



Lexcel Training for New Assessors and Consultants

The purpose of this course:

Lexcel is the Law Society's practice management quality mark. Written specifically for the legal profession, it allows any type and size of practice to undergo independent assessment to certify that the Lexcel Practice Management Standard is being met.

This two day workshop based course explains the concepts of best practice for managing legal practices using the Lexcel Practice Management Standard as a framework.

The Lexcel Practice Management Standard is examined in detail, enabling delegates to have an in depth knowledge of the standard and its application.

Who this course is for:

This course will enable delegates to provide advice to practices on how to meet the Lexcel Practice Management Standard and gain accreditation.

This course must be attended by anyone who wishes to conduct Lexcel assessments on behalf of the Law Society of England and Wales.

The Principal Trainer: Matthew Moore

Originally a law teacher and then a solicitor in private practice Matthew has over 15 years' experience of consulting law firms on management issues. He advised a number of firms which lead them to achieving Lexcel accreditation. He also trained as a lead auditor under ISO9000 and as an Investors In People assessor. In addition he is the managing director of Web4Law.

Dates and Venues

- 21 & 22 March 2007 - London
- 12 & 13 July 2007 - London
- 27 & 28 September 2007 - London
- 6 & 7 December 2007 - London

Course Fee

The fee for this course is £625 plus VAT.



The Law Society

Booking Form (please complete in BLOCK CAPITALS)

I wish to attend the following Lexcel Assessors & Consultants Training Course (please tick as appropriate):

- | | |
|---------------------------------|--------------------------|
| 21 & 22 March 2007 - London | <input type="checkbox"/> |
| 12 & 13 July 2007 - London | <input type="checkbox"/> |
| 27 & 28 September 2007 - London | <input type="checkbox"/> |
| 6 & 7 December 2007 - London | <input type="checkbox"/> |

Delegate Details

Title: _____ Forename: _____ Surname: _____

Position: _____

Company: _____

Address: _____

_____ Post Code: _____

Tel: _____ Fax: _____

If required, please state special access and dietary requirements: _____

Please tick as appropriate:

I am an assessor I am a consultant

If you are an assessor, please state which assessment body you work through: _____

Fees

£625 plus VAT

All fees include full course material.

Please make your cheque payable to "The Law Society"

Please return your completed registration form and cheque to:

The Lexcel Office, The Law Society, 113 Chancery Lane, London WC2A 1PL; or
DX: 56 London/Chancery Lane

If you have any queries, please call Chantal Haynes, Lexcel Office on: 020 7320 5781;
or e-mail: chantal.haynes@lawsociety.org.uk

Terms and conditions

1. Details of venues will be confirmed in writing following your booking.
2. The Law Society reserves the right to amend or cancel this course where the occasion necessitates.
3. The Law Society accepts no liability if, for whatever reason, the course does not take place.
4. Full amount payable unless:
 - a) Cancellation: provided written notice is received within 10 working days before the event, the fee will be refunded less a £25 (+VAT) administration charge.
 - b) Transfer: provided written notice is received at least 10 working days before the event, but in the event of another transfer, an administration charge of £25 (+VAT) will be levied.
5. This booking form constitutes a legally binding contract.