



In-house Training

The ILFM offers in-house training on any of the topics covered in ILFM training. In-house training can be a cost-effective method of training groups of staff and finance personnel in familiar surroundings as well as a saving by avoiding travelling costs and time. This training is more productive for a firm as it gives delegates the opportunity to discuss issues in relation to the firm and its requirements, offering a confidential learning environment as well as delivering a consistent firm wide message. The tutor(s) will be on hand to advise on specific questions and scenarios. Discussing as a group raises awareness and quickens the learning process amongst colleagues and senior management.

We can also tailor our in-house training to cover bespoke areas in legal accounting and management. Our expert trainers will tailor the training to the firm's requirements and can cover particular areas e.g. systems, procedures, advice on areas of compliance etc.

Our fees are simple and offer value without the disruption of sending staff out to external providers.

Terms and Conditions apply.

Training available

SRA Accounts Rules 2011 - Full or Half Day courses

COFA Workshops

COFA – A Practical View – Half Day

VAT for Legal Accounting

The Fundamentals of Legal Cashiering

Financial Management for Law Firms

Legal Practice Management

Credit Management for Law Firms

Standard prices

Course type	Course fees	Additional delegates
Full-day course	Up to 10 delegates = £1,500.00	Additional delegates up to a maximum of 10* per course = £75.00
Half-day course	Up to 10 delegates = £850.00	Additional delegates up to a maximum of 10* per course = £45.00

*additional attendee limit may be increased for some course topics



Times

The ILFM have standard course times, these can be varied upon request prior to booking.

Full-day courses – 2 sessions: 9.30am – 12.30pm and 1pm – 4pm

Half-day courses – a choice of: 9.30am – 12.30pm or 1pm – 4pm

Please note the trainer will usually arrive 60 minutes prior to these times to enable them to prepare for the session.

Specification of services

The course will include the standard content as outlined on the ILFM website unless you have instructed the ILFM to tailor a course specifically to your own requirements.

Charges

Each course can include up to 10 delegates, any additional delegates over and above this number will be charged at £75.00 per delegate. The maximum number of delegates per course is 20. The ILFM should be made aware of any changes to the course numbers as soon as possible to ensure the course material is sufficient for those attending the course.

Where there is a reduction in the number of additional delegates to that which has been invoiced over and above the standard course charge, no refund shall be made by the ILFM unless the changes are communicated at least 30 days prior to the course date.

Payment

Full payment is required on delivery of the invoice (30-day terms apply)



Cancellation

Cancellation of any course where the booking has been taken will have the following cancellation fees payable.

Cancellation where notice is no less than:	The following fee will apply:
8 weeks	10% fee
6 weeks	20% fee
4 weeks	40% fee
Less than 4	60% fee
Tailored courses may incur further charges	

Should the ILFM have to cancel the course due to unforeseen circumstances, you will be entitled to a full refund of the amount you have paid. Where the course may be cancelled due to illness or absence of the trainer, the ILFM will do its utmost to supply a suitable replacement trainer, but this may not always be possible.

Confidentiality

In consideration of your disclosure to us of templates, screen shots, transaction codes and any other information for the purposes of the In-house courses, we will keep this material confidential and in line with GDPR guidelines. Accordingly, we shall not, without your prior written consent, either:

- communicate or otherwise make available the material to any third party except in accordance with;
- use the material for any purpose other than the purpose of the course.
- We may disclose the material to any employee of ours who needs to have access to the material in connection with the course, provided that we procure that such employee complies with the obligations set out in this agreement.

Material

The ILFM will provide the training materials used to support the trainer's presentation. You must not replicate, reproduce or copy any of the material provided to you by the ILFM.

The material will be couriered to the agreed course venue ahead of the course. This material should be available at least 30 minutes before the course start time and should be provided to the course trainer sealed in its original packaging.



Certificates

The ILFM will issue certificates for each delegate attending the course. Please provide a delegate list which includes each delegates name to the ILFM at least 10 days prior to the course date.

Equipment

The ILFM trainer will attend the venue with a device (laptop, iPad or similar) and supporting material. Unless otherwise agreed you will supply the relevant equipment (projector, screen and cabling) which the tutor can attach to their device for their presentation.

To book please contact: christina@ifm.org.uk

Please supply the following:

- Preferred dates (please allow at least one month prior to expected date)
- Address of where the In-house training will take place
- Number of delegates expected
- Training content (i.e. SRA, VAT etc)
- Length of training day (i.e. full or half day)