

# STEP CERTIFICATE IN TRUSTS AND ESTATES (ENGLAND AND WALES)

GIVING YOU PRACTICAL KNOWLEDGE  
OF THE LAWS & PROCEDURES INVOLVED  
IN TRUST & ESTATE PRACTICE

**Gain 30 Entry Level  
credits towards STEP  
Membership!**

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



Covering the most up-to-date developments in the industry, the STEP Certificate in Trusts and Estates (England and Wales) introduces you to some of the fundamental legal and practical matters involved in the administration of trusts and estates. As part of the course, you will also learn about the taxation of trusts and estates as well as trust and estate accounting.

The Certificate can be taken as a standalone qualification and it also provides an excellent introduction to the STEP Diploma programme. The Certificate in Trusts and Estates is subject to the rigorous quality assurance procedures of Alliance Manchester Business School (Alliance MBS), a school of the University of Manchester.

This Certificate will enable you to:

- Gain an overview of the law, practice and procedures involved in the trusts and estates profession
- Provide professional standards of advice in relation to trusts and estates

## COURSE STRUCTURE AND ASSESSMENT

Delivered through a combination of distance learning and two face-to-face workshops, the Certificate will take four months to complete.

The following modules are included in this course:

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

Delegates are assessed via a three-hour closed-book examination, comprising multiple choice questions and essay-based/scenario-based questions. We recommend that you spend four to six hours per week on private study for four months prior to the examination.

## ROUTE TO MEMBERSHIP

After successfully completing the Certificate, you will gain 30 Entry Level credits. Just 30 more Entry Level credits are needed (via experience or other qualifications) to gain STEP Affiliate Membership and meet the entry requirements for the Diploma in Trusts and Estates (England and Wales), which leads to Full STEP Membership.

**30**  
**STEP Entry Level**  
**credits gained on**  
**completion!**

## KEY LEARNING OUTCOMES

### On completing the Certificate you will be able to:

- Explain how the English legal system developed and distinguish between the roles of the various persons within it
- Explain the different types of legislation, how statute is interpreted by the courts and how EU legislation is applied in English law
- Describe how the law of trusts has developed and the parties to a trust
- Explain the legal requirements of creating and constituting a trust
- Explain the rules for making a valid will and the administration process for an intestate estate
- Identify the main features of a set of estate accounts and know who is entitled to receive estate accounts and why
- Identify the three tax regimes applicable to individuals, personal representatives and trustees, and know when each falls due
- Explain the applicable tax exemptions and reliefs

## BUSINESS OUTCOMES

- Demonstrate to clients that you have up-to-date knowledge of the law and procedures relating to the administration of trusts and estates
- Enhance your ability to deliver comprehensive advice to clients
- Elevate the reputation of your practice by obtaining a widely recognised professional qualification

## ENTRY ADVICE

This programme is open entry and is ideal for delegates with little or no experience in the industry.

The fee for this programme is £800 + UK VAT and includes:

- A bespoke, hard copy course manual
- Two face-to-face workshop days, delivered by experienced tutors
- Access to the online learning platform, which provides delegates with access to a variety of comprehensive online resources, including:
  - Specimen examination paper
  - Examiner's reports
  - eLearning resources
  - Course notice board
- Examination fees (exams held at venues across the UK)

## WE ARE STEP

STEP is the worldwide professional association for those advising families across generations.

Full members of STEP (TEPs) are the most experienced and senior practitioners in the field of trusts and estates. STEP membership is considered a mark of excellence and our high professional standards are recognised internationally.

Our members have a broad range of professional backgrounds, including accountants, lawyers, trust specialists and other similar practitioners who work in trusts and estates. 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 levels of STEP membership:

- Affiliate (60 Entry Level credits required)
- Associate (60 Diploma Level credits required)
- Full (120 Diploma Level credits plus relevant experience at Practice Level required)

To begin on any route to STEP membership, you will need 60 Entry Level credits, which can be made up of prior work experience and qualifications.

**Find out more at [www.step.org/qmf](http://www.step.org/qmf)**

## CLT INTERNATIONAL

CLT International (part of Wilmington plc) is STEP's primary education partner, providing certificated training and qualifications for STEP members worldwide.

To enrol visit  
[www.step.org/certificates](http://www.step.org/certificates)

For questions on qualifications please contact  
[pd@step.org](mailto:pd@step.org)

**Please note:**

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