

Residential Conveyancing for Support Staff

An Intensive 2 day course on 14th & 15th July, 2020

Presenter: Ian Quayle

Venue: Jury's Inn, Brighton 9.30 – 5.30 each day.

Fee: £300 + VAT (£360) including lunch on both days

Overview

This two day course provides informative practical training on the law and procedure that underpins the conveyancing process, guidance as to the conveyancing process for freehold sales and purchases and introduces problems and pitfalls to be avoided. The course examines the process from taking instructions to completion and file closure and explores forms to be completed and dealing with clients. Delegates are provided with a training manual and are given ample opportunity to ask questions of the course presenter.

Course Aims

- To provide support staff with an overview of the conveyancing process from start to finish examining freehold, leasehold, unregistered, and registered sales and purchases;
- To explain the law that underpins the conveyancing process;
- To explain the Conveyancing Protocol;
- To examine the professional obligations owed to clients and fellow conveyancers when acting as a conveyancer;
- To highlight where things can go wrong in the conveyancing process and what action can be taken;
- To explain how to deal with clients and avoid complaints and negligence claims.

Who should attend?

- Secretarial and support staff who currently assist fee earners;
- Conveyancing case workers and team members;
- Qualified staff joining the residential conveyancing team;
- Qualified or support staff returning to work after absence;
- Anyone requiring intensive conveyancing training to update their knowledge.

Who provides the training?

iq.legal training is the trading name for Ian Quayle who has, for the past fourteen years, provided property law training to the legal profession nationwide. Prior to that, Ian was in private practice as a solicitor and worked as a consultant to a number of regional and national housebuilders and developers advising on complex conveyancing issues.

Ian is constantly in demand to speak at training events and conferences. In addition, he presents webinars for a number of the leading training providers as well as providing training courses to firms, organisations and local law societies via **iq.legal training**, his own property law training venture. He also produces a monthly webcast highlighting conveyancing issues or developments. His presentations are lively, informative and always well received.

visit the website www.sussex-law.co.uk

PLEASE NOTE THAT CANCELLATIONS MADE WITHIN 10 WORKING DAYS BEFORE THE DATE OF THE COURSE CANNOT BE REFUNDED

RESIDENTIAL CONVEYANCING FOR SUPPORT STAFF (14th & 15th July, 2020)
COURSE APPLICATION FORM

Please complete & return to:

Mrs J Lacy Scott
The Old Stores
Mill Street
Falmer
BN1 9PE

Tel: 01273 674420

Email: jeanettelacyscott@btinternet.com

Name of Delegate(s):

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Please advise of any dietary requirements:

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Firm / Organisation Name:

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Address:

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.....

Post Code: Telephone:

E-mail:

Payment:

Amount you are paying: £

Are you paying by cheque or BACS ? (please circle) cheque/BACS

Pay by Cheque: Please make cheques to: 'The Sussex Law Society'
Pay by BACS: Account Name: The Sussex Law Society
Bank: AIB, Marlborough Place, Brighton
Sort Code: 23-85-89
Account Number: 00882089

visit the website www.sussex-law.co.uk

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