

CONVEYANCING QUALITY SCHEME (CQS) for Support Staff – How you can help demonstrate compliance

THURSDAY 7 SEPTEMBER 2023 – 10:00 – 12:15

Registration: 09:30

Venue: The Causerie Suite, Carlton Hotel, East Overcliff Drive, Bournemouth, Dorset BH1 3DN

Parking: Please note the entrance to the car park is in Grove Road. There is no charge for BDLS delegates to park – just inform Reception of their car registration number when they arrive. The car park has recently been extended so there is now plenty of parking available. Alternatively, there is metered street parking on the roads around the hotel.

Cost: £75 member and non-member of BDLS

Booking Reference: 971

CPD: 2

SRA Competence: A and B [SRA | Statement of solicitor competence](#) | [Solicitors Regulation Authority](#)

The seminar is aimed at non fee earning conveyancing support staff and any other non-fee earner and member of staff who wishes to understand more about how they can support the team with CQS compliance

Please note this is a repeat of the course previously run by Tracy in May 2022

Introduction:

Recent changes to the CQS standard brought about a new onsite assessment regime which accredited firms will be subject to as part of demonstrating their compliance with the CQS Scheme Rules.

A key requirement of the CQS Scheme is that practices must have a training policy which must include ensuring that relevant members of staff are aware of the Core Practice Management Standards and the ways in which the practice complies.

The onsite assessment process will ascertain if practices are meeting the training requirements by way of the assessor conducting interviews and by reviewing documentary evidence of training undertaken.

An invaluable support to fee earners will be for support staff to be aware of the requirements of the Core Practice Management Standard so they can play their part in assisting with compliance with the CQS standard.

The presenter, Tracy Thompson, who is appointed CQS Lead Assessor, will provide an overview of the requirements of the CQS Scheme and how support staff can help the firm meet their obligations.

What You Will Learn:

The session will look in detail at:

- **The format of the onsite assessment**
- **Potential outcomes of the assessment**

- **Key requirements of the Core Practice Management Standard (CPMS)**
- **Ensuring the policies and procedures of CQS are being followed within your practice.**
- **Key areas of The Law Society Conveyancing Protocol (2019 Edition)**

Speaker Profile:

Tracy Thompson is a 15 year qualified property lawyer who has spent over two decades in the legal profession, having been managing partner in a Merseyside multi million pound multidisciplinary practice. Tracy possesses a diverse mix of skills and is highly experienced in both operational management, business strategy and risk management. Tracy is extremely passionate about compliance with quality standards having been appointed to The Law Society Lexcel Panel in 2013. Tracy has been a Law Society Lexcel consultant and Lexcel assessor for over 10 years and was appointed as Lead Assessor for the Law Society Conveyancing Quality Scheme (CQS) in 2019.



Tracy wears many different hats and is a well-known legal trainer, risk and compliance consultant specialising in CQS, Lexcel and AML, in addition to providing general risk management services to many practices nationwide.

Please book online at:

[**https://www.bournemouthlaw.com/bournemouth-district-law-society-lectures**](https://www.bournemouthlaw.com/bournemouth-district-law-society-lectures)

Course Notes: For environmental reasons, BDLS will no longer be providing printed course notes at lectures. Lecture notes will be emailed to delegates in advance for either printing or accessing via their laptop or alternative device on the day.

Payment for lectures: Please be aware that payment must be received at the office **before** the lecture takes place. Course bookings will only be confirmed upon payment. All payments are to be paid by BACS. No refunds within 7 days of the course.