£128.75

Financial

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
How to value a company	• Purpose of the valuation. • Valuation techniques. • The dividend valuation method. • The net assets approach. • Future maintainable profits. • Discount for non-marketability. • Assumptions used. • The valuation report. • Case studies.	No knowledge of the subject is required. CPD hours 3	Half day 9.00-12.00 21st February 2011 or 24th June 2011	£125.00	£128.75

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Understanding Financial Statements	• Components of financial statements. • Review checklist and process. • Assessing financial health of a company using ratio analysis. • Substance over form. • Typical entries, which raise queries; foreign-exchange, accruals and prepayments. • Acquisition and disposal of Investments.	No knowledge of the subject is required. CPD hours 3	Half Day 9.00-12.00 15th March 2011	£125.00	£128.75

Accountants CPD

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Accounting Standards refresher **UK Standards**	• Statement of Principles 4 Accounting for Government grants. • Accounting for Value Added Tax. • Stocks and Long-Term Contracts. • Accounting for Research and Development. • Accounting for Investment Properties. • Foreign Currency Translation. • Accounting for Leases and Hire Purchase Contracts. • Segmental Reporting. • Cash Flow Statements. • Accounting for Subsidiary Undertakings. • Reporting Financial Performance. • Reporting the Substance of Transactions. • Acquisitions and Mergers. • Fair Values in Acquisition Accounting. • Related Party Disclosures. • Associates and Joint Ventures. • Goodwill and Tangible Assets. • Impairment of Fixed Assets and Goodwill. • Provisions, Contingent Liabilities and Contingent Assets. • Derivatives and Other Financial Instruments: Disclosures. • Tangible Fixed Assets. • Current Tax. • Retirement Benefits. • Accounting Policies. • Deferred Tax. • Share-based Payment. • Events After the Balance Sheet Date. • Earnings Per Share. • Financial Instruments: Recognition and Measurement. • Financial Instruments: Disclosures.	Ideally working in the accountancy field. CPD hours 6	Full Day 9.00-16.00 8th February 2011 or 16th June 2011	£250.00	£257.50

Accountants CPD

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Accounting Standards refresher **International Standards**	International Accounting Standards • IAS 1 presentation of Financial Statements. • IAS 2 Inventories. • IAS 7 Statement of Cash Flows. • IAS 8 Accounting Policies, Changes in Accounting Estimates and Errors. • IAS 10 Events After the Reporting Period. • IAS 11 Construction Contracts. • IAS 12 Income Taxes. • IAS 16 Property, Plant and Equipment. • IAS 17 Leases. • IAS 18 Revenue. • IAS 19 Employee Benefits. • IAS 20 Accounting for Government Grants and Disclosure of Government Assistance. • IAS 23 Borrowing Costs. • IAS 24 Related Party Disclosures. • IAS 27 Consolidated and Separate Financial Statements. • IAS 28 Investments in Associates. • IAS 31 Interests in Joint Ventures. • IAS 32 Financial Instruments: Presentation. • IAS 33 Earnings Per Share. • IAS 36 Impairment of Assets. • IAS 37 Provisions, Contingent Liabilities and Contingent Assets. • IAS 38 Intangible Assets. • IAS 39 Financial Instruments: Recognition and Measurement. • IAS 40: Investment Property. • IFRS 2 Share-based Payment. • IFRS 3 Business Combinations. • IFRS 5 Non-current Assets Held for Sale and Discontinued Operations. • IFRS 7 Financial Instruments: Disclosures. • IFRS 8 Operating Segments. • IFRS 9 Financial Instruments	Ideally working in the accountancy field. CPD hours 6	Full Day 9.00-16.00 15th February 2011 or 17th June 2011	£250.00	£257.50

Trainer Profile
Roop Batra ACA, CFA

Technical experience:

- Professional Standards Reviewer (PSR) – Heading the PSR department in a big four accountancy practice, which is responsible for reviewing all deliverables of the Jersey office and providing technical guidance to the all staff.
- Designated audit quality contact for the office responsible for providing guidance on audit methodology to the staff and answering any concerns encountered by them.
- Spent two months on secondment at Lloyds TSB Offshore Limited working in the finance department to cover for the temporary absence of the Financial Controller. During the period had the opportunity to work on the finalization of the annual accounts of the subsidiary entities, work on month end reporting, conduct testing for new products to be launched for the finance environment and deal with day to day issues.
- Successfully supervised audit team at the audit of Royal Bank of Canada to meet the tough deadline of head office reporting which had been missed in the past couple of years.
- Supervised the audit team on the audit of Abbey National International Limited which was going through major changes which included adaptation to requirements of Banco Santander, adoption of IFRS, restructuring subsequent to decision to close their Isle of Man branch and system changes under which Globus was implemented as their banking platform.

Testimonials:

- Very thorough and detailed. Very good knowledge of all standards and subject matter.
- Technically very knowledgeable.
- Good delivery, interesting and informative.
- Good tutor with some good analogies.

Accountants CPD – Evening Session

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Investment Management Association (IMA) SORP	New SORP issued October 2010. Applicable from this date including year ends 31 December 2010. The difference of the new IMA SORP including: • classification of unit shares • disclosure of the portfolio turnover rate • disclosure of non adjusting material events Wider and updated definitions of: • equity instruments • gilt edged security • liquidity risk • puttable instruments	Ideally a qualified or practicing accountant.	Evening 5.15-8.15 18 January 2011	£55.00	£56.65
New International Standards of Auditing (ISA's) and understanding your auditor expectations	The new ISA's are a requirement going forward. This session will cover the new ISA's and why it is important to you to understand these as directors / trustees, administrators and auditors. ISA 260 Communication with those Charged with Governance ISA 265 Communicating Deficiencies in Internal Control ISA 320 Materiality in Planning and Performing an Audit ISA 402 Audit Considerations Relating to Entities Using Service Organisations ISA 450 Evaluation of Misstatements Identified During the Audit ISA 505 External Confirmations ISA 540 Auditing, Accounting Estimates, Including Fair Value Accounting Estimates and Related Disclosures ISA 550 Related Parties ISA 600 Special Considerations – Audits of Group Financial Statements ISA 620 Using the Work of and Auditor's Expert ISA 700 The Auditors' Report on Financial Statements	Ideally a qualified or practicing accountant.	Evening 5.15-8.15 16th February 2011	£55.00	£56.65

Accountants CPD

Developments in International Financial Reporting Standards (ED = Exposure Draft)	Updates in IFRS and implications for accounts IFRS for Investment Companies IFRS 1 – Exemptions for first time adoption IFRS 2 – Amended: group settled cash based payments IFRS 3 – Business combinations IFRS 7 – Transfers of financial assets IAS 24 – Related party disclosure IAS 32 – Classification of rights issues Amendments to IFRS 7 – Off balance sheet activities Will also cover the exposure drafts and any other new standards that are relevant. Revised IFRS 9 Fair Value Option for Financial Liabilities.	Ideally a qualified or practicing accountant.	Evening 5.15-8.15 15 March 2011	£55.00	£56.65
Developments in UK GAAP, IFRS for SME and the Future of SORP's	Overview of UK GAAP and implications for accounts FRS 11 Impairment of fixed assets and goodwill FRS 26 Financial Instruments: Recognition and Measurement UITF 42 Reassessment of Embedded Derivatives UITF Hedges of a Net Investment in a Foreign Operation FRS 29 Amendments – Financial Instruments: Disclosures FRS 8 Amendments – Related Party Disclosures SSAP 25 – Segmental Reporting	Ideally a qualified or practicing accountant.	Evening 5.15-8.15 19 April 2011	£55.00	£56.65
IFRS Standards Revision	IFRS for SME's – An outline and impact including definition of publically accountable (main focus) Future of the SORP's Update and explanation on: IAS 17 Leases including reference to the new exposure draft IAS 12 Taxation IAS 16 Property Plant and Equipment IAS 40 Investment Property IFRS 4 Insurance contracts	Ideally a qualified or practicing accountant.	Evening 5.15-8.15 17 May 2011	£55.00	£56.65

Accountants CPD

IFRS 9 Financial Instruments	Updates on the two measured bases for financial assets only: amortised cost or fair value. Debt instruments: when do you measure at amortised cost and when FVTPL Equity instruments: when do you measure at FVTPL Equity instruments: when do you measure at fair value with changes in fair value OCI. Compared to existing IAS 39 what happens to Held to Maturity and Available for Sale classification categories	Ideally a qualified or practicing accountant.	Evening 5.15-8.15 22nd June 2011	£55.00	£56.65

Accountants CPD with ICSA

The Institute of Chartered Secretaries and Administrators has launched a fast track scheme for qualified accountants with over five years' experience.

This Scheme allows accountants to study two modules in order to qualify with ICSA, a case study and Corporate Secretarial Practice. This season Onestudy is running the Corporate Secretarial Practice module (see page 35). Each module will give you 30 CPD hours.

To be eligible you must have been qualified for five years or more and have five years appropriate experience and be a current member of one of the following:

- ICAEW
- ICAS
- ICAI
- ACCA
- CIMA
- CIPFA

<u>Costs</u>

ICSA package price £1,275. Onestudy price per module (see page 35)

Trainer Profile
Steven Wilkinson

Onestudy Training are delighted to have the opportunity to work with Steven Wilkinson, a fully Chartered Psychologist (Education) currently working with a large Scottish Local Authority offering consultation, assessment, intervention training and research. Steven is also a member of the Associate Staff with Dundee University.

Steven has twice presented at the National Conference for Education and is currently completing the process for his first publication.

Professional Qualifications

M.A. Psychology
MSc Educational Psychology

Testimonials

- Excellent afternoon: informative, thought provoking and well delivered. Thanks!
- A most interesting and worthwhile session. Thank you!
- Useful food for thought and how to move forward with difficult situations.
- Absolutely fantastic. Really interactive and worthwhile. Delivery was great and so so worthwhile compared to any other CPD I've been to. Thanks very much for your time!
- Very informative and interesting session. Steve was extremely engaging and motivating, definitely something to think about!

Staff Essentials

Course Name	Course Outline	Pre-requisite Knowledge	Time Date	Course Fee	
				No GST	GST
Restorative Practice	The fundamental unifying hypothesis of restorative practices is disarmingly simple: that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things *with* them, rather than *to* them or *for* them. The traditional retributive style of dealing with conflict does not allow everyone involved to be heard. In particular it does not encourage those at the centre of the conflict to restore their relationship and relationships are the key in ensuring optimal performance. This workshop based activity is an introduction to restorative practices and includes a reflection on current frameworks in practice and what they *actually* achieve. By the end of our workshop we will have an insight to a professional practice under used in today's contemporary society but is embedded within some of the world's oldest and powerful cultures. You will have: • increased awareness of the principles and philosophy of Restorative Practices • considered your own and others' individual values, views and practice in your context • an understanding of the process of a Restorative Approach to promoting positive behaviour and managing conflict in your setting	No pre-requisite knowledge required	Half Day 9.00 am to 12.30 pm 25th March or 24th June 2011	£150.00	£154.50

Staff Essentials

Personal and Professional Health and Wellbeing	• Develop a shared understanding of mental health, stress and wellbeing. • Consider factors which impact on staff. • Discuss the impact of stress in the workplace for our health and wellbeing. • Be aware of our response to stress. • Consider techniques and approaches which can reduce stress.	No pre-requisite knowledge required	Half Day 1.30 pm to 5.00 pm 25th March 2011	£150.00	£154.50
Appreciative Enquiry	• The team will have identified their collective strengths and have a shared vision of their future. • Individuals will have identified their personal strengths and have an increased awareness of the value of their personal contribution to the team and an increased awareness of the contribution and value of others.	No pre-requisite knowledge required	Half Day 1.30 pm to 5.00 pm 24th June 2011	£150.00	£154.50

ACCA

Programme
2011

We are a licenced
ACCA CBE
Centre

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Why use Onestudy for your ACCA studies

Experienced tutors – All our tutors are experienced and qualified consultants. Check out our tutors on: http://www.onestudytraining.co.uk/Tutors/

Class sizes

Class sizes – Limited to 20

Bite size learning

We have split our ACCA classes into weekly sessions.

WHY?

"…block release schemes have disadvantages in that they subject students to concentrated academic preassure… the block causing fatigue and saturation among both students and staff."

From 'Further Education in England & Wales' by L M Canton and I F Roberts, Loughborough and Keele Univercities

Outstanding passrates

ACCA Onestudy V ACCA pass rates	ACCA V Onestudy June 2010	ACCA V Onestudy December 2009	ACCA V Onestudy June 2009
	%	%	%
Fundamentals			
F4 Law	50 - 100	42 - 67	43 - 100
F5 Performance Management	57 - 100	52 - 75	41 - 100
F6 Tax	46 - 83	51 - 100	61 - 100
F7 Financial Reporting	28 - 67	39 - 40	30 - 67
F8 Audit & Assurance	36 - 60	40 - 67	34 - 80
F9 Financial Management	43 - 50	37 - 67	42 - 50
Professional			
P1 Professional Accountant	53 - 100	* - *	48 - 86
P2 Corporate Reporting	47 - 58	58 - 67	44 - 50
P3 Business Analysis	51 - 50	* - *	50 - 66
P4 Advanced Financial Management	34 - 50	* - *	* - *
P5 Advanced Performance Management	*- *	* - *	* - *
P6 Advanced Tax	*- *	* - *	* - *
P7 Advanced Audit	*- *	* - *	* - *

* Students did not subscribe for these classes

Don't just listen to us:

At Onestudy the classroom atmosphere is informal and friendly but you really do get through the work. The less stressful way to do ACCA! Nothing seems to be too much trouble for the staff. I couldn't recommend them enough.
Kevin O' Donnell F9 and P2 student - Shelter

I have studied two courses with onestudy and find that the bite size sessions are much easier than the bulk learning and a added bonus was that I did not need to take anytime off work for the courses. The tutors have been incredibly helpful and provided a great amount of support throughout the course, mocks and questions were marked in ample time to correct any last minute errors. I will definitely be continuing my studies with Onestudy and will be recommending them to others.
Julie Welch F4 and F7 student - Mourant

F1 – F3 Jan/Feb 2011

These exams are computer-based exams, this gives us the flexibility to run courses throughout the year.

F1 – F3 Jan – Feb 2011

ACCA	F1 – F2 – F3 Timetable

Jersey Tuition Dates – January – February 2011

Subject	Intro	Revision	Cost No GST	Cost GST
Accountant in Business (F1)	Distance learning - Tutor meeting on 17th January for one hour and books allocated	18th, 19th February 2011	£300.00	£309.00
Management Accounting (F2)	10th (eve), 11th, 12th February 2011 17th (eve), 18th, 19th February 2011	25th, 26th February 2011	£985.00	£1014.55
Financial Accounting (F3)	20th, 21st, 22nd January 2011 27th, 28th, 29th January 2011	4th, 5th February 2011	£1100.00	£1133.00

Day classes – 9.00am – 4.00pm
Evening classes – 5.30pm - 8.30pm

ACCA Summer Timetable

Jersey Tuition Dates – June 2011 diet

	Tutorial Sessions	Revision Sessions 9am-4.30pm	Full Tuition		Revision Only	
			GST	No GST	GST	No GST
Fundamental Skills						
Accountant in Business (F1) (Wednesday 9.00am – 16.30pm) (Thursday 9.00am – 16.30pm)	**N/A**	18th, 19th May	N/A	N/A	£309.00	£300.00
Management Accounting (F2) (Tuesday 5.15pm-8.15pm)	1st, 8th, 15th, 22nd, 29th March 5th, 12th, 19th April 3rd May	11th May (1.30pm – 8.00pm) 12th May (1.30pm -8.00pm) 14th May (9.00am – 4.30pm)	£1014.55	£985.00	£463.50	£450.00
Financial Accounting (F3) (Monday 5.15pm - 8-30pm)	7th, 14th, 21st, 28th March 4th, 11th, 18th April 9th, 16th May	19th, 20th, 21st May	£1133.00	£1100.00	£463.50	£450.00
Law (ENG) (F4) (Wednesday 4.30pm-8.00pm)	9th, 16th, 23rd, 30th March 6th, 13th April 4th May	5th, 6th, 7th May	£1194.00	£1160.00	£453.20	£440.00
Performance Management (F5) (Tuesday 9.00am – 12.00pm)	8th, 15th, 22nd, 29th March 5th, 12th, 19th April 3rd May	12th, 13th, 14th May	£1236.00	£1200.00	£436.72	£424.00
Taxation (F6) (Tuesday 17.15pm – 20.15pm) (Thursday 17.15pm – 20.15pm)	1st, 22nd, 29th, 31st March (Thursday) 5th, 7th (Thursday), 12th, 19th April 3rd, 10th May	18th, 19th, 20th, 21st May	£1339.00	£1300.00	£563.41	£547.00
Financial Reporting International (F7) (Monday 12.45pm – 16.45pm)	7th, 14th, 21st, 28th March 4th, 11th, 18th April 2nd May	23rd, 24th, 25th, 26th May	£1339.00	£1300.00	£605.64	£588.00
Audit & Assurance International (F8) (Wednesday 9.15am – 13.15pm) (Thursday 9.15am – 13.15pm)	9th, 16th, 23rd, 30th March 6th, 7th (Thursday) April	6th, 7th May	£1014.55	£985.00	£303.85	£295.00
Financial Management (F9) (Monday 17.15pm – 20.45pm)	7th, 14th, 21st, 28th March 4th, 11th, 18th April 3rd May	9th, 10th, 11th May	£1236.00	£1200.00	£436.72	£424.00
Professional Essentials						
Professional Accountant (P1) (Block)	16th, 17th March 15th, 16th April	23rd, 24th, 25th May	£1014.55	£985.00	£309.00	£300.00
Corporate Reporting International (P2) (Tuesday 12.30pm – 16.30pm)	1st, 8th, 15th, 22nd, 29th March 5th, 12th, 19th April 3rd, 10th May	18th, 19th, 20th, 21st May	£1442.00	£1400.00	£564.44	£548.00
Business Analysis (P3) (Block)	18th, 19th March 13th, 14th April	26th, 27th, 28th May	£1184.00	£1150.00	£442.90	£430.00

ACCA Summer Timetable

Jersey Tuition Dates – June 2011 diet

The Option papers are ON DEMAND – Please call before sending enrolment form

	Tutorial Sessions	Revision Sessions	Full Tuition		Revision Only	
			GST	No GST	GST	No GST
Professional Options (to be completed)						
Advanced Financial Management (P4) (Monday 17.15pm – 20.45pm)	7th, 14th, 21st, 28th March 4th, 11th, 18th April 3rd May	9th, 10th, 11th May	£1339.00	£1300.00	£605.64	£588.00
Advanced Performance Management (P5) (Wednesday 9.00am – 12.00pm)	16th, 23rd, 30th March 6th, 13th, 20th April 4th May	5th, 6th, 7th May	£1194.80	£1160.00	£442.90	£430.00
Advanced Taxation (P6) (Thursday 9.15am – 13.15pm) (Saturday 9.00am – 13.00pm)	10th, 17th, 24th, 31st March 7th, 9th, 14th April (9th April Saturday) 5th, 12th May	18th, 19th, 20th, 21st May	£1339.00	£1300.00	£605.64	£588.00
Advanced Audit & Assurance (P7) (Wednesday 12.30pm – 16.30pm)	16th, 23rd, 30th, March 6th, 13th, 20th, April	27th, 28th May	£869.32	£844.00	£360.50	£350.00

ICSA

Chartered Secretaries Qualifying Scheme Programme 2011

ICSA
Chartered Secretaries
Qualifying Scheme

Diploma in Offshore Finance and Administration

Certificate in Offshore Finance and Administration

?

Why choose Onestudy for your ICSA studies

Experienced Tutors

All our tutors are experienced and qualified consultants. Check out our tutors on: http://www.onestudytraining.co.uk/Tutors/

Convenient Times

Classes in the weekends and evenings to minimise time out of the office.

Class Sizes

Limited to 15 students

"Compelling evidence demonstrates that reducing class sizes has a positive effect on students achievement. Class size reduction is most effective when class sizes are between 15 and 19 students"

American Federation of Teachers

Outstanding Passrates

Onestudy –V- ICSA Professional National Pass Rates

	ICSA	Onestudy	ICSA	Onestudy	ICSA	Onestudy	ICSA	Onestudy
	Jun- 10 %	Jun-10 %	Nov-09 %	Nov-09 %	Jun-09 %	Jun-09 %	Nov-08 %	Nov-08 %
Professional Program Part I								
Strategic & Operational Management	49	100	74	*	75	★	65	60
Corporate Law	44	*	46	100	44	★	43	83
Financial Accounting	48	*	56	100	46	★	47	100
Management Accounting	39	60	42	*	30	★	23	★
Professional Program Part II								
Corporate Administration	59	*	47	57	55	80	51	100
Corporate Secretaryship	43	34	45	77	39	82	51	90
Corporate Governance	23	73	33	72	42	72	24	50
Corporate Financial Management	52	100	55	*	36	92	69	★

★ Onestudy did not run classes for these sessions

ICSA COFA / DOFA Onestudy V ICSA Pass Rates	ICSA V Onestudy July 2009	ICSA V Onestudy February 2009	ICSA V Onestudy July 2008
	%	%	%
COFA			
Accounting Fundamentals	67 - 100	56 - *	65 - 84
Investment	33 - 100	21 - 18	37 - *
Offshore Business Environment	43 - 70	32 - *	71 - 71
Trust & Company Principles	66 - 100	83 - 85	47 - *
DOFA			
Offshore Trust & Company Administration	97 - 100	94 - *	79 - 100
Business Management in Practice	56 - 100	76 - 71	92 - *
Governance & Reporting	63 - *	66 - 83	58 - *
Portfolio Management	69 - 100	51 - *	63 - 73

* Classes were not run by Onestudy

ICSA Prize Winners

Carla Channing achieved Rank Xerox prize for the best worldwide student in the ICSA professional Financial Accounting exams.

Heather Barker achieved the Rank Xerox prize for the best worldwide student in the ICSA professional Financial Accounting exams.

Emma Roche achieved the Livery prize for the best worldwide student in the ICSA professional level.

Oliver Killip achieved the prize for the best paper in ICSA Diploma Portfolio Management.

Don’t just listen to us:

Having studied with various tuition providers during the years, I found One Study to be a refreshing change. The tutors are experienced and helpful and provide a very good service both in and out of the classroom to the students. I found the courses interesting and informative and would have no hesitation in recommending One Study to other students. Overall a very positive experience."
Claire Southam - AIB Jerseytrust Limited

“I recently studied for the ICSA Corporate Governance and Corporate Secretaryship exams with OneStudy, and found the tutors to be professional, extremely knowledgeable on their subjects, and the study material provided was invaluable.
OneStudy go that extra bit further to assist students, with the tutors being friendly, flexible and willing to put themselves out to help.
I will be using OneStudy for the remainder of my exams, and recommend that you do too!”
Lesley Mackay - Capita Fiduciary Group

ICSA Summer Timetable

Jersey Tuition Dates – June 2011 Diet

	Intro	Interim	Revision	Full Tuition		Revision Only	
				GST	No GST	GST	No GST
Professional Level 1							
Financial Reporting & Analysis	Next Season	Next Season	Nest Season	N/A	N/A	N/A	N/A
Applied Business Law	11th, 12th March	7th, 8th April	13th, 14th May	£896.10	£870.00	£309.00	£300.00
Corporate Governance	15th March 17th March (17.15-20.15)	12th, April 14th, April (17.15-20.15)	30th, 31st May	£741.60	£720.00	£309.00	£300.00
Corporate Law	18th, 19th March	1st April	27th, 28th May	£741.60	£720.00	£309.00	£300.00
Professional Level 2							
Financial Decision Making	25th, 26th March	15th, 16th April	19th, 20th, 21st May	£1184.50	£1150.00	£463.50	£450.00
Strategy in Practice	Next Season	Next Season	Next Season	N/A	N/A	N/A	N/A
Corporate Secretarial Practice	1st and 3rd March (evening) 5th March (Saturday)	2nd April (Saturday)	25th and 26th May (evening) 28th May (Saturday)	£741.60	£720.00	£309.00	£300.00
Chartered Secretaries Case Study	Next Season	Next Season	Next Season	N/A	N/A	N/A	N/A

Day Sessions – 9.00am – 16.00pm
Evening Sessions – 17.15pm – 20.15pm
All classes are day classes unless otherwise stated

COFA Timetable

Jersey Tuition Dates – July 2011 diet

	Tutorial Sessions Evenings	Revision Sessions Evenings	Full Tuition		Revision Only	
			GST	No GST	GST	No GST
Offshore Business Environment (Monday Evenings) 17.15 - 20.15	11th April 9th, 16th, 23rd May 6th, 13th June	27th June 4th July	£463.50	£450.00	£154.50	£150.00
Accounting Fundamentals (Wednesday evening) 16.30 - 19.30	20th, 27th April 18th, 25th May 15th, 22nd June	29th June 6th July	£463.50	£450.00	£154.50	£150.00
Trust and Company Principles (Saturdays Mornings) 09.00 – 12.00	9th, 16th, 23rd April 14th, 21st May 11th June	25th June 2nd July	£463.50	£450.00	£154.50	£150.00
Investment (Tuesday Evenings) 17.15 - 20.15	12th, 19th April 10th, 17th, 31st May 7th June	14th, 21st June	£463.50	£450.00	£154.50	£150.00

DOFA Timetable

Jersey Tuition Dates – July 2011 diet

	Tutorial Sessions Evenings	Revision Sessions Evenings	Full Tuition		Revision Only	
			GST	No GST	GST	No GST
Advanced Trust and Company (Wednesday Evenings) 17.30 - 20.00	13th, 20th, 27th April 4th, 11th, 18th, 25th May 1st June	15th, 22nd, 29th June (evenings)	£757.05	£735.00	£206.00	£200.00
Portfolio Management (Thursday Evenings) 17.00-20.00	14th, 21st, 28th April 5th, 12th, 19th, 26th May 2nd, 9th June	16th, 23rd, 30th June (evenings)	£757.05	£735.00	£283.25	£275.00
Governance and Reporting (Tuesday Evening) 17.15 – 20.15	12th, 19th, 26th April 3rd, 10th, 17th, 24th May 21st, 28th June	1st, 2nd July (9am – 4pm)	£757.05	£735.00	£283.25	£275.00
Business Management	Mon 18th April (10am – 5pm) Tues 19th April (9am – 4pm) Wed 20th April (9am – 4pm)	Tues 7th June (9am – 4pm) Wed 8th June (9am – 4pm)	£757.05	£735.05	£283.25	£275.00

English Classes

Cambridge Worldwide Recognised Qualifications

Your Success Is Our Success

We Teach, You Speak

Trainer Profile – Ziggy Pietrzykowski

An approachable, practical and enthusiastic individual. Highly motivating, captures interest and obtains involvement of the students. Ziggy has been awarded with grade 'A' in Teaching English to Speakers of Other

Key English Test (KET)

Overview

KET is Cambridge ESOL exam which recognises the ability to deal with written and spoken English at a basic level.

Session outline

- Understand and use everyday expressions and basic phrase.
- Introduce yourself and answer basic questions about your personal details
- Interact with English speakers who talk slowly and clearly

Is KET for You?

- Do you have basic English skills?
- Can you understand simple written English?
- Can you communicate in English?
- Can you understand short notices and simply spoken directions?

Preliminary English Test (PET)

Overview

PET is an exam for people who can use everyday written and spoken English at an intermediate level. It covers all four languages skills – reading, writing, listening and speaking.

Session outline

- Understand the main points of straightforward instructions and public announcements.
- Deal with most of the situations you might meet traveling as a tourist in an English speaking country.
- Ask simple questions and take part in factual conversations in a work environment.
- Write a letter or make notes on familiar matters.

Is PET for You?

- Deal with everyday events.
- Read simple textbooks or magazines articles.
- Write a letter on familiar subjects

KET/PET Timetable

	Tutorial Sessions Evenings	Full Tuition	
		GST	No GST
KET (Sunday – 16.00 pm– 18.00pm)	6th, 13th, 20th, 27th March 3rd, 10th, 17th, 24th April 1st, 8th May	£206.00	£200.00
PET Sunday – 16.00 pm– 18.00pm)	6th, 13th, 20th, 27th March 3rd, 10th, 17th, 24th April 1st, 8th May	£206.00	£200.00

Can’t find the course you are looking for?

We have a team of highly skilled consultants, trained in many disciplines, and would be more than happy to quote for an in-house course.

How to book?

To book any of our courses, please fill in the appropriate below enrolment form and send to:

ziggy@onestudytraining.co.uk

Alternatively you can post it to:

Onestudy Training Limited
PO Box 826
St. Helier
Jersey
JE4 0UA

ACCA

ACCA Enrolment form

ACCA – Website www.accaglobal.com
- Telephone +(44) 141 582 2000

Student details

ACCA Registration Number

Title: Mr/Mrs/Miss/Ms etc

First name and initials

Surname

Home Address

Post Code

Email Address

Daytime Tel

Out of Hours Tel

Employer details

Name and address of Company to be invoiced

Authorisation Section

Authorising Manager's Job Title

Print Name

Signature

Telephone Number

Authorising Manager Email

Course details

Course Type (Full Tuition or Revision Only)	**Subject Required** (by abbreviated paper names)	**Course Fee**

IMPORTANT – YOU ARE RESPONSIBLE FOR ALL STUDENT AND EXAMINATION REGISTRATIONS WITH THE ACCA

Additional info for booking

Do you have any special requirements/disability that would affect you in the event of an emergency building evacuation? **Yes/No**

How did you hear about us?

Via Website ☐

Advertising ☐ Word of Mouth ☐ Openday/Event ☐

Other ☐ Please provide details

_____

PLEASE RETURN TO: Onestudy Training Ltd. PO Box 826 Jersey, Channel Island, JE4 0UA or scan enrolment to ziggy@onestudytraining.co.uk

Onestudy Training Limited
P.O. Box 826, Jersey
Channel Island JE4 0UA
t: +44 (0) 1534 729729
e: info@onestudytraining.co.uk
w: www.onestudytraining.co.uk

Data protection: Onestudy Training Limited needs to release students names and registration numbers to ACCA, who will in turn release the exam results to Onestudy Training. These results will be used as part of the ACCA UCRS monitoring process.
If you do not wish to be included in this process, please tick this box ☐

Upon completion of this form, you acknowledge that the Terms of Business have been read and agreed. Please see website for our full Terms of Business

ICSA

ICSA Professional Enrolment form

ICSA – website www.icsa.org.uk
Telephone +(44) 020758054741

Student details

ICSA Registration Number

Title: Mr/Mrs/Miss/Ms etc

First name and initials

Surname

Home Address

Post Code

Email Address

Daytime Tel

Out of Hours Tel

Employer details

Name and address of Company to be invoiced

Authorisation Section

Authorising Manager's Job Title

Print Name

Signature

Telephone Number

Authorising Manager Email

Course details

Course Type (Full Tuition or Revision Only)	**Subject Required** (by abbreviated paper names)	**Course Fee**

IMPORTANT – YOU ARE RESPONSIBLE FOR ALL STUDENT AND EXAMINATION REGISTRATIONS WITH THE ICSA

Additional info for booking
Do you have any special requirements/disability that would affect you in the event of an emergency building evacuation? **Yes/No**

How did you hear about us?
Via Website ☐
Advertising ☐ Word of Mouth ☐ Openday/Event ☐
Other ☐ Please provide details

_____

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Please see website for our full Terms of Business

ICSA

COFA/DOFA Enrolment form

ICSA – website www.icsa.org.uk
Telephone +(44) 020758054741

Student details

ICSA Registration Number

Title: Mr/Mrs/Miss/Ms etc

First name and initials

Surname

Home Address

Post Code

Email Address

Daytime Tel

Out of Hours Tel

Employer details

Name and address of Company to be invoiced

Authorisation Section

Authorising Manager's Job Title

Print Name

Signature

Telephone Number

Authorising Manager Email

Course details

Course Type (Full Tuition or Revision Only)	**Subject Required** (by abbreviated paper names)	**Course Fee**

IMPORTANT – YOU ARE RESPONSIBLE FOR ALL STUDENT AND EXAMINATION REGISTRATIONS WITH THE ICSA

Additional info for booking
Do you have any special requirements/disability that would affect you in the event of an emergency building evacuation? **Yes/No**

How did you hear about us?
Via Website ☐
Advertising ☐ Word of Mouth ☐ Openday/Event ☐
Other ☐ Please provide details

_____

PLEASE RETURN TO: Onestudy Training Ltd. PO Box 826 Jersey, Channel Island, JE4 0UA or scan enrolment to ziggy@onestudytraining.co.uk

Onestudy Training Limited
P.O. Box 826, Jersey
Channel Island JE4 0UA
t: +44 (0) 1534 729729
e: info@onestudytraining.co.uk
w: www.onestudytraining.co.uk

Upon completion of this form, you acknowledge that the Terms of Business have been read and agreed.
Please see website for our full Terms of Business

Public Course Enrolment Form

Delegates details

Title: Mr/Mrs/Miss/Ms etc

First name and initials

Surname

Home Address

Post Code

Email Address

Daytime Tel

Out of Hours Tel

Employer details

Name and address of Company to be invoiced

Authorisation Section

Authorising Manager's Job Title

Print Name

Signature

Telephone Number

Authorising Manager Email

Course details		
Course Type (Full Tuition or Revision Only)	**Subject Required** (by abbreviated paper names)	**Course Fee**

Payment

☐ Invoice Company

☐ Cheque enclosed
(please make cheques payable to Onestudy Training Limited)

PLEASE RETURN TO: Onestudy Training Ltd.
P.O. BOX 826, Jersey, Channel islands, JE4 0UA
Or scan enrolment to:
ziggy@onestudytraining.co.uk

Onestudy Training Limited
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Channel Island JE4 0UA
t: +44 (0) 1534 729729
e: info@onestudytraining.co.uk
w: www.onestudytraining.co.uk

Upon completion of this form, you acknowledge that the Terms of Business have been read and agreed.
Please see website for our full Terms of Business

All contracts for the provision of Public and In-house Courses by OneStudy Training Limited ("OneStudy") are deemed to incorporate these Terms and Conditions of Business which shall prevail over any other document or communication between the parties unless otherwise agreed in writing.

In the event of any inconsistency between the Terms and Conditions on our website and those contained in this document, the latter take precedence.

Definitions
"In-house course" means educational courses offered by OneStudy for an individual or corporate customer at a location specified by the customer. "Public courses" means educational training offered by OneStudy at locations specified by Onestudy. These course include training leading to a recognised professional qualification. "Customer" means the person, firm or corporation identified as enrolling on a course by way of a relevant written confirmation of enrolment.

"Delegate" means a person attending an In-house course.
"Course Materials" means any documentation, listings instructions and statements in either machine-readable or printed form.

Booking and Payment
Full payment or authorisation to invoice must accompany the enrolment form. Authorisation to invoice will be taken from the tick box on the enrolment form.
If Authorisation to invoice employer is selected, this must be evidenced by a signature on the enrolment form.

Where OneStudy has received authorisation to invoice the following payment terms apply: Full payment is due within 14 days from the date of the invoice. Payment is due immediately if booking is made less than 14 days before the course start date.

If OneStudy fails to receive full payment of the invoice by the course start date the student may be refused entry to the course.
OneStudy reserve the right to recover any reasonable debt collection costs in connection with obtaining full payment for the course.
OneStudy reserves the right to charge interest on late payments at 2.5% over bank base rate.

Prices are inclusive of tuition, course materials, and the reasonable use of materials, publications and machines (where applicable) by the Customer or Delegate for the period of the Course. The price does not include examination fees, lunch, any travel, accommodation or living expenses which the Customer or Delegate may incur in attending the course.

Rights of Cancellation, Transfer and Postponement
Cancellation by OneStudy
OneStudy reserves the right to cancel or change a Public or In-house Course and undertakes to provide reasonable notice of the cancellation or change except in an emergency. The Customer will be entitled to a refund of any fee paid to OneStudy in the event of a cancellation but shall not otherwise be entitled to compensation or costs or damages arising from such a cancellation.

Postponement by OneStudy
Should it become necessary for OneStudy to postpone all or any part of a course, for any reason whatsoever then mutually agreeable date will be chosen on which to complete the course. OneStudy will not be liable for any costs incurred by the Customer or Delegate for such actions.

Cancellation by the Customer
Customers may cancel an In-house or Public course. The clauses below apply:
If you cancel your Public course booking the following will apply:
More than 14 days prior to start date = £100 cancellation fee and £50 to cover course pack if sent out 14-7 days prior to start date = 50% of total Course Fee
Less than 7 days prior to start date = 100% of total Course Fee

If you cancel your in-house course booking the following will apply
More than 28 days prior to start date = No charge 28-14 days prior to start date = 50% of total Course Fee Less than 14 days prior to start date = 100% of total Course Fee
Pre Course Packs already dispatched will be charged for.

Customer Rights of Transfer
Subject to availability, and provided full payment has been received, and Onestudy is informed at least 14 days prior to the course date, it may be possible to transfer to an alternative course date for which a course transfer fee of £50 will be charged.

Intellectual Property
Copyright and all intellectual property rights for all Course Materials shall remain the property of OneStudy or the training supplier to OneStudy responsible for developing that course. The Customer agrees not to reproduce, sell, hire or copy Course Materials (in whole or in part) and not to use such materials except for the purposes of post course reference.

The Customer warrants that they shall only use Course Materials for their own educational purposes and shall not, without OneStudy's prior written consent, copy, make available, retransmit, reproduce, sell disseminate, licence, distribute, publish, broadcast or otherwise circulate Course Materials (or any part of them) to any person other than in accordance with these Terms and Conditions. The Customer shall fully indemnify OneStudy in respect of any infringement of intellectual property rights arising as a result of their use of Course Materials in breach of these Terms and Conditions.

Force Majeure
OneStudy shall not be in breach of these Terms and Condtions if there is any total or partial failure of performance by it of its duties and obligations under this contract occasioned by any act of God, fire, act of government or state, war, civil commotion, insurrection, embargo, prevention from or hindrance from obtaining any raw materials or energy, sickness or other cause beyond its reasonable control.

OnePass
This scheme enables students who have failed their exam and who have attended a full tuition course for the subject in question to attend the revision tuition course at the next available sitting offered by Onestudy for free.

This offer is subject to availability.

The following conditions apply:

- The student must fully attend every tuition session on the full tuition course for the paper claimed under the OnePass scheme.
- The stipulated number of mock exams must be submitted by the student, by the dates given at the start of the course. The student must also attend the unseen mock (if applicable).
- The student must have achieved a minimum score of 30% on all mocks.
- The student must not have attempted more than three papers at any one sitting.
- The offer is strictly limited to one resit per student, per paper only.

Security
OneStudy takes no responsibility for Personal possessions and takes no responsibility for anything that is lost or stolen from its teaching venues. Students are advised to keep valuables with them at all times.

Notices
Any notices required to be served by OneStudy under this Agreement will be deemed properly served if sent via prepaid postage to the postal address, or emailed to the email address notified by the student, at OneStudy discretion. It is the students responsibility to update OneStudy of a change of address.

Limitation of Liability
The liability for OneStudy for direct losses arising out of their negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the cash receipts from the student (or employer) for the course or study materials.
OneStudy shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

Warranty
OneStudy warrants that all Public and In-house Courses supplied hereunder will be conducted in a professional manner in accordance with generally recognised practices and standards.

OneStudy warrants that it will provide appropriately qualified and experienced instructor(s) to deliver OneStudy Public and In-house courses.

OneStudy warrants that it will not knowingly include any copyright material in its Course Material without a license or without the consent of the copyright owner.

OneStudy warrants that all personnel provided by OneStudy are employees of or contracted to OneStudy.

Onestudy Training warrants that study materials will be of satisfactory quality but does not warrant that study materials will be error free.

These warranties are provided in lieu of all other warranties express or implied which are hereby excluded to the fullest extent permitted by law.

Discounts
In the event that several discounts may apply to a course the Customer shall be entitled only to one discount, at OneStudy's discretion.

Data Protection
Customers agree that, in relation to information held from time to time, OneStudy may:
- Use the information to perform their obligations and enforce rights under these Terms and Conditions of Business.
- Use the information to inform Customers about courses, products or services which may be of interest to them.
- Use the information to inform Customers of feedback and exam results.
- Communicate with the Customer and Delegates regarding their progress, results and attendance.

Customers have the right to receive details of the personal information held by OneStudy. A fee of £20 will be payable.

In the event that Customers do not wish to receive correspondence from OneStudy, a written request should be sent to the registered office.

Validity
If any provision of these Terms and Conditions of Business is held to be invalid or unenforceable by any tribunal of competent jurisdiction, the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

Applicable Law
These terms and conditions shall be interpreted, construed and enforced in accordance with Jersey law and shall be subject to the exclusive jurisdiction of the Jersey courts. These terms and conditions do not affect any statutory rights available to the Customer.

Change of address or other contact details OneStudy must be notified in writing of any change in a students contact details.

A different approach to teaching
A better way of learning