

## Update training for practices

3.5 hours CPD

### Overview

The Lexcel standard has been revised to ensure that it continues to be relevant to legal practices and increasingly helps manage emerging risks. This half day course will examine the new requirements in detail, enabling delegates to have an in depth knowledge of the new requirements in the standard and how to apply the changes.

### Who should attend?

Those responsible for obtaining or maintaining Lexcel v4 accreditation within an in-house or private legal practice will benefit from attending this course. In addition, the update training may also be beneficial to anyone in practice who is involved in implementing the requirements within the Lexcel v4 standard.

### Dates and times

The update training course dates are on 22 April and 13 May 2008. The half day course will be repeated twice on each date:

- Morning session - 9.30am to 1pm.
- Afternoon session - 1:45pm to 5:15pm.

### Speaker

Each course will be given by an experienced and skilled member of the Lexcel office.

### Fee

The delegate rate for this course is £90 plus VAT.

If you are interested in having an in-house training course please contact the Lexcel office via phone: 020 7320 5933 or e-mail: [lexcel@lawsociety.org.uk](mailto:lexcel@lawsociety.org.uk)

## Registration

Complete the form below in capital letters and send it with a cheque to: The Lexcel office, The Law Society, 113 Chancery Lane, London WC2A 1PL or DX 56 Lon/Chancery Lane.

Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Surname: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ E-mail: \_\_\_\_\_

DX Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

### I would like to attend the following seminar (tick one box):

- 22 April – morning course
- 22 April – afternoon course
- 13 May – morning course
- 13 May – afternoon course

### Fee

£90 + VAT = £105.75 per delegate. Please make cheques payable to The Law Society.

### Special requirements

Please advise if you have any special requirements

## 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.