

# Residential Conveyancing for Support Staff

An Intensive 2 day course on 26<sup>th</sup> & 27<sup>th</sup> March, 2019

**Presenter: Ian Quayle**

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

**Fee: £300 + VAT (£360)**

## Overview

This 2 day course for support staff is intensive, practical and packed with useful advice and case studies to ensure delegates obtain a detailed understanding of the conveyancing process. Time is allocated each day for a question and answer session and delegates are provided with two Conveyancing Manuals to support their learning and delegates can complete an end of course assignment which is formally assessed.

## 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.

RESIDENTIAL CONVEYANCING FOR SUPPORT STAFF (26 & 27 March, 2019)  
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](mailto:jeanettelacyscott@btinternet.com)

Name of Delegate(s):

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Please advise of any dietary requirements:

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Firm /OrganisationName:

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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