



## CCH Learning | CCH Books

Providing cost-effective access to information and professional development solutions for business professionals.

Proud supporters of the Association of Administrative Professionals NZ Inc.



ASSOCIATION OF  
ADMINISTRATIVE  
PROFESSIONALS  
NEW ZEALAND INC

Te Kāwarangi

# Wolters Kluwer and AAPNZ

Wolters Kluwer is a leading global information provider to lawyers, accountants and other business professionals. Through our broad range of offerings, including research solutions, workflow tools, books, webinars and conferences, we provide people in business with easy and cost-effective access to knowledge, information and professional and personal development solutions.

Wolters Kluwer is proud to be supporting AAPNZ, the leading association for administrative professionals in New Zealand, to bring further professional development solutions to their members.

Administration professionals play an integral role within all businesses large and small. As the business and office worlds continue to change and evolve at a rapid rate, it is vital that professionals up skill and remain up to date with these changes.

## CCH Learning

Through our wide and varied webinar programme, we provide professionals with the knowledge and skills to improve efficiency, develop best practice, stay in touch with their changing legal obligations and help them to succeed in the competitive business environment. All CCH Learning webinars and on-demand recordings are CPD verifiable.

Offering around 170 webinars for business professionals each year, CCH Learning provide professional development solutions in areas including, Business & Commercial, Tax & Accountancy, Law, HR & Employment, Governance, IT & Software and Professional skills. CCH Learning prides ourselves on providing high quality educational solutions to customers and work with leading experts and presenters to ensure we do this.

### CCH Learning webinars are:

- focused on learning about a specific topic
- short - typically 60, 75 or 90 minutes in length
- interactive - participants can ask questions at the end
- CPD verifiable
- Live or on-demand.

**AAPNZ members receive 20% discount on CCH Learning webinars and on-demand recordings\***

*\* Simply get the discount code from your membership officer:  
Email: [membership@aapnz.org.nz](mailto:membership@aapnz.org.nz)*

### One Connection – One Fee

All CCH Learning webinars operate on a 'one-connection-one fee' basis so the whole team can participate for the one cost effective price and claim CPD points.

### Can't make the live webinar date?

No problem – all our webinars are recorded so customers can purchase the on-demand recording once the live webinar has finished and watch at a time that is convenient for them.

### Sole Practitioner Discount

For businesses with less than 3 staff, we also offer a Sole Practitioner discount. If you believe your organisation is eligible, please contact us at [learning@cch.co.nz](mailto:learning@cch.co.nz) to register.

For more information and to view the extensive CCH Learning programme, go to: [www.cchlearning.co.nz](http://www.cchlearning.co.nz)

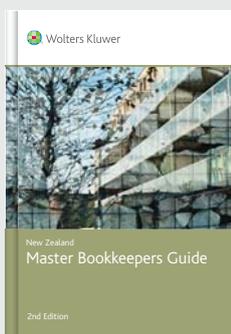
*\* Please note that the CCH Learning discount is for use by individual AAPNZ members when booking for their own professional development and is not to be used when booking on behalf of other parties.*




**BOOKS**
**SAVE 10%**

# CCH Books

Written by industry experts, CCH books and eBooks provide practical and straightforward guidance. Informative and easy-to-use, our books are the cost-effective way to get quick, accurate answers when advising clients, making critical business decisions or managing legal obligations.

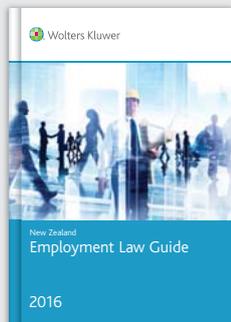


## New Zealand Master Bookkeepers Guide

Published: Nov 2015

This practical guide covers not only bookkeeping essentials but also a range of accounting and taxation issues that tax agents, bookkeepers, accountants and business owners need to be aware of. It has a very practical approach, and includes numerous worked examples, diagrams, checklists, tables and FAQs.

Book Code: 1554Z      eBook Code: 1554ZEB      **\$128.00** (plus GST)      AAPANZ price **\$115.20** (plus GST)



## New Zealand Employment Law Guide

Published: Jan 2016

The 2016 *New Zealand Employment Law Guide* contains practical and easy-to-read coverage of the law on employment relations, employment agreements, working hours, remuneration, disputes, grievances, termination of employment, health and safety, discrimination and privacy. Significant decisions of the Employment Relations Authority and the courts are used to show how employment law is interpreted and applied in real life.

Book Code: 1583Z      eBook Code: 1583ZEB      **\$88.00** (plus GST)      AAPANZ price **\$79.20** (plus GST)



## Payroll A Practical Guide to New Zealand Payroll Administration

Published: Jul 2016

Administering the payroll is one of the most critical and demanding functions of a business. This comprehensive, easy-to-use guide clearly explains the essential components of all pay office functions and procedures. It is an invaluable resource for payroll officers, business owners and advisers.

Book Code: 1610Z      eBook Code: 1610ZEB      **\$110.00** (plus GST)      AAPANZ price **\$99.00** (plus GST)

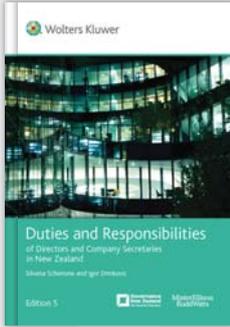
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## Duties and Responsibilities

of Directors and Company Secretaries in New Zealand

Published: May 2016

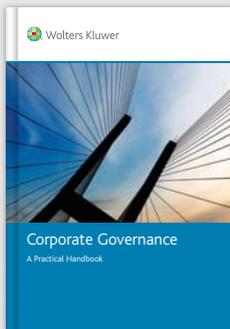
This book is an essential resource for directors and their advisors, to help them keep up-to-date with the legal requirements and developments critical to their roles. The new edition has been updated in light of changes brought about by the Financial Markets Conduct Act coming into force and the redevelopment of the health and safety framework.

Book Code: 1552Z

eBook Code: 1552ZEB

**\$120.00** (plus GST)

AAPANZ price **\$108.00** (plus GST)



## Corporate Governance

A Practical Handbook

Published: Apr 2016

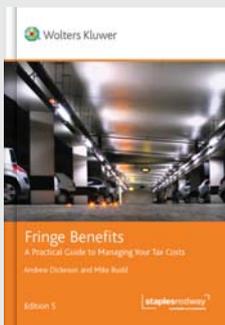
This guide is a user-friendly resource for those needing a practical set of tools to carry out the complex work of the board of directors. It includes checklists and templates which are also available on the CD included with the book. No matter what your experience level, this book will inform and stimulate your thinking and help you build the best governance knowledge and practices.

Book Code: 1571Z

eBook Code: 1571ZEB

**\$120.00** (plus GST)

AAPANZ price **\$108.00** (plus GST)



## Fringe Benefits

A Practical Guide to Managing Your Tax Costs

Published: Jun 2016

Fringe benefit tax (FBT) is arguably one of the most controversial and costly taxes for any New Zealand business to administer. This practical book uses worked examples, case studies and checklists to illustrate the meaning of the law and the context in which FBT might arise. It is an invaluable resource for employers, business administrators, payroll managers and accountants.

Book Code: 1621Z

eBook Code: 1621ZEB

**\$96.00** (plus GST)

AAPANZ price **\$86.40** (plus GST)



## Meetings

A Practical Handbook

Published: Jun 2010

This popular and practical guide to every aspect of the law and practice of meetings in New Zealand is now in its fourth edition. It provides a concise guide to all types of meetings and is an essential resource for all those involved in planning, chairing and running meetings.

Book Code: 1263

eBook Code: 1263EB

**\$96.00** (plus GST)

AAPANZ price **\$86.40** (plus GST)

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