

# Training Programme

## January - June 2019

### Scheduled face-to-face courses

MONTH	COURSE TITLE	DATE/TIME	DURATION
<b>JANUARY</b>	AdvicePro: A Comprehensive Introduction	17th (10am – 4pm)	1 day
	Wiseradviser: Tailoring Advice Strategies and Options for Dealing with Debt (NI)	21st & 28th (9.30am-4pm)	2 days
	NI Advice Standard Training: Case Recording, Quality of Advice Audits	24th (10am-1pm)	½ day
	Research and Referencing Skills for Advisers <b>(NEW)</b>	25th (10am-1pm)	½ day
	Understanding Sanctions to Benefits Entitlement	29th (10am-1pm)	½ day
<b>FEBRUARY</b>	An Overview of PIP	6th (10am-1pm)	½ day
	Wiseradviser: Advanced Mortgage Possessions	11th (9.30am to 4pm)	1 day
	An Accredited Guide to Universal Credit	13th, 20th & 27th (10am-4pm)	3 days
	Wiseradviser: Dealing with Rent Arrears <b>(NEW)</b>	25th (9.30am-4pm)	1 day
	Adviser NI: The Complete Adviser Training Programme – Run 1	26th (9.30am-4pm)	Day 1 of 10
<b>MARCH</b>	Adviser NI: The Complete Adviser Training Programme – Run 1	5th, 12th & 26th (9.30am-4.30pm)	Days 2-4 of 10
	Wiseradviser: Rates: Liability and Enforcement	11th (9.30am-4pm)	1 day
	Universal Credit: One Day Intensive Training for Advisers <b>(NEW)</b>	19th (10am-4pm)	1 day
	Nutshell: Universal Credit Calculations	21st (10am to 11.30am)	90 minutes
	Wiseradviser: Understanding & Supporting Clients in Vulnerable Circumstances	25th (9.30am-4pm)	1 day
<b>APRIL</b>	NI Advice Standard Training: Case Recording, Quality of Advice Audits	3rd (10am-1pm)	½ day
	Wiseradviser: Introduction to Providing Debt Advice	8th & 15th (9.30am-4pm)	2 days
	Adviser NI: The Complete Adviser Training Programme – Run 1	9th, 16th & 30th (9.30am-4.30pm)	Days 5-7 of 10
	Social Security Benefits for EEA Nationals <b>(NEW)</b>	17th (10am-1pm)	½ day
	Universal Credit: Digital Coaching	29th (10am-1pm)	1 day
<b>MAY</b>	Research and Referencing Skills for Advisers <b>(NEW)</b>	1st (10am-1pm)	½ day
	Adviser NI: The Complete Adviser Training Programme – Run 2	3rd, 10th, 17th & 31st (9.30am-4.30pm)	Days 1-4 of 10
	Adviser NI: The Complete Adviser Training Programme – Run 1	7th, 14th, & 21st (9.30am-4.30pm)	Days 8-10 of 10
	Universal Credit: One Day Intensive Training for Advisers <b>(NEW)</b>	8th (10am-4pm)	1 day
	Effective Training and Presentation Delivery	13th (10am-1pm)	½ day
	Social Security Tribunal Representation	15th, 22nd & 29th (9.30am-4pm)	3 days
	Wiseradviser: Good Practice Dealing with Debt	20th (9.30am-4pm)	1 day
	An Accredited Guide to Universal Credit	28th (10am-4pm)	Day 1 of 3
	Wiseradviser: Individual Voluntary Arrangement - The Essential Guide	30th (9.30am-12.30pm)	½ day
	Wiseradviser: Bankruptcy - The Essential Guide	30th (1pm to 4pm)	½ day
<b>JUNE</b>	Wiseradviser: Effectively Challenging Utility Debt	3rd (9.30am-4pm)	1 day
	An Accredited Guide to Universal Credit	4th & 11th (10am-4pm)	Days 2&3 of 3
	Wiseradviser: DRO Intermediaries & Complex Cases	6th (9.30am-4pm)	1 day
	Nutshell: Understanding the Sanctions Regime (Universal Credit and Legacy)	13th (10am-11.30am)	90 minutes
	Adviser NI: The Complete Adviser Training Programme – Run 2	14th, 21st, 28th (9.30am-4.30pm)	Days 5-7 of 10
	Nutshell: Universal Credit Calculations	17th (10am-11.30am)	90 minutes
	Wiseradviser: Negotiation and Communication Skills for Debt Advisers	19th (9.30am-4pm)	1 day
	Challenging Universal Credit Decisions	27th (10am-4pm)	1 day

All of the above courses will be delivered at Advice NI, 1 Rushfield Avenue, Belfast, BT7 3FP.

### Bespoke Training

Advice NI can offer a wide range of accredited and non-accredited bespoke courses to meet your organisation's training and development needs. Contact us to discuss getting a bespoke quotation at [training@adviceni.net](mailto:training@adviceni.net)

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Providing award winning training for over 20 years



### Blended/On-Line Learning (Register Anytime)

#### Blended/Distance Learning

- Level 3 Certificate in Advice & Guidance
- Level 4 Diploma in Advice & Guidance
- Level 3 Award in Understanding the Principles & Practices of Assessment
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

The above qualifications are awarded through City & Guilds and ProQual awarding bodies.

#### Online Learning

- Wiseradviser - Payday Loans: The Facts (NI)
- Wiseradviser - Boost Your Own Development (Scotland and NI)
- Wiseradviser - Selecting Appropriate Advice Methods and Tools (NI)
- Wiseradviser - Get Started with the Common Financial Statement (CFS): A How-to Guide for Advisers (NI)
- Wiseradviser - Standard Financial Statement
- Wiseradviser - Debt Relief Order Approved Intermediary: The First Steps (NI)
- Wiseradviser - CASHflow: How to Use the Tool Effectively
- Wiseradviser - How to Deliver Money Advice by Email (NI)
- Wiseradviser - Credit Referencing: The Essentials
- Wiseradviser - Getting to Grips With Your Personal Caseload (Scotland and NI)
- Wiseradviser - FCA: The Impact on Consumer Credit Regulation So Far (NI)
- Wiseradviser - Understanding & Supporting Clients in Vulnerable Circumstances (NI)
- Wiseradviser - Consumer Credit Act (CCA) NI
- Wiseradviser - Good Practice in Case Recording
- Wiseradviser - Introduction to Income Maximisation (Coming Soon)
- Wiseradviser - Introduction to Student Loans (Coming Soon)

### Training Prices

The following is a price guide for our training. Please note that some of our courses, including multi-day and accredited training, fall outside of this pricing schedule. Please see our website [www.adviceni.net/training](http://www.adviceni.net/training) for all individual course prices:

#### Nutshells (90 minutes)

Members	£20
Voluntary and Community Sector Organisations	£25
Private and Statutory Sector Organisations	£35

#### Half-day Training

Members	£40
Voluntary and Community Sector Organisations	£50
Private and Statutory Sector Organisations	£60

#### Full-day Training

Members	£80
Voluntary and Community Sector Organisations	£100
Private and Statutory Sector Organisations	£120

Advice NI's training is competitively priced with substantial savings available for our members. For more information on becoming a member of Advice NI, visit our website [www.adviceni.net](http://www.adviceni.net).

Advice NI, 1 Rushfield Avenue, Belfast, BT7 3FP

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