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Sample CPD Records

AML Training



AML Training

Samples of CPD activity and records related to Anti Money Laundering (AML) training in line with requirements set out in the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 As Amended (<https://www.legislation.gov.uk/ukxi/2017/692>) where this is relevant and required in a member's work.

Extracts using the CIOT CPD Form:

Planning - what do you need to do?	Action	Outcome	Time
CPD goals/learning/needs/training gaps	CPD undertaken – activities and date completed	Learning outcomes and reflection	Hours
As a sole practitioner I am responsible for meeting all the AML related requirements and regular training and updates on this area are needed.	I watched the ATT's current year AML webinar recordings online. I reviewed AML guidance document, particularly on sanctions, CDD requirements on discrepancy reporting, and the chapter on SARs. 20.12.2X	This allowed me to better explain to some clients about AML requirements I must meet and the reasons for the information I need particularly for onboarding new clients. This has helped in maintaining transparency and reducing any friction that may arise from information requests.	4 hrs

Planning - what do you need to do?	Action	Outcome	Time
CPD goals/learning needs / training gaps	CPD undertaken – Activities and dates.	Learning outcomes and reflection	Hours
Review AML legislation/requirements to ensure I am up to date with any changes as I am MLRO of the business.	Watched the May CIOT AML webinar on the risk-based approach and updates on recent key hot topics in AML including some changes in CDD requirements.	Refreshed and updated knowledge of AML legislation. Updated my firm's AML CDD procedures (and related documentation) to reflect update in requirements. Also updated the firm's risk assessment document.	2 hrs 4 hrs

Planning - what do you need to do?	Action	Outcome	Time
CPD goals/learning needs / training gaps	CPD undertaken – Activities and dates.	Learning outcomes and reflection	Hours
Yearly refresher training on key areas of practice compliance and professional standards matters such as complaints handling, AML and data protection.	In house: AML Training, Data Protection and Complaints handling. 3 modules completed via e-learning, lasting an hour each. Completed January 202X	I have kept my knowledge levels current, and ensured I am following best practice in these areas.	3 hrs

Extracts using alternative recording format:

Activity name:	AML Mandatory Training: PSC and Client Due Diligence
Date completed:	10 November 202X
CPD Points:	2 Hours 30 Minutes
Subject:	Other Technical Structured
Type:	In House Workshop / Training Course
What are the key learnings from undertaking this training?	<p>How to complete the new internal AML document correctly and the potential consequences of not having this done.</p> <p>How to get PSC register correct including details of how to work out the correct position for complicated group structures. Learned the consequences of not getting the PSC register correct within 14 days of discovering errors.</p>
How will you be able to apply this learning to your role?	<p>Each time I complete or review an AML document I will use my new knowledge to ensure it is completed sufficiently.</p> <p>I am able to better ensure all the PSC registers for my clients are correct. I am able to spot errors better.</p>

Update AML Training webinar and received certificate of completion 1 hour – May 202X.

AML & Sanctions: Webinar on ‘Complying with International Restrictions’ update August 202X.

Reading relevant sections of AMLGAS re discrepancy reporting changes and chapter 6 on SAR reporting. December 202X.



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