



ACA CTA JOINT PROGRAMME PROSPECTUS 2021

A unique and efficient route for tax professionals who specialise in the tax affairs of Major Corporates, Owner-Managed Businesses or Indirect Taxation to become a member of the ICAEW and CIOT.



The Specialisms

The programme offers three specialisms – Taxation of Major Corporates, Owner-Managed Businesses or Indirect Taxation.

Students will need to successfully complete the ACA and CTA modules and examinations alongside the professional development, ethics and relevant professional experience components.

TAXATION OF MAJOR CORPORATES

Students sit 14 of the 15 ACA modules (excluding Business Planning: Taxation), the CTA Advanced Technical examination: Taxation of Major Corporates, plus the CTA Professional Responsibilities & Ethics Computer Based Examination. Students then choose from a CTA Advanced Technical examination, CTA Application and Professional Skills Case Study or CIOT ADIT examination. The full list of available papers can be found in the exam structure on the next page.

TAXATION OF OWNER-MANAGED BUSINESSES

Students sit 14 of the 15 ACA modules (excluding Business Planning: Taxation), the CTA Advanced Technical examination: Taxation of Owner-Managed Businesses, plus the CTA Professional Responsibilities & Ethics Computer Based Examination. Students then choose from a CTA Advanced Technical examination, CTA Application and Professional Skills Case Study or CIOT ADIT examination. The full list of available papers can be found in the exam structure on the next page.

INDIRECT TAXATION

Students sit 14 of the 15 ACA modules (excluding Business Planning: Taxation), the CTA Advanced Technical examination: Domestic Indirect Taxation, plus the CTA Professional Responsibilities & Ethics Computer Based Examination. Students then choose from the CTA Advanced Technical examination: Cross-Border Indirect Taxation, or the CTA Application and Professional Skills Case Study: VAT & other Indirect Taxes.

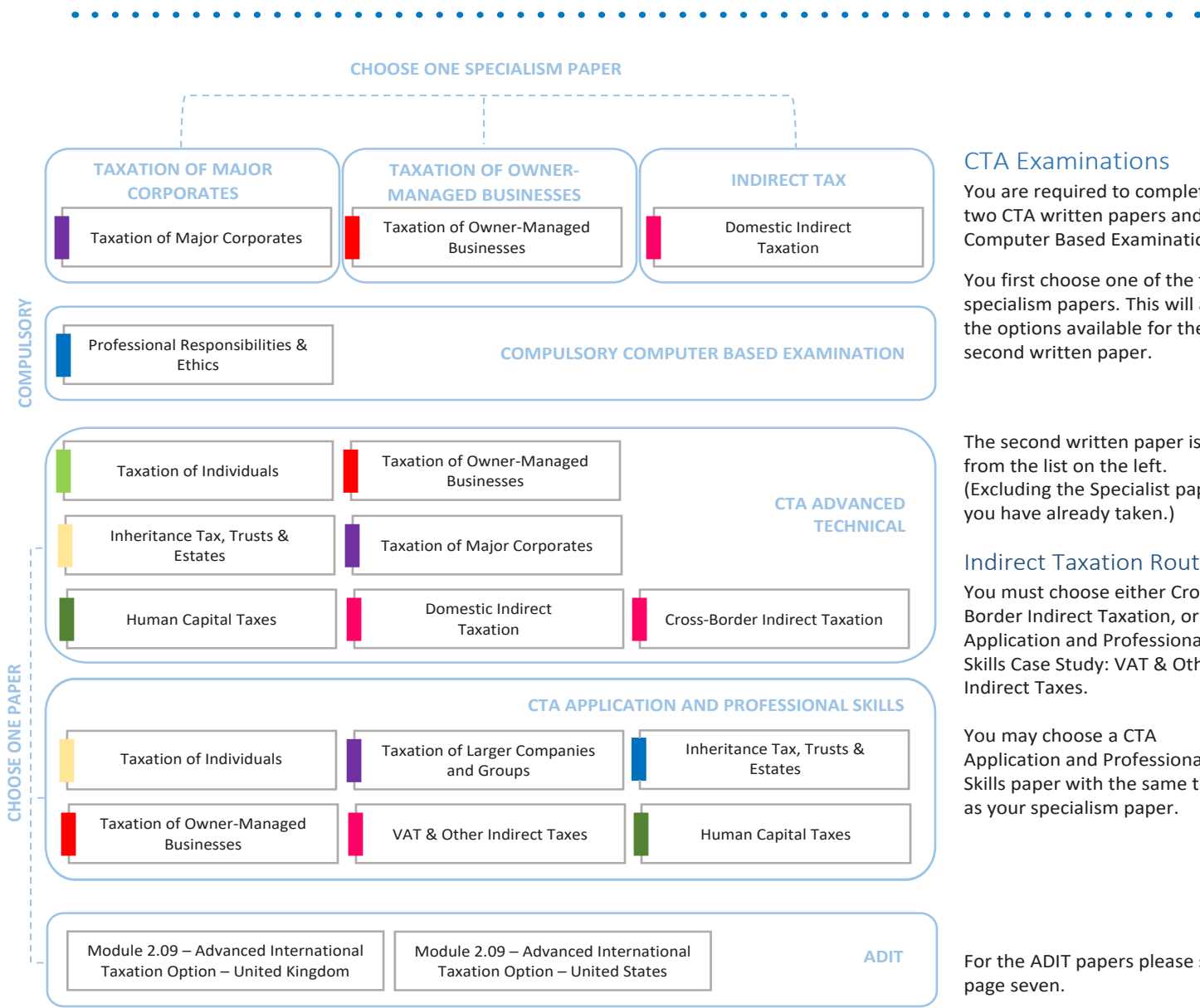
Structure

ACA Exam Modules

You are required to complete the 14 ACA exam modules as listed opposite. You cannot sit your ACA Advanced Level Case Study module unless you have attempted your CTA Specialism paper.

For further information on the ACA please contact ICAEW by calling +44 (0) 1908 248 250 or visiting their website at <https://www.icaew.com/>.

Advanced Level	Case Study		
	Corporate Reporting	Strategic Business Management	
Professional Level	Financial Accounting and Reporting		Business Strategy and Technology
	Audit and Assurance	Tax Compliance	Financial Management
Certificate Level	Accounting	Management Information	Principles of Taxation
	Assurance	Business, Technology and Finance	Law



CTA Examinations

You are required to complete two CTA written papers and one Computer Based Examination.

You first choose one of the three specialism papers. This will affect the options available for the second written paper.

The second written paper is one from the list on the left. (Excluding the Specialist paper you have already taken.)

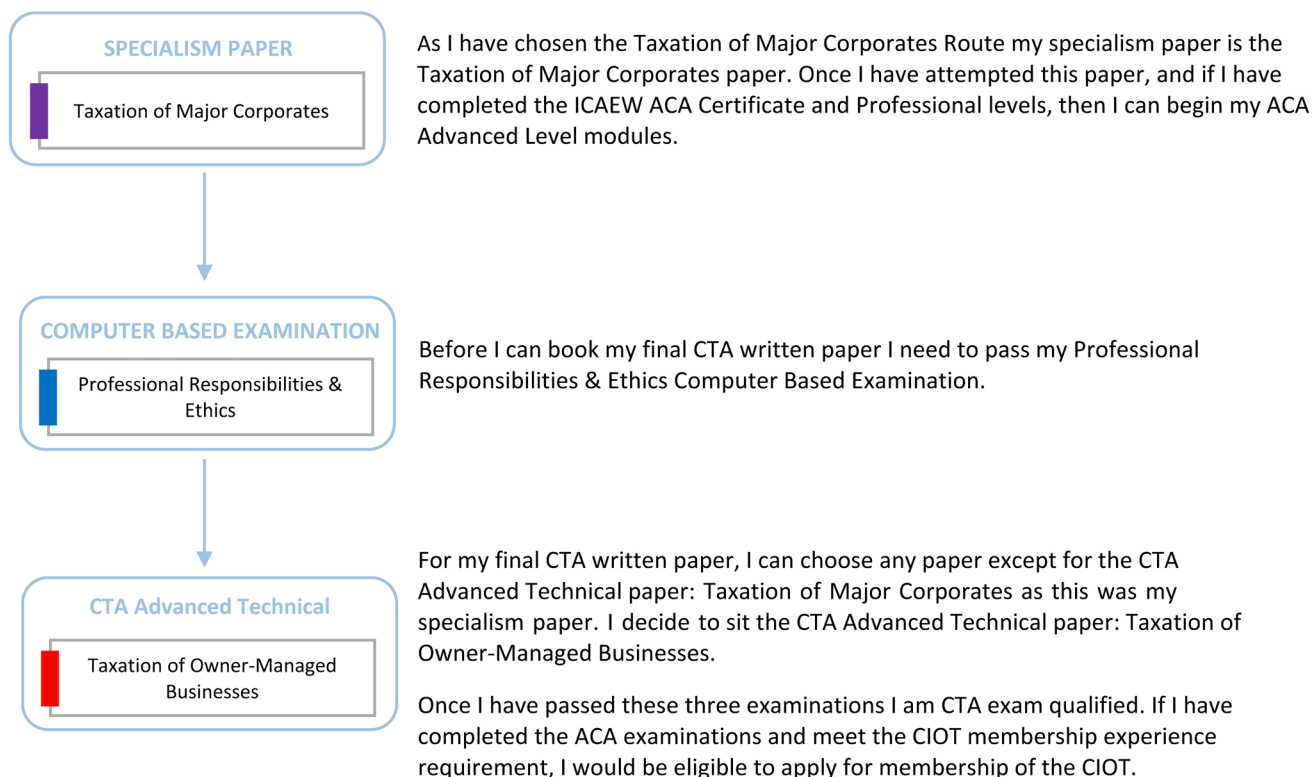
Indirect Taxation Route

You must choose either Cross-Border Indirect Taxation, or the Application and Professional Skills Case Study: VAT & Other Indirect Taxes.

You may choose a CTA Application and Professional Skills paper with the same topic as your specialism paper.

For the ADIT papers please see page seven.

Example One: Taxation of Major Corporates Route



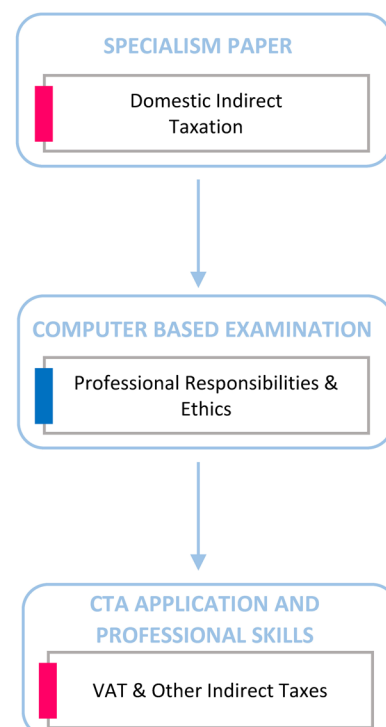
Example Two – Indirect Taxation Route

As I have chosen the Indirect Taxation Route my specialism paper is the Domestic Indirect Taxation paper. Once I have attempted this paper, and if I have completed the ICAEW ACA Certificate and Professional levels, then I can begin my ACA Advanced Level modules.

Before I can book my final CTA written paper I need to pass my Professional Responsibilities & Ethics Computer Based Examination.

For my final CTA written paper, I have two choices as I am on the Indirect Route. I must decide between the CTA Advanced Technical examination: Cross-Border Indirect Taxation, or the CTA Application and Professional Skills Case Study: VAT & Other Indirect Taxes. I choose the Application and Professional Skills Paper.

Once I have passed these three examinations I am CTA exam qualified. If I have completed the ACA examinations and meet the CIOT membership experience requirement, I would be eligible to apply for membership of the CIOT.



How to Register

To join the ACA CTA Joint Programme you need to first register as an ACA student with ICAEW, here:

<https://my.icaew.com/studentregistration>.

When you have received your ACA student number you can then complete your registration with the CIOT via our website, here: www.tax.org.uk/studentregistration. You need to provide your ACA student number in order to register.

The 2021 registration fee is **£220**. This will last for four years.

Registration Deadlines

You need to be a registered student for at least **four** months before you are allowed to enter for an examination. So you should usually be registered by 31 January for the examination in the following May and 30 July for the examination in November.

Once you have been accepted as a student you will next need to enter for your examinations. The exam entry deadlines can be found on [page 7](#).

Tuition

Please note that these are listed alphabetically.

Owner-Managed Businesses and Taxation of Major Corporates

Online, distance and classroom study is available.

- **BPP Professional Education**
Tax Course Manager
Aldine House, Aldine Place
142-144 Uxbridge Road
London W12 8AW
T: +44 (0)20 8746 4150
E: tax@bpp.com
W: www.bpp.com
- **Kaplan Financial**
Student Services
5th Floor, Chancery Place
50 Brown Street
Manchester M2 2JG
T: +44 (0)161 259 7400
E: studentservices@kaplan.co.uk
W: www.kaplanfinancial.co.uk/tax
- **Tolley Exam Training**
Naina Shah
LexisNexis
30 Farringdon Street
London EC4A 4HH
T: +44 (0)20 3364 4500
E: examtraining@lexisnexis.co.uk
W: www.tolley.co.uk/cta

Indirect Taxation

Online, distance and classroom study is available.

- **Tolley Exam Training**
Naina Shah
LexisNexis
30 Farringdon Street
London EC4A 4HH
T: +44 (0)20 3364 4500
E: examtraining@lexisnexis.co.uk
W: www.tolley.co.uk/cta

Examination Key Information

CTA Tax Examination Papers

Duration

Each paper will last for three hours and 30 minutes.

Cost

The Advanced Technical tax paper will cost **£180**.

The Application and Professional Skills tax paper will cost **£225**.

Pass Mark

You are required to achieve 50 out of 100 marks (50%) for the Advanced Technical examinations.

If you choose to sit Application and Professional Skills you will be assessed across your answer as a whole for structure and for competence in a number of broad topics for the following skills:

- Identification and application and relevant advice and substantiated conclusions.

A pass or fail grade will be awarded.

Example Papers

There are examples of previous papers alongside suggested solutions and examiners' comments on our website, here: www.tax.org.uk/pastpapers

How to Enter

You can enter for your CTA tax papers on our website, here: www.tax.org.uk/examentry

If you are a current student the deadline to book the May examination is the end of February. For the November session exam entry closes at the end of August.

If you have not registered as a student please see the registration deadlines on [page 6](#) as you will need to have registered at least four months before an exam session.

Study Materials

You can purchase study materials for the CTA tax papers from a course provider. You can see a list of the course providers on [page 6](#).

Validity

Once passed a tax paper is valid for seven examination sessions.

ADIT Examination Paper

Duration

The paper will last for three hours and fifteen minutes. The papers will begin with fifteen minutes reading time giving you three hours to complete the paper.

Cost

The ADIT paper will cost **£195**.

Pass Mark

You are required to achieve 50 out of 100 marks (50%).

Example Papers

There are examples of previous papers alongside suggested solutions and examiners' comments on our website, here: <https://www.tax.org.uk/adit/past-papers>

How to Book

You can book your ADIT tax papers on our website, here: <https://www.tax.org.uk/adit/exam-entry>

If you are a current student the deadline to book the June examination is the end of February. For the December session exam entry closes at the end of September.

Study Materials

You can purchase study materials for the ADIT paper from a course provider. You can see a list of the course providers on our website, here: <https://www.tax.org.uk/adit/course-providers>

Validity

Once passed a ADIT paper is valid for ten examination sessions.

Examination Key Information continued

Professional Responsibilities & Ethics Computer Based Examination (CBE)

Duration

The CBE will last for one hour.

Cost

Each sitting of the CBE will cost **£90**.

Pass Mark

You are required to achieve 30 of the 50 total marks available.

Example Papers

You can try a sample CBE on the website, here:
<https://www.tax.org.uk/cbes>

How to Book

You can apply to sit your CBE, here: www.prometric.com/CIOT

Study Materials

You can purchase the latest version of the 'Professional Responsibilities & Ethics for Tax Practitioners' manual on our website, <https://ciot.myshopify.com/>, at a cost of £45 plus postage and packaging. The syllabus for the Professional Responsibilities & Ethics examination is entirely drawn from this manual.

Validity

Professional Responsibilities & Ethics CBE passes are valid for nine examination sessions.

For those students who sit and pass from December to May inclusive, the first session for which it will be valid will be the following November. For example if a pass was gained on 20 February 2020 it will be valid up to and including November 2024.

For those students who sit and pass from June to November inclusive, the first session for which it will be valid will be the following May. For example if a pass was gained on 8 June 2020 it will be valid up to and including May 2025.

Frequently Asked Questions

If you have a question that is not included here, contact us at education@ciot.org.uk.

About the Programme

[How is the Joint Programme different from studying the CTA, once qualified as an ICAEW Chartered Accountant?](#)

Under the sequential route to qualification of both ICAEW and CIOT, you undertake the ACA by successfully completing professional development, ethics and professional scepticism, 3-5 years practical work experience and 15 accountancy, finance and business modules. Once you become an ICAEW Chartered Accountant you then register as a CIOT student, complete the CTA qualification and apply for membership of the CIOT.

The Joint Programme enables you to study the ACA and CTA qualifications simultaneously and to sit two less examinations.

[Will I still gain two qualifications?](#)

The membership requirements for both ICAEW and CIOT remain the same regardless of the chosen specialism and you will be able to use the designatory letters ACA and CTA.

[How long does it take to complete the Joint Programme?](#)

It is anticipated that it will take three to four years to complete the Programme. This does depend on workload, scheduling of courses, study and exam results.

[Can an employer offer both the Joint Programme and the more traditional, sequential route to the ACA and CTA qualifications?](#)

Yes, there is complete flexibility for all employers.

[Do students have to work in a tax role?](#)

The Joint Programme assumes that you will be in a tax role, gaining practical experience of the taxation of the chosen specialism.

Studying on the Joint Programme

[Who can join the Joint Programme?](#)

The only requirement that is needed to join the Joint Programme is a current student registration with ICAEW.

[Can current ACA or CTA students join the Joint Programme?](#)

If you are an ACA student you can join the Joint Programme if you have not yet completed the Business Planning: Taxation module. If you are a CIOT student you can join the Joint Programme provided you have not yet passed two CTA Advanced Technical Papers. Members of either body are not eligible to join the Joint Programme.

[Can I sit the two other ACA Advanced Level modules \(Strategic Business Management and Corporate Reporting\) before attempting my CTA Specialism paper?](#)

Yes. It is only the ACA case study module you cannot sit until you have attempted your CTA specialist paper.

[How I sign up to the Joint Programme?](#)

You must be registered as an ACA student before you can apply for the Joint Programme. Your ACA student number must be submitted to the CIOT to register onto the Joint Programme.

[What fees are involved?](#)

You must pay the appropriate ICAEW and CIOT fees for student registration and exams. In 2021 registration as a CIOT Joint Programme student costs £220. Each CTA Advanced Technical tax paper will cost £180, the Application and Professional Skills paper (if chosen) will cost £225 and (if chosen) the ADIT paper will cost £195. The Computer Based Examination in Professional Responsibilities & Ethics will cost £90.

[Is there a time limit for students on the Joint Programme?](#)

To gain membership of the CIOT via the Joint Programme, you must complete the exam requirements of both the CIOT and the ICAEW.

You can attempt ACA exams until you reach the maximum of four attempts. You have no limit on the number of attempts on the CTA examinations. A CTA examination credit for passing remains valid for the next seven sittings following the sitting at which the credit was obtained. Professional Responsibilities & Ethics passes will remain valid for the next nine sittings.

Frequently Asked Questions continued

If you have a question that is not included here, contact us at education@ciot.org.uk.

Structure of the Joint Programme

How many exams do I have to pass?

You are required to complete 14 of the 15 ACA modules (excluding Business Planning: Taxation), your specialism paper, plus the CTA Professional Responsibilities & Ethics Computer Based Examination. You then choose from a CTA Advanced Technical examination, CTA Application and Professional Skills Case Study or CIOT ADIT examination. The full list of available papers is on [page 4](#).

Is there an order that I have to take the exams in?

You must sit your CTA specialism paper before you can attempt the ACA case study module. You must sit your Professional Responsibilities & Ethics CBE before you register for your final tax CIOT paper.

What is the format of the Computer Based Examination in Professional Responsibilities & Ethics?

The Computer Based Examination in Professional Responsibilities & Ethics is one hour in length and made up of two different question types:

1. Multiple choice questions – where you will be required to identify one correct response from a choice of four.
2. Multiple response questions – where you will be required to identify several correct responses from choice of up to six.

Each question type is worth one mark.

You will be allocated 50 questions to answer within the hour permitted. At least 30 of the responses to the questions must be correct to pass. The questions will be randomly selected before you start the test and therefore each examination will be unique.

A short section will be provided before the start of the hour-long Computer Based Examination in order to allow you to familiarise yourself with the format of the examination.

Extra Time and Alternative Arrangements in the Examinations

If your personal circumstances are such that it takes you longer to read or write than is normally allowed for in an examination and you require additional time or alternative arrangements than the usual, you need to complete a form in order for your requirements to be individually assessed and submit this, together with medical documentation (as up-to-date as possible), to support your application.

Applications can only be considered if they are submitted using the extra time application form. Please contact the Education Team (education@ciot.org.uk) to complete the relevant form. Even if you have previously been granted extra time or alternative arrangements you must contact us to confirm that you still require extra time or alternative arrangements in subsequent examination sittings.

This form must be submitted before the closing date of the examination you intend to sit.

Mitigating Circumstances and Special Consideration

The CIOT recognises that you may sit your examination in difficult circumstances and has a process in place which allows you to request special consideration if you feel that your performance in your examination(s) was affected by serious personal circumstances (such as illness or close bereavement over or immediately preceding the examination period or if you experienced a particular problem on the day of your examination).

Please refer to the policy below for more information:

If you decide to proceed with your examination(s) even though you believe that your performance will be affected, you should notify the CIOT within two weeks after sitting the examination(s) so that this may be noted for the review by the Examination Committee. The report must be made in writing by you (e-mail is preferred), with medical confirmation or other evidence if appropriate.

All reports of serious personal circumstances will be considered by the Examination Committee, who may consult others as they see fit.

An awareness of your serious personal circumstances will not necessarily result in additional marks being awarded. The decision for the award of additional marks lies solely at the discretion of the Examination Committee.

No report of serious personal circumstances submitted after the publication of the results will be considered.

Professional Responsibilities & Ethics

If any problems arise during the sitting of the Professional Responsibilities & Ethics examination you should notify the exam supervisor at your chosen test centre. You should then report the matter to the CIOT within two weeks of the date of your exam. Further information on rescheduling the Professional Responsibilities & Ethics exam can be found on our website, www.tax.org.uk/CBEs.

Withdrawal from the Examinations

The policy regarding CTA examination withdrawal, deferral and refunds, including the fees which may apply, depend on the timing of the application for withdrawal and the reasons for the request.

How to defer your exam?

There may be a small admin fee to defer your exam, depending on when you submit your request:

Free deferral

You have until 14 days after the exam entry closing date (or 14 days after the late exam entry closing date if you paid the late entry fee) to defer your exam entry to the next session, free of charge. Exam entries will only be deferred by one session.

To apply for a free deferral, please see here:
<https://www.tax.org.uk/withdrawal>

Paid deferral

You have until two days (48 hours) before your exam entry start time to defer your exam entry to the next session, subject to a £15 admin fee (if you are deferring multiple exams, you only have to pay this admin fee once). Exam entries will only be deferred by one session.

To apply for a paid deferral, please see here:
<https://www.tax.org.uk/withdrawal>

Requests submitted later than 48 hours before your exam start time will be rejected.

Cancel your exam entry

If you no longer want to sit the exam, you can cancel your booking at any point, but you may lose the exam entry fees you have paid. Before cancelling, you should carefully consider whether to defer your entry instead.

The guidance below explains how to cancel your exam entry, based on whether you paid for your entry, or your employer is paying for your entry.

If you wish to have a refund

To claim a refund for your booking, minus a £15 admin fee, you must request your refund within 14 days of completing your exam booking. The £100 late entry fee is not refundable.

Further information and guidance on withdrawing from the written examinations, including frequently asked questions, can be found online:

<https://www.tax.org.uk/withdrawal>

CBEs

Should you fail to have any acceptable identification with you at the CBE centre then you will not be able to sit your CBEs. If any problems arise during the sitting of any of the CBEs you should notify the exam supervisor at your chosen test centre. You should then report the matter to the CIOT within two weeks of the date of your exam. Further information on rescheduling the CBE can be found on our website, <https://www.tax.org.uk/cbes>

Membership

To become eligible for membership, students must pass all components of the Joint Programme examinations with ICAEW and CIOT.

After passing the examinations, admission as a member of the Chartered Institute of Taxation carries the entitlement to describe yourself as a Chartered Tax Adviser and to use the designatory letters 'CTA'. Admission is dependent upon demonstrating three years' relevant recent professional experience in UK taxation.

Applications for membership should be made within 18 months of notification of successful completion of the examinations. Late applicants, and those who apply for re-admission if their membership has lapsed, are required to complete a special application form and also to meet certain other conditions. Membership applications are made online through the CIOT website: www.tax.org.uk/members.

Branches Network

There are 40 branches run by members and supported by the Institute's Membership & Branches Committee. Each branch has its own committee and organises its own programme of evening meetings, conferences and social events. They provide an effective means for members to keep up to date with changes in tax law and practice, and to exchange views and discuss tax problems.

United Kingdom	
Aberdeen	Leeds
Birmingham & West Midlands	London
Bristol	Manchester
Commerce & Industry Group	Merseyside
Cumbria & South West Scotland	Mid-Anglia
East Anglia	North East England
East Midlands	Northern Ireland
Edinburgh	Scottish Borders
Essex	Severn Valley
Glasgow	Sheffield
Guernsey	Somerset & Dorset
Hampshire	South London & Surrey
Harrow & North London	South Wales
HMRC	South West England
Isle of Man	Suffolk
Jersey	Sussex
Kent	Thames Valley

International	
Asia Pacific	Hong Kong
Australasia	North America
European	Middle East & North Africa

Benefits of Membership

- the right to describe yourself as a Chartered Tax Adviser
- the status attaching to membership of a professional body dealing solely with the subject of taxation
- use of the descriptive letters CTA for Members or CTA (Fellow) for Fellows
- use of the Chartered Institute of Taxation's badge
- the monthly journal 'Tax Adviser' which includes articles, current tax notes, digests of tax cases and news from the Institute
- an annotated copy of the annual Finance Act
- an annotated copy of other tax Acts as Council may decide appropriate
- CCH news service for CTA members (weekly email update)
- opportunity for attendance at the Institute's biannual virtual update conference and one-day conferences (for 2021 only)
- opportunity for participation in online technical and social activities organised by the branches
- discounts on a range of publications and courses
- a counselling service to assist members experiencing difficulties (not a technical helpline)
- opportunity to gain direct access to tax counsel
- an entry in the on-line Directory of Chartered Tax Advisers



30 Monck Street
London
SW1P 2AP
T: +44 (020 7340 0550
E: education@ciot.org.uk
W: www.tax.org.uk

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