



THE COMMONWEALTH ASSOCIATION OF TAX ADMINISTRATORS

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CATA CIRCULAR NO: 2 of 2007

TO ALL MEMBERS

COMMONWEALTH TAX INSPECTORS COURSE (CTIC) 2007

CATA is pleased to announce that Her Majesty's Revenue & Customs (HMRC) of the United Kingdom have completed all arrangements to run the Commonwealth Tax Inspectors Course (CTIC) 2007 for compliance/audit officials for 2007. It is intended for a maximum of fifteen participants.

Dates:

Internet: 4 June to 15 July 2007
Residential: 30 July to 14 September 2007
Internet: 1 October to 31 December 2007

Venue:

HMRC College, Lawress Hall, Lincoln, where accommodation and meals will be provided.

HMRC Offices, Castle Meadow, Nottingham. Participants will be located in a nearby hotel where accommodation and meals will be provided.

HMRC Training Office, Belgrave Road, London. Participants will be located in a nearby hotel where accommodation and meals will be provided

Course Director:

Adrian Turner: Until recently, responsible for Compliance Learning strategy in HR & Learning, Adrian also has wide experience of operational compliance work as an investigator and team leader, and of compliance management as an Area Director.

Delivery Methodology and Environment:

The course will be run in three phases that every participant must complete:
(Participants should preferably have access to the Internet in their home country, especially for Phase I and III of the course although lack of access is not a bar to participation).

Phase 1 Online **Pre-residential course that takes place in the participants' home countries.** This period is moderated by a senior manager under the guidance of the Course Director and is shared with participants around the world. This phase takes place over a period of 6 weeks. This part of the programme includes an introduction to key aspects of HMRC organisation and work.

Phase 2 **Residential part of the programme that takes place in the UK.** Participants stay at the HMRC College at Lincoln, in a hotel in Nottingham and in a hotel in London. This phase takes place over a period of 7 weeks. This part of the programme includes formal training modules, team projects, and practical presentations and work in operational offices.

Phase 3 Online **Post-residential part that takes place in the participants' home countries.** This phase involves applying the programme learning to the workplace environment. There is also opportunity via the internet to follow up issues arising during the residential part of the programme.

Course Content:

The course is intensive and demanding. It is designed for officials who are involved in:

- Examination of business accounts and/or
- Dealing with the training and management of compliance and enquiry staff.

The course provides opportunities to enhance knowledge, skills and techniques in:

- Identification and pursuit of non-compliance to improve the effectiveness of domestic compliance organizations
- Risk analysis in case selection for Individuals, Small and Medium Businesses, and Large Business organisations
- Compliance in a Self Assessment context
- Interviewing techniques
- Representation and Tribunal Skills
- Compliance strategy and influencing taxpayer behaviour.
- IT skills, the impact of e-commerce, internet aided compliance work and issues associated with cross border transactions
- Compliance management and technical issues through meetings with senior HMRC officials
- The course also includes visits to operational tax offices.

The course runs in parallel with the Advancing Management Potential programme (AMP). AMP is designed for those with the potential to reach the most senior levels in their organisations, and deals with organisational, cultural and technical change. Participants on both courses benefit by working together at various points in the respective programmes. Intending applicants or managers who are unsure whether the CTIC programme is most appropriate for a particular individual may contact Sean Rabbett for advice and assistance. His contact details are given below.

Eligibility:

The Course is open to officers involved in audit/compliance work or their trainers and will be of most benefit to those who are comparatively new to business accounts investigation work or who are involved in the training or management of new appointees in this field. **A working knowledge of English is essential.**

Course Fee:

The Course Fee of £8500.00 will cover tuition costs, reading materials, all accommodation and all meals for the duration of the course.

Applications:

Applications should be forwarded to the Course Administrator:

Mr Sean Rabbett
HM Revenue and Customs
International Relations and Capacity Building
1st Floor
Dorset House
Stamford Street
LONDON SE1 9PY

Tel No: 0044 20 8929 2677

Fax No: 0044 20 8929 6757

E-mail: sean.rabbett1@hmrc.gsi.gov.uk

Additional information and on-line application forms can be obtained through HM Revenue and Customs web site at: www.hmrc.gov.uk/intassist/cata_course or the CATA web site.

Funding:

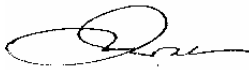
Nominees are strongly advised to start seeking their funding as soon as possible. **Confirmation of funding must be received by 22 June 2007.**

Cut Off:

The **closing date** for all applications is **20 April 2007**, one month earlier than usual. Soon after this date candidates will be contacted by the Course Administrator. The online course will commence on **4 June 2007**.

Late Application:

This programme is run with small number of delegates, as it is highly interactive and practical. It is therefore imperative that nominees meet the above deadline. Late cancellation by potential candidates could seriously affect the course and even cause it to be cancelled.



Zahir Kaleem
EXECUTIVE DIRECTOR