



CICM Professional Qualifications

High Court Enforcement Syllabus



Chartered
Institute
of Credit
Management

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High Court Enforcement Professional Programme

The High Court Enforcement Officers Association (HCEOA) has established this qualification to build in-depth High Court Enforcement, knowledge and skills.

The High Court Enforcement qualification programme includes units and qualifications which lead to the CICM Level 4 Diploma in High Court Enforcement. Learners can take either a single unit for a specific area of work or build credit for a CICM Level 4 Certificate or Diploma in High Court Enforcement. The Level 4 Diploma is a mandatory requirement for applications to become an Authorised High Court Enforcement Officer. In addition, learners would need to complete the HCEOA log book to demonstrate full competence.

The Chartered Institute of Credit Management (CICM) is the largest professional body for credit management in Europe. CICM has awarded qualifications since 1949 and was the first organisation to be directly recognised by the Office of Qualifications and Examination Regulations (Ofqual) to design, deliver and award qualifications in credit management and related areas.

CICM professional qualifications are suites of nationally regulated units and qualifications which range from Level 2 to Level 5 and provide a benchmark for the credit, collections, money advice and debt management areas of work. CICM qualifications are internationally recognised and are accredited on the Regulated Qualifications Framework (RQF) and Qualification in Wales (QiW).

Content

The HCEO Level 4 Certificate qualification covers:

- Introduction to High Court Enforcement (Level 3)
- Transfer up to High Court
- HCEO Fees and Accounting
- Writs of Control
- Writs of Possession and CPOs
- Less Common Writs

Candidates need to achieve 19 credits from any of the above units to gain a Certificate in High Court Enforcement

The HCEO Level 4 Diploma qualification covers:

- Transfer up to High Court
- HCEO Fees and Accounting
- Writs of Control
- Writs of Possession and CPOs
- Less Common Writs
- High Court Enforcement (Laws and Regulations)

Candidates need to pass all of the above units to gain a Diploma in High Court Enforcement

Each area contains units that are individually assessed and require approximately 6 weeks of learning. Learners receive a certificate on completion of each unit and credit which will count towards the final qualification. The Diploma takes about two years to complete, depending on how many units a learner takes at one time and involves 5 assignments and one final examination.

High Court Enforcement units

Achievement of Level 4 units demonstrates knowledge and skills in specific areas of High Court Enforcement. On successful completion of each unit, learners gain a unit certificate and credit towards a Certificate and Diploma in High Court Enforcement. The units are designed for people who work in a range of enforcement and support functions, for example enforcement agents, court enforcement officers and debt recovery agents.

Certificate in High Court Enforcement

The Level 4 Certificate in High Court Enforcement demonstrates knowledge of the main areas of High Court enforcement. In order to achieve the Level 4 Certificate, learners need to accumulate at least 19 credits. The Level 4 Certificate demonstrates understanding of specific areas of High Court Enforcement work.

Diploma in High Court Enforcement

The Level 4 Diploma in High Court Enforcement demonstrates knowledge and skills in a wide range of High Court enforcement work. Learners need to pass all Level 4 principles and practice units including the final examination in High Court Enforcement (Law and Regulations). Credit from the Level 3 Introduction to High Court Enforcement cannot be included for this Diploma.

Rules of combination

All units are required for the Level 4 Diploma in High Court Enforcement with the exception of Introduction to High Court Enforcement. This unit can be used towards the Level 4 Certificate in High Court Enforcement.

Total credit

Level 4 Certificate in High Court Enforcement	19 credits	TQT 217
Level 4 Diploma in High Court Enforcement	40 credits	TQT 400

Entry requirements

The HCEO professional programme assumes that learners have achieved a minimum of Level 3 in law or credit management related areas on entry, ideally through completion of qualifications in law, debt collection or credit management, for example CILEX, CICM.

Learners apply for the programme through the HCEOA. Please send your current CV with supporting evidence of your educational qualifications to the Association Secretary Pauline.hayward@hceo.org.uk. If it is unclear as to whether your educational qualifications are at Level 3, CICM will assess your CV and advise HCEOA on your eligibility. There is a fee for this service.

CICM website – www.cicm.com

Tuition

Learners study for the Level 4 programme through a combination of distance learning, in-company training and work-based experience. Learners can purchase study guides from the CICM website and the CICM Learning Support Service offers an assignment coaching service. Email: learningsupport@cicm.com for advice or telephone 01780 720909.

Assessment

CICM assesses the Level 4 High Court Enforcement (Law and Regulations) by examination and other units by work-based assignments. Learners can submit work in January, June or October and sit the examination annually in January.

HCEOA Log Book

In order to complete the HCEO professional programme, learners need to gather evidence for the HCEOA log book. Learners can download this from the members' area of the HCEOA website, www.hceo.org.uk (retrieved 11.01.16.)

HCEOA requires learners to produce log sheets over a two-year period that will include the following:

1. Information technology
2. Health and safety
3. Taking control of goods
4. Removal of goods
5. Possession/evictions
6. Correspondence
7. Accounting
8. Insolvency
9. Litigation

The above are the headers of each log sheet. Logs should demonstrate not only your knowledge but evidence that you can do the work of a HCEO on a practical level. Each log sheet will need to be signed off by your HCEOA sponsor/employer and at the end of the training period your sponsor/employer will sign a declaration to validate your competency.

Progression routes and professional membership

High Court Enforcement Officers Association (HCEOA)

A HCEOA student member who passes the CICM Level 4 Diploma in High Court (including the final examination) and completes their HCEOA Log Book will then be able to apply for HCEOA Associate Membership.

After being admitted as an Associate Member, the member may then make an application to be an Authorised High Court Enforcement Officer. This application is to the Lord Chancellor via the Ministry of Justice (MOJ).

Once appointed by the Lord Chancellor, the Associate Member can then apply for Full Membership of the HCEOA.

Chartered Institute of Credit Management (CICM)

Student members are required to register as a member of the CICM to undertake the qualifications. The member would be eligible for Associate status (ACICM) if they have completed the CICM Level 3 Diploma in Credit Management or have an equivalent qualification and a minimum of two years' experience in credit management, collections or enforcement roles. They would be eligible to apply for full CICM Membership (MCICM) if they accumulate 5 years' managerial experience.

In addition, student members can transfer up to 15 credits from their enforcement qualifications, including Taking Control of Goods, towards CICM Level 3 Diplomas in Credit Management, Debt Collection, and Money and Debt Advice.

Level 4 Certificate in High Court Enforcement

Candidates need to achieve 19 credits from any of the units below to gain a Certificate in High Court Enforcement

Introduction to High Court Enforcement

(Eligible for Certificate qualification only)

Level 3	1 credit		<u>R/504/0439</u>
Guided Learning Hours:	6	Total Qualification Time	12

Transfer up to High Court

Level 4	2 credits		<u>H/504/0722</u>
Guided Learning Hours:	6	Total Qualification Time	23

Writs of Control

Principles	Level 4	7 credits	<u>J/506/8917</u>
Practice	Level 4	7 credits	<u>L/506/8918</u>
Guided Learning Hours:	37	Total Qualification Time	137

Writs of Possession and Compulsory Purchase Orders (CPOs)

Principles	Level 4	5 credits	<u>K/504/0446</u>
Practice	Level 4	6 credits	<u>M/504/0447</u>
Guided Learning Hours:	37	Total Qualification Time	107

Less Common Writs

Level 4	3 credits		<u>T/504/0448</u>
Guided Learning Hours:	6	Total Qualification Time	30

HCEO Fees and Accounting

Principles	Level 4	3 credits	<u>R/504/0697</u>
Practice	Level 4	3 credits	<u>A/504/0452</u>
Guided Learning Hours:	10	Total Qualification Time	30

Level 4 Diploma in High Court Enforcement

Candidates need to pass all of the units below to gain a Diploma in High Court Enforcement

Transfer up to High Court

Level 4	2 credits		H/504/0722
Guided Learning Hours:	6	Total Qualification Time	23

Writs of Control

Principles	Level 4	7 credits	<u>J/506/8917</u>
Practice	Level 4	7 credits	<u>L/506/8918</u>
Guided Learning Hours:	37	Total Qualification Time	137

Writs of Possession and Compulsory Purchase Orders (CPOs)

Principles	Level 4	5 credits	<u>K/504/0446</u>
Practice	Level 4	6 credits	<u>M/504/0447</u>
Guided Learning Hours:	37	Total Qualification Time	107

Less Common Writs

Level 4	3 credits		<u>T/504/0448</u>
Guided Learning Hours:	6	Total Qualification Time	30

HCEO Fees and Accounting

Principles	Level 4	3 credits	<u>R/504/0697</u>
Practice	Level 4	3 credits	<u>A/504/0452</u>
Guided Learning Hours:	10	Total Qualification Time	30

High Court Enforcement (Laws and Regulations) (Compulsory for Diploma qualification only)

Level 4	4 credits		<u>M/507/8941</u>
Guided Learning Hours:	11	Total Qualification Time	39

Introduction to High Court Enforcement

Level 3 1 credit R/504/0439

Aim

The unit aims to build a general understanding of High Court Enforcement Officer role, regulations and responsibilities.

Learning outcomes		Assessment criteria	
The learner will:		The learner can:	
1.	Understand the role and responsibilities of a High Court Enforcement Officer.	1.1	Explain the powers and responsibilities of a High Court Enforcement Officer in accordance with legal requirements.
		1.2	Explain the structure of the High Court Enforcement system
		1.3	Explain the principles on which High Court Enforcement is based.
2.	Understand National Standards for Enforcement Agents	2.1	Outline National Standards for Enforcement Agents.

Indicative content

- History of HCEO.
- Includes information about HCEO Association, CPD requirements, HCEO qualifications and route to authorisation.

Assessment

Assignment

Transfer up to High Court

Level 4 2 credits H/504/0722

Aim

The unit aims to build understanding of how to transfer up judgments or orders to the High Court.

Learning outcomes		Assessment criteria	
The learner will:		The learner can:	
1	Understand how to transfer up a judgment or order for enforcement in High Court.	1.1	Explain how to transfer up a County Court judgment to the High Court in order to issue a Writ of Control.
		1.2	Explain how to transfer up, in order to issue a Writ of Possession.
		1.3	Explain how to transfer up, in order to issue a combined Writ of Control/Writ of Possession.
		1.4	Explain how to transfer up an Employment Judgment/ACAS agreement for a Writ of Control to be issued.
		1.5	Explain how to transfer a foreign judgment, in order to issue a Writ of Control.
2	Understand how to extend a writ.	2.1	Explain how to extend a writ.
3	Understand how to reissue a writ.	3.1	Explain how to reissue a writ.

Indicative content

Civil Procedure Rules 30, 70, 74 and 83

Assessment

Assignment

Writs of Control Principles

Level 4 7 credits J/506/8917

Aim

The unit aims to build understanding of how to conduct enforcement of Writs of Control.

Learning outcomes		Assessment criteria	
The learner will:		The learner can:	
1.	Understand the role and responsibilities of a High Court Enforcement Officer in relation to Writs of Control.	1.1	Explain powers and responsibilities of a High Court Enforcement Officer in relation to Writs of Control in accordance with legal requirements.
2.	Know how to prepare for Writs of Control.	2.1	Explain the preparation required for enforcement of Writs of Control in accordance with legal requirements.
3.	Know how to conduct enforcement of Writs of Control.	3.1	Explain how to conduct enforcement of a Writ of Control in a range of circumstances, including complex situations and vulnerable persons, in accordance with legal requirements.
		3.2	Explain how to report the outcome of enforcement.
4.	Know how to manage problems in relation to enforcement of Writs of Control.	4.1	Explain how to manage valid third party or exempt goods claims.
		4.2	Explain how to manage third party claim proceedings.
		4.3	Explain how to manage the removal and sale of goods in a range of circumstances, including complex situations.
		4.4	Explain how insolvency impacts on the enforcement of a Writ.
		4.5	Explain how to identify and report suspicions of fraudulent activity in accordant with legal and organisational requirements.

Indicative content

- Receive, check and archive Writ.
- Check priority.
- Calculation of amounts owed.
- Preparation of authority.
- Risk assessment.
- Dynamic risk assessment.
- HCEO Regulations and National Standards.
- Organisational policies and procedures including identification, dealing with abusive and vulnerable persons.
- Legislation: diversity & human rights, vulnerable persons, gaining lawful entry, health & safety, data protection, exempt goods.
- Insolvency rules.
- Final returns.
- Civil Procedure Rules 83, 84 and 85.
- Enforcement of a Judgment.
- HCEO Regulations and Code of Practice.
- Money laundering regulations.

Assessment

Assignment

Writs of Control Practice

Level 4 7 credits L/506/8918

Aim

The unit aims to build the ability to conduct enforcement of Writs of Control.

Learning outcomes		Assessment criteria	
The learner will:		The learner can:	
1.	Know how to prepare for Writs of Control	1.1	Prepare for enforcement of Writs of Control.
2.	Conduct enforcement of Writs of Control.	2.1	Conduct the enforcement of a Writ of Control in a range of circumstances.
		2.2	Report on the outcome of enforcement.
3.	Manage problems relating to enforcement of Writs of Control.	3.1	Manage a valid third party or exempt goods claims.
		3.2	Manage third party claim proceedings.
		3.3	Management the removal and sale of goods in a range of circumstances.

Indicative content

- HCEO Regulations.
- Receive, check and archive Writ.
- Check priority.
- Calculation of amounts owed.
- Preparation of authority.
- Dynamic risk assessment.
- HCEO Regulations and National Standards.
- Organisational policies and procedures, including identification, dealing with abusive and vulnerable persons.
- Legislation: diversity and human rights, vulnerable persons, gaining lawful entry, health and safety, data protection, exempt goods.
- Insolvency rules.
- Final returns.
- Civil Procedure Rules 83, 84 and 85.
- Enforcement of Judgment.

Assessment

Assignment

Writs of Possession and Compulsory Purchase Orders (CPOs) Principles

Level 4 5 credits K/504/0446

Aim

The unit aims to build a general understanding of the enforcement of Writs of Possession and Compulsory Purchase Orders (CPOs).

Learning outcomes		Assessment criteria	
The learner will:		The learner can:	
1.	Know the different types of Writs of Possession and Compulsory Purchase Orders (CPOs).	1.1	Explain the effect of Writs of Possession and CPOs.
2.	Understand the role and responsibilities of a High Court Enforcement Officer in relation to Writs of Possession and CPOs.	2.1	Explain the powers and responsibilities of a High Court Enforcement Officer in relation to Writs of Possession and CPOs in accordance with legal requirements.
3.	Know how to prepare for Writs of Possession and CPOs	3.1	Explain how to prepare for enforcement of Writs of Possession and CPOs.
4.	Know how to conduct enforcement of Writs of Possession and CPOs	4.1	Possession and CPOs in accordance with legal requirements.
		4.2	Explain how to report the outcome of enforcement.

Indicative content

- Writs of Possession.
- Writ of Restitution.
- Compulsory Purchase Order (CPO).
- Health & Safety legislation.
- General risk assessment.
- Method Statement and Insurance.
- Dynamic risk assessment
- HCEO Regulations and Code of Practice.
- Organisational policies and procedures including identification, dealing with abusive and vulnerable persons.
- Legislation: diversity and human rights, vulnerable persons, gaining lawful entry, health & safety, data protection.

Assessment

Assignment

Writs of Possession and Compulsory Purchase Orders (CPOs) Practice

Level 4 6 credits M/504/0447

Aim

The unit aims to build the ability to conduct the enforcement of Writs of Possession and Compulsory Purchase Orders (CPOs).

Learning outcomes		Assessment criteria	
The learner will:		The learner can:	
1.	Prepare for a Writ of Possession and Compulsory Purchase Order (CPOs).	1.1	Prepare for enforcement for a Writ of Possession and CPOs
2.	Conduct enforcement of Writs of Possession and CPOs.	2.1	Conduct of enforcement of Writs of Possession and CPOs in a range of circumstances and in accordance with legal requirements.
		2.2	Report the outcome of enforcement.

Indicative content

- Risk assessment.
- Method Statement and Insurance.
- Dynamic risk assessment.
- HCEO Regulations & Code of Practice
- Organisational policies and procedures including identification, dealing with abusive and vulnerable persons.
- Legislation: diversity & human rights, vulnerable persons, gaining lawful entry, health & safety, data protection.

Assessment

Assignment

Less Common Writs

Level 4 3 credits T/504/0448

Aim

The unit aims to build an understanding of the enforcement of Less Common Writs.

Learning outcomes		Assessment criteria	
The learner will:		The learner can:	
1.	Know the different types of Less Common Writs.	1.1	Explain the effect of Less Common Writs.
2.	Understand the role and responsibilities of a High Court Enforcement Officer in relation to Less Common Writs.	2.1	Explain the powers and responsibilities of a High Court Enforcement Officer in relation to Less Common Writs in accordance with legal requirements.
3.	Know how to conduct enforcement of Less Common Writs.	3.1	Explain how to conduct the enforcement of Less Common Writs in accordance with legal requirements.
		3.2	Explain how to report the outcome of enforcement.

Indicative content

- Writ of Delivery.
- Writ of Assistance.
- Writ of Venditioni Exponas.
- Writ of Ne Exeat Regno.
- Ecclesiastical Writ.
- HCEO Regulations, legislation: human rights, health & safety, data protection, Civil Procedure Rules.

Assessment

Assignment

HCEO Fees and Accounting Principles

Level 4 3 credits R/504/0697

Aim

The unit aims to build knowledge of High Court Enforcement Officer (HCEO) fees and accounting procedures.

Learning outcomes		Assessment criteria	
The learner will:		The learner can:	
1.	Understand a High Court Enforcement Officer's (HCEO) responsibilities in relation to fees and accounts.	1.1	Explain a High Court Enforcement Officer's responsibilities in relation to fees and accounts.
		1.2	Identify the documents used to record financial transactions in relation to High Court enforcement.
		1.3	Outline the sequence in which these documents are used.
2.	Understand the fees applicable to writs and relevant documentation.	2.1	Explain the fee scale in relation to different writs of execution.
		2.2	Explain procedures for recording payments received from debtors and creditors by case.
		2.3	Explain how to account for VAT.
		2.4	Explain how debt and creditor statements are produced.
3.	Understand the accounting for HCEO payments.	3.1	Explain the differences between types of payments received.
		3.2	Explain the receipting procedures for different payments received, including proceeds of sale at auction.
		3.3	Identify information to be included on invoices.
		3.4	Explain how to record day-to-day expenditure.
		3.5	Explain requirements for maintaining an office account and client account.
4.	Be able to prepare final HCEO accounts.	4.1	Prepare a trading account.
		4.2	Prepare a profit and loss account.
		4.3	Create a balance sheet.
5.	Understand reporting requirements for outside agencies.	5.1	Explain Ministry of Justice's reporting requirements.
		5.2	Explain VAT return requirements.
6.	Understand how to prevent fraud.	6.1	Evaluate the risks of fraud in HCEO business organisation.
		6.2	Assess methods to prevent fraud, including the recording of financial transactions.
		6.3	Assess compliance with operating accounting.

Indicative content

- High Court Enforcement Officer fees and accounts responsibilities.
- VAT registration requirements.
- Fee scales for different writs.
- Preparation of statements receipts and invoices.
- Maintenance of office and client accounts.
- Preparation of final accounts.
- Ministry of Justice reporting requirements.
- VAT returns.
- Fraud prevention.

Assessment

Assignment

HCEO Fees and Accounting Practice

Level 4 3 credits A/504/0452

Aim

The unit demonstrates the ability to prepare High Court Enforcement Officer (HCEO) fees and accounts.

Learning outcomes		Assessment criteria	
The learner will:		The learner can:	
1.	Prepare High Court Enforcement Officer (HCEO) fees.	1.1	Calculate HCEO fees in a range of circumstances.
2.	Prepare HCEO accounts.	2.1	Prepare statement of HCEO accounts for debtors and creditors.
		2.2	Prepare invoices for creditors.
3.	Reconcile HCEO client and office accounts.	3.1	Reconcile client and HCEO accounts.
		3.2	Reconcile debt case ledgers.
4.	Prepare VAT and Ministry of Justice returns.	4.1	Prepare VAT returns.
		4.2	Prepare Ministry of Justice returns.

Indicative content

- Calculate HCEO fees for full paid, part paid, Writs of Control, Possession, Combined Writs and Writs of Delivery.
- Preparation of HCEO accounts, statements and invoices.
- Reconciliation of HCEO client and office accounts.
- VAT and Ministry of Justice returns.

Assessment

Assignment

High Court Enforcement (Law and Regulations)

Level 4 4 credits M/507/8941

Aim

The unit aims to build detailed knowledge and understanding of the law and regulations related to High Court Enforcement.

Learning outcomes		Assessment criteria	
The learner will:		The learner can:	
1.	Understand the regulations regarding authorisation of enforcement officers	1.1	Evaluate the authorisation requirements of High Court Enforcement Officers as specified by current regulations.
2.	Understand key principles regarding High Court Enforcement under legal and regulatory requirements.	2.1	Identify key principles regarding High Court Enforcement practice under legal and regulatory requirements.
3	Understand legal and regulatory requirements of High Court Enforcement Officers operations.	3.1	Apply knowledge of legal and regulatory requirements to the organisation of a High Court Enforcement office.
4	Understand the regulations related to High Court Enforcement Officer fees	4.1	Use regulations to apply fee requirements to a range of circumstances.
5	Understand responsibilities and liabilities of High Court Enforcement Officers related to a range of enforcement activity.	5.1	Apply knowledge of legal and regulatory requirements to a range of High Court Enforcement circumstances.
		5.2	Evaluate the action of High Court Enforcement Officers in a range of circumstances.
		5.3	Advise on the application of the High Court Enforcement Officers Association complaints procedure in a range of circumstances.

Indicative content

Knowledge and application of the following law and regulation in respect of:

- The authorisation of High Court Enforcement Officers and post-authorisation requirements
- Key principles of High Court Enforcement
- The organisation of the High Court Enforcement office including:
 - Initial training, Continuous Professional Development (CPD) and certification requirements
 - Employee vetting
 - Pros and cons of sub-contracting and service level agreements
 - Public liability and employer liability insurance
 - Accounting requirements (VAT and income tax)
 - Premises requirements e.g. planning regulations, national non-domestic rates.
 - Risk assessment and contingency planning.
- High Court Enforcement Officer's responsibilities and liabilities
- High Court Enforcement fees
- High Court Enforcement action in a range of circumstances
- High Court Enforcement Officer's Association's complaints procedure.

Related law and regulation

- Courts Act (2003) Section 99 & Schedule 7
- Tribunals, Courts and Enforcement Act (2007) Sections 62 to 70 & Schedule 12
- High Court Enforcement Officers Regulations 2004
- Taking Control of Goods Regulations 2013
- Taking Control of Goods (Fees) Regulations 2014
- Certification of Enforcement Agents Regulations 2014
- Civil Procedure Rules Parts 3, 55, 70, 74, 83, 84 and 85 and CCR Order 27
- Insolvency Act (1986) Sections 184 and 346
- Taking Control of Goods: National Standards for Enforcement Agents April 2014
- Data Protection Act (1998)
- Financial Conduct Authority (FCA) Guidelines – for consumer work.

Assessment

3-hour written examination (held annually in January) comprising of five 20 mark questions.

Useful contacts

Learner study advice service
Operates 9am to 5pm, Monday to Friday

Tel: 01780 722909

Learning co-ordination service

Tel: 01780 722909

Free advice on studying for CICM
qualifications

Email: professionalqualifications@cicm.com
or telephone 01780 722909

Assessment or examination queries

Email awardingbody@cicm.com or telephone
01780 722909

Advice on CICM membership

Email cicmmembership@cicm.com or Tel:
01780 722903

Study material

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