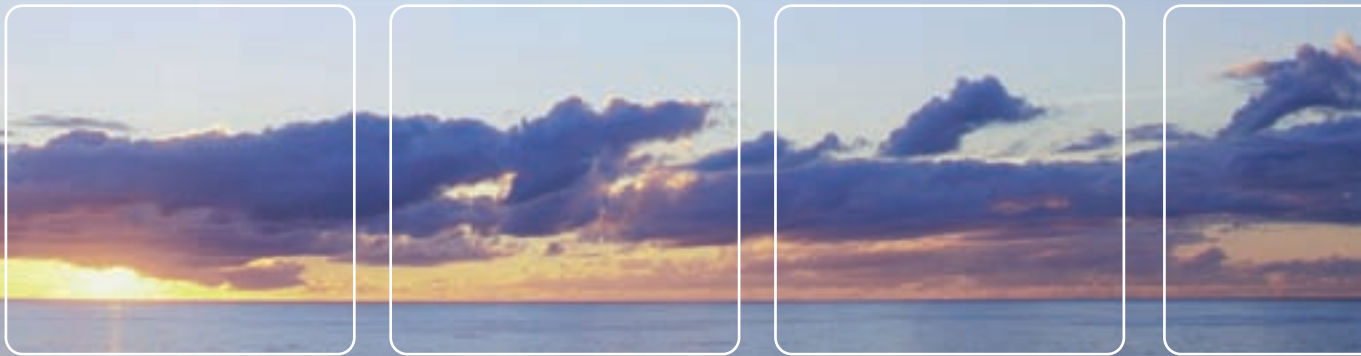
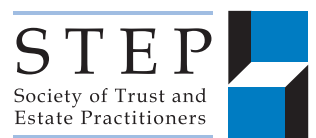


STEP Foundation Certificate on Trusts for Civil Law Practitioners



Brochure

Delivered in association with:



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Introduction

The Society of Trust and Estate Practitioners (STEP) is delighted to introduce the STEP Foundation Certificate on Trusts for Civil Law Practitioners in association with Central Law Training International and the International Trust Companies Association (ITCA). This new course has been specifically designed to equip practitioners in civil law jurisdictions with an understanding of the principles of trusts and their administration.



About the Programme

About the Parties

Society of Trust and Estate Practitioners:

STEP is the professional body for the trust and estate profession with a substantial number of branches throughout the world. A full list of branches and contact details can be found at www.step.org/branches

STEP members come from the legal, accountancy, corporate trust, banking, insurance and related professions and are involved at all levels in the planning, creation and management of, and accounting for, trusts and estates, executorship, administration and related taxes. Members of STEP include the most experienced and senior practitioners in the fields of trusts and estates.

Central Law Training International:

CLT International is part of the global CLT Group, one of the world's largest legal, banking and financial training organisations with a presence in over 30 jurisdictions around the world. CLT provides in excess of 7,000 training courses annually and has 700+ professional trainers and educators.

CLT International is the exclusive training provider of certificated programmes leading to professional membership of organisations such as The Society of Trust and Estate Practitioners (STEP) and the International Compliance Association (ICA). Certificated courses of these organisations are offered in association with the University of Manchester Business School, one of the world's leading universities.

International Trust Companies Association:

The ITCA was formed by major financial institutions with international trust businesses to pool expertise on issues affecting the international trust environment such as trends in government legislation, proceeds of crime, money laundering and international tax fraud.

The primary focus of the ITCA is to maintain and enhance standards of professionalism in the form of best practice, to provide education and to add value to the industry through example and by using its collective voice in communication with business and the international community.

What are the aims of the programme?

The overall aims of the programme are:

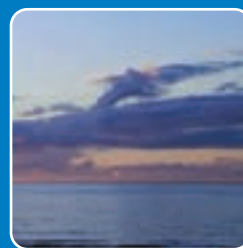
- To equip practitioners in civil law jurisdictions with a grounding in the key principles of trusts law
- To provide an overview of the law, practice, procedures and analytical skills required by trusts officers and administrators
- To provide professional standards of administration and management in the international trust profession
- To raise the profile of trust administration and management as a key function of the international trust profession
- To provide an overview of the international trust profession, including the vehicles, structures and jurisdictions that underpin the profession

What are the benefits of taking the programme?

- You will gain an academic qualification which entitles you to become an affiliate of STEP or progress to the STEP Diploma which leads to full STEP membership
- The course will be relevant to the tasks that you are undertaking in the workplace. It focuses on practical training issues
- The course will be in a flexible format. It is an integrated programme combining distance learning and face-to-face tuition
- High quality training materials that are relevant and student friendly
- The face-to-face course will be delivered by international presenters who are all experienced practitioners, academics and professional trainers

What are the entry requirements?

The Certificate is an open entry programme. There are no formal educational entry requirements. However, applicants should have a good standard of basic literacy.



How is the Certificate taught?

The programme is delivered through distance learning and face-to-face tuition.

At the end of the distance learning component you will attend a four day face-to-face component during which the tutor will review the content of the course and revise the main topics. This will culminate in a final examination on day five.

How long will the Certificate take?

This very much depends on you, the amount of study time you have available, your aptitude for the subject and the timing of examinations in your jurisdiction. However, the average student who spends six hours a week studying the Certificate should be able to successfully complete the course in approximately six months.

What can I expect from my distance learning course?

When you enrol you will receive a course pack that includes a delegate handbook and a course manual (including main text, self assessment questions and practical tasks).

This pack will enable you to commence your study and provides you with a structured programme leading to the examination.

The distance learning component is structured around modules which should be completed prior to entering the examination.

How will I be examined?

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

Examinations will take place to coincide with the final day of the face-to-face component at each venue.

What is the standard of the examinations?

The course and examination is introductory in nature and is designed to provide a basic overview of trust principles.

What qualification will I receive at the end of the programme?

On successful completion of the Foundation Certificate examination you will be awarded the STEP Foundation Certificate on Trusts for Civil Law Practitioners.

How much will the Certificate cost?

Please refer to the Course Enrolment Form for current fees.

How do I acquire STEP membership?

When you enrol on the STEP Foundation Certificate on Trusts for Civil Law Practitioners you will be eligible for membership of STEP. Once your membership application has been accepted you will be granted student membership. This entitles you to an array of benefits including:

- Attend branch, national and international meetings and conferences (subject to the payment of the appropriate fee, if applicable, normally reduced for members)
- Receive the STEP Directory and Yearbook
- Receive the STEP Journal, Trust Quarterly Review and supplements

Once you have completed the course you can apply to become an affiliate of STEP. Affiliates of STEP receive all the benefits associated with full STEP membership, other than the right to use the TEP designation, vote at general or branch meetings or stand for election at Council.

You also have the option of going on to study the STEP Diploma, which leads to full STEP membership.

Find out more about becoming a STEP member at www.step.org/joining

When should I apply?

You may enrol on the distance learning component at any time throughout the year and work at your own pace through the materials provided that you enrol by the course closing date.

For details of upcoming course dates, please visit www.clt-stepint.co.uk

How do I apply?

Complete the enclosed application form and post it to us at the address below, or fax it to us. Alternatively, you can download an application form from www.clt-stepint.co.uk

Details of distance learning components, face-to-face tuition and examinations can be obtained from:

CLT International/STEP Registrar
Central Law Training International
Wrens Court
52-54 Victoria Road
Sutton Coldfield
Birmingham,
B72 1SX, UK

Tel: +44 (0)121 355 0900
Fax: +44 (0)121 362 7510
Email: cltstep_registrar@centlaw.com

Further details of the distance learning components, the face-to-face tuition and the examination can be obtained from:

CLT International/STEP Registrar
Central Law Training International
Wrens Court
52-54 Victoria Road
Sutton Coldfield
Birmingham B72 1SX
United Kingdom

Tel: +44(0)121 355 0900
Fax: +44(0)121 362 7510
Email: cltstep_registrar@centlaw.com
Website: www.clt-stepint.co.uk

Further details of STEP membership can be obtained from:

Membership Department
STEP
Artillery House (South)
11-19 Artillery Row
London SW1P 1RT

Telephone: +44 (0)20 7340 0500
Facsimile: +44 (0)20 7340 0501
Email: step@step.org
Website: www.step.org



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