

IPSA Training for MPs' Staff

IPSA has put in place a programme of support to help you become familiar with the new expenses rules and the online expenses system.

The online system has been designed to be user-friendly and intuitive and has a strong and proven track-record in many private and public sector organisations. However, we recognise that this particular method of claiming expenses will be new to many of its users. We are also keen to ensure that the system's many built-in tools are put to good use in helping MPs manage their budgets effectively.

Staff training sessions

From early June until mid-July, IPSA is running a series of half-day training sessions for staff. These will help by:

1. increasing your understanding of the expenses rules
2. enabling you to use the online expenses system to manage expenses and associated budgets. This will include hands-on training in the online expenses system, its tools and other helpful features
3. providing you with support materials for reference back in the office

Booking

You can book onto one of the sessions below by calling the IPSA training helpline on 0203 334 3377 or by emailing training@parliamentarystandards.org.uk.

Please note that the sessions below marked * form part of training days organised by the House of Commons. Staff who have booked, or are intending to book, a place on one of these days do not need to book an additional IPSA training session. Staff can also be booked onto just the IPSA element of these days.

Dates and times - London

- Monday 7 June *
One session at 14.30
- Thursday 10 June *
One session at 13.15
- Friday 11 June *
One session at 13.15
- Thursday 17 June *
One session at 13.15
- Friday 18 June *

One session at 13.15

- Thursday 24 June *
One session at 13.15
- Friday 25 June *
One session at 13.15
- Monday 5 July *
One session at 13.15
- Thursday 8 July *
One session at 13.15
- Friday 9 July *
One session at 13.15

Dates, times and venues - UK regional centres

- Wednesday 9 June - Birmingham
Two sessions - 09.30 and 13.30
- Monday 14 June - Belfast
One session at 09.30
- Wednesday 16 June - Bristol
Two sessions - 09.30 and 13.30
- Monday 21 June - Manchester
Two sessions - 09.30 and 13.30
- Wednesday 23 June - Leeds
Two sessions - 09.30 and 13.30
- Tuesday 29 June - Edinburgh
Two sessions - 09.30 and 13.30

Please note that places will be allocated on a first-come first-served basis.

Subject to demand, IPSA will consider running additional sessions in London and/or the regions.

Who can attend?

MPs have been asked to invite one member of staff to attend a training session at this stage (though additional staff may be permitted to attend if numbers allow). We recommend that this is the MP's nominated proxy, if they have one. Numbers have been limited to ensure that each session has no more than 30 people, thereby maximising the quality of the training staff receive.

MPs who feel they would benefit from more detailed training on the online expenses system are also welcome to book onto a session.

Funding

IPSA will fund the cost of the training and support materials. The cost of any associated travel for staff members may be claimed as travel expenses through the online expenses system. If there is a need for overnight accommodation and subsistence expenditure, these can be met from the General Administrative Expenditure budget.

Support in the meantime

Training modules are now available on the IPSA website at www.parliamentarystandards.org.uk. Click on the 'Training' link on the 'Information for MPs and Staff' page. These will help both MPs and staff when entering and submitting expenses, registering certain items, and printing reports.

Help is also available via the IPSA Information Line on 020 7811 6400 or by emailing info@parliamentarystandards.org.uk

On-going staff training

We are exploring how best to provide training both for new MPs and new staff throughout the life of this Parliament. Further details will be available later in the year.