



CICM Professional Qualifications

High Court Enforcement Syllabus

CICM

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 unit awards which lead to the CICM Level 4 Diploma in High Court Enforcement. Learners can take either a single award for a specific area of work or complete all units for a CICM Level 4 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.

You can be confident with CICM regulated qualifications. The Chartered Institute of Credit Management (CICM) is the largest professional association in the world for the credit community. Formed over 75 years ago, the Institute was granted its Royal Charter in 2014. CICM 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 the related areas of enforcement, debt collection, and money and debt advice.

CICM qualifications range from Level 2 to Level 5 and provide a benchmark for the credit management and collections, enforcement and debt advice professions. CICM qualifications are internationally recognised and accredited on the Ofqual and CCEA Regulated Qualifications Framework (RQF) and Qualifications Wales (QiW).

Content

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)

Learners 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. 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 unit awards

Learners can take individual awards instead of working towards the full Diploma. Achievement of a Level 4 unit award demonstrates knowledge and skills in specific areas of High Court Enforcement. On successful completion of any unit, learners gain a unit award certificate. The unit awards 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. Please see note below regarding use of hypothetical case studies in practical assignments.

Advice on practical assignments

Some learners may not be working in an enforcement area and able to provide evidence of how enforcement has been actioned. Please note, in this case, learners can use hypothetical cases to exemplify how they would carry out an enforcement action. If this is the case, learners should create a fictitious scenario and explain how they would carry out the work and which statutory forms would need to be completed (attaching **blank** statutory forms). Learners could prepare accompanying letters, stating that they are 'acting under the authority of the High Court Enforcement Officer whose name appears on the writ' but in **no** circumstances should learners purport to be an authorised High Court Enforcement Officer or complete a statutory form if they are not eligible to do so.

Learners need to make it clear in their assessment that their answer includes a fictitious case study which has been created to exemplify how they would carry out the enforcement work rather than evidence of an actual case.

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).

Total qualification time

Level 4 Diploma in High Court Enforcement	TQT 400
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Entry requirements

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

Practical experience will involve the enforcement of Writs and therefore passing the Level 2 Award in Taking Control of Goods is required, as well as an Enforcement Agent's Certificate issued from local County Court.

Learners apply for the programme through the HCEOA and are required to send their current CV with supporting evidence of their educational qualifications to the Association Secretary Pauline.hayward@hceo.org.uk. If it is unclear as to whether the 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 all units by work-based assignments, apart from the final High Court Enforcement (Law and Regulations) unit which involves a 3-hour examination.

Learners can submit assignments for marking in January, March, June or October.

The examination will be available four times a year (January, March, June and October) for candidates who have submitted all assignments for assessment.

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, <https://www.hceo.org.uk> (retrieved 12.12.2018.)

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 knowledge but evidence that a learner can do the work of a HCEO on a practical level. Each log sheet will need to be signed off by the learner's HCEO sponsor/employer and at the end of the training period the sponsor/employer must sign a declaration to validate the learner's 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 can evidence practical experience in High Court Enforcement through completion their HCEOA Log Book, will be able to apply for HCEOA Associate Membership.

Practical experience should be obtained over a reasonable training period (usually 2 years) and this could be accumulated during the course of the Level 4 Diploma study.

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 apply for Full Membership of the HCEOA.

Chartered Institute of Credit Management (CICM)

HCEOA 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 meet CICM Associate membership experience criteria.

They also may be eligible to full CICM membership (MCICM) depending on their background. See CICM website for information about CICM membership grade criteria and the membership assessment process.

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 H/504/0722

Guided Learning Hours: 6 Total Qualification Time 23

Writs of Control

Principles Level 4 J/506/8917

Practice Level 4 L/506/8918

Guided Learning Hours: 37 Total Qualification Time 137

Writs of Possession and Compulsory Purchase Orders (CPOs)

Principles Level 4 K/504/0446

Practice Level 4 M/504/0447

Guided Learning Hours: 37 Total Qualification Time 107

Less Common Writs

Level 4 T/504/0448

Guided Learning Hours: 6 Total Qualification Time 30

HCEO Fees and Accounting

Principles Level 4 R/504/0697

Practice Level 4 A/504/0452

Guided Learning Hours: 10 Total Qualification Time 30

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

Level 4 M/507/8941

Guided Learning Hours: 11 Total Qualification Time 39

Transfer up to High Court

Level 4 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 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 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

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

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 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 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

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 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 (2018) including GDPR
- Financial Conduct Authority (FCA) Guidelines – for consumer work.

Assessment

3-hour written examination (held in January, March, June and October) comprising of five 20 mark sections.

