

# STEP CPD LEARNING

Our on-demand, online knowledge suite will provide you with a collection of learning tools and packages for CPD

There are currently two courses on offer in the STEP CPD Learning range:

**Automatic Exchange of Information**  
**An Introduction to GDPR**

STEP CPD Learning courses are delivered by CLT International.

# STEP EXPLAINED

STEP is the global professional association for practitioners who specialise in family inheritance and succession planning. We work to improve public understanding of the issues families face in this area and promote education and high professional standards among our members.

Full STEP members, known as TEPs, are internationally recognised as experts in their field, with proven qualifications and experience.

In joining STEP you will become part of a unique global network of more than 20,000 practitioners across 95 countries, drawing together lawyers, accountants, trustees, and other specialists.

## About STEP CPD Learning

STEP CPD Learning courses are developed on-demand to cover technical and non-technical subjects that STEP members deem relevant to their practice. The courses are very topical and they are delivered online. Enrolment is on a rolling basis so you can access and study the materials without waiting for set course dates. There are no assessments at the end of the course.

The courses are suitable for

- STEP members/TEPs
- Professionals working in the international trusts industry
- Those working in the private banking and wealth management industry, including financial advisors, accountants, senior executives, compliance professionals and operational staff working in financial services firms
- Individuals working in an international commercial business or organisation
- Lawyers/legal professionals

# AUTOMATIC EXCHANGE OF INFORMATION

Providing a comprehensive commentary on FATCA, CRS and other earlier and proposed AEOI initiatives

As a consequence of the Foreign Account Tax Compliance Act (FATCA) and the Common Reporting Standard (CRS), service providers and governments around the world are operating in an environment where Automatic Exchange of Information (AEOI) is commonplace. Launched in 2010, FATCA transformed the landscape of tax compliance and prevents US citizens evading tax on their overseas income/access. Following this, the OECD developed the Common Reporting Standard to facilitate the automatic exchange of information between countries to help combat tax evasion. Whilst the issue being addressed is simple, the initiatives which have been introduced have been far from simple.

This innovative and engaging eLearning course has been designed to provide the busy practitioner with a comprehensive commentary on FATCA, CRS and other earlier and proposed AEOI initiatives. It includes a detailed review of the provisions as well as the on-going core reporting requirements and obligations imposed. It will provide you with up-to-date technical knowledge as well as the tools necessary to ensure effective implementation and compliance.

This is an opportunity to develop your knowledge and skills in this area in a convenient and time efficient way.

## Course Structure

This course is delivered through an online learning platform, providing you with twelve months' access to bespoke, interactive course material written by an industry expert. The following topics are covered:

1. An introduction to Automatic Exchange of Information
2. An introduction to FATCA
3. FATCA documentation and reporting

4. FATCA and trusts
5. Fundamental principles of CRS
6. CRS documentation and reporting
7. CRS and trusts
8. FATCA and CRS implementation and current status
9. Other international AEOI initiatives

## Key Learning Outcomes

Participation in this course will enable you to:

- Appreciate the need for Automatic Exchange of Information
- Understand the key principles and purpose behind FATCA and CRS
- Know the information required to be reported under FATCA and CRS and timetables for reporting
- Explain the impact of FATCA and CRS on trusts
- Reflect on the positive and negatives of FATCA and CRS
- Consider the possible future direction of AEOI
- Discuss other international AEOI initiatives

**Fees** - Please note the course fees are subject to UK VAT (if applicable)

### AEOI Course Fee:

STEP Members - £449

Non-STEP Members - £499

**Fees for existing delegates enrolled on STEP CPD Learning FATCA and/or CRS courses who are looking to upgrade and receive access to the AEOI course for 12 months:**

STEP Members - £249

Non-STEP Members - £299

Special fees are also available for STEP EPP members and corporate sales. Please see the website for full details.

Find out more and register at:  
[www.cltint.com/course/aeoi](http://www.cltint.com/course/aeoi)

# AN INTRODUCTION TO GDPR

Providing guidance on your data protection responsibilities

The General Data Protection Regulation (GDPR, 2018) introduced significant change in the way that organisations and individuals comply with data protection. Many organisations are continuously developing their data compliance processes and educating employees to ensure they are aware of their responsibilities.

Data protection is the process of safeguarding important information. The importance of data protection increases as the amount of data created and stored continues to grow at unprecedented rates. It is critical for organisations to build trust with customers and for all employees to:

- Understand the legal position
- Understand the firm's internal controls and processes
- Play your part in keeping data safe
- Know how to deal with data subjects
- Know the procedure for dealing with a data breach.

This webinar will be of interest to all private client professionals, including lawyers/legal professionals, STEP members/TEPs, professionals working in the international trusts industry, those working in the private banking and wealth management industry, financial advisors, accountants, senior executives, compliance professionals and operational staff working in financial services firms.

## Course Structure

This one-hour pre-recorded webinar (delivered by subject matter expert Tracey Calvert) will help you to raise awareness of data protection among the workforce. You will have access to the recording for 12 months.

## Key Learning Outcomes

This course will provide you with an introduction to the legislation and a comprehensive understanding of:

- The significance of data protection legislation
- The changes brought about by GDPR
- The data protection principles
- Points to consider if you're a Data Controller
- Thinking about data subjects
- Keeping yourself and your business compliant
- Brexit and Data Protection
- SRA Code of Conduct for Firms

## Fees - Please note the course fees are subject to UK VAT (if applicable)

STEP Members - £65

Non STEP Member - £130

Employer/Corporate Purchase:

Large or small groups of employees can undertake this course concurrently, with employers being able to purchase the programme as part of an in-house package.

The fees for employer/group purchases are detailed below:

Multi-licence 2-10: £175

Multi-licence 10-49: £200

Multi-licence 49+: £250

Find out more and register at:  
[www.cltint.com/course/gdpr](http://www.cltint.com/course/gdpr)

# QUALIFICATIONS FROM STEP

In addition to the CPD Learning range, STEP also offer a number of professional qualifications, ranging from Certificates, to Advanced Certificates, Diplomas and Postgraduate Diplomas. These qualifications offer credits towards STEP membership. View all the STEP Qualifications at [www.step.org/qualifications](http://www.step.org/qualifications)

## Joining STEP

STEP membership is considered a mark of excellence and our high professional standards are recognised internationally. Once you are a member of STEP, you can connect and network with other members across a range of specialisms around the world.

There are three routes to membership, depending on your level of experience and qualifications:

### Exam Route

Accumulate 240 credits through completing qualifications and demonstrating relevant experience. As the requisite levels of experience and qualification are reached, you can move up through our membership framework to reach the top level of membership – the TEP.

### Essay Route

If you already have a relevant professional qualification and five years' industry experience you can join STEP by submitting three essays of approximately 5,000 words in length in response to set questions.

### Expertise Route

If you have a relevant professional qualification and a minimum ten years' senior experience working at leadership level in the industry in practice or academia and considered an expert by peers, you can join STEP by the Expertise route.

Select the route that is most appropriate for you, and become an Affiliate, Associate or Full Member (TEP).

As the required levels of experience and qualification are reached, you can move up through our membership categories to reach the top level of membership – the TEP, which offers the greatest level of benefits, including the ability to use the globally recognised 'TEP' designation.

STEP CPD Learning is a range of on-demand, online learning tools that aim to provide CPD. STEP also offer a range of certificated courses, including Certificates, Advanced Certificates, Diplomas and Postgraduate Diplomas that provide credits towards STEP membership.

View the full range of courses on offer at

[www.step.org/qualifications](http://www.step.org/qualifications)

### Register and find out more about STEP CPD Learning

**Visit:** [www.step.org/pd](http://www.step.org/pd)  
[www.cltint.com](http://www.cltint.com)

**Call:** +44 (0)121 362 7733

**Email:** [pd@step.org](mailto:pd@step.org)  
[cltinternational@centlaw.com](mailto:cltinternational@centlaw.com)