

Retail Gift Aid Course Outline

This course is aimed at our members who want training on running a Gift Aid system, covering the set-up process, pitch to customers, administrative duties, and compliance. It is delivered, with [Nisyst](#), by a dedicated and certified professional training manager who has worked with charities and hospices of all sizes to help them develop their Retail Gift Aid revenues.

Course Aims:

- Set up and run a Retail Gift Aid system in your shop
- Improve any current systems you have and ensure they are compliant
- Understand your legal requirements
- Train your volunteers in operating a system

Course Programme

- 9.30am** Arrival and coffee
- 10am** Welcome and introduction
- 10.15am** What is Gift Aid? Setting up Retail Gift Aid
- 11.15am** Break
- 11.30am** On the shop floor
- 12.30pm** Lunch
- 1.15pm** Admin confidence
- 1.45pm** Compliance – keeping HMRC happy
- 2.45pm** Coffee break
- 3pm** Q&A Session / Surgery
- 3.45pm** Final discussions
- 4pm** End