

## **CONVEYANCING QUALITY SCHEME (CQS)**

### **for Support Staff – How you can help demonstrate compliance**

**WEDNESDAY 4 SEPTEMBER 2024 – 10:00 – 12:15**

<b>Registration:</b>	09:30
<b>Venue:</b>	Marsham Court Hotel, 3 Russell Cotes Road, Bournemouth BH1 3AB
<b>Parking:</b>	This is at the rear of the hotel (postcode BH1 3AU) and there is no parking charge. On arrival, please inform hotel reception of your car registration number and, when you leave, ask for the exit code to raise the exit barrier. Alternatively, there is parking at Berry Court in St Peter's Road, Central Car Park in Upper Hinton Road or street parking around the hotel.
<b>Cost:</b>	<b>£75</b> member and non-member of BDLS
<b>Booking Reference:</b>	608
<b>CPD:</b>	2
<b>SRA Competence:</b>	A and B <a href="#">SRA   Statement of solicitor competence</a>   <a href="#">Solicitors Regulation Authority</a>

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 September 2023.**

#### **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, former 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:**

- **How support staff play an important role in CQS compliance**
- **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 Law Society Accredited Risk & Compliance Specialist, Law Society Accredited Lexcel Assessor and Consultant, and is a 15 year qualified property lawyer who has spent over 25 years in the legal profession, most recently in practice as Managing Partner in a Merseyside multi million pound multidisciplinary practice. Tracy is an expert in Conveyancing Quality Scheme compliance having previously carried out the role of Lead Assessor and is extremely passionate about compliance with quality standards having been appointed to The Law Society Lexcel Panel in 2013. Tracy possesses a diverse mix of skills and is highly experienced in both operational and risk management and is very practical in her guidance and support. Tracy wears many different hats and is a well-known legal trainer, legal risk and compliance consultant specialising in CQS, Lexcel and AML in addition to providing support to many legal practices nationwide with their Regulation 21 AML Independent Audit function.




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### **Please book online at:**

<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.