



# THE COMMONWEALTH ASSOCIATION OF TAX ADMINISTRATORS

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**21 FEBRUARY 2010**

**CATA CIRCULAR NO: 3 of 2010**

**TO ALL MEMBERS**

**COMMONWEALTH TAX INSPECTORS COURSE (CTIC) 2010**

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) 2010 for compliance/audit officials. It is intended for a maximum of fifteen participants.

*Kindly ensure this circular is circulated to all potential participants in your administration as soon as possible as deadlines are tight and places are strictly limited.*

**Dates:**

Internet: Early June to Mid July 2010  
Residential: 2 August to 10 September 2010  
Internet: To end of December 2010 to support delegate action plans as required.

**Venue:**

HMRC Staff 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 Offices, London. Participants will be located in a nearby hotel where accommodation and meals will be provided

**Course Director:**

**Adrian Turner.** He was responsible for Compliance Learning strategy in HMRC HR & Learning until his retirement, and also has wide experience of operational compliance work as a specialist investigator and team leader, and of compliance management as an Area Director. He maintains an active professional interest in operational training, within the CTIC programme and externally.

## **Delivery Methodology and Environment:**

The course will be run in three phases that every participant completes:  
(Participants should preferably have access to the Internet in their home country, especially for Phase I and III of the course although alternative arrangements can be made for those without Internet access.).

Phase 1 Online **Pre-residential component completed in the participant's home country.**  
Learning in this period is led by the Course Director and provides essential preparation for the UK residential phase II.

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 also takes place over a period of 6 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.**  
Delegates will be required to produce an action plan which applies the programme learning to their own workplace environment. There is also opportunity via the internet to follow up issues arising during the residential part of the programme. Mentor support from the Course Director will be available.

## **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 compliance/audit managers and officials
- The course also includes visits to operational tax offices.

The course runs in parallel with the Achieving Management Potential programme (AMP). AMP is designed for those with the potential to reach the most senior levels in their organisations, and emphasises leadership, management and strategy in the taxes context. Intending applicants or managers who are unsure whether the CTIC or the AMP 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 good working knowledge of English is essential.**

**Course Fee:**

The Course Fee will cover tuition costs, reading materials, all accommodation and all meals for the duration of the course. **Please contact Sean Rabbett for details.**

**Applications:**

Applications should be forwarded to the Course Administrator:

Mr Sean Rabbett  
HM Revenue and Customs  
International Relations  
LG 72  
100 Parliament Street  
LONDON SW1A 2BQ  
Tel No: 0044 20 7147 0167  
Fax No: 0044 20 7147 0131  
E-mail: [sean.rabbett1@hmrc.gsi.gov.uk](mailto: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](http://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 14 May 2010.**

**Cut Off:**

The **closing date** for all applications is **16 April 2010**, one month earlier than usual. Soon after this date candidates will be contacted by the Course Administrator. The online course will commence in **early June 2010**.

**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**