

Practice Assurance Compliance Manual on CD

Our Practice Assurance Manual will help you to:

- Assess your current performance
- Implement any necessary new procedures
- Perform a pre-visit healthcheck
- Be fully prepared for a visit

It also provides all the support you need, including:

Concise interpretation of the four practice assurance standards

- Laws, regulations and professional standards
- Client acceptance and disengagement
- Competence
- Quality control

What to expect from a review visit

Practical ideas on how to comply with the standards

Checklists that can be used to ensure consistently good practice across the firm. All our checklists can be easily tailored to incorporate individual firms current procedures.

Supporting documentation including:

- Pre-visit healthcheck checklist
- Annual compliance checklist
- Example engagement letters
- Pro-forma forms and checklists
- Example policies
- Opening meeting aide-memoire

Our Practice Assurance - Are you ready for a visit? course on CD is included FREE with the manual. The CD is a film of one of our live presentations.

Costs

£245 plus VAT (£195 plus VAT*).

A binder and printed copy of the manual can be purchased for a further £25 plus VAT.

*Mercia members' price.

Member discounts are applicable to firms who pay an annual subscription (based upon the size of their practice) to be a member of a Mercia training group. This does not include firms who buy season tickets. For further information please contact Michelle Hammond on 0116 258 1200.

Comprehensive updating service

We promise our Practice Assurance Compliance Manual will be kept fully up to date. Updates will be automatically sent to you. These are covered by an annual subscription (starting on 1 January following purchase) of £95 (£75 for Mercia members).



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