

STEP Foundation Certificate and Diploma in Trusts and Estates (England & Wales)



Accredited by STEP and The Solicitors Regulation Authority
as meeting your full annual CPD requirement

Course Provider



In association with



A qualification for practitioners in England & Wales

Background to the Diploma

The STEP Diploma in Trusts and Estates provides both an academic and a professional qualification recognised by the industry. It develops an appreciation of the issues that arise in trust and estate practice and gives practical knowledge of the law and procedures involved.

The Diploma programme consists of the following four papers:

- Administration of Estates
- Administration of Trusts
- Taxation of Trusts and Estates
- Trust and Estate Accounting

The range of practitioners currently taking the course includes members of the accountancy, banking, legal and trust professions (at all levels); charity specialists; a wide range of support staff and paralegals; tax advisors; independent financial advisors and executorship administrators. The STEP Diploma in Trusts and Estates is delivered in association with Manchester Business School.

Completion of the Diploma provides an entry route to the University of Manchester's BSc (Hons) in Management and Trusts & Estates.



Aims of the Programme

- To enhance your ability to give holistic advice to clients as a “trusted advisor”.
- To develop your own academic and professional competence.
- To provide an appreciation of the issues that arise in trust and estate practice and give practical advice on the law and procedures involved.
- To provide a route to Full membership of STEP, allowing use of the TEP designation.

Key Learning Outcomes

On successful completion of the course you will be able to:

- Describe the classification and types of trusts, their uses, what affects their validity, their premature cessation and under what circumstances they can and cannot be altered.
- Advise on the taxation of each trust type.
- Explain, advise and comment on the use of the trust in modern tax planning.
- Understand and interpret the legal complexities and language pertinent to trust deeds.
- Describe the roles, responsibilities, limitations and liabilities of trustees.
- Advise on the legal formalities involved in the preparation of a valid will and be alert to the pitfalls.
- Analyse the content and validity of an existing will, assess its value to a client and advise to what extent it will meet their objectives.
- Advise on the tax effective will.
- Advise on the tax implications and legal considerations of making lifetime gifts and gifts made in contemplation of death.
- Describe the roles, responsibilities, limitations and liabilities of the Executor.
- Advise on the legal management of the client estate, including probate and intestacy issues, evaluation of any risks involved, deeds of variation, disclaimer, insolvency.
- Advise on taxation issues relating to the transference of private client wealth, specifically inheritance tax and capital gains tax, and how the burden of taxation can be minimised.
- Construct and interpret the trust and client estate accounts.

Benefits to Delegates

- Increase your knowledge and understanding of the legal and financial principles and practices underlying the administration of trusts and estates within the private client market.
- Arm yourself with a qualification recognised by everybody working in the private client community and become a Full member of STEP.

Testimonials from past delegates:

“It has given me confidence that I am ‘an expert’ in the areas on which I advise. Clients and fellow professionals also recognise the qualification and that helps with referrals and obtaining new clients.”

Danny Clifford TEP ACA CTA, Partner, Ensors Chartered Accountants

“My knowledge and confidence in dealing with trusts and estates has increased significantly and being a member of STEP increases your profile within the private client community and your exposure to others working in the same field.”

Erica Buchan TEP LLB (Hons) Dip LP NP, Solicitor, Ledingham Chalmers LLP

Business Outcomes

- Ability to demonstrate knowledge of the most up-to-date issues affecting trusts and estates.
- Provide your clients with assurance that you are a highly qualified trust and estate practitioner and trusted advisor.
- Provide your practice with a competitive edge by employing TEP qualified practitioners.

An employer's view:

“The STEP qualification really motivates the individuals who study for it. You can see them mature as employees, becoming more confident and knowledgeable, which in turn benefits the clients. What benefits the clients will ultimately benefit the company as a whole.”

Pearline McIntosh ACIB TEP, Vice President – Trust Services, Butterfield Trust Ltd.

Course Structure and Assessment

The programme is delivered through a blend of distance-learning and face-to-face workshops. Each paper will take four to six months to complete (the Foundation Certificate counts as one paper) and students have four years of STEP membership to complete the Diploma.

The Foundation Certificate paper covers introductory modules on:

- The English Legal System
- Trusts
- Wills, Probate and Administration
- Trust and Estate Accounts
- Principles of Trust and Estate Taxation

The Diploma programme requires all delegates to study the following four papers:

- Administration of Estates
- Administration of Trusts
- Taxation of Trusts and Estates
- Trust and Estate Accounting

In order to pass, you must successfully complete a three-hour closed-book examination in each of the papers. The Foundation Certificate is covered in one paper.

For a full syllabus, visit www.clt-step.co.uk



About STEP

STEP is a unique professional body, the leading representative and training body for solicitors, barristers, accountants and other professionals who specialise in trusts and estate planning.

STEP provides members with a local, national and international learning and business network, focusing on the responsible stewardship of assets today and across the generations.

Education is at the forefront of STEP's purpose, which is to raise and promote standards in technical knowledge and in service to the public. Completing the STEP Diploma in Trusts and Estates will both demonstrate commitment to your professional development and add significant value to your professional practice.



CLT International

CLT International is the exclusive course provider for the STEP Diploma in International Trust Management and STEP Certificates and Diplomas in England & Wales and Scotland, including the STEP Certificate for Financial Services (Trusts and Estate Planning). CLT International has a wealth of experience of providing high quality, certified, professional training programmes to delegates around the world.



Entry Advice

Admission to the Diploma is open-entry, but it is recommended that applicants should already be working in the field, or be looking to move in to a position within it. A basic understanding of the core areas covered in the Diploma would be an advantage. Delegates with little or no experience, or who are unsure if their understanding is sufficient, should study the Foundation Certificate first.

Cost and How to Apply

The fee is £695 (plus VAT) per paper.

This fee includes:

- Course manual
- Face-to-face tuition; two workshop days per paper
- Online resource centre
- Distance-learning support
- Specially developed webinar material
- Self-assessment material
- Examination fees

Examinations are held at a number of venues across the UK. Browse venues and exam dates at www.clt-step.co.uk/dates

Successful completion of the Diploma, plus two years' experience (which can be acquired while studying for the Diploma) leads to Full membership of STEP entitling you to a range of benefits including use of the designation TEP, attendance at STEP networking events and STEP Special Interest Groups and a subscription to the *STEP Journal*. Completion of the Foundation Certificate leads to Affiliate membership. For more on how STEP membership will benefit you, visit www.step.org

**For full details of the programme visit
www.step.org/pd or www.clt-step.co.uk**

Please note:

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