

**THE INSTITUTE OF INDIRECT TAXATION  
CONTINUING PROFESSIONAL EDUCATION (August 2008)**

The ever-changing technical and professional environment of the Indirect Tax Specialist demands that members must constantly be up-dating their knowledge and skills in order to maintain their professional competence.

It is not possible to achieve this purely through work experience, and effective CPE is one way in which members can ensure that they are maintaining, deepening and extending their professional and technical expertise.

Time spent by a member in assimilating knowledge on professional, technical and managerial subjects relevant to his or her own work, is considered to be an indication of CPE achievement.

All members owe it to themselves, and their fellow professionals, to ensure that they are professionally up-to-date and that the reputation and value of their qualification is safeguarded.

In order to offer a proper service to employers and clients, particularly in areas affecting the public interest, it is important that members demonstrate their commitment to a high standard of professional and technical competence.

The Institute requires all members to demonstrate such a commitment to CPE based on these Guidelines.

**Achieving CPE**

Because of the wide range of professional activities of its membership, the Institute relies on members and their firms to decide the relevance and usefulness of any CPE programme to their own circumstances.

Normally CPE will be of a technical nature. It is recognised, however, that it may be appropriate to include as an element of the CPE programme, time spent on the development of business, interpersonal or management skills.

A distinction can be made between “structured” and “unstructured” CPE. Structured CPE can be achieved through interaction with other individuals (not necessarily other members). For example, attendance at technical meetings, seminars, lectures, courses (including pre-course/meeting preparation) could constitute structured CPE. It may also be achieved through distance learning, where the course is assessed and/or leads to a further qualification. Research for a new piece of work is also considered to be a structured activity since the knowledge gained will be actively applied.

Unstructured CPE will normally be achieved through private reading and study. It will usually be undertaken as part of a regular and gradual development programme.

Detailed examples of structured and unstructured CPE can be found in the examples at the end of these Guidelines. It is for individual members and their firms to decide what subject matter is useful and relevant to their needs.

## Assessing CPE

To help in judging and assessing CPE achievement a points system is maintained. Members are required to undertake an average of 150 points each year - with three points being recorded for each hour of structured CPE and one point for each hour of unstructured activity (see examples in Annex B below). The annual requirement can be met by averaging this over any two consecutive years

Members are required to achieve at least 25 per cent of their CPE (i.e., 38 points/roughly two days) through structured activities.

## Recording and reporting CPE

Members will be required to maintain their own annual record of CPE undertaken and be able, when required, to confirm to the Institute that they have complied annually with the CPE Guidelines. If this has not been the case, it will be up to the individual to explain the reasons behind this. In addition, members should be prepared to explain the relevance of their CPE to their personal professional development. The Institute reserves the right to inspect and verify the member's CPE records.

An example of how to maintain a CPE record is included at Annex E to these Guidelines.

Members are advised not to discard any of their CPE records until these are at least ten years old.

## Examples of CPE

These examples below in 14.6 to 14.8 are designed to provide members with a guide to what may and may not constitute unstructured and structured CPE.

The examples are by no means exhaustive. Members should always be aware that the purposes of CPE is to maintain, deepen and extend their own professional competence and that CPE should be relevant to their own specific needs.

## Unstructured CPE

### (a) Individual home study

Examples include the general viewing of videos and television programmes, the use of audio tapes, participation in computer based learning programmes, distance learning, or any alternative form of learning where there is no interaction with other individuals, and no assessment (in the form of a further qualification) is provided.

Providers: Independent companies

Subject matter: Technical issues  
May be VAT or duties related or appropriate to members'  
current employment  
Interpersonal skills

### (b) Reading

It is accepted that general reading of indirect tax press is important and will normally constitute a major part of the CPE undertaken. Credit will only be given for technical articles.

It should be recognised that professional journals and magazines, etc., comprise a mix of both general and technical items. It is for the individual to decide to what extent particular items constitute CPE, and to record on their CPE form, those specific items.

Mere subscription to a publication does not constitute CPE.

Sources:                      Technical digests  
                                    Technical bulletins and updates  
                                    Professional briefings in professional journals  
                                    Technical manuals

Subject matter:            Technical issues  
                                    Indirect tax or job related  
                                    Interpersonal skills

### **Structured CPE**

- (a) Courses, conferences, seminars and structured discussion meetings where these are controlled by a competent individual.

Providers:                      Likely to be Institute or independent providers  
                                    These could include internal technical meetings or Institute Branch Meetings

Subject matter:              Technical and regulatory aspects (knowledge and application); and development of business, interpersonal and management skills

Allocation of CPE Credits      Basic or introductory courses will not attract CPE credits, as members will already be expected to have reached a higher level of technical knowledge as a pre-requisite to joining the Institute unless the course is on an indirect tax outside of the members normal expertise.

Technical or more advanced courses conferences or seminars such as those dealing in a specific area of indirect taxation (i.e. partial exemption, land and property, Customs duties, etc) will attract CPE credits at the level of three points for each hour of structured CPE.

Examples of the type of technical or advanced course which are acknowledged as qualifying for structured CPE credits are included at the end of these Guidelines. These examples are provided to members as a guide and are by no means exhaustive.

(b) Pre-course reading

Material provided in advance of a structured discussion, seminar or course is an example of this.

Providers: Institute, firms or companies and independent providers

Subject matter: Essential and specialist technical knowledge  
Business, interpersonal and management skills

(c) Attendance at technical meetings

The committees should be recognised for their technical development within the profession.

Providers: Likely to be independent providers, firms or companies but could include branch meetings of the Institute

Subject matter: Technical knowledge

(d) Research and lecture preparation

This may include lecture preparation, presentation, research for a publication or article in the member's own name or research (including relevant reading) for a new piece of work to be undertaken.

Provider: The individual member in response to a demand from their employer or from the market, e.g., publications, conference organiser

Subject matter: This covers "specialist" knowledge and possibly the application. It is the depth of knowledge that is most pertinent to attaining CPE points  
In all cases the depth of knowledge required should be more advanced than that required for the Institute's professional examination  
Only the first presentation of a lecture is worthy of credit

(e) Additional Qualifications

This may be through private study, distance learning or attendance at formal courses.

Providers: The Institute of Indirect Taxation or independent providers

Subject matter: Specialisation in particular accounting related field, e.g., insolvency, taxation

Higher management qualifications (members would need to assess the technical content of such courses to determine what could be considered relevant CPE)

### **Activities Not Considered to be Structured or Unstructured CPE**

|   |   |
|---|---|
| Normal working activities (other than research) | -Any activities carried out as part of a member's daily work  |
| General reading of the tax press -              | In excess of 25% of unstructured CPE in any one year  |
| Social activities                               | For example, annual dinners (even if they have prominent Institute members or office holders as guest speakers)   |
| Internal meetings                               | Held specifically for partners/managers and staff, ie, where the purpose is to acquaint participants with the mechanics and administration of the organisation.<br><br>Career development discussions |
| Discussions                                     | Board/Partners' meetings, AGMs, EGMs and similar (where the subject matter is not technical).<br><br>Of a promotional nature for the business, practice or service concerned.                         |
| Subscription to journals - or CPE programmes    | Relevant reading and appropriate attendance/viewing must accompany this to achieve credit   |

## ANNEX A

### EXAMPLES OF SOME STRUCTURED COURSES/CONFERENCES and ORGANISERS WHERE COURSES/CONFERENCES ATTRACT CPE CREDITS

If you have any queries please email [enquiries@theiit.org.uk](mailto:enquiries@theiit.org.uk) or call +44(0)1883 730658

| <b>Organiser</b> | <b>Name of course/conference</b>                   | <b>Length</b>            | <b>Frequency</b>      |
|------------------|--|--------------------------|-----------------------|
| IIT              | Annual Conference (Delegate)                       | 1 day                    | Annual                |
| IIT              | Annual Conference (Speaker)                        | 1 day + preparation time | Annual                |
| IIT              | Branch Meeting (Speaker)                           | ½ day + preparation time | Monthly/<br>Quarterly |
| IIT              | Branch Meeting (Attendee)                          | ½ day                    | Monthly/<br>Quarterly |
| CCH/Croner       | Courses and conferences appropriate to IIT members |                          |                       |
| IBC              | Courses and conferences appropriate to IIT members |                          |                       |
| Tolley           | Courses and conferences appropriate to IIT members |                          |                       |

**ANNEX B**

**THE INSTITUTE OF INDIRECT TAXATION**

Record of CPE undertaken for the year: .....

Member's Name: .....

Membership No: .....

**STRUCTURED CPE**

| <b>Date</b> | <b>Activity</b>   | <b>Number of Hours<br/>(x 3 points per hour)</b> | <b>Number of<br/>Points</b> |
|-------------|---|--|-----------------------------|
| Month       | 1. Title of course attended   |  |                             |
|             | 2. Brief description of subject matter covered (if not apparent from the title) |  |                             |
|             | 3. Name of Provider   |  |                             |
| Month       | 1. Title of Technical Meeting   |  |                             |
|             | 2. Brief description of subject matter covered (if not apparent from the title) |  |                             |
|             | 3. Name of Provider   |  |                             |
| Month       | 1. Pre course reading   |  |                             |
|             | 2. Indicate title of course   |  |                             |
|             | 3. Brief summary of reading content   |  |                             |
| Month       | 1. Research for new piece of work   |  |                             |
|             | 2. Subject area covered   |  |                             |
|             | 3. Publications referred to   |  |                             |
| Month       | 1. Lecture/conference preparation   |  |                             |
|             | 2. Title of lecture   |  |                             |
|             | 3. Summary of topics covered  |  |                             |
|             | 4. Name of conference where lecture given (+ date)                              |  |                             |
| Month(s)    | 1. Additional qualifications  |  |                             |

| <b>Date</b> | <b>Activity</b>  | <b>Number of Hours<br/>(x 3 points per hour)</b> | <b>Number of<br/>Points</b> |
|-------------|--|--|-----------------------------|
|             | 2. Title of qualification being studied for  |  |                             |
|             | 3. Topics covered  |  |                             |
|             | 4. Method of study (eg course reading)   |  |                             |
| Month       | 1. Viewing of video programme (only when used as a discussion group or basis of future discussion group) |  |                             |
|             | 2. Title of programme  |  |                             |
|             | 3. Subject matter  |  |                             |
| Month       | 1. Private reading   |  |                             |
|             | 2. Title of publications   |  |                             |
|             | 3. Topics covered  |  |                             |
| Month       | 1. Viewing of video programme etc (with no subsequent interaction with other individuals on the content) |  |                             |
|             | 2. Title of programme  |  |                             |
|             | 3. Subject matter  |  |                             |

**Annual Sub-total of Structured CPE Points: =**

**Annual Sub-total of Unstructured CPE Points: -**

**Total Annual CPE Points**

- Note:**
1. The purpose of this specimen CPE Record is to help members format their own CPE details. It must be stressed however that this record is for *guidance only* and the examples are *by no means exhaustive*.
  2. The CPE Guidelines require that a Member achieves an average of 150 points each year, of which at least 25 per cent should be achieved through structured activities.