

# REGISTRATION

## TRUST ACCOUNT SUPERVISOR TRAINING PROGRAMME

CENTRE ATTENDING		
<b>Last Name</b>	<b>First Name</b>	<b>Title</b>
<b>Firm/Organisation</b>		
<b>Addresses (please include both physical and postal addresses)</b>		
PO Box/DX	Postcode	
Street Address		
Suburb		
Town/City	Postcode	
<b>Email</b>		
<b>Phone</b>		
<b>Dietary requirements</b>		
FEE (Incl GST)		
<input type="checkbox"/> \$550 (includes course materials and catering)		
I do not wish to register for the assessment day but would like to buy a copy of:		
<input type="checkbox"/> the manual (\$110 incl GST)		
<input type="checkbox"/> the workbook (\$95 incl GST)		
<b>TOTAL DUE: \$</b>		
PAYMENT		
<input type="checkbox"/> <b>PAY BY ENCLOSED CHEQUE:</b> Payable to 'NZLS CLE Ltd'		
<input type="checkbox"/> <b>PAY BY DIRECT CREDIT:</b> Account 'NZLS CLE Ltd' 12-3192-004-9995-00 (Incl surname & organisation as reference)		
<input type="checkbox"/> <b>PAY BY CREDIT CARD</b>		
Card Number:		
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<input type="radio"/> Visa	<input type="radio"/> Mastercard	<input type="radio"/> Amex
Expiry: /		
Name on card		
Card security code	Signature	

**PRIVACY ACT 1993** The information requested on this registration form is for NZLS CLE Ltd and the sponsors only.  I do not wish the sponsors to receive my contact details.

## REGISTER & PAY ONLINE [www.lawyerseducation.co.nz](http://www.lawyerseducation.co.nz)

DATE & LOCATION		
<b>AUCKLAND</b>	16 Apr	Waipuna Hotel and Conference Centre
<b>HAMILTON</b>	18 Jul	Novotel Tainui Hamilton
<b>WELLINGTON</b>	24 Sep	Terrace Conference Centre
<b>AUCKLAND</b>	5 Nov	Waipuna Hotel and Conference Centre
<b>CHRISTCHURCH</b>	12 Nov	Commodore Airport Hotel

FEES (Incl GST)		
<b>Trust Account Supervisor Training Programme</b> <i>(includes course materials and catering)</i>		\$550
Re-count or re-mark of assessment		\$75
Resit of all or part of the two written assessments		\$115
Late submission or resubmission of the observation report		\$75
TRANSFER AND CANCELLATION		
<i>Transfer to later course (additional fee payable)</i>		<i>Fee</i>
This calendar year	Notice given:	
	15+ working days	\$170
	5-15 working days	\$300
0-5 working days	\$550	
Next calendar year (Note: new materials are required)	Notice given:	
	15+ working days	\$350
	5-15 working days	\$480
0-5 working days	\$550	
<i>Cancellation (refund available)</i>		<i>Refund</i>
	Notice given:	
	15+ working days	\$300
	5-15 working days	\$170
0-5 working days	No refund	

**Please note:** Minimum and maximum numbers apply. Registration is limited to lawyers. Registrations will be accepted on a first-come/first-served basis. Registrations close 20 working days before the presentation date (the closing date). NZLS CLE Ltd reserves the right to cancel any session that does not reach the budgeted minimum number of registrations. This decision will be made on the closing date and a full refund will be made to each registrant of the cancelled session.

<b>REGISTER</b>
<b>ONLINE AT:</b> <a href="http://www.lawyerseducation.co.nz">www.lawyerseducation.co.nz</a>
<b>POST TO:</b> NZLS CLE Ltd, PO Box 5041, Wellington 6140, DX SP20202
<b>FAX TO:</b> (04) 463 2986
<b>ENQUIRIES: 0800 333 111</b> <a href="mailto:cle@lawyerseducation.co.nz">cle@lawyerseducation.co.nz</a>



NZLS EST 1869

NZLS CLE Ltd  
CONTINUING LEGAL EDUCATION  
NEW ZEALAND LAW SOCIETY



TRAINING

# TRUST ACCOUNT SUPERVISOR TRAINING PROGRAMME

2019

YOUR TRUSTED CPD PARTNER

# TRUST ACCOUNT SUPERVISOR TRAINING PROGRAMME

*Under the Financial Assurance Scheme all practices operating a trust account must appoint a qualified Trust Account Supervisor. The Trust Account Supervisor must be a lawyer and may be a partner or director in a law firm, or a sole practitioner.*

*To become a Trust Account Supervisor, a lawyer must pass the NZLS Trust Account Supervisor assessments (Regulation 19, Lawyers and Conveyancers Act (Trust Account) Regulations 2008).*

## PREPARING FOR THE ASSESSMENT

The training programme consists of self-study learning materials that are designed to help candidates prepare for assessment.

It is recommended that you spend at least 40 to 50 hours completing the self-study learning material and preparing for the assessment day. The learning materials include background information, examples and practice exercises with answers. About a month before the assessment day you will be sent mock examinations and model answers.

You will also need to examine a trust account in operation and write a report outlining your observations, to be submitted by email before the assessment day.

## MODULES

- Trust accounting requirements
- Recording trust account transactions
- Processing trust account transactions
- Trust account reconciliation
- Key internal controls of the trust account
- Month end review of reports to the Law Society
- Risk management
- Professional obligations when irregularities are suspected.

## ASSESSMENT DAY – 8.30am-4.45pm

The assessment comprises four elements:

- A written observation report to be submitted by email before the assessment day.
- A written trust accounting administration examination.
- A written supervision examination.
- Participation in four discussion-based assessments on risk management and professional obligations.

In the event that you fail any part of the assessment, you will be required to resit the elements that you failed. This may take place in your home town.

## LEARNING OBJECTIVES

Candidates will be able to:

- Differentiate between the obligations of any partner/director and the additional obligations of the Trust Account Supervisor.
- Review the firm's trust account procedures to ensure that they comply with the LCA and Trust Account Regulations.
- Use the Trust Account Guidelines to ensure that best practice is followed in their firm.
- Identify the internal controls which their firm has in place, whether they might be more robust, and how to make them so.
- If required, set up a trust account from scratch and implement procedures to ensure compliance with administrative and legal requirements.
- Respond appropriately to situations where there are ethical issues in the handling of clients' money.
- Be alert to practices which might allow the mishandling of clients' money, and how to respond if mishandling is suspected.

## MATERIALS

Course materials will be sent to you when you have paid for your enrolment. Early enrolment is recommended to allow enough time to prepare effectively for the assessment.

Your course materials comprise a manual and a workbook folder of practical exercises to help you prepare for the assessment day.

## PRESENTER/EXAMINER



*Philip Strang, NZLS Inspector, Christchurch*

Philip left the NZ Police in 1985 and has been a Chartered Accountant since 1988. His work experience was initially in a "big 5" company, dealing mainly with insolvency practice, then he spent most of his time in forensic assignments including statutory management and SFO prosecutions. Philip joined the Inspectorate in 2003. He also presents at the NZLS CLE Stepping Up course and occasional seminars.

## ASSESSING TRUST ACCOUNT SUPERVISORS

- Andrew Fletcher, Hamilton
- David Murphy, Wellington
- Simon Price, Christchurch
- Niamh McMahon, Auckland