



Pension Courses

Course 01: Pension UK

- Module 01: Overview of the UK Pension system
- Module 02: Type of Pension Schemes
- Module 03: Pension Regulation
- Module 04: Pension Fund Governance
- Module 05: Law and Regulation of Pensions in the UK
- Module 06: Key Challenges in UK Pension System

Course 02: Payroll Management Course

- Module 01: Payroll System in the UK
- Module 02: Payroll Basics
- Module 03: Company Settings
- Module 04: Legislation Settings
- Module 05: Pension Scheme Basics
- Module 06: Pay Elements
- Module 07: The Processing Date
- Module 08: Adding Existing Employees
- Module 09: Adding New Employees
- Module 10: Payroll Processing Basics

- Module 11: Entering Payments
- Module 12: Pre-Update Reports
- Module 13: Updating Records
- Module 14: e-Submissions Basics
- Module 15: Process Payroll (November)
- Module 16: Employee Records and Reports
- Module 17: Editing Employee Records
- Module 18: Process Payroll (December)
- Module 19: Resetting Payments
- Module 20: Quick SSP
- Module 21: An Employee Leaves
- Module 22: Final Payroll Run
- Module 23: Reports and Historical Data
- Module 24: Year-End Procedures

Course 03: UK Employment Law and Employee Rights Diploma

- Module 01: Basic of Employment Law
- Module 02: Legal Recruitment Process
- Module 03: Employment Contracts
- Module 04: Employee Handbook
- Module 05: Disciplinary Procedure
- Module 06: National Minimum Wage & National Living Wage
- Module 07: Parental Right, Sick Pay & Pension Scheme
- Module 08: Discrimination in the Workplace
- Module 09: Health & Safety at Work
- Module 10: Dismissal, Grievances and Employment Tribunals
- Workplace Monitoring & Data Protection

Course 04: HR Management Level 3

- Module 01: Introduction to Human Resource
- Module 02: Employee Recruitment and Selection Procedure
- Module 03: Employee Training and Development Process
- Module 04: Performance Appraisal Management
- Module 05: Employee Relations
- Module 06: Motivation and Counselling
- Module 07: Ensuring Health and safety at the Workplace
- Module 08: Employee Termination
- Module 09: Employer Record and Statistics
- Module 10: Essential UK Employment Law

Course 05: Contract Law UK Level 3

- Module 01: Introduction to UK Laws
- Module 02: Ministry of Justice
- Module 03: Agreements and Contractual Intention
- Module 04: Considerations and Capacities of Contract Laws
- Module 05: Terms within a Contract
- Module 06: Misinterpretations and Mistakes
- Module 07: Consumer Protection
- Module 08: Privity of Contract
- Module 09: Insurance Contract Laws
- Module 10: Contracts for Employees
- Module 11: Considerations in International Trade Contracts
- Module 12: Laws and Regulations for International Trade
- Module 13: Remedies for Any Contract Breach

Course 06: Internal Audit Training Diploma

- Module 01: Auditing as a Form of Assurance
- Module 02: Internal Audit Procedures
- Module 03: Technology-based Internal Audit
- Module 04: Internal Control and Control Risk
- Module 05: Audit Interviews
- Module 06: Reporting Audit Outcome
- Module 07: UK Internal Audit Standards
- Module 08: Career as an Auditor

Course 07: Level 3 Tax Accounting

- Module 01: Tax System and Administration in the UK
- Module 02: Tax on Individuals
- Module 03: National Insurance
- Module 04: How to Submit a Self-Assessment Tax Return
- Module 05: Fundamentals of Income Tax
- Module 06: Advanced Income Tax
- Module 07: Payee, Payroll and Wages
- Module 08: Capital Gain Tax
- Module 09: Value Added Tax
- Module 10: Import and Export
- Module 11: Corporation Tax
- Module 12: Inheritance Tax
- Module 13: Double Entry Accounting
- Module 14: Management Accounting and Financial Analysis
- Module 15: Career as a Tax Accountant in the UK

Course 08: Level 3 Xero Training

- Introduction
- Getting Started
- Invoices and Sales
- Bills and Purchases
- Bank Accounts
- Products and Services
- Fixed Assets
- Payroll
- VAT Returns

Course 09: Microsoft Excel Level 3

- Microsoft Excel 2019 New Features
- Getting Started with Microsoft Office Excel
- Performing Calculations
- Modifying a Worksheet
- Formatting a Worksheet
- Printing Workbooks
- Managing Workbooks
- Working with Functions
- Working with Lists
- Analyzing Data
- Visualizing Data with Charts
- Using PivotTables and PivotCharts
- Working with Multiple Worksheets and Workbooks
- Using Lookup Functions and Formula Auditing
- Sharing and Protecting Workbooks
- Automating Workbook Functionality
- Creating Sparklines and Mapping Data
- Forecasting Data
- Excel Templates

Course 10: Health and Social Care UK 2021

- Module 01: Introduction to Advanced Health and Social Care
- Module 02: Introduction to the UK Health System
- Module 03: Essential Principles, Policies and Legislations in Health and Social Care Work
- Module 04: Fundamental Aspects of Providing Quality Health

Course 11: Emergency First Aid and Incident Management at Work

- Introduction to Workplace First Aid
- Legal Framework for Workplace First Aid
- Incident Management at Work
- Primary Survey
- Secondary Survey
- Basic First-Aid Techniques
- Dealing with Minor Injuries at the Workplace
- Secondary Illness Loss of Responsiveness and CPR
- Secondary Illness Breathing Problems
- Secondary Illnesses and Injuries
- Dealing With Fractures and Dislocations
- Call for an Emergency



Thank You