



# THE COMMONWEALTH ASSOCIATION OF TAX ADMINISTRATORS

Commonwealth Secretariat, Marlborough House, Pall Mall, London, SW1Y 5HX  
Tel: (44) 020 7747 6473 • Fax: (44) 020 7747 6225  
Email: [cata@commonwealth.int](mailto:cata@commonwealth.int) • Web: [www.cata-tax.org](http://www.cata-tax.org)

**18 January 2011**

## **CATA CIRCULAR NO: 1 of 2011**

**TO ALL MEMBERS**

### **COMMONWEALTH TAX INSPECTORS COURSE (CTIC) 2011**

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) 2011 for compliance/audit officials. It is intended for a maximum of fifteen participants.

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

#### **Dates:**

Online: Early June to Mid July 2011  
Residential: 1 August to 9 September 2011  
Internet: To end of December 2011 to support delegate action plans as required.

#### **Venue:**

HMRC Staff College, Lawress Hall, Lincoln, 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:**

**Fiona Kirk** has been involved with Enforcement and Compliance Learning for several years now, tutoring and mentoring the UK Tax Specialists of the future. Prior to this, Fiona was herself a Compliance Investigator, carrying out examinations into large corporations and challenging the accuracy of accounts.

#### **What is involved in the course?**

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 will firstly stay at the HMRC College in Lincoln for three weeks, then spend the remainder of their stay in London (Hotel accommodation). This phase takes place over a period of 6 weeks. This part of the programme includes training modules, team projects, 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 organisations
- Risk analysis in case selection for Individuals, Small and Medium Businesses, and Large Business organisations
- Compliance in a Self Assessment context
- Project and Team Working
- 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.

### **Who can apply?**

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. **An extremely good understanding of English is essential.**

**Course Fee: To be advised in due course**

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

**How do I apply?**

Applications should be forwarded to the Course Administrator:

Mr Danny Pedley  
HM Revenue and Customs  
International Relations  
LG 72  
100 Parliament Street  
LONDON SW1A 2BQ  
Tel No: 0044 20 7147 0240  
Fax No: 0044 20 7147 0131  
E-mail: [daniel.pedley@hmrc.gsi.gov.uk](mailto:daniel.pedley@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 13 May 2011.**

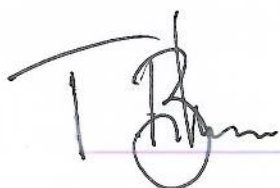
**When do I need to apply?**

The **closing date** for all applications is **15 April 2011 (note this is 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 2011**.

**What if I miss the Deadline or have applied but can't come?**

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.

If you apply, please be aware cancelling later on could seriously affect the course and even cause it to be cancelled. So please make sure you can devote your time to this before applying.



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**Tutu Bakwena**  
**EXECUTIVE DIRECTOR**