

January

Financial Compliance and Legal Aid Payments Course

Content

Our Financial Compliance and Legal Aid Payments Course provides a brief overview of historical changes and the current regulations.

The course will cover what VAT regulations and the SRA Accounts Rules say on legal aid payments and will provide practical advice and tips on how to account for these payments so you adhere to the rules and regulations of the profession.

Target Audience

This online course is suitable for those in the legal profession who oversees, or is responsible for or involved in accounting for legal aid funds, including, costs lawyers, legal cashiers, COFA, those supporting the COFA, account managers, etc.

Date and Time

Wednesday 15 January 2025 from 2pm to 4:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/financial-compliance-and-legal-aid-payments-course?trk=ddls>

Compliance Officer For Finance and Administration (COFA) Course

Content

This session will combine knowledge as well as practical interactive scenarios to work through to assist delegates in evaluating themselves to identify areas they might need to improve on.

The course will cover:

- The purpose of the role (reminder)
- How the role has evolved
- What lessons can be gained so far
- How do you create a culture of compliance
- What good systems, policies and procedures look like
- Easy tips on what, where and how you should be looking

Target Audience

This online course is suitable for those new to the COFA role, those supporting the COFA and for those that would like a refresher of the role and their responsibilities.

Date and Time

Thursday 16 January 2025 from 2pm to 4:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/cofa-course?trk=ddls>

Compliance Officer For Legal Practice (COLP) Course

Content

The COLP role goes beyond just ensuring your firm follows the rules in the SRA Standards and Regulations, it also comes with a personal accountability factor that demands your attention.

The course will cover:

- **Navigating the Regulatory Landscape: Understanding the Framework for COLPs**
Dive into the intricate regulatory framework that Compliance Officers for Legal Practice (COLPs) operate under.
- **Shouldering the Responsibility: Unpacking the Duties of a COLP**
Explore the multifaceted responsibilities that come with the role of a COLP.
- **Choosing the Right Leader: Identifying the Ideal COLP Candidate**
Learn the criteria for selecting the most suitable individual to take on the crucial role of COLP.
- **Cracking the Codes: Key Elements of Codes and SRA Principles**
Delve into the essential components of the Codes and SRA Principles that form the backbone of legal compliance.
- **Building a Robust Foundation: Understanding Compliance Systems for All Firms**
Explore the concept of compliance systems, what they entail, and why every firm should have one in place.
- **Reporting Matters: Recognising 'Serious' Issues, SRA Enforcement Strategy, and Reporting Protocols**
Uncover the definition of 'serious' matters, grasp the SRA Enforcement Strategy, and gain practical insights on making effective reports to the SRA.
- **Paper Trails Matter: Effective Record Keeping, Including Non-material Breaches**
Master the art of comprehensive record-keeping, including strategies for recording non-material breaches, and understand why it's integral to compliance.
- **Personal Liability: Understanding and Mitigating Risks**
Navigate the landscape of personal liability for COLPs and develop strategies to mitigate associated risks.
- **Staying Ahead: Keeping Abreast of Regulatory Changes and Guidance**

Develop effective strategies for staying up to date with dynamic regulatory changes and evolving guidance.

- **Planning for Compliance: Crafting a Robust Strategy, Assessing Risk, and File Reviewing**

Formulate a comprehensive plan for tackling compliance, including risk assessment, maintaining risk registers, and implementing effective file reviewing.

- **Across the Board: Legal and Regulatory Compliance Areas Every COLP Must Master**

Gain a high-level overview of crucial legal and regulatory compliance areas, including AML, transparency rules, and other pivotal aspects that demand the attention of all COLPs.

Target Audience

This online course is suitable for those new to the COLP role, or those supporting the COLP and for those that would like a refresher of the role and their responsibilities.

Date and Time

Wednesday 22 January 2025 from 10am to 1pm

Fee

£180 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/colp-course?trk=ddls>

Safeguarding For Lawyers Course

Content

This training is for lawyers who may come into contact with vulnerable people through their work. In particular, it is aimed at those who hold legal aid contracts and must meet the requirements of the Specialist Quality Mark (SQM) standard in respect of safeguarding.

Everyone has the right to be kept safe from harm, abuse or neglect. We all have obligations to ensure that vulnerable people are protected and that we have appropriate procedures in place to ensure that abuse is identified and reported.

We will help you to understand the following;

- What is safeguarding?
- The different types of abuse
- Example signs of abuse, harm and neglect
- What action should be taken if abuse is suspected
- The SQM requirements
- What a Safeguarding Policy should include

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Tuesday 28 January 2025 from 10am to 11:15am

Fee

£75 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/safeguarding-for-lawyers-course?trk=ddls>

Immigration Law Review of the Year Webinar: Key Cases And Rule Changes From 2024

Content

In this fast paced, jam packed session, Adam Pipe of No.8 Chambers will summarise the key immigration law cases and changes to the Immigration Rules of 2024.

Adam will set out how they relate to your practice, which will be useful for advising clients, preparing representations and drafting skeleton arguments.

In this free 1 hour webinar, Adam will cover:

- Key changes from the 2024 Statements of Changes to the Immigration Rules
- New Immigration Rules Appendixes
- The Long Residence Route
- Appendix FM and the financial requirements
- Skilled Worker changes
- Sponsor Licence Revocation
- E-visas
- Electronic Travel Authorisation
- The new Practice Directions and Statements
- Article 8
- Refugee Law
- The key UT reported cases
- And much more...

Target Audience

This webinar is aimed at legal practitioners and those working with them, with an assumed basic knowledge of the topic area.

Date and Time

Tuesday 28 January 2025 from 1pm to 2pm

Fee

Free

Registration

<https://dglegal.co.uk/webinars/immigration-law-review-of-the-year-webinar-key-cases-and-rule-changes-from-2024/>

February

Equality, Diversity & Inclusion for Lawyers Course

Content

There are a number of reasons why it is important to actively promote equality and diversity within your business and the wider community, not only to ensure compliance with anti-discrimination legislation and professional regulations, including the SRA Standards & Regulations. There will also be business benefits to the organisation including attracting and retaining talented staff, improving staff morale, potentially accessing a wider client base and enhancing service levels and client satisfaction.

Join us for this useful overview session on equality, diversity & inclusion which will cover the following points;

- The Meaning of Equality
- Discrimination
- Harassment & Victimisation
- Unconscious Bias
- The Equality Act & the Protected Characteristics
- Reasonable Adjustments
- Complying with E&D requirements

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Tuesday 4 February 2025 from 10am to 11:15am

Fee

£75 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/equality-diversity-inclusion-for-lawyers-courses?trk=ddls>

Navigating The UK Sanctions Compliance As A Law Firm Course

Content

Are you doing sanction checks in your law firm?

In the intricate landscape of legal practice, understanding and adhering to the UK's sanctions regime is not just a recommendation; it is mandatory and it is imperative. This course aims to set clear expectations and offer practical support to firms, guiding them away from the pitfalls of breaching the UK's sanctions regime.

The course will cover:

- What are sanctions

- What do you need to know about the sanctions for your firm
- How is it different to the AML regime?
- What controls to put in place?
- If the firm offers services to sanction areas – what controls?
- My client has been sanctioned – what do I do?
- Reporting obligations
- Using screening tools
- Licensing
- How does this impact Legal Professional Privilege?
- Sanction Risk Assessment
- Red flags factors
- Enforcement actions

Target Audience

This 90 minute course is for all legal firms, irrespective of the services you provide. Whether you are navigating the sanctions regime independently or operating under a license from the Office of Financial Sanctions Implementation (OFSI), this course is for you.

Date and Time

Wednesday 5th February 2025 from 10am to 11:30am

Fee

£90 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/navigating-the-uk-sanctions-compliance-as-a-law-firm-course?trk=ddls>

Supervision and Managing Performance Course

Content

This online course will satisfy the supervision requirements in the Legal Aid Agency Standard Contract and specifically covers the key supervision and management skills needed to ensure compliance with the LAA Contract.

The course will also provide practical advice for putting in place effective outcome-focused supervision arrangements to meet your professional requirements in the SRA Standards & Regulations and meet the requirements for quality standards, including the Specialist Quality Mark and Lexcel.

Target Audience

The course is suitable for those stepping into a supervisory role for the first time or for other supervisors or managers who want to brush up on their supervisory and management skills.

Date and Time

Thursday 6 February 2025 from 10am to 4:30pm

Fee

£300 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/supervision-and-managing-performance-course?trk=ddls>

SRA Accounts Rules: A Practical Guide Course

Content

This online course is suitable for those who are familiar with the accounts rules, such as COFA's and legal cashiers, but wish to expand their technical knowledge on the day to day application of them.

This course will reflect on the 2019 rule changes and where firms might have gone wrong in implementing these. It will also consider what 'good' systems, policies and procedures look like as well as providing you with tools to evaluate if your interest policy is 'fair and reasonable' and practical scenarios to identify banking facilities.

Target Audience

This online course is suitable for COFAs, those supporting the COFA, legal cashiers and for those that wish to expand their technical knowledge on the day to day application of the SRA accounts rules.

Date and Time

Wednesday 12 February 2025 from 2pm to 4:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/sra-accounts-rules-a-practical-guide?trk=ddls>

Lexcel Standard Training Requirements Course

Content

Our online Lexcel Standard Training Requirements Course covers key topics to ensure compliance with the Lexcel standard and other regulations.

The Lexcel standard requires firms to provide training for staff covering:

- Equality and Diversity
- Conflicts of Interest
- Data Protection

- Information Security
- Anti-Money Laundering

Providing training in these areas is also crucial in meeting your regulatory obligations including the SRA's Standards and Regulations. The course will also assist your firm to meet your legal obligations with the:

- Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR)
- Bribery Act 2010
- Proceeds of Crime Act 2002
- Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017
- Equality Act 2010

Target Audience

The online course is suitable for all level of staff from support staff to senior partners.

Date and Time

Thursday 13 February 2025 from 10am to 4:30pm

Fee

£300 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/lexcel-standard-training-requirements-course?trk=ddl>

Compliance Officer For Finance and Administration (COFA) Course

Content

This session will combine knowledge as well as practical interactive scenarios to work through to assist delegates in evaluating themselves to identify areas they might need to improve on.

The course will cover:

- The purpose of the role (reminder)
- How the role has evolved
- What lessons can be gained so far
- How do you create a culture of compliance
- What good systems, policies and procedures look like
- Easy tips on what, where and how you should be looking

Target Audience

This online course is suitable for those new to the COFA role, those supporting the COFA and for those that would like a refresher of the role and their responsibilities.

Date and Time

Thursday 20 February 2025 from 2pm to 4:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/cofa-course?trk=ddls>

Compliance Officer For Legal Practice (COLP) Course

Content

The COLP role goes beyond just ensuring your firm follows the rules in the SRA Standards and Regulations, it also comes with a personal accountability factor that demands your attention.

The course will cover:

- **Navigating the Regulatory Landscape: Understanding the Framework for COLPs**
Dive into the intricate regulatory framework that Compliance Officers for Legal Practice (COLPs) operate under.
- **Shouldering the Responsibility: Unpacking the Duties of a COLP**
Explore the multifaceted responsibilities that come with the role of a COLP.
- **Choosing the Right Leader: Identifying the Ideal COLP Candidate**
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Delve into the essential components of the Codes and SRA Principles that form the backbone of legal compliance.
- **Building a Robust Foundation: Understanding Compliance Systems for All Firms**
Explore the concept of compliance systems, what they entail, and why every firm should have one in place.
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Uncover the definition of 'serious' matters, grasp the SRA Enforcement Strategy, and gain practical insights on making effective reports to the SRA.
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Master the art of comprehensive record-keeping, including strategies for recording non-material breaches, and understand why it's integral to compliance.
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- **Planning for Compliance: Crafting a Robust Strategy, Assessing Risk, and File Reviewing**

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- **Across the Board: Legal and Regulatory Compliance Areas Every COLP Must Master**

Gain a high-level overview of crucial legal and regulatory compliance areas, including AML, transparency rules, and other pivotal aspects that demand the attention of all COLPs.

Target Audience

This online course is suitable for those new to the COLP role, or those supporting the COLP and for those that would like a refresher of the role and their responsibilities.

Date and Time

Wednesday 26 February 2025 from 10am to 1pm

Fee

£180 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/colp-course?trk=ddls>

Safeguarding For Lawyers Course

Content

This training is for lawyers who may come into contact with vulnerable people through their work. In particular, it is aimed at those who hold legal aid contracts and must meet the requirements of the Specialist Quality Mark (SQM) standard in respect of safeguarding.

Everyone has the right to be kept safe from harm, abuse or neglect. We all have obligations to ensure that vulnerable people are protected and that we have appropriate procedures in place to ensure that abuse is identified and reported.

We will help you to understand the following:

- What is safeguarding?
- The different types of abuse
- Example signs of abuse, harm and neglect
- What action should be taken if abuse is suspected
- The SQM requirements
- What a Safeguarding Policy should include

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Thursday 27 February 2025 from 1pm to 2:15pm

Fee

£75 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/safeguarding-for-lawyers-course?trk=ddls>

March

AML Training For Firms Not In Scope Course

Content

In an ever-evolving legal landscape, being a firm outside of the mandatory AML scope doesn't mean being out of the compliance conversation.

This course is your guide to proactively managing risks, staying compliant and ensuring your firm's resilience. Don't miss this opportunity to navigate the unique challenges faced by out-of-scope AML law firms.

The course will cover:

- AML regulations
- Why are some firms (or departments) in or out of scope?
- MLROs
- AML basics
- CDD (ID elements)
- Responsibility of doing CDD
- Source of Funds / Source of Wealth
- Ongoing monitoring
- Reporting to the MLRO

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners of firms outside of the regulated sector.

Date and Time

Wednesday 5 March 2025 from 10am to 12pm

Fee

£120 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/aml-training-for-law-firms-not-in-scope-6da3b546?trk=ddls>

Specialist Quality Mark (SQM) Standard Training Requirements Course

Content

Our online Specialist Quality Mark (SQM) Standard Training Requirements Course covers key topics to ensure compliance with the SQM standard and other regulations.

The SQM standard requires firms to provide training for staff covering:

- Safeguarding

- Equality and Diversity
- Data Protection
- Anti-Money Laundering

Providing training in these areas is also crucial in meeting your regulatory obligations including the SRA's Standards and Regulations. The course will also assist your firm to meet your legal obligations with the:

- Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR)
- Bribery Act 2010
- Proceeds of Crime Act 2002
- Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017
- Equality Act 2010

Target Audience

The online course is suitable for all level of staff from support staff to senior partners.

Date and Time

Thursday 6 March 2025 from 10am to 4:30pm

Fee

£300 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/sqm-standard-training-requirements-course?trk=ddls>

IAAS: Casework Assistant Exam Preparation Course

Content

In this half day online course Gabriella Bettiga, an examiner of the Law Society Immigration and Asylum Accreditation Scheme, will assist candidates in preparing for the forthcoming initial Casework Assistant exam. This course will cover:

- The exam format and content, including the pass mark, advance materials and exam techniques
- The syllabus topics, including professional conduct, drafting and English and legal practice
- An overview of syllabus topics, including Legal Aid, Specialist Immigration Practice, Appeal and Administrative Review, Detention, Deportation and Removal, Judicial Review, Human Rights and Asylum support

Target Audience

The course is suitable for candidates preparing for the Law Society's initial Casework Assistant exam.

Date and Time

Monday 10 March 2025 from 2pm to 5pm

Fee

£115 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/iaas-casework-assistant-exam-preparation-course?trk=ddls>

Data Protection & Cyber Security: Remaining Compliant Against Today's Risks Course

Content

The professional working world has changed more rapidly than could have been envisaged at the time of the introduction of GDPR and the Data Protection Act 2018. With more people working from home post-Covid and the ever increasing risk of cyber-attacks, this short course is aimed at taking stock of current practice and risk, as well as considering ICO enforcement action and the implications of hybrid working. It is also a great recap on the rules as they stand and what you need to know to comply. The course will cover:

- UK GDPR - A timely reminder of the rules
- ICO enforcement action and what we can learn
- Data Protection Impact Assessments - when and how to do them
- Hybrid working and UK GDPR
- Managing cyber attacks from a UK GDPR perspective

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Tuesday 11 March 2025 from 10am to 12:15pm

Fee

£135 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/data-protection-and-cyber-security?trk=ddls>

Anti-Money Laundering (AML) Training For Support Staff Course

Content

In January 2024 alone, reports were published about the SRA taking enforcement action against 3 firms and 4 individuals for failure to comply with the Money Laundering Regulations 2017. The fines issued for these non-compliances total over £570,000 plus costs. The absence of staff training, or requirement to complete additional training, was noted in a number of these cases.

Action has not only been taken against solicitors, but also other individuals who are not regulated by the SRA, whose breaches were so serious that the SRA felt compelled to take action.

As all SRA enforcement action, from rebukes to fines, is published by the SRA, the potential financial and reputational impact upon firms may be felt by all staff, regardless of whether they had any direct involvement with the non-compliance.

This course will cover the following to assist support staff in understanding the fundamental aspects of AML.

- The basics of what AML is
- In scope / not in scope work for AML
- POCA / TA
- PCPs - CDD & EDD
- Clients
- Risks – what could raise a risk?
- Reporting to the MLRO / MLCO
- Tipping off

Target Audience

The online course is suitable for support staff or legal practitioners wanting to understand the basics of AML.

Date and Time

Wednesday 12 March 2025 from 10am to 12:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/aml-for-support-staff?trk=ddls>

Compliance Officer For Finance and Administration (COFA) Courses

Content

This session will combine knowledge as well as practical interactive scenarios to work through to assist delegates in evaluating themselves to identify areas they might need to improve on.

The course will cover:

- The purpose of the role (reminder)
- How the role has evolved
- What lessons can be gained so far
- How do you create a culture of compliance

- What good systems, policies and procedures look like
- Easy tips on what, where and how you should be looking

Target Audience

This online course is suitable for those new to the COFA role, those supporting the COFA and for those that would like a refresher of the role and their responsibilities.

Date and Time

Thursday 13 March 2025 from 2pm to 4:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/cofa-course?trk=ddls>

Anti-Money Laundering (AML) Training For Fee Earners Course

Content

In January 2024 alone, reports were published about the SRA taking enforcement action against 3 firms and 4 individuals for failure to comply with the Money Laundering Regulations 2017. The fines issued for these non-compliances total over £570,000 plus costs. The absence of staff training, or requirement to complete additional training, was noted in a number of these cases.

Many of the breaches resulting in enforcement action involved failures by the fee earners to conduct appropriate due diligence, adequately check the source of funds and/or wealth or recognise and report red flags. As highlighted by enforcement action being taken against individuals as well as firms, fee earners cannot hide behind their firm when AML failures occur and may be held personally accountable by the SRA for non-compliances with the MLR 2017.

This course will cover the following to assist fee earners in the application of AML in their casework.

- How to comply with your obligations and stay compliant
- Written CRA & MRA
- Client
- Booms
- Risks – what to consider?
- PCPs – CDD & EDD
- POCA / TA
- SOF and SOW
- On going monitoring
- Reporting to MLRO/MLCO
- Tipping off

Target Audience

The online course is suitable for fee earners or legal practitioners that want to improve their AML knowledge.

Date and Time

Wednesday 19 March 2025 from 10am to 12:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/aml-training-for-fee-earners?trk=ddls>

IAAS: Senior Caseworker Exam Preparation Course

Content

In this one day course Gabriella Bettiga, an examiner of the Law Society Immigration and Asylum Accreditation Scheme, will assist candidates in preparing for the forthcoming initial Senior Caseworker exam. This course will cover:

- The exam format and content, including the pass mark, level of ability, advance materials, permitted materials, exam techniques
- Syllabus topics, including professional conduct, drafting and English, legal practice, Legal Aid, Specialist Immigration Practice (domestic violence and trafficking), Appeal and Administrative Review, Detention, Deportation and Removal, Judicial Review, Human Rights, Asylum support
- Mock questions and group discussion

Target Audience

The course is suitable for candidates preparing for the Law Society's initial Senior Caseworker exam.

Date and Time

Thursday 20 March 2025 from 10am to 4:30pm

Fee

£220 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/iaas-senior-caseworker-exam-preparation-course?trk=ddls>

Safeguarding For Lawyers Course

Content

This training is for lawyers who may come into contact with vulnerable people through their work. In particular, it is aimed at those who hold legal aid contracts and must meet the requirements of the Specialist Quality Mark (SQM) standard in respect of safeguarding.

Everyone has the right to be kept safe from harm, abuse or neglect. We all have obligations to ensure that vulnerable people are protected and that we have appropriate procedures in place to ensure that abuse is identified and reported.

We will help you to understand the following;

- What is safeguarding?
- The different types of abuse
- Example signs of abuse, harm and neglect
- What action should be taken if abuse is suspected
- The SQM requirements
- What a Safeguarding Policy should include

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Tuesday 25 March 2025 from 10am to 11:15am

Fee

£75 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/safeguarding-for-lawyers-course?trk=ddls>

Anti-Money Laundering (AML) Training For MLROs, MLCOs And Law Firm Management Course

Content

In January 2024 alone, reports were published about the SRA taking enforcement action against 3 firms and 4 individuals for failure to comply with the Money Laundering Regulations 2017. The fines issued for these non-compliances total over £570,000 plus costs. The absence of staff training, or requirement to complete additional training, was noted in a number of these cases.

As a manager of a law firm, or more crucially an MLRO or MLCO, the ultimate responsibility for the firm's compliance, including with the MLR 2017, lies with you. It is your responsibility to ensure that the firm puts in place, reviews and updates compliant policies, controls and procedures. You must ensure that the firm maintains an up to date practice wide risk assessment. You are required to ensure that your employees are regularly given training on the MLR 2017 and associated risks.

If a breach occurs, the SRA will take a wider look at the firm and identify any supervisory deficiencies that may have contributed to failures by fee earners or support staff. It has proven that it will not shy away from holding to account managers, compliance officers and MLRO/MLCOs for failures by their firms to comply with requirements of the MLR 2017.

This course will cover the following to assist firms MLROs, MLCOs and Management with fulfilling their AML management responsibilities:

- How to comply with your obligations and stay compliant
- FWRA – linked with PCPs
- Mandatory AML Policies and Procedures - SRA have concerns
- Training and supervising staff
- Audits
- SRA requirements
- Reporting SARS
- POCA/TA
- Fulfilling reporting officer and compliance officer duties

Target Audience

The online course is suitable for MLROs, MLCOs, firm management and those supporting these roles.

Date and Time

Wednesday 26 March 2025 from 10am to 1pm

Fee

£180 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/anti-money-laundering-aml-training-for-mlro-mlco-management?trk=ddls>

April

Compliance Officer For Legal Practice (COLP) Course

Content

The COLP role goes beyond just ensuring your firm follows the rules in the SRA Standards and Regulations, it also comes with a personal accountability factor that demands your attention.

The course will cover:

- **Navigating the Regulatory Landscape: Understanding the Framework for COLPs**
Dive into the intricate regulatory framework that Compliance Officers for Legal Practice (COLPs) operate under.
- **Shouldering the Responsibility: Unpacking the Duties of a COLP**
Explore the multifaceted responsibilities that come with the role of a COLP.
- **Choosing the Right Leader: Identifying the Ideal COLP Candidate**
Learn the criteria for selecting the most suitable individual to take on the crucial role of COLP.
- **Cracking the Codes: Key Elements of Codes and SRA Principles**
Delve into the essential components of the Codes and SRA Principles that form the backbone of legal compliance.
- **Building a Robust Foundation: Understanding Compliance Systems for All Firms**
Explore the concept of compliance systems, what they entail, and why every firm should have one in place.
- **Reporting Matters: Recognising 'Serious' Issues, SRA Enforcement Strategy, and Reporting Protocols**
Uncover the definition of 'serious' matters, grasp the SRA Enforcement Strategy, and gain practical insights on making effective reports to the SRA.
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Master the art of comprehensive record-keeping, including strategies for recording non-material breaches, and understand why it's integral to compliance.
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Navigate the landscape of personal liability for COLPs and develop strategies to mitigate associated risks.
- **Staying Ahead: Keeping Abreast of Regulatory Changes and Guidance**
Develop effective strategies for staying up to date with dynamic regulatory changes and evolving guidance.
- **Planning for Compliance: Crafting a Robust Strategy, Assessing Risk, and File Reviewing**
Formulate a comprehensive plan for tackling compliance, including risk assessment, maintaining risk registers, and implementing effective file reviewing.

- **Across the Board: Legal and Regulatory Compliance Areas Every COLP Must Master**

Gain a high-level overview of crucial legal and regulatory compliance areas, including AML, transparency rules, and other pivotal aspects that demand the attention of all COLPs.

Target Audience

This online course is suitable for those new to the COLP role, or those supporting the COLP and for those that would like a refresher of the role and their responsibilities.

Date and Time

Wednesday 2 April 2025 from 10am to 1pm

Fee

£180 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/colp-course?trk=ddls>

SRA Accounts Rules: A Practical Guide Course

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This online course is suitable for those who are familiar with the accounts rules, such as COFA's and legal cashiers, but wish to expand their technical knowledge on the day to day application of them.

This course will reflect on the 2019 rule changes and where firms might have gone wrong in implementing these. It will also consider what 'good' systems, policies and procedures look like as well as providing you with tools to evaluate if your interest policy is 'fair and reasonable' and practical scenarios to identify banking facilities.

Target Audience

This online course is suitable for COFAs, those supporting the COFA, legal cashiers and for those that wish to expand their technical knowledge on the day to day application of the SRA accounts rules.

Date and Time

Wednesday 9 April 2025 from 2pm to 4:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/sra-accounts-rules-a-practical-guide?trk=ddls>

Navigating The UK Sanctions Compliance As A Law Firm Course

Content

Are you doing sanction checks in your law firm?

In the intricate landscape of legal practice, understanding and adhering to the UK's sanctions regime is not just a recommendation; it is mandatory and it is imperative. This course aims to set clear expectations and offer practical support to firms, guiding them away from the pitfalls of breaching the UK's sanctions regime.

The course will cover:

- What are sanctions
- What do you need to know about the sanctions for your firm
- How is it different to the AML regime?
- What controls to put in place?
- If the firm offers services to sanction areas – what controls?
- My client has been sanctioned – what do I do?
- Reporting obligations
- Using screening tools
- Licensing
- How does this impact Legal Professional Privilege?
- Sanction Risk Assessment
- Red flags factors
- Enforcement actions

Target Audience

This 90 minute course is for all legal firms, irrespective of the services you provide. Whether you are navigating the sanctions regime independently or operating under a license from the Office of Financial Sanctions Implementation (OFSI), this course is for you.

Date and Time

Wednesday 30 April 2025 from 10am to 11:30am

Fee

£90 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/navigating-the-uk-sanctions-compliance-as-a-law-firm-course?trk=ddls>

May

Supervision and Managing Performance Course

Content

This online course will satisfy the supervision requirements in the Legal Aid Agency Standard Contract and specifically covers the key supervision and management skills needed to ensure compliance with the LAA Contract.

The course will also provide practical advice for putting in place effective outcome-focused supervision arrangements to meet your professional requirements in the SRA Standards & Regulations and meet the requirements for quality standards, including the Specialist Quality Mark and Lexcel.

Target Audience

The course is suitable for those stepping into a supervisory role for the first time or for other supervisors or managers who want to brush up on their supervisory and management skills.

Date and Time

Thursday 8 May 2025 from 10am to 4:30pm

Fee

£300 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/supervision-and-managing-performance-course?trk=ddls>

Lexcel Standard Training Requirements Course

Content

Our online Lexcel Standard Training Requirements Course covers key topics to ensure compliance with the Lexcel standard and other regulations.

The Lexcel standard requires firms to provide training for staff covering:

- Equality and Diversity
- Conflicts of Interest
- Data Protection
- Information Security
- Anti-Money Laundering

Providing training in these areas is also crucial in meeting your regulatory obligations including the SRA's Standards and Regulations. The course will also assist your firm to meet your legal obligations with the:

- Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR)
- Bribery Act 2010
- Proceeds of Crime Act 2002
- Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017
- Equality Act 2010

Target Audience

The online course is suitable for all level of staff from support staff to senior partners.

Date and Time

Tuesday 13 May 2025 from 10am to 4:30pm

Fee

£300 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/lexcel-standard-training-requirements-course?trk=ddls>

Financial Compliance and Legal Aid Payments Course

Content

Our Financial Compliance and Legal Aid Payments Course provides a brief overview of historical changes and the current regulations.

The course will cover what VAT regulations and the SRA Accounts Rules say on legal aid payments and will provide practical advice and tips on how to account for these payments so you adhere to the rules and regulations of the profession.

Target Audience

This online course is suitable for those in the legal profession who oversees, or is responsible for or involved in accounting for legal aid funds, including, costs lawyers, legal cashiers, COFA, those supporting the COFA, account managers, etc.

Date and Time

Wednesday 14 May 2025 from 2pm to 4:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/financial-compliance-and-legal-aid-payments-course?trk=ddls>

Compliance Officer For Finance and Administration (COFA) Course

Content

This session will combine knowledge as well as practical interactive scenarios to work through to assist delegates in evaluating themselves to identify areas they might need to improve on.

The course will cover:

- The purpose of the role (reminder)
- How the role has evolved
- What lessons can be gained so far
- How do you create a culture of compliance
- What good systems, policies and procedures look like
- Easy tips on what, where and how you should be looking

Target Audience

This online course is suitable for those new to the COFA role, those supporting the COFA and for those that would like a refresher of the role and their responsibilities.

Date and Time

Thursday 15 May 2025 from 2pm to 4:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/cofa-course?trk=ddls>

Safeguarding For Lawyers Course

Content

This training is for lawyers who may come into contact with vulnerable people through their work. In particular, it is aimed at those who hold legal aid contracts and must meet the requirements of the Specialist Quality Mark (SQM) standard in respect of safeguarding.

Everyone has the right to be kept safe from harm, abuse or neglect. We all have obligations to ensure that vulnerable people are protected and that we have appropriate procedures in place to ensure that abuse is identified and reported.

We will help you to understand the following;

- What is safeguarding?
- The different types of abuse
- Example signs of abuse, harm and neglect
- What action should be taken if abuse is suspected
- The SQM requirements
- What a Safeguarding Policy should include

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Thursday 22 May 2025 from 1pm to 2:15pm

Fee

£75 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/safeguarding-for-lawyers-course?trk=dds>

June

Navigating The UK Sanctions Compliance As A Law Firm Course

Content

Are you doing sanction checks in your law firm?

In the intricate landscape of legal practice, understanding and adhering to the UK's sanctions regime is not just a recommendation; it is mandatory and it is imperative. This course aims to set clear expectations and offer practical support to firms, guiding them away from the pitfalls of breaching the UK's sanctions regime.

The course will cover:

- What are sanctions
- What do you need to know about the sanctions for your firm
- How is it different to the AML regime?
- What controls to put in place?
- If the firm offers services to sanction areas – what controls?
- My client has been sanctioned – what do I do?
- Reporting obligations
- Using screening tools
- Licensing
- How does this impact Legal Professional Privilege?
- Sanction Risk Assessment
- Red flags factors
- Enforcement actions

Target Audience

This 90 minute course is for all legal firms, irrespective of the services you provide. Whether you are navigating the sanctions regime independently or operating under a license from the Office of Financial Sanctions Implementation (OFSI), this course is for you.

Date and Time

Wednesday 4 June 2025 from 10am to 11:30am

Fee

£90 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/navigating-the-uk-sanctions-compliance-as-a-law-firm-course?trk=ddls>

IAAS: Casework Assistant Exam Preparation Course

Content

In this half day online course Gabriella Bettiga, an examiner of the Law Society Immigration and Asylum Accreditation Scheme, will assist candidates in preparing for the forthcoming initial Casework Assistant exam. This course will cover:

- The exam format and content, including the pass mark, advance materials and exam techniques
- The syllabus topics, including professional conduct, drafting and English and legal practice
- An overview of syllabus topics, including Legal Aid, Specialist Immigration Practice, Appeal and Administrative Review, Detention, Deportation and Removal, Judicial Review, Human Rights and Asylum support

Target Audience

The course is suitable for candidates preparing for the Law Society's initial Casework Assistant exam.

Date and Time

Monday 9 June 2025 from 2pm to 5pm

Fee

£115 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/iaas-casework-assistant-exam-preparation-course?trk=ddls>

Data Protection & Cyber Security: Remaining Compliant Against Today's Risks

Content

The professional working world has changed more rapidly than could have been envisaged at the time of the introduction of GDPR and the Data Protection Act 2018. With more people working from home post-Covid and the ever increasing risk of cyber-attacks, this short course is aimed at taking stock of current practice and risk, as well as considering ICO enforcement action and the implications of hybrid working. It is also a great recap on the rules as they stand and what you need to know to comply. The course will cover:

- UK GDPR - A timely reminder of the rules
- ICO enforcement action and what we can learn
- Data Protection Impact Assessments - when and how to do them
- Hybrid working and UK GDPR
- Managing cyber attacks from a UK GDPR perspective

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Tuesday 10 June 2025 from 10am to 12:15pm

Fee

£135 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/data-protection-and-cyber-security?trk=ddls>

Compliance Officer For Finance and Administration (COFA) Course

Content

This session will combine knowledge as well as practical interactive scenarios to work through to assist delegates in evaluating themselves to identify areas they might need to improve on.

The course will cover:

- The purpose of the role (reminder)
- How the role has evolved
- What lessons can be gained so far
- How do you create a culture of compliance
- What good systems, policies and procedures look like
- Easy tips on what, where and how you should be looking

Target Audience

This online course is suitable for those new to the COFA role, those supporting the COFA and for those that would like a refresher of the role and their responsibilities.

Date and Time

Wednesday 11 June 2025 from 2pm to 4:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/cofa-course?trk=ddls>

Equality, Diversity & Inclusion For Lawyers Course

Content

There are a number of reasons why it is important to actively promote equality and diversity within your business and the wider community, not only to ensure compliance

with anti-discrimination legislation and professional regulations, including the SRA Standards & Regulations. There will also be business benefits to the organisation including attracting and retaining talented staff, improving staff morale, potentially accessing a wider client base and enhancing service levels and client satisfaction.

Join us for this useful overview session on equality, diversity & inclusion which will cover the following points;

- The Meaning of Equality
- Discrimination
- Harassment & Victimisation
- Unconscious Bias
- The Equality Act & the Protected Characteristics
- Reasonable Adjustments
- Complying with E&D requirements

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Thursday 12 June 2025 from 1pm to 2:15pm

Fee

£75 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/equality-diversity-inclusion-for-lawyers-courses?trk=ddls>

Specialist Quality Mark (SQM) Standard Training Requirements Course

Content

Our online Specialist Quality Mark (SQM) Standard Training Requirements Course covers key topics to ensure compliance with the SQM standard and other regulations.

The SQM standard requires firms to provide training for staff covering:

- Safeguarding
- Equality and Diversity
- Data Protection
- Anti-Money Laundering

Providing training in these areas is also crucial in meeting your regulatory obligations including the SRA's Standards and Regulations. The course will also assist your firm to meet your legal obligations with the:

- Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR)

- Bribery Act 2010
- Proceeds of Crime Act 2002
- Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017
- Equality Act 2010

Target Audience

The online course is suitable for all level of staff from support staff to senior partners.

Date and Time

Tuesday 17 June 2025 from 10am to 4:30pm

Fee

£300 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/sqm-standard-training-requirements-course?trk=ddls>

AML Training For Firms Not In Scope Course

Content

In an ever-evolving legal landscape, being a firm outside of the mandatory AML scope doesn't mean being out of the compliance conversation.

This course is your guide to proactively managing risks, staying compliant and ensuring your firm's resilience. Don't miss this opportunity to navigate the unique challenges faced by out-of-scope AML law firms.

The course will cover:

- AML regulations
- Why are some firms (or departments) in or out of scope?
- MLROs
- AML basics
- CDD (ID elements)
- Responsibility of doing CDD
- Source of Funds / Source of Wealth
- Ongoing monitoring
- Reporting to the MLRO

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners of firms outside of the regulated sector.

Date and Time

Wednesday 18 June 2025 from 10am to 12pm

Fee

£120 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/aml-training-for-law-firms-not-in-scope-6da3b546?trk=ddls>

IAAS: Senior Caseworker Exam Preparation Course

Content

In this one day course Gabriella Bettiga, an examiner of the Law Society Immigration and Asylum Accreditation Scheme, will assist candidates in preparing for the forthcoming initial Senior Caseworker exam. This course will cover:

- The exam format and content, including the pass mark, level of ability, advance materials, permitted materials, exam techniques
- Syllabus topics, including professional conduct, drafting and English, legal practice, Legal Aid, Specialist Immigration Practice (domestic violence and trafficking), Appeal and Administrative Review, Detention, Deportation and Removal, Judicial Review, Human Rights, Asylum support
- Mock questions and group discussion

Target Audience

The course is suitable for candidates preparing for the Law Society's initial Senior Caseworker exam.

Date and Time

Thursday 19 June 2025 from 10am to 4:30pm

Fee

£220 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/iaas-senior-caseworker-exam-preparation-course?trk=ddls>

Safeguarding For Lawyers Course

Content

This training is for lawyers who may come into contact with vulnerable people through their work. In particular, it is aimed at those who hold legal aid contracts and must meet the requirements of the Specialist Quality Mark (SQM) standard in respect of safeguarding.

Everyone has the right to be kept safe from harm, abuse or neglect. We all have obligations to ensure that vulnerable people are protected and that we have appropriate procedures in place to ensure that abuse is identified and reported.

We will help you to understand the following;

- What is safeguarding?
- The different types of abuse
- Example signs of abuse, harm and neglect
- What action should be taken if abuse is suspected
- The SQM requirements
- What a Safeguarding Policy should include

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Tuesday 24 June 2025 from 10am to 11:15am

Fee

£75 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/safeguarding-for-lawyers-course?trk=ddls>

Anti-Money Laundering (AML) Training For Support Staff Course

Content

In January 2024 alone, reports were published about the SRA taking enforcement action against 3 firms and 4 individuals for failure to comply with the Money Laundering Regulations 2017. The fines issued for these non-compliances total over £570,000 plus costs. The absence of staff training, or requirement to complete additional training, was noted in a number of these cases.

Action has not only been taken against solicitors, but also other individuals who are not regulated by the SRA, whose breaches were so serious that the SRA felt compelled to take action.

As all SRA enforcement action, from rebukes to fines, is published by the SRA, the potential financial and reputational impact upon firms may be felt by all staff, regardless of whether they had any direct involvement with the non-compliance.

This course will cover the following to assist support staff in understanding the fundamental aspects of AML.

- The basics of what AML is
- In scope / not in scope work for AML
- POCA / TA
- PCPs - CDD & EDD
- Clients
- Risks – what could raise a risk?
- Reporting to the MLRO / MLCO

- Tipping off

Target Audience

The online course is suitable for support staff or legal practitioners wanting to understand the basics of AML.

Date and Time

Wednesday 25 June 2025 from 10am to 12:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/aml-for-support-staff?trk=ddls>

July

Anti-Money Laundering (AML) Training For Fee Earners Course

Content

In January 2024 alone, reports were published about the SRA taking enforcement action against 3 firms and 4 individuals for failure to comply with the Money Laundering Regulations 2017. The fines issued for these non-compliances total over £570,000 plus costs. The absence of staff training, or requirement to complete additional training, was noted in a number of these cases.

Many of the breaches resulting in enforcement action involved failures by the fee earners to conduct appropriate due diligence, adequately check the source of funds and/or wealth or recognise and report red flags. As highlighted by enforcement action being taken against individuals as well as firms, fee earners cannot hide behind their firm when AML failures occur and may be held personally accountable by the SRA for non-compliances with the MLR 2017.

This course will cover the following to assist fee earners in the application of AML in their casework.

- How to comply with your obligations and stay compliant
- Written CRA & MRA
- Client
- Booms
- Risks – what to consider?
- PCPs – CDD & EDD
- POCA / TA
- SOF and SOW
- On going monitoring
- Reporting to MLRO/MLCO
- Tipping off

Target Audience

The online course is suitable for fee earners or legal practitioners that want to improve their AML knowledge.

Date and Time

Wednesday 2 July 2025 from 10am to 12:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/aml-training-for-fee-earners?trk=ddls>

Navigating The UK Sanctions Compliance As A Law Firm Course

Content

Are you doing sanction checks in your law firm?

In the intricate landscape of legal practice, understanding and adhering to the UK's sanctions regime is not just a recommendation; it is mandatory and it is imperative. This course aims to set clear expectations and offer practical support to firms, guiding them away from the pitfalls of breaching the UK's sanctions regime.

The course will cover:

- What are sanctions
- What do you need to know about the sanctions for your firm
- How is it different to the AML regime?
- What controls to put in place?
- If the firm offers services to sanction areas – what controls?
- My client has been sanctioned – what do I do?
- Reporting obligations
- Using screening tools
- Licensing
- How does this impact Legal Professional Privilege?
- Sanction Risk Assessment
- Red flags factors
- Enforcement actions

Target Audience

This 90 minute course is for all legal firms, irrespective of the services you provide. Whether you are navigating the sanctions regime independently or operating under a license from the Office of Financial Sanctions Implementation (OFSI), this course is for you.

Date and Time

Thursday 3 July 2025 from 10am to 11:30am

Fee

£90 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/navigating-the-uk-sanctions-compliance-as-a-law-firm-course?trk=ddls>

Anti-Money Laundering (AML) Training For MLROs, MLCOs And Law Firm Management Course

Content

In January 2024 alone, reports were published about the SRA taking enforcement action against 3 firms and 4 individuals for failure to comply with the Money Laundering Regulations 2017. The fines issued for these non-compliances total over £570,000 plus costs. The absence of staff training, or requirement to complete additional training, was noted in a number of these cases.

As a manager of a law firm, or more crucially an MLRO or MLCO, the ultimate responsibility for the firm's compliance, including with the MLR 2017, lies with you. It is your responsibility to ensure that the firm puts in place, reviews and updates compliant policies, controls and procedures. You must ensure that the firm maintains an up to date practice wide risk assessment. You are required to ensure that your employees are regularly given training on the MLR 2017 and associated risks.

If a breach occurs, the SRA will take a wider look at the firm and identify any supervisory deficiencies that may have contributed to failures by fee earners or support staff. It has proven that it will not shy away from holding to account managers, compliance officers and MLRO/MLCOs for failures by their firms to comply with requirements of the MLR 2017.

This course will cover the following to assist firms MLROs, MLCOs and Management with fulfilling their AML management responsibilities:

- How to comply with your obligations and stay compliant
- FWRA – linked with PCPs
- Mandatory AML Policies and Procedures - SRA have concerns
- Training and supervising staff
- Audits
- SRA requirements
- Reporting SARS
- POCA/TA
- Fulfilling reporting officer and compliance officer duties

Target Audience

The online course is suitable for MLROs, MLCOs, firm management and those supporting these roles.

Date and Time

Wednesday 9 July 2025 from 10am to 1pm

Fee

£180 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/anti-money-laundering-aml-training-for-mlro-mlco-management?trk=ddls>

Safeguarding For Lawyers Course

Content

This training is for lawyers who may come into contact with vulnerable people through their work. In particular, it is aimed at those who hold legal aid contracts and must meet the requirements of the Specialist Quality Mark (SQM) standard in respect of safeguarding.

Everyone has the right to be kept safe from harm, abuse or neglect. We all have obligations to ensure that vulnerable people are protected and that we have appropriate procedures in place to ensure that abuse is identified and reported.

We will help you to understand the following;

- What is safeguarding?
- The different types of abuse
- Example signs of abuse, harm and neglect
- What action should be taken if abuse is suspected
- The SQM requirements
- What a Safeguarding Policy should include

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Tuesday 29 July 2025 from 10am to 11:15am

Fee

£75 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/safeguarding-for-lawyers-course?trk=ddls>

August

Supervision and Managing Performance Course

Content

This online course will satisfy the supervision requirements in the Legal Aid Agency Standard Contract and specifically covers the key supervision and management skills needed to ensure compliance with the LAA Contract.

The course will also provide practical advice for putting in place effective outcome-focused supervision arrangements to meet your professional requirements in the SRA Standards & Regulations and meet the requirements for quality standards, including the Specialist Quality Mark and Lexcel.

Target Audience

The course is suitable for those stepping into a supervisory role for the first time or for other supervisors or managers who want to brush up on their supervisory and management skills.

Date and Time

Thursday 21 August 2025 from 10am to 4:30pm

Fee

£300 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/supervision-and-managing-performance-course?trk=ddls>

September

IAAS: Casework Assistant Exam Preparation Course

Content

In this half day online course Gabriella Bettiga, an examiner of the Law Society Immigration and Asylum Accreditation Scheme, will assist candidates in preparing for the forthcoming initial Casework Assistant exam. This course will cover:

- The exam format and content, including the pass mark, advance materials and exam techniques
- The syllabus topics, including professional conduct, drafting and English and legal practice
- An overview of syllabus topics, including Legal Aid, Specialist Immigration Practice, Appeal and Administrative Review, Detention, Deportation and Removal, Judicial Review, Human Rights and Asylum support

Target Audience

The course is suitable for candidates preparing for the Law Society's initial Casework Assistant exam.

Date and Time

Monday 8 September 2025 from 2pm to 5pm

Fee

£115 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/iaas-casework-assistant-exam-preparation-course?trk=ddls>

SRA Accounts Rules: A Practical Guide Course

Content

This online course is suitable for those who are familiar with the accounts rules, such as COFA's and legal cashiers, but wish to expand their technical knowledge on the day to day application of them.

This course will reflect on the 2019 rule changes and where firms might have gone wrong in implementing these. It will also consider what 'good' systems, policies and procedures look like as well as providing you with tools to evaluate if your interest policy is 'fair and reasonable' and practical scenarios to identify banking facilities.

Target Audience

This online course is suitable for COFAs, those supporting the COFA, legal cashiers and for those that wish to expand their technical knowledge on the day to day application of the SRA accounts rules.

Date and Time

Tuesday 9 September 2025 from 2pm to 4:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/sra-accounts-rules-a-practical-guide?trk=ddls>

Compliance Officer For Legal Practice (COLP) Course

Content

The COLP role goes beyond just ensuring your firm follows the rules in the SRA Standards and Regulations, it also comes with a personal accountability factor that demands your attention.

The course will cover:

- **Navigating the Regulatory Landscape: Understanding the Framework for COLPs**
Dive into the intricate regulatory framework that Compliance Officers for Legal Practice (COLPs) operate under.
- **Shouldering the Responsibility: Unpacking the Duties of a COLP**
Explore the multifaceted responsibilities that come with the role of a COLP.
- **Choosing the Right Leader: Identifying the Ideal COLP Candidate**
Learn the criteria for selecting the most suitable individual to take on the crucial role of COLP.
- **Cracking the Codes: Key Elements of Codes and SRA Principles**
Delve into the essential components of the Codes and SRA Principles that form the backbone of legal compliance.
- **Building a Robust Foundation: Understanding Compliance Systems for All Firms**
Explore the concept of compliance systems, what they entail, and why every firm should have one in place.
- **Reporting Matters: Recognising 'Serious' Issues, SRA Enforcement Strategy, and Reporting Protocols**
Uncover the definition of 'serious' matters, grasp the SRA Enforcement Strategy, and gain practical insights on making effective reports to the SRA.
- **Paper Trails Matter: Effective Record Keeping, Including Non-material Breaches**
Master the art of comprehensive record-keeping, including strategies for recording non-material breaches, and understand why it's integral to compliance.
- **Personal Liability: Understanding and Mitigating Risks**
Navigate the landscape of personal liability for COLPs and develop strategies to mitigate associated risks.
- **Staying Ahead: Keeping Abreast of Regulatory Changes and Guidance**

Develop effective strategies for staying up to date with dynamic regulatory changes and evolving guidance.

- **Planning for Compliance: Crafting a Robust Strategy, Assessing Risk, and File Reviewing**

Formulate a comprehensive plan for tackling compliance, including risk assessment, maintaining risk registers, and implementing effective file reviewing.

- **Across the Board: Legal and Regulatory Compliance Areas Every COLP Must Master**

Gain a high-level overview of crucial legal and regulatory compliance areas, including AML, transparency rules, and other pivotal aspects that demand the attention of all COLPs.

Target Audience

This online course is suitable for those new to the COLP role, or those supporting the COLP and for those that would like a refresher of the role and their responsibilities.

Date and Time

Wednesday 10 September 2025 from 10am to 1pm

Fee

£180 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/colp-course?trk=ddls>

Data Protection & Cyber Security: Remaining Compliant Against Today's Risks

Content

The professional working world has changed more rapidly than could have been envisaged at the time of the introduction of GDPR and the Data Protection Act 2018. With more people working from home post-Covid and the ever increasing risk of cyber-attacks, this short course is aimed at taking stock of current practice and risk, as well as considering ICO enforcement action and the implications of hybrid working. It is also a great recap on the rules as they stand and what you need to know to comply. The course will cover:

- UK GDPR - A timely reminder of the rules
- ICO enforcement action and what we can learn
- Data Protection Impact Assessments - when and how to do them
- Hybrid working and UK GDPR
- Managing cyber attacks from a UK GDPR perspective

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Tuesday 16 September 2025 from 10am to 12:15pm

Fee

£135 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/data-protection-and-cyber-security?trk=ddls>

Navigating The UK Sanctions Compliance As A Law Firm Course

Content

Are you doing sanction checks in your law firm?

In the intricate landscape of legal practice, understanding and adhering to the UK's sanctions regime is not just a recommendation; it is mandatory and it is imperative. This course aims to set clear expectations and offer practical support to firms, guiding them away from the pitfalls of breaching the UK's sanctions regime.

The course will cover:

- What are sanctions
- What do you need to know about the sanctions for your firm
- How is it different to the AML regime?
- What controls to put in place?
- If the firm offers services to sanction areas – what controls?
- My client has been sanctioned – what do I do?
- Reporting obligations
- Using screening tools
- Licensing
- How does this impact Legal Professional Privilege?
- Sanction Risk Assessment
- Red flags factors
- Enforcement actions

Target Audience

This 90 minute course is for all legal firms, irrespective of the services you provide. Whether you are navigating the sanctions regime independently or operating under a license from the Office of Financial Sanctions Implementation (OFSI), this course is for you.

Date and Time

Wednesday 17 September 2025 from 10am to 11:30am

Fee

£90 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/navigating-the-uk-sanctions-compliance-as-a-law-firm-course?trk=ddls>

IAAS: Senior Caseworker Exam Preparation Course

Content

In this one day course Gabriella Bettiga, an examiner of the Law Society Immigration and Asylum Accreditation Scheme, will assist candidates in preparing for the forthcoming initial Senior Caseworker exam. This course will cover:

- The exam format and content, including the pass mark, level of ability, advance materials, permitted materials, exam techniques
- Syllabus topics, including professional conduct, drafting and English, legal practice, Legal Aid, Specialist Immigration Practice (domestic violence and trafficking), Appeal and Administrative Review, Detention, Deportation and Removal, Judicial Review, Human Rights, Asylum support
- Mock questions and group discussion

Target Audience

The course is suitable for candidates preparing for the Law Society's initial Senior Caseworker exam.

Date and Time

Thursday 18th September 2025 from 10am to 4:30pm

Fee

£220 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/iaas-senior-caseworker-exam-preparation-course?trk=ddls>

Compliance Officer For Finance and Administration (COFA) Course

Content

This session will combine knowledge as well as practical interactive scenarios to work through to assist delegates in evaluating themselves to identify areas they might need to improve on.

The course will cover:

- The purpose of the role (reminder)
- How the role has evolved
- What lessons can be gained so far
- How do you create a culture of compliance
- What good systems, policies and procedures look like

- Easy tips on what, where and how you should be looking

Target Audience

This online course is suitable for those new to the COFA role, those supporting the COFA and for those that would like a refresher of the role and their responsibilities.

Date and Time

Tuesday 23 September 2025 from 2pm to 4:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/cofa-course?trk=ddls>

Safeguarding For Lawyers Course

Content

This training is for lawyers who may come into contact with vulnerable people through their work. In particular, it is aimed at those who hold legal aid contracts and must meet the requirements of the Specialist Quality Mark (SQM) standard in respect of safeguarding.

Everyone has the right to be kept safe from harm, abuse or neglect. We all have obligations to ensure that vulnerable people are protected and that we have appropriate procedures in place to ensure that abuse is identified and reported.

We will help you to understand the following;

- What is safeguarding?
- The different types of abuse
- Example signs of abuse, harm and neglect
- What action should be taken if abuse is suspected
- The SQM requirements
- What a Safeguarding Policy should include

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Thursday 25 September 2025 from 1pm to 2:15pm

Fee

£75 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/safeguarding-for-lawyers-course?trk=ddls>

October

AML Training For Firms Not In Scope Course

Content

In an ever-evolving legal landscape, being a firm outside of the mandatory AML scope doesn't mean being out of the compliance conversation.

This course is your guide to proactively managing risks, staying compliant and ensuring your firm's resilience. Don't miss this opportunity to navigate the unique challenges faced by out-of-scope AML law firms.

The course will cover:

- AML regulations
- Why are some firms (or departments) in or out of scope?
- MLROs
- AML basics
- CDD (ID elements)
- Responsibility of doing CDD
- Source of Funds / Source of Wealth
- Ongoing monitoring
- Reporting to the MLRO

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners of firms outside of the regulated sector.

Date and Time

Wednesday 1 October 2025 from 10am to 12pm

Fee

£120 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/aml-training-for-law-firms-not-in-scope-6da3b546?trk=ddls>

Equality, Diversity & Inclusion For Lawyers Course

Content

There are a number of reasons why it is important to actively promote equality and diversity within your business and the wider community, not only to ensure compliance with anti-discrimination legislation and professional regulations, including the SRA Standards & Regulations. There will also be business benefits to the organisation including attracting and retaining talented staff, improving staff morale, potentially accessing a wider client base and enhancing service levels and client satisfaction.

Join us for this useful overview session on equality, diversity & inclusion which will cover the following points;

- The Meaning of Equality
- Discrimination
- Harassment & Victimisation
- Unconscious Bias
- The Equality Act & the Protected Characteristics
- Reasonable Adjustments
- Complying with E&D requirements

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Tuesday 7 October 2025 from 10am to 11:15am

Fee

£75 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/equality-diversity-inclusion-for-lawyers-courses?trk=ddls>

Anti-Money Laundering (AML) Training For Support Staff Course

Content

In January 2024 alone, reports were published about the SRA taking enforcement action against 3 firms and 4 individuals for failure to comply with the Money Laundering Regulations 2017. The fines issued for these non-compliances total over £570,000 plus costs. The absence of staff training, or requirement to complete additional training, was noted in a number of these cases.

Action has not only been taken against solicitors, but also other individuals who are not regulated by the SRA, whose breaches were so serious that the SRA felt compelled to take action.

As all SRA enforcement action, from rebukes to fines, is published by the SRA, the potential financial and reputational impact upon firms may be felt by all staff, regardless of whether they had any direct involvement with the non-compliance.

This course will cover the following to assist support staff in understanding the fundamental aspects of AML.

- The basics of what AML is
- In scope / not in scope work for AML

- POCA / TA
- PCPs - CDD & EDD
- Clients
- Risks – what could raise a risk?
- Reporting to the MLRO / MLCO
- Tipping off

Target Audience

The online course is suitable for support staff or legal practitioners wanting to understand the basics of AML.

Date and Time

Wednesday 8 October 2025 from 10am to 12:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/aml-for-support-staff?trk=ddls>

Anti-Money Laundering (AML) Training For Fee Earners Course

Content

In January 2024 alone, reports were published about the SRA taking enforcement action against 3 firms and 4 individuals for failure to comply with the Money Laundering Regulations 2017. The fines issued for these non-compliances total over £570,000 plus costs. The absence of staff training, or requirement to complete additional training, was noted in a number of these cases.

Many of the breaches resulting in enforcement action involved failures by the fee earners to conduct appropriate due diligence, adequately check the source of funds and/or wealth or recognise and report red flags. As highlighted by enforcement action being taken against individuals as well as firms, fee earners cannot hide behind their firm when AML failures occur and may be held personally accountable by the SRA for non-compliances with the MLR 2017.

This course will cover the following to assist fee earners in the application of AML in their casework.

- How to comply with your obligations and stay compliant
- Written CRA & MRA
- Client
- Booms
- Risks – what to consider?
- PCPs – CDD & EDD
- POCA / TA
- SOF and SOW

- On going monitoring
- Reporting to MLRO/MLCO
- Tipping off

Target Audience

The online course is suitable for fee earners or legal practitioners that want to improve their AML knowledge.

Date and Time

Wednesday 15th October 2025 from 10am to 12:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/aml-training-for-fee-earners?trk=ddls>

Safeguarding For Lawyers Course

Content

This training is for lawyers who may come into contact with vulnerable people through their work. In particular, it is aimed at those who hold legal aid contracts and must meet the requirements of the Specialist Quality Mark (SQM) standard in respect of safeguarding.

Everyone has the right to be kept safe from harm, abuse or neglect. We all have obligations to ensure that vulnerable people are protected and that we have appropriate procedures in place to ensure that abuse is identified and reported.

We will help you to understand the following;

- What is safeguarding?
- The different types of abuse
- Example signs of abuse, harm and neglect
- What action should be taken if abuse is suspected
- The SQM requirements
- What a Safeguarding Policy should include

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Thursday 16 October 2025 from 10am to 11:15am

Fee

£75 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/safeguarding-for-lawyers-course?trk=ddls>

Supervision and Managing Performance Course

Content

This online course will satisfy the supervision requirements in the Legal Aid Agency Standard Contract and specifically covers the key supervision and management skills needed to ensure compliance with the LAA Contract.

The course will also provide practical advice for putting in place effective outcome-focused supervision arrangements to meet your professional requirements in the SRA Standards & Regulations and meet the requirements for quality standards, including the Specialist Quality Mark and Lexcel.

Target Audience

The course is suitable for those stepping into a supervisory role for the first time or for other supervisors or managers who want to brush up on their supervisory and management skills.

Date and Time

Tuesday 21 October 2025 from 10am to 4:30pm

Fee

£300 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/supervision-and-managing-performance-course?trk=ddls>

Anti-Money Laundering (AML) Training For MLROs, MLCOs And Law Firm Management Course

Content

In January 2024 alone, reports were published about the SRA taking enforcement action against 3 firms and 4 individuals for failure to comply with the Money Laundering Regulations 2017. The fines issued for these non-compliances total over £570,000 plus costs. The absence of staff training, or requirement to complete additional training, was noted in a number of these cases.

As a manager of a law firm, or more crucially an MLRO or MLCO, the ultimate responsibility for the firm's compliance, including with the MLR 2017, lies with you. It is your responsibility to ensure that the firm puts in place, reviews and updates compliant policies, controls and procedures. You must ensure that the firm maintains an up to date practice wide risk assessment. You are required to ensure that your employees are regularly given training on the MLR 2017 and associated risks.

If a breach occurs, the SRA will take a wider look at the firm and identify any supervisory deficiencies that may have contributed to failures by fee earners or support staff. It has proven that it will not shy away from holding to account managers, compliance officers and MLRO/MLCOs for failures by their firms to comply with requirements of the MLR 2017.

This course will cover the following to assist firms MLROs, MLCOs and Management with fulfilling their AML management responsibilities:

- How to comply with your obligations and stay compliant
- FWRA – linked with PCPs
- Mandatory AML Policies and Procedures - SRA have concerns
- Training and supervising staff
- Audits
- SRA requirements
- Reporting SARS
- POCA/TA
- Fulfilling reporting officer and compliance officer duties

Target Audience

The online course is suitable for MLROs, MLCOs, firm management and those supporting these roles.

Date and Time

Wednesday 29 October 2025 from 10am to 1pm

Fee

£180 plus VAT per delegate.

<https://dg-legal.cademy.io/anti-money-laundering-aml-training-for-mlro-mlco-management?trk=dds>

November

Lexcel Standard Training Requirements Course

Content

Our online Lexcel Standard Training Requirements Course covers key topics to ensure compliance with the Lexcel standard and other regulations.

The Lexcel standard requires firms to provide training for staff covering:

- Equality and Diversity
- Conflicts of Interest
- Data Protection
- Information Security
- Anti-Money Laundering

Providing training in these areas is also crucial in meeting your regulatory obligations including the SRA's Standards and Regulations. The course will also assist your firm to meet your legal obligations with the:

- Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR)
- Bribery Act 2010
- Proceeds of Crime Act 2002
- Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017
- Equality Act 2010

Target Audience

The online course is suitable for all level of staff from support staff to senior partners.

Date and Time

Tuesday 4 November 2025 from 10am to 4:30pm

Fee

£300 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/lexcel-standard-training-requirements-course?trk=ddl>

SRA Accounts Rules: A Practical Guide Course

Content

This online course is suitable for those who are familiar with the accounts rules, such as COFA's and legal cashiers, but wish to expand their technical knowledge on the day to day application of them.

This course will reflect on the 2019 rule changes and where firms might have gone wrong in implementing these. It will also consider what 'good' systems, policies and procedures look like as well as providing you with tools to evaluate if your interest policy is 'fair and reasonable' and practical scenarios to identify banking facilities.

Target Audience

This online course is suitable for COFAs, those supporting the COFA, legal cashiers and for those that wish to expand their technical knowledge on the day to day application of the SRA accounts rules.

Date and Time

Tuesday 11 November 2025 from 2pm to 4:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/sra-accounts-rules-a-practical-guide?trk=ddls>

Compliance Officer For Legal Practice (COLP) Course

Content

The COLP role goes beyond just ensuring your firm follows the rules in the SRA Standards and Regulations, it also comes with a personal accountability factor that demands your attention.

The course will cover:

- **Navigating the Regulatory Landscape: Understanding the Framework for COLPs**
Dive into the intricate regulatory framework that Compliance Officers for Legal Practice (COLPs) operate under.
- **Shouldering the Responsibility: Unpacking the Duties of a COLP**
Explore the multifaceted responsibilities that come with the role of a COLP.
- **Choosing the Right Leader: Identifying the Ideal COLP Candidate**
Learn the criteria for selecting the most suitable individual to take on the crucial role of COLP.
- **Cracking the Codes: Key Elements of Codes and SRA Principles**
Delve into the essential components of the Codes and SRA Principles that form the backbone of legal compliance.
- **Building a Robust Foundation: Understanding Compliance Systems for All Firms**
Explore the concept of compliance systems, what they entail, and why every firm should have one in place.
- **Reporting Matters: Recognising 'Serious' Issues, SRA Enforcement Strategy, and Reporting Protocols**

Uncover the definition of 'serious' matters, grasp the SRA Enforcement Strategy, and gain practical insights on making effective reports to the SRA.

- **Paper Trails Matter: Effective Record Keeping, Including Non-material Breaches**

Master the art of comprehensive record-keeping, including strategies for recording non-material breaches, and understand why it's integral to compliance.

- **Personal Liability: Understanding and Mitigating Risks**

Navigate the landscape of personal liability for COLPs and develop strategies to mitigate associated risks.

- **Staying Ahead: Keeping Abreast of Regulatory Changes and Guidance**

Develop effective strategies for staying up to date with dynamic regulatory changes and evolving guidance.

- **Planning for Compliance: Crafting a Robust Strategy, Assessing Risk, and File Reviewing**

Formulate a comprehensive plan for tackling compliance, including risk assessment, maintaining risk registers, and implementing effective file reviewing.

- **Across the Board: Legal and Regulatory Compliance Areas Every COLP Must Master**

Gain a high-level overview of crucial legal and regulatory compliance areas, including AML, transparency rules, and other pivotal aspects that demand the attention of all COLPs.

Target Audience

This online course is suitable for those new to the COLP role, or those supporting the COLP and for those that would like a refresher of the role and their responsibilities.

Date and Time

Wednesday 12 November 2025 from 10am to 1pm

Fee

£180 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/colp-course?trk=ddls>

Compliance Officer For Finance and Administration (COFA) Course

Content

This session will combine knowledge as well as practical interactive scenarios to work through to assist delegates in evaluating themselves to identify areas they might need to improve on.

The course will cover:

- The purpose of the role (reminder)
- How the role has evolved
- What lessons can be gained so far

- How do you create a culture of compliance
- What good systems, policies and procedures look like
- Easy tips on what, where and how you should be looking

Target Audience

This online course is suitable for those new to the COFA role, those supporting the COFA and for those that would like a refresher of the role and their responsibilities.

Date and Time

Thursday 13 November 2025 from 2pm to 4:30pm

Fee

£150 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/cofa-course?trk=ddls>

Navigating The UK Sanctions Compliance As A Law Firm Course

Content

Are you doing sanction checks in your law firm?

In the intricate landscape of legal practice, understanding and adhering to the UK's sanctions regime is not just a recommendation; it is mandatory and it is imperative. This course aims to set clear expectations and offer practical support to firms, guiding them away from the pitfalls of breaching the UK's sanctions regime.

The course will cover:

- What are sanctions
- What do you need to know about the sanctions for your firm
- How is it different to the AML regime?
- What controls to put in place?
- If the firm offers services to sanction areas – what controls?
- My client has been sanctioned – what do I do?
- Reporting obligations
- Using screening tools
- Licensing
- How does this impact Legal Professional Privilege?
- Sanction Risk Assessment
- Red flags factors
- Enforcement actions

Target Audience

This 90 minute course is for all legal firms, irrespective of the services you provide. Whether you are navigating the sanctions regime independently or operating under a

license from the Office of Financial Sanctions Implementation (OFSI), this course is for you.

Date and Time

Wednesday 19 November 2025 from 10am to 11:30am

Fee

£90 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/navigating-the-uk-sanctions-compliance-as-a-law-firm-course?trk=ddls>

Specialist Quality Mark (SQM) Standard Training Requirements Course

Content

Our online Specialist Quality Mark (SQM) Standard Training Requirements Course covers key topics to ensure compliance with the SQM standard and other regulations.

The SQM standard requires firms to provide training for staff covering:

- Safeguarding
- Equality and Diversity
- Data Protection
- Anti-Money Laundering

Providing training in these areas is also crucial in meeting your regulatory obligations including the SRA's Standards and Regulations.

The course will also assist your firm to meet your legal obligations with the:

- Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR)
- Bribery Act 2010
- Proceeds of Crime Act 2002
- Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017
- Equality Act 2010

Target Audience

The online course is suitable for all level of staff from support staff to senior partners.

Date and Time

Thursday 20 November 2025 from 10am to 4:30pm

Fee

£300 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/sqm-standard-training-requirements-course?trk=ddls>

IAAS: Casework Assistant Exam Preparation Course

Content

In this half day online course Gabriella Bettiga, an examiner of the Law Society Immigration and Asylum Accreditation Scheme, will assist candidates in preparing for the forthcoming initial Casework Assistant exam. This course will cover:

- The exam format and content, including the pass mark, advance materials and exam techniques
- The syllabus topics, including professional conduct, drafting and English and legal practice
- An overview of syllabus topics, including Legal Aid, Specialist Immigration Practice, Appeal and Administrative Review, Detention, Deportation and Removal, Judicial Review, Human Rights and Asylum support

Target Audience

The course is suitable for candidates preparing for the Law Society's initial Casework Assistant exam.

Date and Time

Monday 24 November 2025 from 2pm to 5pm

Fee

£115 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/iaas-casework-assistant-exam-preparation-course?trk=ddls>

Safeguarding For Lawyers Course

Content

This training is for lawyers who may come into contact with vulnerable people through their work. In particular, it is aimed at those who hold legal aid contracts and must meet the requirements of the Specialist Quality Mark (SQM) standard in respect of safeguarding.

Everyone has the right to be kept safe from harm, abuse or neglect. We all have obligations to ensure that vulnerable people are protected and that we have appropriate procedures in place to ensure that abuse is identified and reported.

We will help you to understand the following;

- What is safeguarding?

- The different types of abuse
- Example signs of abuse, harm and neglect
- What action should be taken if abuse is suspected
- The SQM requirements
- What a Safeguarding Policy should include

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Thursday 27 November 2025 from 1pm to 2:15pm

Fee

£75 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/safeguarding-for-lawyers-course?trk=ddls>

December

Data Protection & Cyber Security: Remaining Compliant Against Today's Risks

Content

The professional working world has changed more rapidly than could have been envisaged at the time of the introduction of GDPR and the Data Protection Act 2018. With more people working from home post-Covid and the ever increasing risk of cyber-attacks, this short course is aimed at taking stock of current practice and risk, as well as considering ICO enforcement action and the implications of hybrid working. It is also a great recap on the rules as they stand and what you need to know to comply. The course will cover:

- UK GDPR - A timely reminder of the rules
- ICO enforcement action and what we can learn
- Data Protection Impact Assessments - when and how to do them
- Hybrid working and UK GDPR
- Managing cyber attacks from a UK GDPR perspective

Target Audience

The online course is suitable for staff of all levels, from support staff to senior partners.

Date and Time

Tuesday 2nd December 2025 from 10am to 12:15pm

Fee

£135 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/data-protection-and-cyber-security?trk=ddl>

IAAS: Senior Caseworker Exam Preparation Course

Content

In this one day course Gabriella Bettiga, an examiner of the Law Society Immigration and Asylum Accreditation Scheme, will assist candidates in preparing for the forthcoming initial Senior Caseworker exam. This course will cover:

- The exam format and content, including the pass mark, level of ability, advance materials, permitted materials, exam techniques
- Syllabus topics, including professional conduct, drafting and English, legal practice, Legal Aid, Specialist Immigration Practice (domestic violence and trafficking), Appeal and Administrative Review, Detention, Deportation and Removal, Judicial Review, Human Rights, Asylum support
- Mock questions and group discussion

Target Audience

The course is suitable for candidates preparing for the Law Society's initial Senior Caseworker exam.

Date and Time

Wednesday 3 December 2025 from 10am to 4:30pm

Fee

£220 plus VAT per delegate.

Registration

<https://dg-legal.cademy.io/iaas-senior-caseworker-exam-preparation-course?trk=ddls>