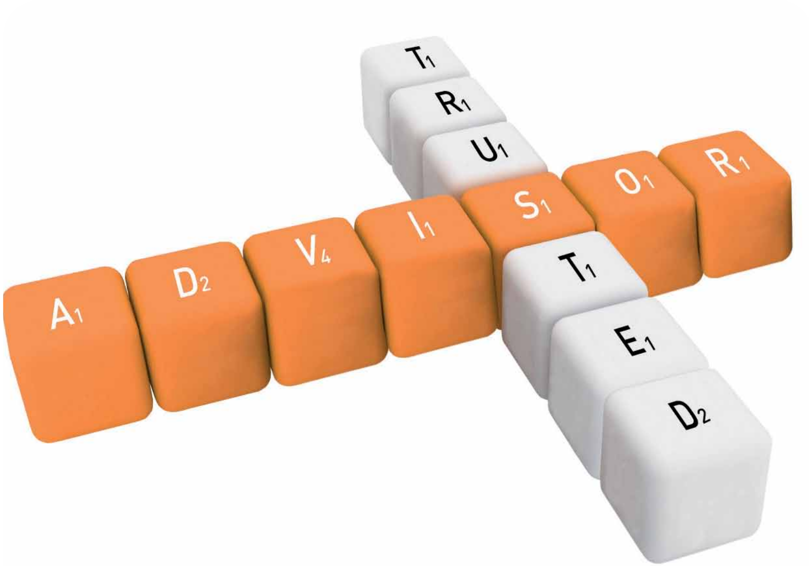
# STEP Diploma for Accountants and Tax Practitioners (Trusts and Estates)

**Focusing on the legal principles and practices for the administration of trusts and estates**




CLT International

STEP
Society of Trust and Estate Practitioners

A qualification for practitioners in England & Wales

STEP Diploma Series for the Trusted Advisor

www.step.org/pd
www.clt-step.co.uk/atp

# Background to the Diploma

This qualification for accountants and tax specialists focuses on the legal principles and practices underlying the administration of trusts and estates and will give you a broad legal understanding of the trust vehicle.

The programme is intensive in nature and will be completed within four months, providing an accelerated route to membership of STEP.

You will have access to all STEP trust and estate materials to enable you to revise your tax and accounting knowledge as it relates to trusts and estates. Similarly, there will be opportunities during and at the end of the course workshop to address individual needs.

## Aims of the Diploma

- To build your expertise in the trusts and estates private client field.
- To enhance the service you can offer to clients.
- To add value to your business and professional practice.
- To provide a route to full membership of STEP and TEP status for accountants and tax specialists.

# Key Learning Outcomes

**On successful completion of the Diploma you will be able to:**

1. Describe the classification, types and uses of trusts, what affects their validity, their premature cessation and under what circumstances they can and cannot be altered.
2. Advise on the taxation of each trust type.
3. Explain and advise on the use of the trust in modern tax planning.
4. Interpret the legal complexities and language pertinent to trust deeds.
5. Describe the roles, responsibilities, limitations and liabilities of trustees.
6. Advise on the legal formalities involved in the preparation of a valid will and be alert to the pitfalls.
7. 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.
8. Advise on the tax effective will.
9. Advise on the tax implications and legal considerations of making lifetime gifts and gifts in contemplation of death.
10. Describe the role, responsibilities, limitation and liabilities of the executor.
11. Advise on the legal management of the client estate, including probate and intestacy issues, evaluation of any risks involved, deeds of variation, disclaimers, insolvency.
12. Advise on taxation issues relating to the transference of private client wealth, specifically inheritance tax and capital gains tax, and how the burden of tax can be minimised.
13. Construct and interpret the trust and client estate accounts.


**The Route to Providing Holistic Private Client Advice**

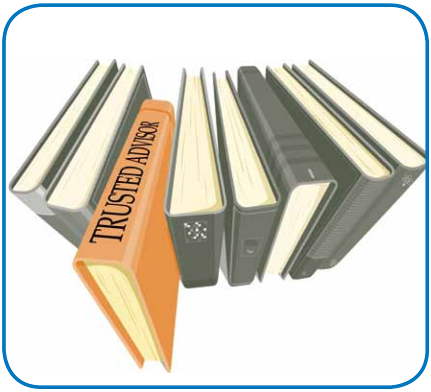
# Business Outcomes

- Increase your knowledge and understanding of the legal principles and practices underlying the administration of trusts and estates within the private client market.
- Enhance your ability to deliver sound, consistent and holistic advice to clients.
- Arm yourself with a qualification recognised by everybody working in the private client community.
- Broaden your practice to differentiate you from the competition.

# Course Structure and Assessment

This qualification is delivered through an integrated tuition system, comprising a distance learning component with bespoke course materials and online support, culminating in a five-day workshop.

The programme is intensive in nature and will be completed within four months. It will require a minimum of 12 hours personal study a week, but has been structured to enable you to integrate study with your work.




There will be a five-day workshop at the end of the distance learning component, which is delivered by experienced practitioners, academics and professional trainers and which will fully prepare you for the case study assessment.

You will be assessed by a 3½ hour case study exam, in which you will be presented with a private client case. You will need to demonstrate, through written responses, your ability to apply your experience and knowledge of trusts and estates to this private client case. Typical tasks could involve analysing a client's existing will, advising on the use of a trust, interpreting a set of trust accounts or discussing tax planning.

# About STEP

STEP is a unique professional body, the leading representative and training body for accountants, tax practitioners, barristers, solicitors 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 for Accountants and Tax Practitioners 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 this Diploma, the STEP Diploma in International Trust Management and STEP Certificates and Diplomas in England & Wales and Scotland, including the STEP Certificate in Financial Services (Trusts and Estate Planning) and the STEP Certificate in Will Preparation (England and Wales). CLT International has a wealth of experience of providing high quality, certificated, professional training programmes to delegates around the world.

# Entry Advice

The programme is for qualified accountants and tax practitioners in England & Wales who are keen to supplement their existing knowledge and qualifications with a specialist private client Diploma.

Those not currently TEPs or STEP students can apply for full STEP membership on successful completion of the Diploma. Find out how STEP membership will benefit you at www.step.org

# Cost and How to Apply

The course fee for this Diploma is £1,750 plus VAT.

This fee includes:

- Course manual.
- Five full workshop days.
- Online resource centre.
- Distance-learning support.
- Specially developed webinar material.
- Self-assessment material.
- Examination fees.

Complete the course enrolment form and return to CLT International.
Enrolment forms and business profiles for STEP accounting and tax students can be found at **www.step.org/pd** or **www.clt-step.co.uk/atp**

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