



HM Revenue
& Customs

The Commonwealth
Association of Tax
Administrators 2010



ctic

Commonwealth Tax Inspectors Course

Knowledge and skills in compliance

A comprehensive programme to develop the compliance casework and technical team skills of your people.



Ready for a challenge?



A course offered by CATA and run by HM Revenue & Customs (HMRC), UK.

This course is designed to give a rigorous introduction to the main issues in contemporary tax compliance work. It is aimed at audit/compliance professionals and trainers who will benefit from exposure to the UK's approach to compliance work. Participants will also have the opportunity to work with and exchange experiences with colleagues from a variety of other tax administrations.

CATA also offers a parallel programme through HMRC, the Achieving Management Potential (AMP) course. Whilst CTIC focuses on developing compliance casework and compliance team management skills, AMP's emphasis is leadership, management and strategy in the tax administration context.

The course runs from June until December 2010 but centres on an intensive 6 week residential period in the UK from 2 August to 10 September 2010.

Essential preparatory learning is conducted by email with the Course Director from the beginning of June 2010. The Course Director will provide further mentoring assistance by e-mail until December 2010.

How the course is made up

Whilst in the UK participants will attend classroom sessions covering the following major themes:

Compliance strategy

Engagement with the taxpayer

- customer service
- business tax interventions
- personal tax interventions
- accounts examination
- case selection and risk analysis
- special compliance work

Representation skills

- interviews
- appeals

VAT compliance

International taxation

Taxation of E-commerce

Participants will also spend several days in contact with HMRC operational offices experiencing the UK approach first-hand.

Participants will attend team development sessions and engage in a team project whilst in the UK. This will provide valuable experience in working in international teams.

A team project

Participants work in teams with their fellow participants to conduct research and produce a report on an audit/compliance issue which is selected with CATA priorities in mind. The team work is supported by HMRC specialists and the course director but the onus is on the team to perform. Delegates will begin the preparatory work on projects during the online part of the course.

The team work together in the UK and aim to complete their report before returning home. As well as providing live experience of working collaboratively under time pressure, the work exposes participants to a range of approaches for addressing an audit/compliance issue of contemporary importance to developing country tax administration.

“ Every session was delivered with great precision and accuracy. The lessons from these sessions were learnt vividly.

...a fantastic session. The lecturer is an expert and was able to carry people along. The information is very useful to our routine work and will definitely enhance it. We are better informed in the field of company enquiries.

...Learnt about the risks in E-Commerce. Learnt about computer records where most business records are kept in computers. What computers are used for? ”

CTIC delegates 2009

“ As for the relevance of the course, I want to say without fear of contradiction, that the modules were all relevant to our needs. The topics of the projects were also painstakingly chosen to meet our needs.

Accommodation/access to internet/lecturers/staff – excellent. Learning environment – superb.

The lectures were fantastic – the impact will surely improve the work environment. ”

CTIC delegates 2008



Applications received on or before Friday 16 April 2010 will be given priority. Applications received after this date will be treated as late and entered on to a reserve list in order of receipt.

The online phase of the programme starts in early June. Full participation is essential if delegates are to gain maximum benefit from the course. Applicants will therefore not be offered a place on the programme if their application is so late that they are unable to complete the online course by its conclusion in mid July.

Course details

Closing date for application	16 April 2010
Online course commences	early June 2010
Residential course commences	2 August 2010
Residential course ends	10 September 2010
Online mentoring ends	31 December 2010
Course location	Lincoln, Nottingham and London
Course fee	Please contact Sean Rabbett for details



Lawress Hall, Lincoln

More information and applications

Internet	www.hmrc.gov.uk/intassist/cata_course
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Please note that all applications must be supported and approved by your organisation which must confirm that your place will be funded by 14 May 2010.