

Introduction to Business Structure and Law

Designed for: Those who wish to start their own business, those looking for work as well as employees who wish to learn more about how companies are structured.

Prerequisites: None

Objectives: To cover part of the syllabus for the ITEC Business Competence Level 3 unit qualification

Course Content

- Lesson One – Including: Why different types of business exist, terms relating to business, AGMs and EGMs, roles and responsibilities of shareholders, directors and company secretary
- Lesson Two – Including: Business reporting, filing deadlines, accounts audit, contracts in business, business bank accounts, loans and security
- Lesson Three – Including: How different types of business are taxed, insolvency, employer obligations under the Health & Safety at Work Act, employment contracts

Benefits

- Learn the basic principles of how businesses are structured and the various legalities
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 6-8 hours

What next: Understanding Business Accounts