

CLT In House Training and Professional Consultancy

# The latest news

March 2012

Welcome to our March newsletter. In this month's edition we bring you three of our hot topic courses which we offer on an In house basis. The contract law update course gives practitioners the latest developments in Contract Law along with techniques in drafting, negotiating and managing contracts. The Solicitors' Accounts Rules training is essential for all newly appointed COFAs who need to know the rules inside and out so these courses are a must to keep up to date.

## Contract Law Refresher and Update

This course provides an invaluable refresher and update on the core elements of contract law, the latest practical points and tips when drafting, negotiating and managing contracts.

See following page for full course outline.

## Solicitors' Accounts Rules: Don't Fall Foul of the SDT

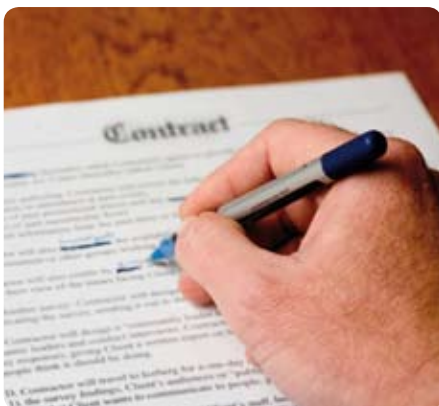
**Are you up to date?** Solicitors' Accounts Rules apply to all solicitors in practice and most working in in-house legal departments. The rules continue to be very detailed and this course covers all the latest requirements and also considers what constitutes best practice. The consequence of non-compliance can be severe and range from fines, to reprimand and suspension, not to mention costs.

See following page for full course outline.

## SRA Accounts Rules 2011 for Accounts Staff

This course is suitable for a range of staff dealing with the client money function. It is designed to equip delegates with updated know how and skills to give effective support to busy practitioners.

See following page for full course outline.



## Contract Law Refresher and Update

This course provides an invaluable refresher and update on the core elements of contract law, the latest practical points and tips when drafting, negotiating and managing contracts. The emphasis is on the implications for practitioners, so that by the end of the course you should have a good overview of the latest developments, relevant to a wide range of contracts, and be equipped with drafting, negotiating and making sure that contracts you draft are enforceable according to latest case law.

Areas covered include:

- Formation of a contract: - Distinguishing when a contract has been formed from correspondence - Case law on pre - contract and post - contract statements - Practical ways of contracting on your terms.
- Effective drafting and recent decisions: - The approach of the courts to specific words and phrases - Warranties, indemnities, limiting and extending liability - Breach, termination and liquidated damages.
- Electronic Contracting: - What's different when contracting online? - Complying with the E-Commerce Regulations and Distance Selling Regulations - Signatures and practical issues with contracting electronically - Other latest developments.

## Solicitors' Accounts Rules: Don't Fall Foul of the SDT

In October, 2011 the new accounts rules came into force. Are you up to date? Solicitors Accounts Rules apply to all solicitors in practice and most working in in-house legal departments. The rules continue to be very detailed and this course covers all the latest requirements and also considers what constitutes best practice. Currently failure to implement the accounts rules makes up the majority of referrals to the Solicitors Disciplinary Tribunal. Don't get caught out by the new requirements. The consequence of non-compliance can be severe and range from fines, to reprimand and suspension, not to mention costs.

The course will cover:

- The key principles which underpin the Solicitors Account Rules
- General principles and interpretation of the rules and responsibility for compliance
- The new post of Compliance Officer for Finance and Administration
- Correctly distinguishing between client, office and controlled trust money
- Dealing profit costs and correctly identifying disbursements
- Client monies and the operation of client accounts
- Pragmatic approach to key accounting and reconciliation requirements
- New approach to interest payments
- Accounting systems and records
- Accountants checklist and report.

## SRA Accounts Rules 2011 for Accounts Staff

This course is suitable for a range of staff dealing with the client money function. It is designed to equip delegates with updated know how and skills to give effective support to busy practitioners.

The course includes:

- The 2011 accounts rules
- Key definitions and the detailed rules for accounting for client money and office money
- The bookkeeping requirements of the SRA accounts rules (including a case study)
- The guidelines issued by the SRA showing best practice for implementation of the rules
- Quiz to highlight common practical problems and to encourage group discussion on practical aspects of the rules
- An overview of the role of the reporting accountant.

## Would your firm benefit from:

- Cost effective training delivered at your firm
- First class speakers with practical experience
- Innovative and cutting edge courses
- Bespoke programmes
- Free consultancy and training needs analysis
- Full account management and administrative support for all in house course programmes

### Then contact our In House Team on:

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