

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 and those affiliated to STEP 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 this Certificate will both demonstrate commitment to your professional development and add significant value to your professional practice.



CLT International

CLT International is an experienced provider of high quality, certificated, professional training programmes to delegates around the world. The STEP Certificate on Trusts for Civil Law Practitioners was introduced in 2009 as part of the International Trust Management Certificate and Diploma programme, designed and launched by CLT International in 1999 and delivered exclusively by CLT International in over 20 jurisdictions worldwide.

www.step.org/pd
www.clt-stepint.co.uk/civillaw

Entry Advice

The Certificate is an open entry programme. There are no formal educational entry requirements. However, applicants should have a good standard of basic literacy. The course materials, face-to-face tuition and examination are all in English.

Cost and How to Apply

The course fee for this Certificate is \$2,950.

This fee includes:

- Course manual
- Self-assessment material
- Four day face-to-face course
- Examination fee
- STEP Student Membership subscription

Those not currently TEPs or STEP students can become an Affiliate on successful completion of the Certificate, benefitting from association with STEP, subscription to the *STEP Journal*, networking opportunities at local, national and international STEP events, online technical resources, and much more. Completion of the Certificate also provides an entry route into the STEP Diploma, which leads to Full Membership of STEP. Find out how STEP membership will benefit you at www.step.org

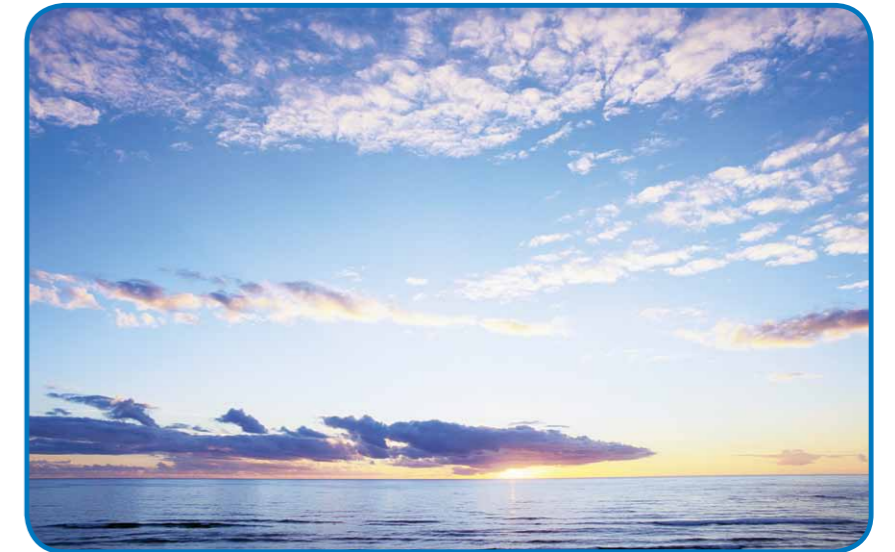
For full details of the programme visit
www.step.org/pd or www.clt-stepint.co.uk/civillaw

Please note:

Every effort has been taken to ensure that this publication was accurate at the time of going to press but STEP and CLT International are not liable for any errors or omissions in this publication. STEP and CLT International reserve the right to vary or cancel a course or examination where the occasion necessitates. STEP and CLT International accept no liability if, for whatever reason, the course or examination does not take place.

STEP Foundation Certificate on Trusts for Civil Law Practitioners

Providing an insight into trusts and their administration



A qualification for practitioners in South America

Background to the Certificate

Introduced in 2009, the STEP Foundation Certificate on Trusts for Civil Law Practitioners is a specialist qualification in trusts aimed at practitioners in South American civil law jurisdictions. The programme provides a detailed insight into trusts and their administration from both a South American and international perspective.

Aims of the Certificate

This Certificate is introductory in nature and is designed to provide you with an understanding of key trust principles. The course is practical and will be relevant to the tasks that you are undertaking in the workplace. Successful completion of the Certificate will:

- Equip you with a detailed understanding of the key principles of trusts law.
- Provide an insight into the international trust profession, including the vehicles, structures, principles and practices that underpin the profession.
- Provide an insight into the analytical skills required by trust officers and administrators.
- Provide you with an academic qualification which entitles you to become an Affiliate of STEP or progress to the STEP Diploma which leads to Full STEP Membership.



Key Learning Outcomes

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

- Describe the relationship between common law and equity and the differences between legal and equitable rights.
- Explain the legal requirements for the creation of a valid trust.
- Advise on different types of trust and their features.
- Navigate around a basic trust instrument and explain the key provisions you would expect to see included.
- Comply with a trustee's fiduciary duties and understand what is expected in the exercise of a trustee's powers.
- Advise on the advantages of using a trust in estate planning, tax planning and asset protection.
- Carry out appropriate 'know-your-client' checks on existing and new trust clients.
- Describe the features of a privately owned limited company and the advantages of incorporation in a low/nil-tax centre.
- Explain the development of company principles and practices in international trust centres, in particular in relation to the rights of shareholders and directors.
- Explain the services provided by corporate service providers in international financial centres.



Business Outcomes

- Enrich your knowledge and understanding of trusts and their administration, enhancing your ability to give sound, consistent advice to clients.
- Provide a benchmark for professional standards of administration and management in the international trust profession.
- Raise the profile of trust administration and management as a key function of the international trust profession.

Course Structure and Assessment

The programme is delivered through distance learning and face-to-face tuition. At the end of the five-month distance learning component, you will attend a four day face-to-face component during which the tutor will revise the main topics covered on the course and provide an overview of trusts in a South American context. This will culminate in a final examination on day five.

The Certificate will cover the following modules:

- Introduction to International Financial Centres
- Evolution of Equity and the Law of Trusts
- The Fundamentals of a Valid Trust
- Types of Trust
- Modern uses of Trusts
- Basic Trust Administration
- The Role and Status of the International Asset Holding Company
- Incorporation, Funding and Dissolution of Companies
- Company Shareholders, Directors and Other Officers
- International Corporate Services



Other Officers

The Certificate will be awarded on passing a three-hour closed-book examination that comprises multiple choice and essay/problem questions.