



STEP UP YOUR GAME IN TAX

Transform your team into tax experts
with the **ATT Qualification**



Visit att.org.uk/stepup to discover the benefits of getting your team
ATT qualified

STEP UP IN TAX WITH THE ATT

Step up your game in tax and enhance your business's earning capabilities!

The Association of Taxation Technicians (ATT) is the leading professional body for UK tax compliance experts, renowned for its highly respected qualifications. The ATT Qualification is among the world's most esteemed qualifications in tax compliance.

With over 10,000 members and 7,000 students, our qualification is recognised with organisations in accountancy, tax, law, and financial services, as well as with government departments and businesses with in-house finance and legal departments.

Our goal is to improve employees' tax skills to drive growth and profitability for your business.

Supporting your staff through the ATT Qualification will help you to:

- Increase in-house tax expertise
- Gain a competitive edge and increase earnings
- Boost client confidence in your tax capabilities
- Engage, motivate, and retain your staff
- Stay up to date on important tax legislation
- Save on recruitment costs by upskilling existing employees



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HOW THE ATT QUALIFICATION CAN INCREASE YOUR PROFITABILITY

Increase in-house tax expertise

Supporting your employees to achieve the ATT Qualification enhances your business's internal knowledge and skills. ATT training ensures your team is well-versed in the latest tax legislation, allowing for more accurate and effective management of tax-related matters.

Gain a competitive edge and increase earnings

Investing in ATT training for your employees positions your business as a leader in tax expertise. You can offer premium services, justify higher fees, and increase your earning potential – standing out from competitors without ATT qualified staff.

Boost client confidence in your tax capabilities

Clients are more likely to trust and engage with a business that demonstrates top-tier professional qualifications. By showcasing your team's ATT qualifications, you improve client confidence, reassuring them of your commitment to excellence in managing their tax affairs.

Engage, motivate, and retain your staff

Providing opportunities for professional development with ATT not only attracts talent but also improves job satisfaction. Employees who see a clear path for growth and recognise their employer's investment in their future, are more likely to stay engaged and loyal.

Stay up to date on important tax legislation

The tax landscape is constantly evolving, with new legislation regularly coming into effect. Achieving the ATT Qualification is a route to your employees becoming members of ATT, keeping them informed and compliant, helping to mitigate risks, take advantage of tax opportunities, and increase profits.

Save on recruitment costs by upskilling existing employees

Skilled tax professionals are in high demand and recruiting new talent can be costly. Investing in developing current staff through ATT can bring immediate value and continuity to your operations without the steep learning curves associated with new hires.

WHAT OUR EMPLOYERS SAY...

“ By having our tax school-leavers and graduates start with the ATT Qualification, we know that they will achieve a qualification that gives them the knowledge to deal with the most complex tax compliance. This is essential for the clients that we work with.

The ATT Qualification also provides a great foundation for providing tax advice and teaches our trainees how to use and interpret the tax legislation. At Grant Thornton, we develop our trainees to become Tax Advisers; encouraging them to be involved in advisory work from an early stage in their career, and their ATT studies are essential to being able to do this. ”

Grant Thornton

“ The ATT provides wider exposure to the UK tax regime. This is essential for our Advisory roles.

We advise on all areas of direct and indirect tax, and the ATT is hugely beneficial when looking at these areas. ”

Abbey Tax

“ The training provides employees with a good foundation knowledge of the tax system, which is relevant to our tax business and gives them Tax Technician status. ATT provides the basis for obtaining the CTA Qualification and, with the new Tax Pathway route, this can be achieved quicker, reducing time out of the business and cost.

Training providers of ATT offer online course offerings which affords students and the business flexibility and reduces overall costs. ”

KPMG

“ As an employer of ATT students, we would recommend to any firm who is looking to really strengthen their tax department to get somebody who is either ATT qualified or is studying for ATT.

As part of their ATT membership the student is committed to maintaining competence by CPD and training throughout their professional life. ”

George Hay Chartered Accountants

ATT QUALIFICATIONS FOR BUSINESS SUCCESS

We offer several routes to get your employees qualified, the main ones being our ATT Qualification, the ATT CTA Pathway, and the ATT Apprenticeship.

Exemptions available

Students may be exempt from some of the examinations if they hold certain professional qualifications. For a detailed guide to exemptions and how to apply, visit att.org.uk/exemptions



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Where students train depends on what suits your business, with options including classroom learning, online distance learning, and self-study. Students can balance their learning with existing work and family commitments and can continue to work full-time.

No previous qualifications are required – employees can start their journey with the ATT if they are 16 or older with a good standard of English and maths.

Visit att.org.uk/course-providers for a list of ATT's current course providers for locations across the UK.



Visit att.org.uk/stepup to discover the benefits of getting your team ATT qualified

ATT QUALIFICATION

The ATT Qualification provides your employees with a strong foundation in tax compliance, giving them the knowledge and skills to work in this area. It showcases their expertise in taxation and highlights their commitment to high professional standards.

It's a route to membership of the ATT and all the benefits this brings, including being able to use the designatory letters 'ATT' after their name and the title 'Taxation Technician'.

Provide time and space to study

Many organisations find that offering paid study leave for attending classes, revising, or sitting exams significantly boosts ATT pass rates.

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How does it work?

To successfully achieve the ATT Qualification, students must pass the below examinations and gain two years' relevant practical work experience.

- **Core tax examinations**
 - Personal Taxation
 - Business Taxation
- **Computer Based Examinations (CBEs)**
 - Law
 - Professional Responsibilities & Ethics
 - Principles of Accounting
- **One tax examination from**
 - Business Compliance
 - Corporate Taxation
 - Inheritance Tax, Trusts & Estates
 - Value Added Tax

ATT CTA TAX PATHWAY

The ATT CTA Tax Pathway merges the ATT and Chartered Tax Adviser (CTA) qualifications, enabling your team members to achieve the highest-level tax qualification in the UK.

This pathway offers flexibility in choosing examinations, early specialisation, and dual membership of both the ATT and the Chartered Institute of Taxation (CIOT) upon completion.

How does it work?

To successfully achieve the ATT CTA Tax Pathway Qualification, students must pass the below examinations and gain three years' relevant practical work experience.

- **Core knowledge 1**

Choice of two ATT examinations from:

- Personal Taxation
- Business Taxation
- Business Compliance
- Corporate Taxation
- Inheritance Tax, Trusts & Estates
- Value Added Tax

- **Core knowledge 2**

An additional ATT examination from those listed above or the CTA Awareness paper

- **Computer Based Examinations (CBEs)**

- Law
- Professional Responsibilities & Ethics
- Principles of Accounting

At this point your employees will be eligible for ATT membership provided they've achieved two years' practical experience in taxation.

- **Advanced technical knowledge**

Two CTA advanced technical examinations

- **Application and Professional Skills (APS)**

One case study question from the APS examination

Your employees will be eligible for membership of the CIOT upon completion, provided they have gained three years' practical experience in taxation.

ATT APPRENTICESHIP



This Level 4 Professional Apprenticeship enables your employees to earn while they learn, working alongside experienced staff to gain practical experience on the job.

It requires allocated study time where your employees will:

- Take the ATT Qualification
- Undertake role simulation – completing a series of short tasks about a fictitious organisation.
- Submit a portfolio of evidence including a reflective statement – demonstrating the knowledge, skills and behaviours identified in the standard

The ATT Apprenticeship provides an excellent route into tax for new employees looking to develop knowledge and skills in taxation.



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Discover more at
att.org.uk/stepup

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