

# TCW ACCOUNTANCY AND TRAINING SERVICES LTD



CPAA TRAINING



**BE  
YOUR  
OWN  
BOSS**

## TCW Accountancy & Training Services Ltd

Training in the official member association for accountants engaged in public practice in the UK and overseas. CPAA exist to support today's public accountancy community develop the practices of tomorrow. Courses are available in level 3 and level 4 as both daytime and evening. Prices are from £384 per module.

Available to study over 1 or 2 academic years. Membership fees to the CPAA and exam fees are payable directly to the CPAA and are in addition to the course fee.

**We are one of the few UK providers of this internationally recognised Accountancy Qualification.**

The CPAA programme is 2 levels and an internationally recognised qualification aimed at accountants in practice. The certificate & diploma levels in public practice accountancy are offered in classroom training over 36 weeks per level and has industry qualification bolt on options with SAGE and IRIS software.

Once your membership to the CPPA and initial student application is accepted by us, you are invited to an interview to discuss your career aspirations, course structure and financing options.

Upon successful enrolment you receive a student study and resource guide with full details of the course, which prepares you for your studies.

Our tutors are highly qualified and experienced in both accountancy and teaching practices.

Our training group sizes are small which ensures a personal approach to learning.

**flexible solutions for your needs**

Monthly payment plans available.

Certificate Level £144 pm (payable over 9 months)

Diploma Level £ 166 pm (payable over 9 months)

### CPAA QUALIFICATION

- **BOOKKEEPING FOR THE PRACTICE**
- **REGULATIONS & ETHICS IN ACCOUNTANCY PRACTICE**
- **SUPPORTING TAXATION SERVICES IN THE PRACTICE**
- **PREPARATION OF FINANCIAL STATEMENTS FOR CLIENTS**
- **ETHICS, COMPLIANCE AND RISK IN PUBLIC PRACTICE**
- **APPLIED TAXATION.**

**CPAA - Level 3**  
**Bookkeeping for the Practice**

**£384**

60 Learning hours (30  
classroom based)

**CPAA - Level 3**  
**Registration & Ethics in an**  
**Accountancy Practice**

**£492**

78 Learning hours (39 classroom  
based)

**CPAA - Level 3**  
**Supporting Tax**

**£420**

66 Learning hours (33 classroom  
based)



## CPAA - Classroom Based Prices

Please contact us to discuss financing options. You must have a membership subscription in place with the CPAA before commencing training. Exam fees and membership fees are payable directly to the CPAA and are not included in the TCW training costs.

### Certificate in Introductory Public Practice Accounting (Level 3)



#### Regulation and Ethics in an Accountancy Practice

This unit provides an overview of ethics in relation to accounting. The Learning Objectives covered are:

1. Explain different business structures and self-employment
2. Understand ethics as it relates to accounting
3. Understand the impact of and role of regulatory bodies on accounting
4. Understand the money laundering regulatory framework
5. Understand fraud as it relates to accounting and the practice
6. Apply professional skills in the practice
7. Understand the Bribery Act 2010 and its implications for the practice

#### Bookkeeping for the Practice

This unit covers bookkeeping concepts and techniques and their role in a practice as well as providing an overview of financial statements. The Learning Objectives covered are:



1. Explain and apply bookkeeping and accountancy concepts
2. Use double entry bookkeeping techniques
3. Produce a trial balance
4. Complete reconciliations
5. Explain the types and uses of different financial statements



#### Supporting Tax Services in the Practice

This unit introduces students to tax and how it is managed at practice level. It looks at how and why tax is calculated and collected. The Learning Objectives covered are:

1. Understand the UK tax system
2. Supporting self-employed clients
3. Tax and client information
4. Understand and support the self-assessment process
5. Support the VAT process

CPAA - Level 4 Preparation of Financial Statements  
Preparation of Financial Statements

£516

72 Learning hours (36 classroom based)

CPAA - Level 4 Ethics, Compliance & Risk in Public Practice

£492

72 Learning hours (36 classroom based)

CPAA - Level 4 Applied Taxation

£480

66 Learning hours (33 classroom based)



## CPAA - Classroom Based Prices

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## Diploma in Public Practice Accountancy and Taxation (Level 4)



### Ethics, Compliance and Risk in Public Practice

This unit helps students to understand the specific risks a public practice may face and provides a framework to enable ethical and compliant practices and behaviour. The Learning Objectives covered are:

1. Demonstrate a commitment to professional ethics
2. Apply risk management and audit techniques
3. Take responsibility for aspects of money laundering
4. Recognise how fraud affects the practice
5. Manage company secretarial requirements for limited company clients

### Preparation of Financial Statements for Clients

This unit prepares students to be able to compile financial statements and analyse and evaluate the information. The Learning Objectives covered are:

1. Understand inventory as it applies to clients
2. Manage client assets
3. Create and use control accounts
4. Complete year-end adjustments
5. Produce financial statements for unincorporated entities
6. Produce financial statements for incorporated entities
7. Produce letters of representation



### Applied Taxation

This unit covers the areas of taxation most commonly managed in a public practice such as self-assessment and taxation schemes. The Learning Objectives covered are:

1. Manage a client's self-assessment
2. Complete a VAT return for a client
3. Manage corporation tax requirements for businesses
4. Manage capital gains tax requirements
5. Manage CIS requirements
6. Prepare property tax accounts



## ABOUT TCW ACCOUNTANCY & TRAINING SERVICES LTD

TCW Group Accountancy & Training Services offers a comprehensive, affordable, professional service to you and your business. We are committed to helping you succeed. Our services include specialised training in areas of finance, business and management. We have experience in business across a broad spectrum of trades. Our managing director has more than 27 years of experience in business and finance and we pride ourselves in adopting a personal approach with our clients, providing a comprehensive range of accountancy, training and business services, enabling you to remain fully compliant with regulations, stay up to date and succeed in your line of work.

We also offer a full suite of industry training in Sage software and workshops in business and management training, which can be viewed on our website.



**CONTACT US FOR MORE INFORMATION, TO  
DISCUSS YOUR REQUIREMENTS OR APPLY FOR  
ONE OF OUR COURSES.**

**CPAA QUALIFICATION**

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