

CPM21: Conveyancing Quality Standard: How to survive a CQS audit?!



Did you know that the Law Society has now started a programme of assessing and auditing CQS firms? This is to ensure that firms are complying with the rigours of membership. Desk based assessments are being performed on a number of member practices each month. 25% of member practices in the second year of their membership will have had desk based assessments by the end of February 2013. If there are any issues or areas of concern the desk based assessments may be followed up by a visit from one of the CQS trained assessors. These can be announced or unannounced visits. Is your firm ready for this?

Who this course is for?

This course is for SROs, partners and senior conveyancing staff of a solicitor's practice who are either already members of the scheme or are applying to join.

What will the course cover?

- The purpose of the CQS assessments
- What the Law Society may ask from you.
- What happens once you have supplied this information?
- What firms will be selected for an assessment visit?
- What is the purpose of the assessment visit?
- How can I prepare for this?
- What are the common pitfalls that you should avoid?
- What are the possible outcomes?
- How to ensure that your procedures are part of the way you think and work?
- What further support do you need?

Why is it Essential?

Failure to ensure that you are complying with the requirements of the Scheme could result in suspension or revocation of membership.

Catherine Poulter,

Cath is an independent consultant and currently consults and assesses against a variety of standards including Lexcel, Investors in People, SQM, AQS and more recently the Conveyancing Quality Standard. In addition Cath is an associate consultant on the Law Society's Risk and Compliance Service and also advises firms on issues concerning Client Care, Complaints Handling, Risk and Regulatory compliance including Outcomes Focused Regulation & support for COLP/ COFAs

Cath previously worked as a solicitor in private practice as well as the Law Society and managed the Bristol office of the Solicitors Indemnity Fund for 14 years.



Want to book?

Complete the 'Booking Form' overleaf or email: book@cpm21.co.uk

CPM21: Conveyancing Quality Standard: How to survive a CQS audit?! A 3 CPD Hour Course

Course Booking Form

Course Code: CQS1

Please reserve

place(s) on the above course

Conveyancing Quality Standard:

How to survive an CQS audit?!

on _____ (date)

at _____ (location).

Business Name

Contact Name

Contact email

Contact telephone

Special requirements

Course Cost

£

See website listing for current cost

Cheques should be made payable to **CPM21 Ltd**, and sent with this booking form to:

CPM21
The GTi Suite,
Venture House,
Navigation Park.
Abercynon CF45 4SN

CPD Course Booking Terms & Conditions:

1. Course fees must be paid on or before the date of the course. If you fail to attend after booking the course then you remain liable for the fee subject to clause 7 below.
2. Confirmation of booking and details of venue will be sent by email only to the email address provided.
3. A receipted VAT invoice will normally be issued to the delegate/organisation within 14 days of the conclusion of the course
4. Course documentation will be distributed at the event
5. Prices may be subject to change and may vary depending on location of the course (to allow for varying venue costs etc.)
6. We are an SRA approved external CPD course provider and provide CPD hours for those subject to that scheme. It is a condition of the allocation of hours that you attend for the duration of the course and personally complete and sign the CPD register to confirm that you have done so. The relevant CPD reference will be provided by the tutor on the day and will be shown on the CPD register. You should make a note of this and the hours awarded for your own CPD records.
7. We reserve the right to vary, cancel or postpone a course at short notice where necessary. Cpm21 accept no liability if the course does not take place. Refunds will be made as appropriate if the course is cancelled by us.
8. You may cancel/postpone your attendance up to 14 days before the event provided you email such confirmation to support@cpm21.co.uk. We cannot accept telephone, letter or faxed cancellations.
9. You may send a substitute delegate without notifying us in advance but the change must be made clear on the signed CPD register.
10. Data Protection – we may periodically contact you with updates, information and details of courses and services. If you do not wish to receive such updates or information then please email support@cpm21.co.uk
11. The presentations, materials and notes for our courses are prepared solely for the benefit of the delegates attending that course. They are intended to be an integral part of the course presentation and do not necessarily stand on their own outside that context. They must not be used for giving advice in a specific situation. Neither cpm21 nor any of its consultants or tutors shall have any responsibility or liability for losses (including consequential loss) occurring because a person acts upon or fails to act based on any statement made by the consultant or tutor or contained in the course materials, notes or presentations. Our tutors are not authorised to provide practice management, legal or other advice relating to any specific situation or issue as part of our training courses and you should seek appropriate professional, financial or legal advice before making any decisions or taking any actions based on what you have heard, learned or read about on the course.

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