STEP CERTIFICATE AND DIPLOMA IN INTERNATIONAL TRUST MANAGEMENT - DL+

THE BENCHMARK QUALIFICATION FOR TRUST PROFESSIONALS

A Route to Full STEP Membership

www.step.org/dl

In association with

CLT International
Wilmington Risk & Compliance

MANCHESTER 1824
The University of Manchester
Alliance Manchester Business School

STEP
ADVISING FAMILIES ACROSS GENERATIONS

The STEP Certificate and Diploma in International Trust Management is a STEP and CLTI qualification. It is awarded in association with the International Trust Companies Association (ITCA) and Alliance Manchester Business School (Alliance MBS), a school of the University of Manchester.

The STEP Diploma is recognised worldwide as the benchmark qualification for those working in the international trusts area and is built upon an entry-level Certificate and four Advanced Level Certificates, which in turn form the Diploma:

- Trust Creation: Law and Practice
- Company Law and Practice
- Trust Administration and Accounts
- Trustee Investment and Financial Appraisal

The Certificate provides a solid grounding in international trust practice from a global and local perspective, whilst the Diploma explores common international principles and practices in detail and relates them to your local jurisdiction and other leading trust centres.

ROUTE TO MEMBERSHIP

The Certificate will provide you with 30 Entry Level credits upon completion, which when combined with prior entry-level experience or qualifications, will give STEP Affiliate Membership. Completion of the Diploma will provide you with 120 Diploma Level credits, which when combined with prior qualifications and work experience, will entitle you to become a Full Member of STEP. To find out more about the STEP Qualifications and Membership Framework, visit **www.step.org/qmf**

COURSE STRUCTURE AND ASSESSMENT

This is a fully distance learning route, with each paper taking an average of four to six months to complete. Delegates will study via our online learning platform and will have access to a wide range of resources and support, including:

- Introductory webinar
- Structured week-by-week course plan
- Downloadable course materials
- Forum access, chat facilities and podcasts
- Self-assessment tests and end of course quizzes
- Examination technique webinar

Assessment is by way of a three-hour, closed-book examination, which comprises a mix of multiple choice questions and essay/scenario-based questions.

To register or to download an application form visit **www.step.org/dl**

LEARNING OUTCOMES

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

1. Advise on the classification, types and uses of trusts, the factors affecting their validity and the circumstances under which they can and cannot be altered.
2. Explain the roles, responsibilities, limitations and liabilities of trustees, protectors and enforcers under local and international law.
3. Understand money, bond and equity markets, financial appraisal and ratio analysis and options, derivatives and futures markets.
4. Explain the duties and responsibilities of trustees in relation to investment matters under local and international legislation.
5. Advise on the use of trusts in modern tax planning.
6. Advise on the issues surrounding modern reserved powers legislation.
7. Identify and advise on the factors affecting a client's residence and domicile and outline the impact of these on a client's estate planning needs.
8. Analyse the conflict of laws rules (doctrine of renvoi) applicable to multi-jurisdictional trusts and advise clients when these rules may apply.
9. Explain the regulatory frameworks that have developed globally to counteract fraud and money laundering.
10. Carry out the 'know your client' checks that are required for compliance with anti-money Laundering regulations in your local jurisdiction.
11. Construct and interpret a set of trust accounts.
12. Understand the day-to-day affairs of an offshore company including the processes of incorporation and dissolution.

BUSINESS OUTCOMES

- Adds value to your business and professional service
- Enhances your ability to give holistic advice to clients as a trusted advisor
- Distinguishes you and your firm from the competition
- Provides a route to Full STEP membership and TEP status

"The STEP qualification really motivates the individuals who study for it. You can see them mature as employees, becoming more confident and knowledgeable, which in turn benefits the clients. What benefits the clients will ultimately benefit the company as a whole."

Pearline McIntosh, ACIB TEP, Vice President, Trust Services, Butterfield Trust (Bermuda) Limited

ENTRY ADVICE AND COSTS

The Certificate is an open-entry programme; however, applicants should have a good standard of literacy and be aware that the programme is delivered in English.

Entry to the Diploma is subject to applicants having obtained 60 entry level credits, though most delegates will complete the Certificate in International Trust Management, which will meet 30 of these entry level credits. For details see **www.cltint.com/stepentrylevel**

Exemption is possible from a maximum of two Advanced Certificates that make up the Diploma, depending upon prior qualifications.

The fee is £895 (plus local taxes) for each paper, which is fully inclusive of all learning resources and the examination.

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)
- Technician (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

CLT INTERNATIONAL

Our training partner, CLT International, is the exclusive course provider for the STEP Diploma Series. They also provide the STEP Certificate Series which includes the Advanced Certificate in Will Preparation and Advising Vulnerable Clients.

CLT International has a wealth of experience of providing high quality, certificated, professional training programmes to delegates around the world.

For questions on courses email cltinternational@centlaw.com

To register or to download an application form visit **www.step.org/dl**