



HM Revenue
& Customs

The Commonwealth
Association of Tax
Administrators 2009



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 2009 but centres on an intensive 6 week residential period in the UK from 3 August to 11 September 2009.

Essential preparatory learning is conducted by email with the Course Director from the beginning of June 2009. The Course Director will provide further mentoring assistance by e mail until December 2009.

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 investigations
- personal investigations
- 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 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.

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 17 April 2009 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	17 April 2009
Online course commences	early June 2009
Residential course commences	3 August 2009
Residential course ends	11 September 2009
Online mentoring ends	31 December 2009
Course location	Lincoln, Nottingham and London
Course fee	TBA – please contact Sean Rabbett for details



Lawress Hall, Lincoln

More information and applications

Internet	www.hmrc.gov.uk/intassist/cata_course
Post	Sean Rabbett – CTIC Applications HM Revenue & Customs International Relations and Capacity Building 3rd Floor Dorset House Stamford Street London SE1 9PY
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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 15 May 2009.