



TRAINING BROCHURE · 2026

Practical finance skills your team can use on Monday morning.

Bookkeeping, VAT, payroll, software, sustainability and ethical AI – taught by people who do this work every day.

TCW Training Services

In-person across South Yorkshire, or live online
01302 499116 · support@tcwaccounts.co.uk



WELCOME

Knowledge is the fastest route to better decisions

Our training is built for busy teams who want skills they can use immediately — delivered with the clarity, calm and professionalism you would expect from a tax-aware firm.

We are practising accountants and payroll specialists first, trainers second. That means sessions are grounded in current rules, real filing deadlines and the mistakes we actually see, rather than a generic syllabus written two years ago.

OUR PROGRAMMES

Six programmes, each built around your context

Bookkeeping training

From fundamentals to advanced record-keeping. Chart of accounts, journals, reconciliations and month-end discipline that stands up to scrutiny.

VAT training

Understanding VAT rules and submissions — registration, schemes, partial exemption basics and Making Tax Digital returns done properly.

Payroll training

Practical processing and compliance. Starters and leavers, RTI submissions, statutory payments and the annual round of rate changes.

Business software training

Boost efficiency with the digital tools you already pay for. Xero, QuickBooks and the everyday workflows that save the most time.

Sustainability in business

Embed eco-conscious practice into reporting and decisions — what to measure, what to report and what genuinely reduces impact.

AI for finance and operations

Ethical AI literacy for modern teams. Where automation helps, where it must not be trusted, and how to keep human oversight meaningful.

Custom packages

Most clients mix elements from several programmes. Tell us the gap you are trying to close and we will build the session around your systems, your sector and your people.

HOW WE DELIVER

Training that sticks

Sessions are designed around your context, your systems and the reality of day-to-day finance work.

Online — live

Interactive sessions on Teams or Zoom, with templates and follow-up resources. Ideal for distributed teams and easy to schedule around a busy month end.

In person

Workshop-style delivery with team-based scenarios and hands-on practice. Best for high-impact capability days and cross-team problem solving.

What a session includes

- ✓ Activities and mini case studies drawn from real business situations
- ✓ Usable templates and checklists you keep afterwards
- ✓ Written follow-up notes, and a named contact for questions afterwards

WHY CHOOSE TCW

Hands-on, human, and built for the real world

Experienced instructors

Real practice and payroll knowledge, not career trainers reading from a deck.

Flexible delivery

In person or online, in whole days, half days or short focused sessions.

Practical learning

Activities, case studies and templates you can put to work the same week.

Future-focused

Sustainability, ethical AI and skill development built into the curriculum.

The training helped us get compliant and become more confident with digital tools and sustainability.

CLIENT FEEDBACK

INVESTMENT

Clear pricing for in-house training

Prices are starting points. We confirm scope after a short conversation about group size, existing knowledge and the systems you use.

Format	Best for	Price (GBP)
Custom bookkeeping or VAT training	Targeted coaching for one or two people	£120 per hour
Half-day session (up to 3 hours)	A single topic covered properly with practice time	£350
Full-day session (up to 6 hours)	Whole-team capability days across several topics	£650
Bookkeeping system set-up and training	Getting a new system live and the team confident on it	£95 one-off

All prices are in GBP. VAT applies where applicable. Travel outside the Doncaster area, bespoke materials and follow-up support days are quoted separately, and we will always confirm costs before proceeding.

How to book

- 1 Tell us the gap.** A ten-minute call is usually enough to work out what would help most.
- 2 We propose a shape.** Format, length, topics and a fixed price, in writing.
- 3 We deliver and follow up.** Session, materials, and a named contact afterwards.

Book a training conversation

Tell us what your team needs to be able to do, and we will tell you honestly how long it takes to get there.

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