

CICM Reading List 2022

Level 3 intermediate qualifications in Credit and Collections & Money and Debt Advice		
UNIT STUDIED	ESSENTIAL RECOMMENDED RESOURCES	SUGGESTED WIDER READING
Accounting Principles	CICM (2021) Accounting Principles study text	Cox, D. (2017) "Business Accounts for book-keeping and financial accounting courses", 5th edition, Osborne Books Ltd. ISBN 9781911198147
		Atrill, P. & McLaney, E. (2018) "Accounting and Finance for non-specialists", 11th edition, Pearson Publishing ISBN: 978-1292244013 (Kindle ASIN: B07RX4NBQ5)
Business Environment	CICM (2021) Business Environment study text	Cole, G. A and Kelly, P. (2020) "Management Theory and Practice", 9th edition, Cengage learning ISBN: 978-1473769724
		Worthington, I. and Britton, C. (2018) "The Business Environment", 8th edition, Prentice Hall ISBN: 9781292174358
Business Law	CICM (2021) Business Law study text	Adams, A. (2020) "Law for Business Students", 11th edition, Pearson Publishing. ISBN: 978-1292272245
		Tillson, J. (2021) "Law Express: Consumer and Commercial Law", 6th ed., Pearson Publishing, ISBN: 978-1292295770
		Finch, E. & Fafinski, S. (2021) "Law Express: Contract Law", 7th ed., Pearson Publishing, ISBN: 978-1292295374
Consumer Collections	CICM (2021) Consumer Collections study text	FCA (2021) "Financial Conduct Authority Handbook" www.handbook.fca.org.uk (retrieved 11.03.21.)
Consumer Credit Management	CICM (2021) Consumer Credit Management study text	FCA (2021) "Financial Conduct Authority Handbook", www.handbook.fca.org.uk (retrieved 11.03.21.)
		Bullivant, G. (2010) "The Credit Management Handbook", 6th ed. Gower Publishing, Aldershot. ISBN: 9780566088438 (Kindle ASIN B01FMKURUU)
Credit Management (trade, export, consumer)	CICM (2022) Credit Management (TEC) study text	Bullivant, G. (2010) "The Credit Management Handbook", 6th ed. Gower Publishing, Aldershot. ISBN: 9780566088438 (Kindle ASIN B01FMKURUU)
Export Credit Management	CICM (2022) Export Credit Management study text	Bullivant, G. (2010) "The Credit Management Handbook", 6th ed. Gower Publishing, Aldershot. ISBN: 9780566088438 (Kindle ASIN B01FMKURUU)
Money and Debt Advice	CICM (2021) General Money and Debt Advice study guide	CPAG (2020) "Debt Advice Handbook", Child Poverty Action Group 13th edition ISBN: 9781910715567
Trade Credit Management	CICM (2022) Trade Credit Management study text	Bullivant, G. (2010) "The Credit Management Handbook", 6th ed. Gower Publishing, Aldershot. ISBN: 9780566088438 (Kindle ASIN B01FMKURUU)

CICM Reading List 2022

Level 4 advanced qualifications in High Court Enforcement		
UNIT STUDIED	ESSENTIAL RECOMMENDED RESOURCES	SUGGESTED WIDER READING
HCEO Fees & Accounting	CICM (2017) HCEO Fees and Accounting study guide	Cox, D. (2017) "Business Accounts for book-keeping and financial accounting courses", 5th edition, Osborne Books Ltd. ISBN 9781911198147
		Keith, J.A., Podevin, W.B. & Sandbrook, C. (1996) "The Execution of Sheriff's Warrants", 2nd edition, HCEOA Red Book
HCEO Introduction to HCEO	CICM (2017) Introduction to HCEO study guide	High Court Enforcement Association (2011) HCEO code of practice
	White book team (2018) The White Book - Rules of Sopremen Court Practice Volumes 1-3 1998 as amended www.sweetandmaxwell.co.uk/whitebook	Keith, J.A., Podevin, W.B. & Sandbrook, C. (1996) "The Execution of Sheriff's Warrants", 2nd edition, HCEOA Red Book
HCEO Less Common Writs	CICM (2017) HCEO Less Common Writs study guide	High Court Enforcement Association (2004) Statutory Instruments 2004 No. 400 SUPREME COURT OF ENGLAND AND WALES The High Court Enforcement Officers' Regulations 2004
	White book team (2018) The White Book - Rules of Sopremen Court Practice Volumes 1-3 1998 as amended www.sweetandmaxwell.co.uk/whitebook	Keith, J.A., Podevin, W.B. & Sandbrook, C. (1996) "The Execution of Sheriff's Warrants", 2nd edition, HCEOA Red Book
HCEO Transfer up to High Court	CICM (2017) HCEO Transfer up to High Court study guide	Allinson, S. (2016) "Enforcement of a Judgment", 12th Edition, Sweet and Maxwell
	White book team (2018) The White Book - Rules of Sopremen Court Practice Volumes 1-3 1998 as amended www.sweetandmaxwell.co.uk/whitebook	
HCEO Writs of Control	CICM (2017) HCEO Writs of Control study guide	High Court Enforcement Association (2004) Statutory Instruments 2004 No. 400 SUPREME COURT OF ENGLAND AND WALES The High Court Enforcement Officers' Regulations 2004
	Execution of Sheriff's Warrants; 2nd edition amended by Wilson et al, High Court Enforcement Association (Red Book)	Allinson, S. (2016) "Enforcement of a Judgment", 12th Edition, Sweet and Maxwell
	White book team (2018) The White Book - Rules of Sopremen Court Practice Volumes 1-3 1998 as amended www.sweetandmaxwell.co.uk/whitebook	High Court Enforcement Association (2011) HCEO code of practice
HCEO Writs of Possession	CICM (2017) HCEO Writs of Possession study guide	High Court Enforcement Association (2004) Statutory Instruments 2004 No. 400 SUPREME COURT OF ENGLAND AND WALES The High Court Enforcement Officers' Regulations 2004
	Keith, J.A., Podevin, W.B. & Sandbrook, C. (1996) The Execution of Sheriff's Warrants; 2nd edition, HCEOA Red Book	Allinson, S. (2016) "Enforcement of a Judgment", # 12th Edition, Sweet and Maxwell
	White book team (2018) The White Book - Rules of Sopremen Court Practice Volumes 1-3 1998 as amended www.sweetandmaxwell.co.uk/whitebook	High Court Enforcement Association (2011) HCEO code of practice

CICM Reading List 2022

Level 5 advanced qualification in Credit and Collections Management		
UNIT STUDIED	ESSENTIAL RECOMMENDED RESOURCES	SUGGESTED WIDER READING
Advanced Credit Risk Management	CICM (2020) Advanced Credit Risk Management study guide	Lynch, R. (2018) "Strategic Management" 8th edition, Pearson Publishing ISBN 978-1292211404
		Holmes, A. (2004) "Smart Risk" 1st ed. Capstone, Chichester ISBN: 9781841125077
Compliance with Legal, Regulatory, Ethical and Social Requirements	CICM (2020) Compliance with legal, regulatory, ethical and social requirements study guide	Lynch, R. (2018) "Strategic Management" 8th edition, Pearson Publishing. ISBN 978-1292211404
		Mullins, L. (2019) "Organisational Behaviour in the Workplace" 12th edition, Pearson Publishing. ISBN 978-1292245485
Legal Proceedings & Insolvency	CICM (2021) Legal Proceedings & Insolvency study guide	Reeves, A (2014) "How to Make Successful Small Claims" ISBN 9781291890730
		Keay, A. & Walton, P. (2017) "Insolvency Law Corporate and Personal", 4th edition, Jordan Publishing Ltd. Bristol. ISBN 9781784733094
Process Improvement - Monitor & Review Business Processes	CICM (2020) Process Improvement study guide	Harrington, H.J. (2011) "Streamlined process improvement. The Breakthrough Strategy to reduce costs, improve quality, increase customer satisfaction and boost profits", New York: McGraw-Hill. ISBN: 9780071768634 (Kindle ASIN: B005EPU8WG)
		Boutros. T. & Cardella, J. (2016) "The Basics of Process Improvement", Productivity Press, ISBN 9781498719889 (Kindle ASIN: B01EUQFXGU)
Strategic Communications and Leadership	CICM (2020) Strategic Communications and Leadership study guide	Lynch, R. (2018) "Strategic Management" 8th edition, Pearson Publishing. ISBN 978-1292211404
		Mullins, L. (2019) "Organisational Behaviour in the Workplace" 12th edition, Pearson Publishing. ISBN 978-1292245485
Strategic Planning	CICM (2021) Strategic Planning study guide	Lynch, R. (2018) "Strategic Management" 8th edition, Pearson Publishing. ISBN 978-1292211404
		Mullins, L. (2019) "Organisational Behaviour in the Workplace" 12th edition, Pearson Publishing. ISBN 978-1292245485