

CPM21: COLP & DEPUTY COLP Refresher Course



Are you fulfilling the commitments this role requires?

The role of the COLP took effect from January 2013, but for many firms, there is still a lack of understanding of the requirements of the role.

As well as this, many firms also didn't consider their obligations for periods of absence of their appointed COLPs, and therefore have not made provisions for any deputy COLP to support the full time COLP.

At the same time, the Legal Market is changing at an unprecedented rate – Can the COLP keep up with it all?

Who should attend? - Essential course for:

- Compliance Officers for Legal Practice (COLP)
- Deputy Compliance Officers for Legal Practice

What will the course cover?

- Reminder of the role and duties of the COLP
- Minimum System Requirements
- Key Data to assist the COLP
- Emerging COLP Issues
- Financial Stability
- Equality & Diversity
- The rest of the Practice – OFR Evolution

Course Tutors:



Wayne Williams



Paul Jones

Wayne Williams is a former senior manager and auditor of the Legal Aid Agency (formerly the Legal Services Commission).

He has extensive experience of helping firms in England and Wales comply with the Outcomes Focused Regulation, Conveyancing Quality Scheme, Lexcel, the SQM and Contract requirements

Paul Jones is a former senior manager for a global electronics organisation, and business consultant for SME's and corporate clients. He has extensive experience of helping firms in England and Wales comply with the Outcomes Focused Regulation, Conveyancing Quality Scheme, Lexcel, the SQM and Contract requirements



What to know more or book?

- Complete the booking form overleaf and return it to us with your cheque.
- e: **book@cpm21.co.uk**
- Or visit www.cpm21.co.uk for more information or to book using PayPal/Credit Card

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Course Booking Form

Please reserve

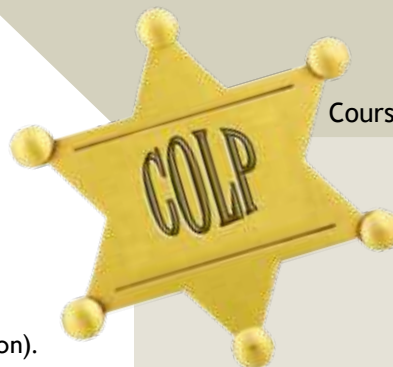
place(s) on the above course

**CPM21: COLP & DEPUTY COLP
Refresher Course**

on _____ (date)

Please select ☐ AM or ☐ PM (if appropriate).

at _____ (location).



Course Code: COLPR01

Business Name

Delegate Full Name

Contact email

Status/Position (e.g. Assistant Solicitor)

Contact telephone

Special requirements



See website listing for current cost

Course Cost

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

CPM21 Ltd.
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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