DEATH & TAXES COURSE
PART ONE

LAW SKILLS

Consultancy & Training

Rose Cottage, Woodman Lane, Sparsholt, Winchester, Hampshire SO21 2NS
Tel: 01962 776442 Fax: 01962 776 525 Mobile: 07850 741262
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Will Drafting – from start to finish
2 day course – introductory

Aim

This course is aimed at people new to Will drafting who are changing discipline and those who would welcome a basic refresher if they have not prepared Wills for some years. It is designed to look at good practice and procedure as well as incorporating issue of law. There will be opportunities to practice drafting skills and approach.

Outcomes

Participants will:

- Be able to set up and manage a Will file
- Have a series of checklists and questionnaires for use in the office
- Appreciate the draftsman's duty of care in Will drafting and how to ensure it is delivered
- Be able to draft Wills for a variety of clients
- Know of the available precedents & software for use in the office

Agenda

1. Taking instructions, professional rules and file management
2. Duty of care
3. Undue influence and mental capacity issues
4. Introduction to Inheritance Tax
5. Key elements of successful drafting
6. Specific clauses
7. Classic areas of construction

Throughout use will be made of case studies to enable participants to draft Wills for a variety of clients.

This two day course attracts 12 CPD hours
SRA CPD Provider reference no: BMP/LASK
ILEX: Quote Course code on ILEX log

DEATH & TAXES COURSE
PART TWO

LAW SKILLS

An introduction to Probate
2 day course – introductory

Aim

This course is aimed at people in law firms new to Probate who are changing discipline and those who would welcome a basic refresher if they have not dealt with the administration of estates for some years. It is designed to look at good practice and procedure as well as incorporating issues of law and tax. There will be opportunities to practice completing the main tax forms and preparing accounts.

Outcomes

Participants will:

- Be able to set up and manage a Probate file in accordance with Law Society requirements
- Have a series of checklists and questionnaires for use in the office
- Be able to prepare various Oaths
- Understand the impact of IHT on estates and how to complete relevant IHT forms
- Appreciate the income tax and capital gains tax requirements for PRs and how to comply appropriately
- Have an understanding of estate accounts and a method of preparation
- Know of the available software for use in the office

Agenda

1. Initial instructions, professional rules and file management
2. Action on death
3. Intestate succession
4. Collecting information
5. Action after interview
6. Oaths and other court documents
7. Other court procedures
8. Inheritance tax on death and the IHT forms
9. Preparing the probate papers
10. Problem assets and difficult beneficiaries
11. Settling debts and distributing the estate
12. Tax during the administration period
13. Estate accounts
14. Closing the file

Throughout use will be made of case studies and examples to enable participants to administer estates whether testate or intestate.

This two day course attracts 12 CPD hours
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DEATH & TAXES COURSE
PART THREE

LAW SKILLS

Consultancy & Training

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An Introduction to Estate Planning
2 day course – introductory

Aim

This course is aimed at people new to Estate Planning who are changing discipline and those who would welcome a basic refresher if they have not undertaken Estate Planning for clients recently or at all. It is designed to look at good practice and procedure as well as incorporating relevant issues of law and tax. There will be case studies to aid understanding.

Outcomes

Participants will:
- Appreciate the differences between lifetime gifts and the use of Wills in estate planning
- Be aware of the potential opportunities and traps
- Have a series of checklists and questionnaires for use in the office
- Understand the impact of the use of different types of trust, and other structures on estate planning

Agenda

1. Taking instructions, professional rules & file management
2. The operation of Inheritance Tax
   - Structure, exemptions and reliefs
   - Lifetime gifts
   - The problem of Gifts with Reservation of Benefit
   - The application to a person's on death estate
3. The use of trusts & other structures
   - In lifetime giving
   - In Wills
4. The impact of Capital Gains Tax
5. The problem of Pre-Owned Assets Tax
6. Avoiding the Settlor Interested Trust rules
7. Life assurance and pension benefits
8. Looking across the whole family – grandparents, parents & children

This two day course attracts 12 CPD hours
SRA CPD Provider reference no: BMP/LASK
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DEATH & TAXES COURSE
PART FOUR

LAW SKILLS

Consultancy & Training

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An Introduction to Trusts
2 day course – introductory

Aim

This course is aimed at people in law firms new to Trusts who are changing discipline and those who would welcome a basic refresher if they have not administered trusts for some years. It is designed to look at good practice and procedure as well as incorporating relevant issues of law and tax. There will be case studies to aid understanding.

Outcomes

Participants will:

- Be able to understand the differences between types of trust; when to use them and basic drafting issues
- Know how to set up and manage a trust from start to finish
- Have a series of checklists and questionnaires for use in the office
- Understand the impact of taxation on the different types of trust, in particular the Finance Act 2006 changes
- Know of the available precedents & software for use in the office

Agenda

1. Background
2. Administration - Getting Started
3. Taxation of Trusts
4. Administration implications of Trustee Act 2000
5. Trustees' decision making
6. Financial Services
7. Dealing with various events

This two day course attracts 12 CPD hours
SRA CPD Provider reference no: BMP/LASK
ILEX: Quote Course code on ILEX log