

# STEP DIPLOMA IN TRUSTS AND ESTATES - ENGLAND & WALES

THE MOST COMPREHENSIVE  
QUALIFICATION IN THE TRUSTS  
AND ESTATES FIELD

Gain 120 Diploma Level credits



In association with  
  
The University of Manchester  
Alliance Manchester Business School

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

**STEP**   
ADVISING FAMILIES ACROSS GENERATIONS

## The STEP Diploma in Trusts and Estates - England & Wales is the benchmark, professional qualification recognised by the **private client industry**.

By improving your technical knowledge of the issues arising in trust and estate practice, this course enhances your ability to give holistic advice to your clients as a trusted advisor. It increases your understanding of the administration of trusts and estates and enables you to give practical advice on the law and procedures involved.

The Diploma is suitable for a wide range of practitioners including members of the accountancy, banking, legal and trust professions (at all levels); charity specialists; a wide range of support staff and paralegals; tax advisors; independent financial advisors and executorship administrators.



## COURSE STRUCTURE AND ASSESSMENT

The course comprises four Advanced Certificate papers, each of which is delivered through a blend of distance learning and face-to-face workshops. Each Advanced Certificate will take four to six months to complete.

The Diploma programme requires all participants to study the following four Advanced Certificates:

- Administration of Estates
- Administration of Trusts
- Taxation of Trusts and Estates
- Trust and Estate Accounting

It is recommended that participants study either the Administration of Estates or Administration of Trusts first.

In order to gain the Diploma, you must successfully complete a three-hour, closed-book examination for each of the Advanced Certificates. The Diploma 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.

There are alternative Diploma routes available in England & Wales for those who want to specialise in certain areas. The first two core papers (Administration of Estates and Administration of Trusts) can be teamed with specific STEP Advanced Certificates to create a Specialist Diploma. Find out more at [www.step.org/specialist](http://www.step.org/specialist)

## KEY LEARNING OUTCOMES

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

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

## BUSINESS OUTCOMES

- Solve client problems effectively
- Provide your clients with assurance that they are receiving advice from someone highly qualified to do so
- Develop your professional competence
- Enhance your ability to give holistic advice to clients as a “trusted advisor”

**“Clients and fellow professionals recognise the course and that helps with referrals and obtaining new clients.”**

**Danny Clifford TEP ACA CTA,**  
Partner,  
Ensors Chartered Accountants

Enrol online at [www.step.org/DipEW](http://www.step.org/DipEW)

## COST

The fee for this Diploma is:

- £800 + UK VAT per Advanced Certificate. The Diploma comprises four Advanced Certificates.\*

**Examinations are held at a number of venues across the UK**

This fee includes:

- Course manual
- Two face-to-face workshop days per advanced certificate\*
- Online learning platform
- Distance learning support
- Course specific supplementary materials
- Self-assessment material
- Examination fees

\* From the May 2021 examination sitting (opening for enrolment in July 2020) the fee will rise to £950 + UK VAT per Advanced Certificate, and will include attendance at three face-to-face workshop days.

## 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, and include 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 routes to membership, depending on your level of experience and qualifications: Exam, Essay and Expertise. Select the route that is most appropriate for you, and become an Affiliate, Associate or Full Member (TEP).

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

## 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/DipEW](http://www.step.org/DipEW)

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.