

VALUE ADDED TAX

A practical course in managing your VAT

○ This course is written for anyone who has to keep VAT accounts, whether you are a book-keeper or an owner manager. You can enrol for VAT as a standalone module or alongside other business courses. Written in an easy to follow style, with lots of practice, this course will help you compile an accurate VAT return. Under expert supervision, you will carry out practical activities, work practical examples, and practise computations - with solutions to check your work. And if you are already studying book-keeping, the course will help you to cover VAT topics in your syllabus. The rate of VAT has changed has changed three times recently but the principles remain the same.

Awarding Body

Distance Learning Partnership:
Certificate of Completion

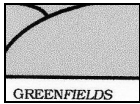
Estimated Study Time:

Approx. 30 hours

Specification

Unit 1: What is VAT?
Unit 2: Calculation of VAT
Unit 3: VAT in Invoices and Other Documents
Unit 4: Recording VAT
Unit 5: VAT Return
Unit 6: Miscellaneous Aspects of VAT

○ **COURSE PROVIDER**



Course Tutor:

Raymond Taylor *ACIB ACIS FFA Dip Distance Ed.*

Course includes

- Course Guide
- Study Guide comprising 6 interactive home study lessons
- Tutor Support by phone, letter or e-mail
- Practical Tutor-Marked Assignment comprising full return
- 12-month service contract

REDUCED PRICE

If you are enrolled on or also enrolling for our **ICB Level I or II** Book-keeping course, we can offer you a reduced price of **£95** for our VAT course.

We have retained the rate of VAT as 17.5% in this course for the time being

○ **PRICE** £115.00

➔ **By instalments:** Deposit £65 and three instalments of £20 (course price £125).

○ **TO ENROL:**

Complete the enclosed enrolment form and send with payment to:
The Distance Learning Partnership FREEPOST SEA9262 West Horsley
LEATHERHEAD KT24 6BR **Or** tel 01483 28 5626 for credit card enrolment. **Or** enrol online at www.distancelearningpartnership.co.uk.