

about the programme

CIPFA is delighted to launch its Open Courses Programme for 2005. The programme offers a range of training courses in areas such as accountancy, financial management, fraud awareness, audit, corporate governance and other organisational issues relevant to the public services.

The courses on offer are either one or two days in duration and will be delivered at various locations throughout England and Wales. The training is delivered by facilitators who are recognised as experts in their fields and who will draw on their experience to ensure that the training is practical and tailored to the public sector environment.

This portfolio of open courses has been developed in response to training needs identified by leading practitioners in the public sector. The courses are designed to ensure that staff and their organisations are equipped to meet the various challenges and demands faced by the public services today.

about CIPFA

The Chartered Institute of Public Finance and Accountancy (CIPFA) is one of the six main accountancy bodies in the United Kingdom and the only one that specialises in the public sector. CIPFA is one of the leading providers of training to the public sector in finance and related areas. Our courses are not just open to CIPFA members but to anyone with an interest in public sector finance and management.

CIPFA can also help you to achieve your training objectives through delivery of in-house training courses. The full range of open courses available in the 2005 programme can be tailored and provided to your organisation, team or department.

In addition to open and in-house training, CIPFA also offers accredited training programmes in the following areas:

- Audit Skills Development Programme
- Financial Skills Development Programme
- Grant Skills Development Programme
- Best Practice in Performance Management
- Best Practice in Project Management

These are practical training programmes which require delegates to undertake a series of training modules and demonstrate practical application of learning to the workplace. Successful completion of the programme leads to the award of a recognised qualification.

For further information on the accredited programmes or in-house training provision, please contact Barbara Scott on 028 9026 6770 or via e-mail at barbara.scott@cipfa.org

about booking

To book any of the courses in the Open Courses Programme, please complete and return the enclosed booking form (by fax or post) to:

Barbara Scott
Course Organiser
CIPFA
3 Robert Street
London
WC2N 6RL

Tel: 028 9026 6770
Fax: 028 9026 6771
E-mail: barbara.scott@cipfa.org

If you require this brochure in any other format or require any further information on the programme, please contact:

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www.cipfa.org.uk



CIPFA OPEN COURSES PROGRAMME 2005

CIPFA

AT THE HEART OF
PUBLIC SERVICES



Finance for Non-Financial Managers

This course provides financial awareness to managers and budget holders who have been given financial responsibility but little, if any, training in financial management or budgetary control. The course is relevant to all staff involved in financial management.

The objectives of the course are to:-

- Explain the principles of financial management and basic accounting techniques in the public services
- Provide participants with an understanding of financial and accountancy terminology
- Guide participants in the use of key financial management techniques such as budget setting and budgetary control

LONDON	27 & 28 JUNE
YORK	12 & 13 SEPTEMBER
CARDIFF	5 & 6 APRIL
CHESTER	19 & 20 APRIL

£495

Option Appraisal

This course delivers in-depth option appraisal techniques and guidance which will enable participants to monitor, maintain and control existing resources for maximum benefit. The course would be beneficial to anyone involved in the costing and preparation of capital expenditure plans and contracts.

Participants will gain an understanding of:-

- The concept of discounting
- Net present value
- Measurement of benefits
- Weighting and scoring
- Handling risk and uncertainty and optimism bias

LONDON	20 JUNE
YORK	9 JUNE
CARDIFF	7 JUNE
CHESTER	14 JUNE

£295

Process Mapping and Process Benchmarking

This workshop will provide delegates with an understanding of the principles of process mapping and process benchmarking and the related skills that will enable them to use process mapping and process benchmarking as part of performance improvement.

By the end of the workshop, delegates will be able to:-

- Describe process mapping and process benchmarking and its role in performance improvement
- Describe the different types of process map
- Know how to build a process map
- Begin the process of implementing process mapping and process benchmarking effectively

LONDON	9 MAY
YORK	26 SEPTEMBER
CARDIFF	28 NOVEMBER
CHESTER	6 JUNE

£295

Accounting Standards In Depth for the Public Sector

This course provides participants with a detailed examination of all major SSAPs and FRSs which apply in the public sector. Particular emphasis is given to problem areas and their application in practice. The course will be of benefit to financial accountants and controllers who use financial information or prepare financial accounts.

The course will cover the following:-

- The disclosure standards
- The accounting measurement standards
- Group accounts - the standards and substance
- Recent developments
- International Accounting Standards - latest developments

LONDON	30 JUNE & 1 JULY
YORK	7 & 8 JUNE
CARDIFF	6 & 7 SEPTEMBER
CHESTER	26 & 27 APRIL

£495

On Board

The On Board course provides practical advice and guidance to executive and non-executive Board members of public bodies in England and Wales.

Through practical case studies, group discussion and presentations, participants will learn about:-

- Roles and responsibilities of the Board, Board members, and the Chair
- Relationship between the sponsor Department and public body
- Practical application of the Nolan Principles
- Accountability, value for money and the Public Accounts Committee - (Welsh Assembly Government Audit Committee)

LONDON	17 MARCH
LONDON	14 JUNE
LONDON	11 OCTOBER
CARDIFF	10 MAY

£495

Choosing and Using Strategic Performance Indicators

The course will focus on the practicalities of how to choose and use strategic performance indicators and will also provide opportunities for interactive group work.

By the end of the workshop, participants will be able to:-

- Explain the importance of choosing appropriate Performance Indicators
- Describe how to decide which aspects of performance to measure
- Outline what makes a good Performance Indicator
- Explain how to analyse the results of Performance Indicators
- Describe how best to report performance to key stakeholders

LONDON	17 MAY
YORK	23 MAY
CARDIFF	26 MAY
CHESTER	16 MAY

£295

Balanced Scorecard Workshop

This workshop will review the increasing need for effective performance measurement. It will introduce the original Scorecard approach and outline the process of developing a Scorecard. The workshop will be relevant to staff involved in business planning, performance measurement and improvement at both strategic and operational levels.

The workshop will cover:-

- Performance measurement in the public sector - the challenges
- An introduction to the Balanced Scorecard
- How to develop a Scorecard

LONDON	10 MAY
YORK	27 SEPTEMBER
CARDIFF	29 NOVEMBER
CHESTER	7 JUNE

£295

Project Management Using the PRINCE Methodology

The aim of this course is to enable participants to gain an understanding of the PRINCE project management method, its components and how they fit together. The course will be of benefit to any member of staff who is involved in projects.

By the end of the programme, participants will be able to:-

- Understand the PRINCE methodology
- Understand the importance of structure, roles and responsibilities
- Understand how PRINCE incorporates and controls quality
- Understand change control
- Understand the components of a Project Initiation Document

LONDON	8 SEPTEMBER
YORK	9 MARCH
CARDIFF	8 MARCH
CHESTER	18 MARCH

£295

Contract Audit

This course provides guidance on the audit of contracts for auditors with some knowledge of contract processes. It is relevant to all auditors and financial managers involved in contracting procedures and processes.

Participants will examine:-

- Major risks associated with each stage of the contract process
- Key controls that should form the basis of audit work
- Developments within the construction industry and current initiatives to sustain improvements in value for money
- How auditing methods need to change in order to accommodate these initiatives

LONDON	21 & 22 APRIL
YORK	1 & 2 SEPTEMBER
CARDIFF	4 & 5 APRIL
CHESTER	12 & 13 JULY

£495

Fraud Awareness for Grants Officers

The course provides an introduction to grants fraud and considers why fraud occurs and the actions that can be taken to deter, prevent and detect fraud. The course includes a number of practical case studies on fraud detection and will be relevant to all staff who are involved in distributing or monitoring grants.

The course will increase participants' awareness of:-

- How and why fraud occurs
- Different types of grant fraud
- Responses to fraud risk
- Controls which should be in place to prevent and detect fraud

LONDON	6 JUNE
YORK	10 MAY
CARDIFF	10 NOVEMBER
CHESTER	8 NOVEMBER

£295

Resource Budgeting Workshop

This interactive workshop will examine the effect of various accounting scenarios on a resource budget. The workshop will also address the practical difficulties of costing and planning on a resource basis. The workshop will be relevant to practitioners who have an input into the resource budgeting and planning process.

The workshop will examine:-

- Budgeting rules and information and the current requirements for Departmental Expenditure Limits and Annually Managed Expenditure
- Practical case studies covering depreciation and cost of capital, provisions and liabilities and working capital

LONDON	14 JUNE
YORK	26 APRIL
CARDIFF	9 MAY
CHESTER	12 JULY

£295

Developing a Communication Strategy

This intensive workshop will provide delegates with an understanding of the structure of a communication strategy and how to start developing one for their organisation. The workshop is designed for staff who need more information about how to successfully develop a communication strategy, particularly those responsible for managing a communication process.

By the end of the workshop, participants will:-

- Be able to plan a communication strategy for their organisation
- Gain a clear understanding of how to communicate
- Understand the key issues to be considered when developing a communication strategy

LONDON	22 JUNE
YORK	14 SEPTEMBER
CHESTER	25 MAY

£295

Introduction to Internal Audit

This course provides an introduction to the principles of internal audit and the methods used by internal audit in the public services. The course will benefit staff involved in internal auditing or who wish to gain an awareness of the internal audit function.

The course will enable participants to:-

- Appreciate the role and objectives of internal audit
- Understand the basic audit concepts of risk, control and materiality
- Become aware of the purpose and process of audit planning
- Understand the main approaches to performing audits
- Appreciate the principles of value for money and computer audit

LONDON	12 APRIL
YORK	17 MAY
CARDIFF	19 APRIL
CHESTER	5 JULY

£295

Effective Audit Committees

Most public bodies are required to have an Audit Committee, although composition and roles vary slightly from sector to sector. This workshop will cut through the plethora of guidance to establish a common thread of best practice that can be applied across the public sector.

Participants will gain an understanding of:-

- Composition, roles and responsibilities, terms of reference and reporting arrangements
- Audit Committee dilemmas - practical guidance to help members deal with issues not covered in the handbooks
- What Audit Committees should concentrate their effort on, including risk management, control and governance
- How to avoid Audit Committee overload

LONDON	6 & 7 OCTOBER
YORK	13 & 14 SEPTEMBER
CARDIFF	6 & 7 JULY
CHESTER	23 & 24 MAY

£495

Grant Skills - The Essentials

The course is aimed at staff with front-line responsibility for assessing grant applications and managing grant awards. The course covers all key stages of the grant-giving process, as well as providing an overview of the public sector grant-giving environment.

By the end of the course, participants will be aware of:-

- Best practice and practical tips for each stage of the grants process (policy and criteria, application, assessment, decision, funding agreements, payment, monitoring and evaluation)
- Public sector funding principles
- The importance of accountability
- The need to implement 'balanced' systems and procedures
- Recent developments, such as outcome funding

LONDON	23 & 24 MAY
YORK	20 & 21 JUNE
CARDIFF	17 & 18 OCTOBER
CHESTER	19 & 20 SEPTEMBER

£495

European Funding Regulations

This course provides a review of the regulations in place governing the application of European funding. It is aimed at officers involved in the allocation, monitoring or auditing of European funding at every level.

By the end of the course, participants will understand:-

- ESF rules and regulations
- ERDF rules and regulations
- The process of monitoring and verification of projects funded under ESF and ERDF

YORK	21 JUNE
CARDIFF	17 MAY
CHESTER	10 MAY

£295

Accruals Accounting

The aim of this in-depth course is to provide participants with an understanding of the concepts and principles underpinning financial accounting in the public services and a working knowledge of accounting techniques. This course will assist those working in finance and accountancy sections in the public services.

By the end of the course, participants will understand:-

- The concept of resource accounting and budgeting
- The difference between cash accounting and accruals accounting
- The form, content and layout of the main accounting statements
- The importance of the different accounting methodologies for capital and revenue expenditure

LONDON	15 & 16 JUNE
YORK	27 & 28 APRIL
CARDIFF	10 & 11 MAY
CHESTER	13 & 14 JULY

£495

Indicators of Fraud

This course provides an overview of the key indicators of fraud, warning signs to look out for and guidelines for the prevention and detection of fraud. The course raises general awareness of fraud and is therefore applicable to management and staff at all levels throughout an organisation.

The course will increase participants' awareness of:-

- Who might commit a fraud
- How and when fraud can occur
- What controls should be in place to prevent and detect fraud
- What to do if fraud is suspected
- How to develop a fraud policy

LONDON	5 JULY
YORK	4 OCTOBER
CARDIFF	9 MAY
CHESTER	2 JUNE

£295