

Lexcel Training calendar 2008



The Law Society

Title	Description	Delegates	Date	Time	CPD	Location	Fee
Case and file management	An overview of the practical aspects of case and file management using Lexcel as a framework.	Staff from in-house and private practices	19 June 13 November	9:30am to 5:30pm	6.5	London Manchester	Accredited practice: £200 +VAT Non-accredited practice: £250 +VAT.
Implementing Lexcel	Obtain a greater knowledge of the challenges of implementing Lexcel within a legal practice.	Staff from in-house and private practices	14 April 02 October	9:30am to 5:30pm	6.5	London Manchester	Accredited practice: £200 +VAT. Non-accredited practice: £250 +VAT.
Lexcel training for in-house professionals	The course provides delegates with a practical understanding of the principles of Lexcel and the implications for in-house practices.	Heads of legal, directors, solicitors and support staff from in-house legal departments	15 April 1 October	9:30am to 5:30pm	6.5	London Manchester	Accredited practice: £200 +VAT. Non-accredited practice: £250 +VAT.
Lexcel training for partners	Develop a practical understanding of the principles of Lexcel and the implications for your practice.	Partners and senior management from private practices	10 April 22 September	9:30am to 5:30pm	6.5	Manchester London	Accredited practice: £200 +VAT. Non-accredited practice: £250 +VAT.
Lexcel training for Sole Practitioners	Provides delegates with a practical understanding of the principles of Lexcel and the implications for Sole Practitioners.	Sole practitioners	9 April 15 September	9:30am to 5:30pm	6.5	Manchester London	Accredited practice: £200 +VAT. Non-accredited practice: £250 +VAT.
Lexcel v4 update training for assessors & consultants	Update training will help develop a detailed understanding of the new requirements in Lexcel v4.	Current Lexcel assessors and consultants	21 April 21 May	9:30am to 1pm OR 1.45pm to 5.15pm	3.5	London	£125 +VAT.
Lexcel v4 update training for practices	Provides a detailed understanding of the new requirements in the Lexcel v4 standard and how they are applied in practice.	Staff from existing Lexcel practices	22 April 13 May	9:30am to 1pm OR 1.45pm to 5.15pm	3.5	London Manchester	£90 +VAT.
New assessor and consultant training	Develop in-depth knowledge of the standard, the concepts of best practice and the challenges faced by legal practices.	In-house or private practice staff, assessors and consultants	13 & 14 March 12 & 13 June 11 & 12 September 4 & 5 December	9:30am to 5:30pm	13	London Manchester London London	Accredited practice: £625 +VAT. Non-accredited practice: £695 +VAT.
Quality system development training	This course will give you practical tips on how to maintain Lexcel and develop your quality system.	Staff from in-house and private practices	22 May 20 November	9:30am to 5:30pm	6.5	Manchester London	Accredited practice: £200 +VAT. Non-accredited practice: £250 +VAT.

For more information e-mail lexcel@lawsociety.org.uk

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Lexcel Registration form



The Law Society

Please complete the form in capital letters and send it with payment to the Lexcel office at: DX 56 Lon/Chancery Lane, or The Law Society, 113 Chancery Lane, London WC2A 1PL.

Delegate name _____

Job title _____

Telephone _____

Address _____

Dietary and access requirements _____

Number of delegates _____

Type of payment Cheque (Cheques must be made payable to The Law Society)

Invoice. Purchase order reference: _____
(All invoices must be paid within 30 days of receipt)

Credit/debit card: Mastercard Visa Debit
(We do not accept American Express or Diner's Card.
An administration charge of 1.75% will be added to the total.)

Cardholder name _____

Cardholder address _____

Card number _____

Valid from date _____

Verification number (Last three digits on back) _____

Organisation name _____

E-mail _____

Course fee £ _____

Please indicate which course/s you want to attend

Case and file management

Implementing Lexcel

Lexcel training for in-house professionals

Lexcel training for partners

Lexcel training for Sole Practitioners

Lexcel v4 update training for assessors and consultants

Lexcel v4 update training for practices

New assessor and consultant training

Quality system development training

Course date _____

Expiry date _____

Issue number _____

Terms and conditions

1. Event documentation will be distributed on the day.
2. The Law Society reserves the right to amend or cancel this event. Should the event be cancelled a full refund of any registration fee will be made. The Law Society does not accept liability for any expenses incurred by the delegate as a result of cancellation.
3. Prices may be subject to change and a supplement may be payable for special dietary requirements.
4. Full invoice payable unless a written notice is received at least 10 working days before the event, in which case the fee will be refunded less a £25+VAT administration charge; or a written delegate transfer notice is received at least 10 working days before the event. In the event of another transfer request, an administration charge of £25 + VAT will be levied. Substitutions can be made at any time without charge.
5. This booking form constitutes a legally binding contract. The delegate and organisation are jointly and severally liable for payment of the fees due.

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