

Silpa Business Training
The Apsley Paper Trail Cottage
London Road, Apsley
Hemel Hempstead
HP3 9RL

PHONE +44 (0) 1442 275743
MOBILE +44 (0) 79 191 64303
EMAIL info@silpa.co.uk

www.silpa.co.uk

silpa
business training

Transform yourself

Professional accounting qualifications and business skills at **The Paper Trail**, taught by the award winning staff of Silpa Business Training, recipient of the **"UK Top College"** award from the In the International Association of Book-Keepers by former IAB Lecturer of the Year, Pushpa Kalu.

Programmes designed to meet the needs of aspiring professionals striving to enhance their portfolios and businesses seeking to improve their performance.

Training ranges from one-day workshops to courses leading to national qualifications from the IAB and ACCA, taught through a choice of classroom based, online, distance, and blended learning opportunities worldwide in Accounting, Book-Keeping, Sage Accounting and Sage Payroll. Tailored solutions can be provided for Corporate Clients, SMEs and the Voluntary Sector.



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About Silpa Business Training

When it comes to delivering high quality training, there is nothing more important than experience. It is the combination of real-world practical experience and successful teaching skills that has been the secret of success for Silpa Business Training.

Coupling 18 years of practical experience in senior financial positions at a number of PLCs, chartered accounting firms and 12 years of teaching in further education, Silpa lecturer and founder, Pushpa Kalu brings real world experience into a unique classroom atmosphere. One year on, Silpa Business Training has risen to the "Top UK College" league for IAB 2006 exams results and delivered 180 nationally accredited qualifications within its first 18 months. Additionally 100 delegates have received financial training in the corporate setting.



Courses range from 17 to 32 week long programmes leading to IAB or ACCA qualifications as well as day courses and training specifically designed to meet individual client's needs. Programmes taught in-class, online and blended learning formats with learning opportunities worldwide.

Chairman of the IAB Council, Michael O'Brian praised Silpa at an award ceremony by saying that "winning awards for Pushpa Kalu has become a second nature. Her excellent teaching skills enthusiasm and continued hands on experience bring the real world into a unique classroom setting."

Testimonials

Past students reflect on courses taught by Pushpa Kalu over the years...

"I had always felt that further education was something that I should attempt, but had never really got around to. I started the first year of the International Association of Book-keepers course and immediately felt that I had made the right decision. Both the first and second years of the course were very enjoyable, all the more so for our tutor's commitment to the whole class. The award we collect tonight shows the hard work and determination put in by Pushpa Kalu and the whole class." -Dawn G.

"Having attended Pushpa's courses myself and having got to know the way she goes about her training on Sage, I can assure you that there is no one better out there." -David Hemming, Director and CEO of Elementary Computers Ltd.

"I was working as an accounts payable supervisor within a larger company when I undertook the course with the aim of broadening my exposure to accounting procedures. Pushpa Kalu gave me the confidence and support I needed to see the course through to completion and to start applying for book-keeping positions." -Barbara C.

"What we cover in two years, others would take three or four years to accomplish. With hard work and good advice from Pushpa Kalu we achieved so much in those two years. There was a close student/teacher interaction that helped me to achieve what I have now. Anytime I needed advice I knew that the help would be there for me." -Etleva A.

The Silpa team of associates

Lecturer - Barbra Bailey
Payroll Faculty

Lecturer - Julie Wilkins
ACCA Programme Coordinator

Lecturers - Jasper & Beverly Gilder
Human Resources

Barbra is a former IAB Top UK Student Award Winner specializing in Payroll. Candidates from previous courses in her Computerised and Manual Payroll qualification courses enjoyed 86% exam success against the national average of 60%.

Julie has a Science Degree and Mathematics Certificate from the Open University, and is a member of the IAB. She brings high street banking experience and looks after the ACCA qualification programme.

Human Resources Experts in Human Resource Management and brings in highly desired training in team management, time management, motivation, recruitment and appraisal skills training.

About the venue, The Paper Trail

Delivered in a state of the art facilities at The Paper Trail in Apsley, Hemel Hempstead, students will be taught in a cutting edge environment with quick access to the latest tools during their sessions.

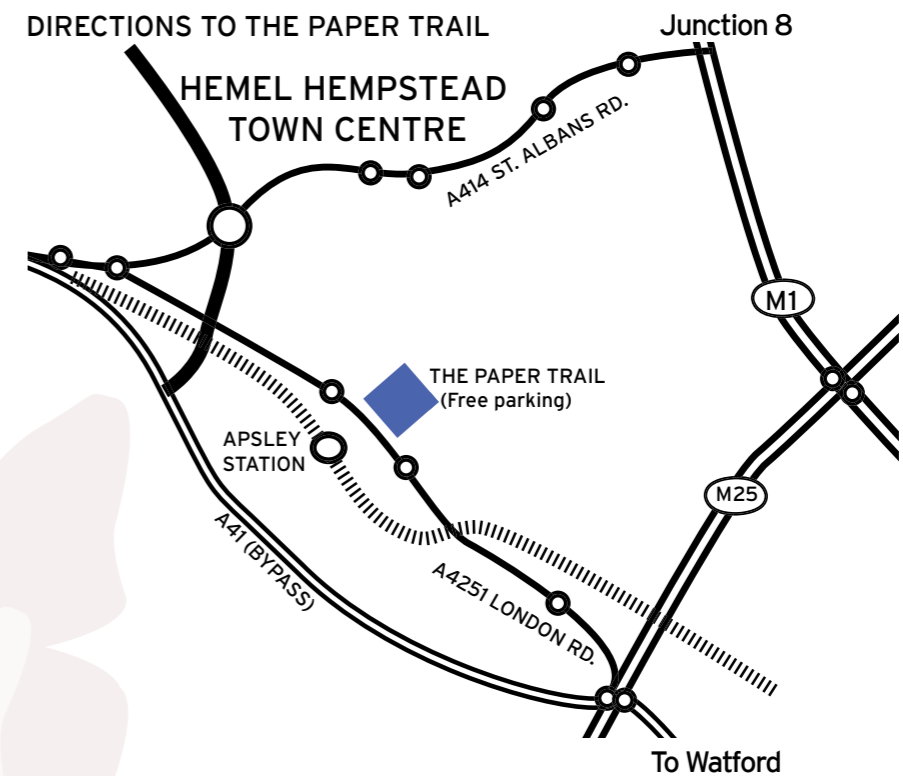
The main conference room where the majority of courses are taught, contains an LCD projector and two flat-screen plasma display easily seen throughout the room. Courses using software packages such as SAGE will have access to wireless internet and workstations, allowing students to work step-by-step with the lecturer and to take the ACCA, computer based exams.



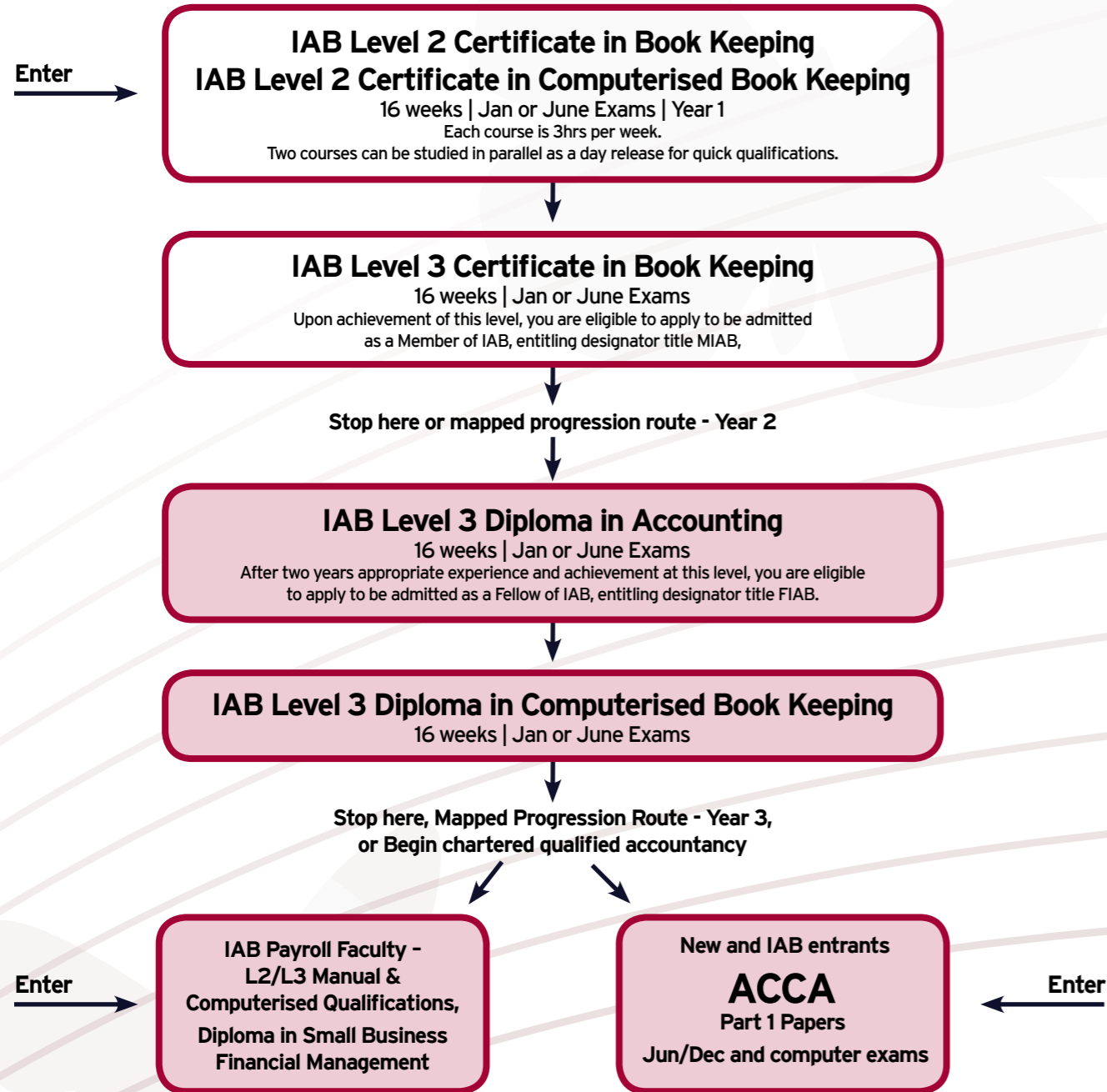
Smaller classes are held in The Paper Trail's more intimate Edwardian and Tudor rooms where students can have closer interaction with the instructor in a boardroom style environment.



With free parking and a short walk to the Apsley train station The Paper Trail is in a prime location for students traveling from London and Milton Keynes.



Your route to success



Fees starting at £270. Certain candidates may be entitled to receive a fee subsidy based on a their circumstances.

For further information call Apsley Paper Trail 01442 275743, courses@silpa.co.uk
visit Silpa.co.uk iab.org.uk accagloba.com



IAB Qualification Courses

The International Association of Book Keepers (IAB), founded 1973, is the longest established professional body for Book Keeping in the UK. IAB is committed to maintaining the highest standards and awards qualifications and holds examinations in 90 countries worldwide. Silpa Business Training specialises in preparing students for IAB professional exams in the UK and also in the countries where IAB examinations are held. Silpa-trained students consistently achieve over 95% passing rates, obtaining prestigious and internationally recognised IAB qualifications. Because of these rates, Silpa was awarded "UK Top College" by the IAB for January 2006 exam results. More info: <http://www.iab.org.uk/>

IAB Level 2 Certificate in Book-Keeping	
Course ID	L2C CB
Brief Coverage	
This Level 2 course provides an excellent knowledge base for a career in book-keeping and accounting or a spring board for further studies in the field. Candidates will master the double entry accounting principles, daybooks, ledgers, bank reconciliations, control accounts up to extracting a trial balance. The course is delivered over an 16-week period. Course requires extensive hands on practice both during sessions and beyond, necessary for candidates to be able to pass the public exams.	
Ideal for	
Candidates wishing to return to work, embark on a new career, enhance career prospects, help family business, run own business in the field, to work from home or simply to challenge your self to unravel the mystery of double entry.	
Entry Requirements	
Candidates' motivation, enthusiasm and commitment to work hard consistently as well as a flair for figures.	
Assessment Method	
All learning topics will be assessed through one, externally set and marked, three hour examination consisting of five, equally weighted questions or tasks.	
Qualification Level	
This qualification has been designed to assess the knowledge and skills of book-keeping at Level 2/ GCSE of the National Qualifications Framework	
Study Links	
Achievement of this qualification to Level 3 studies.	
Work Links	
You will have a very good understanding of the accounting function of any business organisation and will be able to work effectively in an accounting department of a large or a small organisation. Your tutor will act as a supporting mentor if necessary.	

IAB Level 2 Certificate in Computerised Book-Keeping	
Course ID	L3C BKK
Brief Coverage	
This level 2 computerised qualification complements the beginners manual L2C BKK. The qualification accredits the candidates' knowledge and understanding the fundamentals of using a computerised accounting system. It requires routine and non-routine transaction posting to ledgers using daybooks. It is desired that candidate has already gained or currently studying for manual book keeping qualification. The course is delivered over a 15 week period the course requires extensive hands on practice during sessions and beyond for exam success.	
Ideal for	
Candidates with manual book keeping and with basic computer knowledge who are wishing for a good start up skills to return to work, embark on a new career, business and/or to enhance their career prospects. It is possible for candidates to parallel study Level 2 BKK and CBKK qualifications to fulfil their immediate skills gap.	
Entry Requirements	
Candidates must have basic computer and keyboard skills and knowledge of manual book keeping to enroll on this course. Their motivation, enthusiasm and commitment to work hard consistently is necessary to achieve this qualification.	
Assessment Method	
All learning topics will be assessed through one externally set and marked two hour examination.	
Qualification Level	
This qualification has been designed to assess the knowledge and skills required for computerised book-keeping at Level 2/ GCSE of the National Qualifications Framework.	
Study Links	
Achievement of this qualification leads to Level 3 studies.	
Work Links	
You will have a good understanding of basic computerised accounting function of any business organisation. You will be able to work effectively in an accounting department of a large/medium or a small organisation. Your tutor will act as a supporting mentor if necessary.	

IAB Level 2/3 Certificate Computerised Payroll Administration	
Course ID	L2C / L3C CPay
Brief Coverage	
The course provides candidates with an understanding of the core principles relating to the calculation and preparation of weekly and monthly computerised payroll scenarios. Employee and director Income tax and National Insurance calculations are covered including statutory payments for sickness and maternity, repayment of student loans and practice on both routine and some non-routine tasks.	
Ideal for	
The IAB Payroll qualifications are specifically designed to appeal to those who are aspiring to become, or who are already, professional payroll administrators.	
Entry Requirements	
Candidates must have basic skills in numeracy, communication and IT.	
Assessment Method	
All learning topics will be assessed through one, externally set and marked, 2 and 2.5 hour examinations.	
Qualification Level - A choice is offered	
This qualification has been designed to assess the Knowledge and skills of Payroll Administration at Level 2 or 3 of the National Qualifications Framework	
A choice - Once you have enrolled on the course and during the first 4 weeks into the course Silpa allows you a choice. With tutor consultation you select either level 2 or 3, and upon that your exam entry will be made to IAB. This choice is offered after careful considerations based on candidates' preferences.	
Study Links	
Achievement of this qualification will allow the candidate to apply for the IAB Diploma in Payroll Administration, subject to the candidate also achieving the IAB Level 3 Certificate in Manual Payroll.	
Work Links	
Candidates will have acquired the skills and knowledge required of payroll clerks and administrators. Those who are already providing book keeping and accounting services to clients would be able to expand into payroll services.	

IAB Level 3 Certificate in Book-Keeping	
Course ID	L3C BKK
Brief Coverage	
Candidates are provided with the opportunity to enhance their knowledge of basic accounting concepts acquired from the IAB Level 2 Certificate in Book-keeping. Processing accounting adjustments for the financial year end, Extended Trial Balance, preparing financial statements from Incomplete records for Sole Trader, Partnership form significant components of the course.	
Ideal for	
Candidates progressing from IAB L2 qualification.	
Entry Requirements	
IAB L2, NVQ L2 or GCSE in Accounting. However, candidates who hold a relevant degree or two years recent working experience in the field can apply directly to IAB for exemption from L2 and progress to this level.	
Assessment Method	
All Learning Topics will be assessed through two, externally set and marked, two hour examinations.	
Qualification Level	
This qualification has been designed to assess the knowledge and skills of book-keeping at Level 3/ GCE AS Level of the National Qualifications Framework. Candidates will be eligible to apply to become a member and use the designator letters MIAB.	
Study Links	
Achievement of this qualification leads to study Level 3 Diploma in Accounting and provide you with a strong foundation to consider ACCA Part 1 qualification.	
Work Links	
Candidates will be able to prepare and process period end adjustments for monthly reports or year end financial statements. Ability to prepare the Extended Trial Balance is particularly sought-after by accounting practices.	

IAB Certification Courses

IAB Level 3 Diploma Computerised Book Keeping

Course ID L3 Dip CB

Brief Coverage

The course enhances candidates' knowledge and understanding of the fundamental principles concerned in the use of computerised accounting system. The course covers setting up and processing business transactions for sole trader, partnership, limited company and for the voluntary sector. Further course will cover VAT, adjustments on accruals, pre-payments, depreciation, stock valuation, bad debt write off, setting up and movement of bad debt provision, bank recurring entries demonstrating fundamental accounting principles in preparing monthly management or year end financial reports.

Ideal for

Individuals who have achieved a qualification in manual book-keeping and wish to extend their studies to computerised book-keeping, or individuals who are working with an accountancy software package and wish to gain a formal qualification which demonstrates their competence.

Entry Requirements

It is expected that the candidate will have sound IT skills and knowledge of manual accounting at IAB Level 3 Certificate.

Assessment Method

All learning topics will be assessed through one, externally set and marked, two and a half hour examination consisting of a practical assignment and two written questions.

Qualification Level

This qualification has been designed to assess the knowledge and skills of computerised book-keeping at Level 3 of the National Qualifications Framework. Upon successful completion of the diploma will entitle you to apply for admission as a members.

Study Links

The qualification enables candidates to progress to qualifications at Levels 3 and 4 of the National Qualifications Framework.

Work Links

Candidates will have acquired the skills and knowledge required to maintain computerised accounting for a business. It also enables those who are already providing book keeping and accounting services to clients to expand this provision.



IAB Certification Courses

IAB Level 3 Diploma Accounting & Advanced Book Keeping	
Course ID	L3 Dip Acc
Brief Coverage	
Candidates are provided with opportunity to develop their accounting knowledge acquired from the IAB Level 3 Certificate in Book-keeping. The course consists of preparation of financial statements for partnerships, limited and public limited companies, manufacturing organisations. Further, candidates will learn accounting for partnership dissolution, stock & share issues, analysis of business performance and processing adjustments to final accounts.	
Ideal for	
Candidates progressing from IAB L3 certificate qualification.	
Entry Requirements	
IAB L3 Certificate, NVQ L3 or AS in Accounting. However, candidate who holds a relevant degree or two years recent working experience in the field can apply directly to IAB for exemption from L3 and progress to this level.	
Assessment Method	
All Learning Topics will be assessed through two externally set and marked two hour exams.	
Qualification Level	
This qualification has been designed to assess the knowledge and skills of accounting and book-keeping at Level 3 Diploma of the National Qualifications Framework. The qualification is awarded by the International Association of Book-keepers. Candidates become eligible to apply to be admitted as a Fellow, to use the designator letters FIAB.	
Study Links	
Achievement of this qualification leads to study and qualify with the Institute of Financial Accountants, IFA or provide you with a strong foundation to consider ACCA qualification.	
Work Links	
Candidates will be able to work at a management level in accounting, work for a chartered accountancy firm or be self employed in the field.	

IAB Level 3 Diploma Small Business Financial Management	
Course ID	L3 Dip SBFM
Brief Coverage	
The course enhances candidates' knowledge and understanding of the fundamental financial issues and procedures essential for a small company. The course consists of 8 modules, Basic Records, VAT, Payroll, Financial Accounts, SME's and the Inland Revenue, Costing and Pricing a Product, Working Capital Management and Financial Planning & Control.	
Ideal for	
Owner managers or for individuals involved in doing the accounts for the small business. It is designed to give candidates a basic understanding of how to run the finances of a small company and the financial implications and procedures.	
Entry Requirements	
Anyone irrespective of educational background or attainments may study towards the diploma.	
Assessment Method	
The Dip SBFM is awarded through successful completion of eight module based course work assignments. Each assignment is designed around a set of circumstances that a candidate is likely to come across in their work place, and is completed within the set period, not in an examination environment.	
Qualification Level	
Diploma at level 3 for Individuals who have successfully completed all 8 assessments. Upon successful completion of the diploma this will entitle you to apply for admission as a member of the association. The Membership benefits can be sited in the IAB website. Upon successful completion of the diploma will entitle you to apply for admission as a member to use designatory letters MIAB.	
Study Links	
The qualification enables candidates to progress to qualifications at Levels 3 and 4 of the National Qualifications Framework.	
Work Links	
Candidates will have acquired the skills and knowledge and understanding of the fundamental financial issues and procedures essential for a small company.	

ACCA Courses

The Association of Chartered Certified Accountants' (ACCA) is one of the main recognised accounting and auditing bodies in the UK. ACCA courses are structured in three parts with 14 modules overall. The ACCA exams and study structure is being changed and a new structure and exams will be available to candidates from December 2007. On completing all the 14 exams (14), on line professional ethics module and three years of relevant practical experience, students will be awarded membership of ACCA and permitted to use the ACCA designator letters after their name. Silpa is the only ACCA registered tuition provider (University College Registration Schemes - UCRS) and license to hold Computer Based Exams in Hertfordshire.

New ACCA Exams & Study Structure

Silpa will be offering training under the new structure from April 2007. The April new intake will be studying for first three Fundamentals paper F1, F2 and F3 for December 2007 exams.

ACCA Paper F1 Accountant in Business (AB)	
Course ID	ACCA F1
Brief Coverage	
This course aims to develop knowledge and understanding of the business environment and the influence this has on how organisations and accountants operate, and of the role of the accountant and other key business functions.	
Ideal for	
Students who wish to continue their studies and qualify as a Chartered Certified Accountant (Note: Practical experience is also required - please see ACCA literature for details).	
Entry Requirements	
To enter the ACCA Professional Qualification scheme you must be at least 18 and meet the ACCA's own academic entry criteria. Please contact us if you require further details.	
Assessment Method	
The syllabus is examined in a three hour paper.	
Qualification Level - A choice is offered	
Qualification is at level 4/5 professional skills.	
Study Links	
The basic financial accounting in Paper 1.1 is developed in Paper 2.5 Financial Reporting and Paper 3.6 Advanced Corporate Reporting. Knowledge from Paper 1.1 provides the background to Paper 2.6 Audit and Internal Review.	
Work Links	
This Paper is the first in the ACCA Professional Qualification route. Chartered Certified Accountants can use the designatory letters ACCA, and work in any aspect of finance or management in any business.	

ACCA Paper F2 Management Accounting (MA)	
Course ID	ACCA F2
Brief Coverage	
This course aims to develop knowledge and understanding of how to prepare and process basic cost and quantitative information to support management in planning and decision-making in a variety of business contexts.	
Ideal for	
Students who wish to continue their studies and qualify as a Chartered Certified Accountant (Note: Practical experience is also required - please see ACCA literature for details).	
Entry Requirements	
To enter the ACCA Professional Qualification scheme you must be at least 18 and meet the ACCA's own academic entry criteria. Please contact us if you require further details. Some understanding of the accounting principles and practices from Paper 1.1 Preparing Financial Statements and basic competence in numeracy are assumed.	
Assessment Method	
The syllabus is examined in a three hour paper.	
Qualification Level	
Qualification is at level 4/5 professional skills.	
Study Links	
The methods introduced in this paper are revisited and extended in Paper 2.4 Financial Management and Control and taken yet further in Papers 3.3 Performance Management and 3.7 Strategic Financial Management.	
Work Links	
This is the second Part 1 paper in the ACCA Professional Qualification route. Chartered Certified Accountants can use the designatory letters ACCA, and work in any aspect of finance or management in any business.	

**ACCA Paper F3
Financial Accounting (FA)**

Course ID ACCA F3

Brief Coverage

This course aims to develop knowledge and understanding of the underlying principles, concepts and regulations relating to financial accounting and technical proficiency in the use of double-entry accounting techniques, including the preparation of basic financial statements.

Ideal for

Students who wish to continue their studies and qualify as a Chartered Certified Accountant (Note: Practical experience is also required - please see ACCA literature for details).

Entry Requirements

To enter the ACCA Professional Qualification scheme you must be at least 18 and meet the ACCA's own academic entry criteria. Please contact us if you require further details.

Whilst there are no pre-requisites for this paper, candidates will be expected to demonstrate an understanding of the theory and issues involved in human resource management and to display appropriate writing skills in answering the examination paper.

Assessment Method

The syllabus is examined in a three hour paper.

Qualification Level

Qualification is at level 4/5 professional skills.

Study Links

Paper 1.3 is a pre-requisite for Paper 3.5 Strategic Business Planning and Development.

Work Links

This is the third Part 1 paper in the ACCA Professional Qualification route. Chartered Certified Accountants can use the designatory letters ACCA, and work in any aspect of finance or management in any business.



One day courses

Developed as a means to tune-up skills or receive a broader understanding of the finance field for those not in it, these full day courses allow candidates to receive additional training in a short space of time.

Accounting for Voluntary Sector

Course ID Acc. Vol

Ideal for Candidates working in the voluntary sector requiring understanding of Manual and computerised systems.

Brief Coverage

The course will be delivered as an interactive workshop

Good Practice Accounting - Manual

- Business Documents, Cash Book and Petty Cash Book
- Double Entry Accounting Principles to appreciate the terms Assets, Expenses, Accumulated Funds, Liabilities, Subscriptions
- Trial Balance, Income and Expenditure Account and Balance Sheet

Computerised Payroll Using SAGE Payroll

Course ID PayA

Ideal for Candidates new to Payroll requiring understanding of payroll legislation and procedures.

Brief Coverage

Computerised Accounting - Sage

- Overview of Sage Package
- Setting up system, Backup, Restore, Data Integrity and Security
- Set up Pay Elements,
- Calculation of gross pay
- Starters & Leavers
- Process payroll and reports
- Period end/ year end

Finance for Non-Financial Managers

Course ID FNFM

Brief Coverage

Course is delivered as an interactive workshop

- How to Interpret profit and loss statement and balance sheet
- The difference between management accounts and statutory accounts.
- Key Performance Indicators in Businesses
- Trading cycle and Money Cycle
- Cash Flow and Working Capital Management
- Costing, Pricing Break Even Analysis
- Budgeting and business planning
- Financial terminology

Ideal for

Owner managers or individuals already designated for the account record keeping using software or considering installing software.

Human Resource Management

Course ID Human Res.

Brief Coverage

Course is delivered as an interactive workshop

- Time Management
- Motivating the Team

Ideal for

Ideal for managers involved in the handling of staff and the examination of people in the workplace. Fields such as psychology, sociology, and other critical theories play a major role.





Finance for Non-Financial Managers

Course ID FNFM

Brief Coverage

Course is delivered as an interactive workshop

- How to Interpret profit and loss statement and balance sheet
- The difference between management accounts and statutory accounts.
- Key Performance Indicators in Businesses
- Trading cycle and Money Cycle
- Cash Flow and Working Capital Management
- Costing, Pricing Break Even Analysis
- Budgeting and business planning
- Financial terminology

Ideal for

Owner managers or individuals already designated for the account record keeping using software or considering installing software.

Human Resource Management

Course ID Human Res.

Brief Coverage

Course is delivered as an interactive workshop

- Time Management
- Motivating the Team

Ideal for

Ideal for managers involved in the handling of staff and the examination of people in the workplace. Fields such as psychology, sociology, and other critical theories play a major role.

Computerised Accounting Using Sage Line 50 Financial Controller

Course ID Sage L50 Beginners

Brief Coverage

This one day course will provide you with an Overview of Sage Package

- The structure of Nominal List and Chart Of Accounts
- Backup, Restore, Data Integrity and Security
- Start the package up with Opening Balances
- Sales Ledger, Purchase Ledger, Nominal Ledger and Bank
- Batch posting, Error Correction and Budget setting
- Aged Debtors, Aged Creditors, Bank Reconciliation and VAT Return
- Reports, Audit Trail, Trial Balance
- Month End Procedure and Reports
- Time allowing, delegates will be able discuss their specific issues

Ideal for

Existing users of SAGE wishing to enhance their knowledge and understanding of the software. Candidates will have acquired improved skills, knowledge and understanding of the software.

Advanced Accounting Using SAGE Line 50 Financial Controller

Course ID Sage L50 Adv.

Brief Coverage

Course is delivered as an interactive workshop

- Best use of the Nominal List and Chart Of Accounts
- Backup, Restore, Data Integrity and Security
- Setting up Fixed Assets categories and Depreciation
- Setting up Accruals and Pre-Payments
- Bad Debt Provision and Write Off
- Setting up recurring entries, Effective Credit Control
- Error Correction using Journal posting, Control Accounts, VAT

Ideal for

Existing users of SAGE wishing to enhance their knowledge and understanding of the software. Candidates will have acquired improved skills, knowledge and understanding of the software.