

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

Session 1:

- What is Gift Aid? Setting up Retail Gift Aid
- On the shop floor
- Break
- Admin confidence
- Final discussions/questions
- End of session

Session 2:

- Short quiz & discussion
- HMRC compliance – Keeping HMRC happy
- Break
- Q&A session/surgery
- Final discussions
- End of session