# Sample CPD Records

## Tax Technical

## (for those working in tax covering a range of different roles)

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**For those working in tax covering a range of different roles.**

**Reminder: Other skills learning is vital for most working roles and duties: We expect to see an appropriate amount of non-tax technical CPD on records and examples of these are provided in the other CPD sections. This section covers tax technical related CPD extracts.**

## Extracts using the CIOT CPD Form:

| Planning - what do you need to do? | Action | Outcome | Time |
|---|---|---|---|
| **CPD goals/learning needs/training gaps/activities** | **CPD undertaken** | **Learning outcomes and reflection** | **Hours** |
| Address new client queries as they arise throughout the year. | 6/X/2X - Research on latest cases for duality of purpose and personal benefit for a self-employed client query. | Became up to date on current cases and also looked at old cases for better understanding and applications to advise my client on the new position. | 1 hr |
| Ensure up to date on key changes in tax legislation. | 31/XX/2X - CIOT Webinar – 'Tax Residence & Non-Dom Refresher' | Updated knowledge regarding tax residence and non-domicile issues. Understand and keep abreast of Tax Residence and Non-Domicile Issues for my American and Canadian clients. | 1.5 hrs |

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| Improve specific tax awareness for clients relating to MTD. | 9/XX/2X- HMRC Webinar - 'MTD for VAT' | General information to start to understand the new MTD system and requirements. | 1 hr |
| Each year there are changes in tax legislation and I need to update my knowledge for the coming year. | 23/02/202X - Webinars watched - General Tax Update | This webinar was very helpful. Learned more about the changes for Capital Allowances and Annual Investment Allowances. Gained wider knowledge about IR35. Good points about the residential property CGT payment and how to file the reports. Good update on employment tax and benefits. | 6 hrs |

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| As a result of the acquisition of a small practice in 2020 I have been exposed to dealing with the tax affairs of estates. I needed to gain some more knowledge in this area to ensure that I can effectively deal with the tax matters arising. | I bought "STEP Accounting Guidelines" to assist in this area but also attended a webinar through Mercia. | The book was useful however I needed more understanding of the taxation of the estates.<br>The Mercia webinar filled the gaps in my knowledge, and I feel more prepared to deal with the preparation of estate tax returns. | 5 hrs |

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| **CPD goals/learning needs/training gaps/activities** | **CPD undertaken** | **Learning outcomes and reflection** | **Hours** |
| Improve general knowledge of specialist tax work or tax cases and learn how these topics might relate to my client work. | Monthly – Watching Tax TV (12 months x 60 minutes) | The case discussions gave me wider knowledge of the tax legislation and helps me give clients advice and tips regarding tax or identify tax issues where more specialist advice is needed. | 12 hrs |
| I wanted to expand my knowledge about the Basis Period reform. | 21/06/202X – ATT Annual Conference provided learning and updates on this topic | I gained more knowledge about the Basis Period reform which is going to be introduced next year. This webinar explained in detail about the transition year, how clients can spread their additional profits over 5 years and other advantages/disadvantages or the new regime. | 6 hrs |

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| **CPD goals/learning needs/training gaps/activities** | **CPD undertaken** | **Learning outcomes and reflection** | **Hours** |
| As a lecturer in tax, I need to ensure I keep up to date with the Finance Act updates to tax rates and allowances & fundamental principles. | 202X Course attendance – Finance Act Update<br><br>202X Technical updates for changes to tax rates, allowances & principles for Level 6 undergraduate<br><br>Personal Tax & Business Tax units (fundamental principles) – reference to ACCA, ICAEW, HMRC, CIOT & LexisNexis materials (research June to August 202X). | This is an essential part of updating our tax units each year and is an ongoing process in preparation for each new academic year.<br><br>This ensures our tax courses are up to date and broadly in line with the relevant accounting bodies exam schedule in terms of link to tax years.<br><br>The units are mapped to the Tax Syllabus and aim to cover the fundamental principles for Personal & Business Tax. | 6 hrs<br><br>10 hrs |
| I have been commissioned to write an update chapter of a reference book for use by practitioners on Capital Allowances (an area in which I am familiar) research needed to ensure my existing knowledge is up to date and ensuring that I include all of the latest developments. | Sept 202X Online seminars – CGT Reliefs<br><br>Sept 202X Online seminars – IHT Planning & CGT<br><br>Sept – Dec 202X Research on all recent updates to case law on CA's<br><br>202X Reading all articles on Tax Adviser and Taxation Magazine over the last 12 months, relating to the topic | Once I was current with all the latest changes and case law, I was able to undertake the first draft if the chapter update. I will be finalising the chapter at the beginning of next year. | 2 hrs<br><br>2 hrs<br><br>18 hrs<br><br>4 hrs |

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| With the constant changes in legislation, it is important to keep up with these changes to enable me to advise clients. | Keeping up to date is a continuous process.<br><br>I find the quarterly webinars (Feb, May, Aug, Nov) available through [2 large CPD providers] an effective way to keep up to date with these changes. | These webinars have been an extremely effective way of keeping up to date with current tax issues. The notes provided are comprehensive and a useful resource. | 12 hrs |
| Keep up to date with key issues/ changes. | Regular reading of Tax Adviser and Taxation magazines (estimated time 1 hour each working week). | This reading has proved to be very effective in keeping up to date with current tax issues and general awareness in tax. | 44 hrs |
| Many of my clients have property letting businesses and it is important that I keep up to date with tax matters that specifically relate to property issues. | In addition to general reading on this area I attended two online webinars through a paid for tax resource provider; 'UK Land Taxes Refresher' and 'Update Current Issues in Property Taxation'. June 202X | Both of these webinars were very useful and put me in a position to be more effective in advising my clients who have property businesses. | 6 hrs |

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| Better understand and advise on the compliance requirements for employers. | Watched HMRC webinars followed by deeper research on these topics in 202X:<br>• Plastic packaging tax<br>• Payroll — annual reports and tasks<br>• Getting payroll information right<br>• Statutory Sick Pay<br>• Statutory Maternity and Paternity Pay | Making employer aware of relevant submissions are completed, PSAs, tax codes are correct, and common mistakes are avoided so that HMRC receive accurate information. | 18 hrs |

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| **CPD goals/learning needs/training gaps/activities** | **CPD undertaken** | **Learning outcomes and reflection** | **Hours** |
| Be up to date on Country by Country reporting requirements and BEPs Pillar 2/GMT, to advise the business on changes and any appropriate actions required. | Tax update provider: Direct tax conference London, November 202X. (6 hours for this)<br>Follow up research reading online guidance to be able to produce a memo for our auditors and internal stakeholders confirming position. | Created a document 'On the Tax Roadmap' for consideration as and when it becomes relevant to the business. | 10 hrs in total |

## Extracts using alternative recording format:

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| **Planned CPD Activities to Meet Expectations**<br>Structured i.e. courses, workshops, conferences, group learning.<br>**HAT quarterlies, Xero accreditation, Tolley webinars, elements of the in-house management course, any mandatory AML training.**<br>Unstructured i.e. reading, individual research, self-service learning<br>**Taxation magazine, technical digest.**<br>Any other key learning goals you wish to achieve in the next 12 months:<br>**None noted so far.**<br>Reflect on your CPD activities over the last 12 months, please describe what impact this has had on your professional development. |
| I have managed to stay up to date with the accounting standards, corporation tax, personal taxes and employment taxes, which has helped me better serve my clients in a technical setting. I have also gained soft skills including IT security and portfolio management which have helped me keep client data safe, as well as manage my portfolio of clients efficiently.<br>I have kept myself updated on the changes in AML legislation so I can better spot any red flags or related client issues. I did not have any training directly relating to line management. |

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| Activity name:<br>Date completed:<br>CPD Points: | Tax update<br>1 September 202X<br>2 |
| Subject:<br>Type: | Tax Structured<br>In house webinar |
| What are the key learnings from undertaking this training? | CT rates going up, R&D rates changing, investigations for PSC changes, electric car rates going up, income tax planning change, basis period changes, VAT penalties/surcharges changing. |
| How will you be able to apply this learning to your role? | This information is necessary for me to be able to ensure I use the correct rates when preparing Partnership returns, CT600s, as well as advising clients when planning for the future. |

| **Date** | **Title / CPD** | **Description / Purpose** | **Reflection / Learning Outcome** | **Hours** |
|---|---|---|---|---|
| 11/01/202X | Offshore Evasion Awareness E-Learning and research on Understanding & Investigating Offshore Arrangements | General CPD - Tax Specific | These activities have been useful in reviewing offshore transactions as they can be complex and help me understand regulatory compliance to prevent tax evasion. | 15 hrs |
| 17/01/202X | Benefit in kind research re motor vehicles and directors loan accounts, group accounting and loss reliefs, research re taxation of day trading and spread betting, residency research and discovery assessing time limits and penalties for inaccuracies | Case development work | To enable me to have better understanding of how these tax reliefs are applied when reviewing taxpayer files, for inaccuracies. | 14 hrs |
| 03/03/202X | Making Tax Digital for ITSA | General CPD - Tax Specific | Information on the coming changes. | 1 hr |

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