

Introduction to Legal Sector Credit Management

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Course Overview

- Day 1** **Introduction to the legal sector**

- Day 2** **Business Structures**
Culture and Environment
The contract
 Terms of Engagement
 Client Care Letters

- Day 3** **Policies**
Procedures
System
Skills and training
Service level agreements

- Day 4** **Billing**
Payment methods
Types of finance
Fees recovery
Complaints management

- Day 5** **Regulation specific to the legal sector**
The Solicitors Regulatory Authority
 Solicitors Accounts Rules

The Bar Standards Board
 Code of Conduct
The Legal Ombudsman

Welcome to the 5 day introduction to Legal Sector Credit Management course.

Most students selecting this course will already be working, or have worked in the field credit management. Over the next five days we will be exploring the legal sector and introducing you to aspects of the environment that you have chosen to transfer your skills to, highlighting where this environment differs from other commercial and professional service sectors.

We will not be looking in detail of credit management itself, a subject that many of you will already know a great deal about. Instead we will be looking at how credit management is applied in the legal sector.

As many of you will be hoping to seek employment in the sector, we will cover legal practice rankings. You will also learn how to locate legal practices by geographical area, to aid your job search later on and you'll gain an insight into which firms are considered the best employers and why.

This course has been designed as an interactive resource, allowing you to learn how to source up to date information. You will be provided with many hyperlinks to the sources of data, rather than a tome of static reading matter. The legal sector is in transition. Firm rankings are changing rapidly due to mergers and acquisitions as well as a few firm closures. Our method of teaching will enable you to obtain the level of detail you will need, from the correct sources, making our material more future proof than a traditional course.

What you should expect

Each day, you will receive an E book by email. Please ensure that you have provided us with your preferred email address.

Each day's material will provide you with a minimum of 30 minutes learning. You can spend as long as you like on your studies. If you follow all of the links we provide, you will have access to a much wider range of information than we will be covering in five days.

The final page of each workbook provides you with links for you to make contact with your tutor. We are here to help you with any questions you have regarding the materials as well as any technical issues you may have in accessing the links.

If clicking on the links does not work, try right clicking with your mouse on the highlighted link.

There are no tests in our course and you are not obliged to complete the activity at the end of each day, although doing so will be beneficial to your learning experience. When you complete the material, we will ask you to take part in an on-line survey. On receipt of that, you will be sent a certificate of course completion.

Your tutor will respond to your questions as soon as possible during the 5 days of the course.

Your feedback and comments will be warmly welcomed. If there is anything you think we could do better, don't hesitate to let us know. We welcome feedback! We aim to develop our materials to meet your needs so constructive criticism helps us give you what you want.

So all that remains to be said is, enjoy taking a look around the legal sector and learning how your skills can be applied in a firm that fits your working style and geographical preferences.