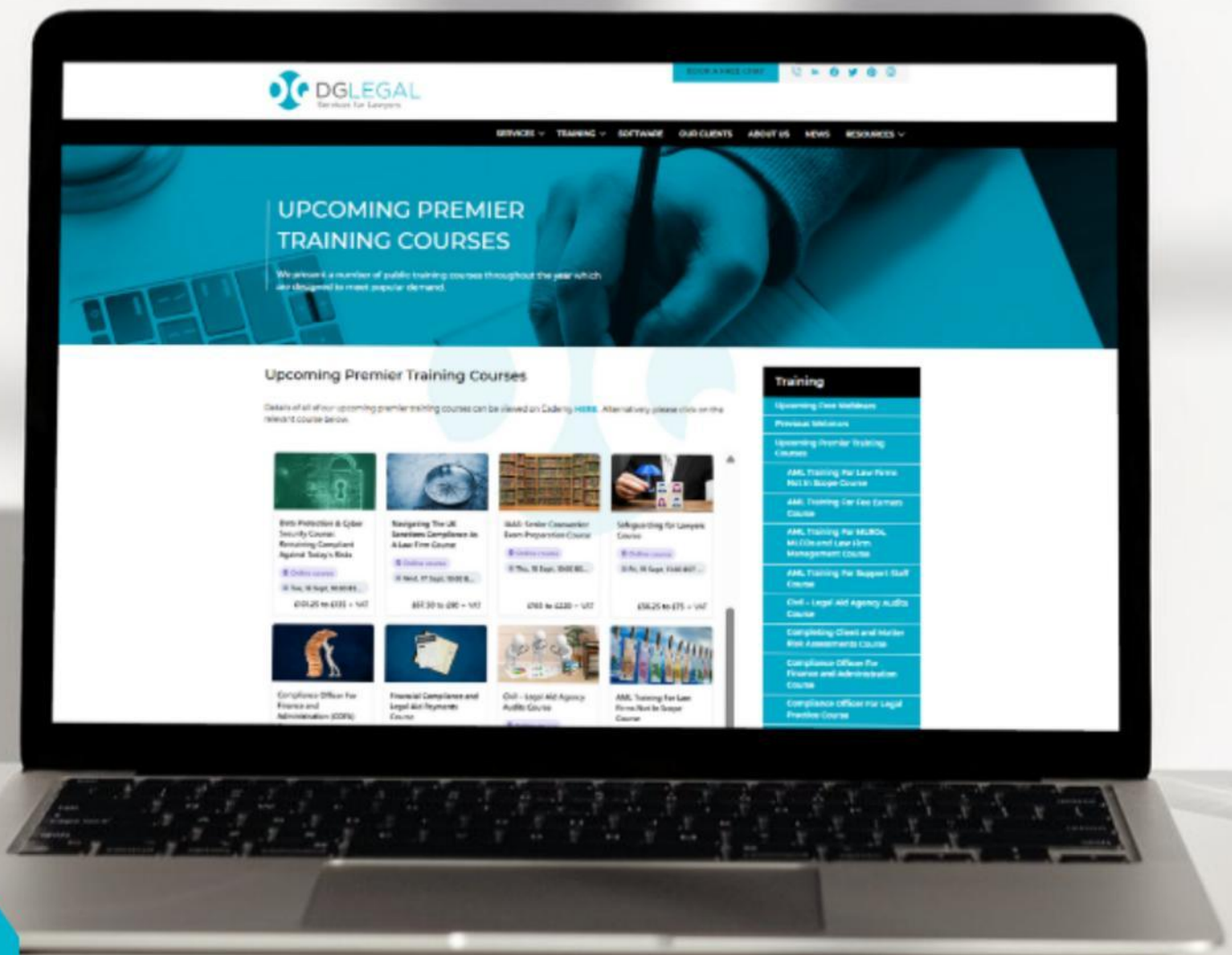


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May



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 Crime and Civil LAA Contracts.

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.

This course has been updated to include training on the supervision of litigation matters in light of the Court of Appeal's judgment in *Mazur v Charles Russell Speechlys* which confirmed that the delegation of tasks which constitute the conduct of litigation requires proper direction, management supervision and control.

Target Audience

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

Date and Time

Thursday 14 May 2026 from 10am to 4:30pm

Fee

£320 plus VAT per delegate

Registration

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

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 and is aimed at firms maintaining or wishing to obtain the Specialist Quality Mark.

Date and Time

Tuesday 19 May 2026 from 1pm to 2:30pm

Fee

£96 plus VAT per delegate

Registration

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

June



Data Protection & Cyber Security Course: 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 2 June 2026 from 10am to 12:15pm

Fee

£144 plus VAT per delegate

Registration

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

Preparing for SRA AML Inspections and Desk-Based Reviews Webinar: What Firms Need to Know

Content

The Solicitors Regulation Authority (SRA) continues to increase its focus on anti-money laundering (AML) supervision, with more firms experiencing AML inspections and desk-based reviews. Understanding what the SRA expects and how to prepare is critical to reducing regulatory risk.

This 30-minute practical webinar will guide law firms through the SRA's approach to AML inspections and desk-based reviews, highlighting common problem areas, regulatory expectations, and key steps firms should be taking now to stay inspection-ready.

Designed for MLROs, COLPs, COFAs, and compliance professionals, the session will focus on insights and practical actions, rather than theory.

What the webinar will cover:

- The difference between SRA AML inspections and desk-based reviews
- Why firms are selected and what typically triggers SRA engagement
- Key risk areas the SRA scrutinises most closely
- Common weaknesses identified during AML reviews
- How to prepare effectively and respond with confidence
- Practical tips to reduce enforcement and follow-up risk

Target Audience

This free webinar is aimed at firms MLROs, COLPs, COFAs, and compliance professionals in the regulated sector.

Date and Time

This free webinar will be held on Tuesday 2 June 2026 at 1pm.

Fee

Free

Registration

<https://dglegal.co.uk/webinars/sra-aml-inspections-and-desk-based-reviews-webinar/>

AML Training For Law 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

This 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 3 June 2026 from 10am to 12:15pm

Fee

£144 plus VAT per delegate

Registration

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

Immigration and Asylum Accreditation Scheme - 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

Thursday 4 June 2026 from 2pm to 5pm

Fee

£120 plus VAT per delegate

Registration

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

Supervising Your Team Course

Content

Managing people and teams is consistently the biggest challenge raised by new managers (and even many experienced managers). This course is aimed at introducing new and existing supervisors and managers to key supervisory skills, allowing them to develop their competence as supervisors. The course covers:

- Understanding your role as a supervisor
- SRA obligations and competence expectations
- Setting expectations and effective delegation
- Monitoring progress and quality
- Managing performance in difficult situations
- Top tips for impactful feedback

By the end of this course participants will have had an opportunity to consider their current skills; develop new skills; and think about further development needs.

This course has been updated to include training on the supervision of litigation matters in light of the Court of Appeal's judgment in *Mazur v Charles Russell Speechlys* which confirmed that the delegation of tasks which constitute the conduct of litigation requires proper direction, management supervision and control.

Target Audience

This online course is aimed at managers, team leaders and other supervisors.

Please note that this course does **NOT** meet the LAA requirements as a Supervisor Course. If you need a Legal Aid Supervisor course, then please check out our [Supervision & Managing Performance Course](#).

Date and Time

Tuesday 9 June 2026 from 10am to 1pm

Fee

£192 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/introduction-to-supervising-your-team-course?trk=nls>

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 10 June 2026 from 2pm to 4:30pm

Fee

£160 plus VAT per delegate

Registration

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

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

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

Date and Time

Wednesday 10 June 2026 from 10am to 12:30pm

Fee

£160 plus VAT per delegate

Registration

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

Legal Aid - Crime Lower Billing Course

Content

The LAA operates a strict compliance regime when it comes to auditing crime lower bills, and mistakes can often result in a Contract Notice, corrective action, and further follow-up activity within 6 months.

This course will take you through the various aspects of crime lower billing, with discussions on topics such as what is and is not claimable; how you apply series of offences guidance; what evidence is required to claim a trial fee when a matter is discontinued; how do the LAA audit travel and other disbursement claims (including the rules when instructing an agent); and what evidence must be present on files to avoid any issues on audit.

Key aspects of the Crime Contract, Criminal Bills Assessment Manual and Codes Guidance will be included, along with a discussion of common errors that are made; and how to claim non-standard and escape fee matters.

Target Audience

This online course is aimed at anyone involved in billing Legal Aid Police Station and Magistrates Court matters or managing an LAA Crime Contract.

Date and Time

Thursday 11 June 2026 from 3pm to 5pm

Fee

£128 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/legal-aid-crime-lower-billing-course?trk=nls>

Immigration and Asylum Accreditation Scheme - 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

Tuesday 16 June 2026 from 10am to 4:30pm

Fee

£230 plus VAT per delegate

Registration

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

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

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

Date and Time

Wednesday 17 June 2026 from 10am to 12:30pm

Fee

£160 plus VAT per delegate

Registration

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

Ethics In Practice Course: Making Sound Ethical Decisions In Law Firms

Content

This course provides a practical and grounded exploration of professional ethics in the context of law firms, focusing on how ethical issues arise in day-to-day practice and how they should be identified, analysed, and addressed.

Rather than revisiting abstract ethical theory, the session centres on common pressure points faced by small firms, including conflicts of interest, confidentiality and legal professional privilege, client capacity and vulnerability, supervision challenges, fee and funding pressures, and the tension between commercial survival and professional obligations.

Participants will be introduced to a structured approach to ethical decision-making that supports sound judgement, defensible outcomes, and regulatory compliance. The course also considers the role of firm culture, supervision, and escalation in preventing ethical drift, and how ethical issues should be recorded, reviewed, and managed in line with SRA expectations.

Target Audience

- Partners, directors, and owners of law firms
- Compliance Officers for Legal Practice (COLPs)
- Supervisors and team leaders
- Solicitors, fee earners, and senior caseworkers

This course is particularly relevant for firms operating under high workload, funding, or staffing pressure.

Date and Time

Thursday 18 June 2026 from 10am to 11:30am

Fee

£96 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/ethics-in-practice-course-making-sound-ethical-decisions-in-law-firms?trk=nls>

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
- Neurodiversity
- Employers obligations under the Worker Protection Act
- The Equality Act & the Protected Characteristics
- Reasonable Adjustments
- Complying with E&D requirements

Target Audience

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

Date and Time

Friday 19 June 2026 from 1pm to 2:30pm

Fee

£96 plus VAT per delegate

Registration

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

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 24 June 2026 from 10am to 1:30pm

Fee

£224 plus VAT per delegate.

Registration

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

Passing Your SQM Audit Course

Content

Achieving the Specialist Quality Mark is essential for organisations who choose the SQM accreditation for delivering legal aid services. This intensive training course will guide you through every stage of the audit process — from preparation to post-audit appeals — ensuring you are confident, compliant, and ready to succeed.

What You'll Learn

- How to Prepare: Practical steps to get your organisation audit-ready.
- Pre-Audit Submissions: What documents must be sent in advance, and by when.
- Audit Size: How auditors determine time on site, number of interviews and file audits.
- What auditors expect to see in your business planning and financial records.
- How supervision is assessed, including typical questions asked at interview.
- What auditors look for when reviewing your file review records.
- Expectations for training in your category of law, plus mandatory regulatory training.
- Data Protection & Anti-Money Laundering Records: what records must be maintained.
- File Audit Criteria: Detailed breakdown of what is audited on casefiles.
- Full summary of all SQM requirements sections A-G, including annual review requirements.
- Post-Audit Process: Timescales, reporting, and the appeals process explained.

Target Audience

This practical session is tailored for anyone involved in the preparation for an SQM Audit.

Date and Time

Thursday 25 June 2026 from 10am to 12:30pm

Fee

£160 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/passing-your-sqm-audit-course?trk=nls>

Legal Aid – Civil Means Assessment Guidance Course

Content

Understanding and applying the rules on means assessment and providing the right evidence can be difficult given the many various circumstances that must be accounted for with each client.

This course will discuss the key aspects of the LAA's Means Assessment guidance, with discussions on topics such as whose resources should be considered; rules on income, deductions, and capital; evidence requirements - and common errors that are made; rules on allowances (e.g. subject matter of dispute; and how to find and interpret guidance for less common circumstances (e.g. self-employed clients).

Means Assessment Guidance is often the same for controlled work and licensed work, but there are some subtle differences on occasion, and the course will highlight some of the main differences in rules.

Target Audience

Anyone involved in making civil legal aid applications or assessing civil legal help work for financial eligibility.

Date and Time

Tuesday 30 June 2026 from 10am to 12:30pm

Fee

£160 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/legal-aid-civil-means-assessment-guidance?trk=nls>

July



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.

This 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 course is for all legal firms, irrespective of the services provided. 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 1 July 2026 from 10am to 11:30am

Fee

£96 plus VAT per delegate

Registration

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

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 and is aimed at firms maintaining or wishing to obtain the Specialist Quality Mark.

Date and Time

Thursday 2 July 2026 from 10am to 11:30am

Fee

£96 plus VAT per delegate

Registration

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

Legal Aid - Family Controlled Work Billing Course

Content

The LAA operates a strict compliance regime when it comes to auditing family controlled work matters, and mistakes can often result in a Contract Notice, corrective action, and further follow-up activity within 6 months.

This course will discuss the various aspects of family controlled work billing, with discussions on topics such as how to bill private law, public law, and help with mediation matters; how to evidence whether substantive negotiations and a settlement have taken place in private law matters; how do the LAA audit travel and other disbursement claims; what evidence must be present on files to avoid any issues on audit – including scope, gateway evidence, and forms/evidence of means (rules on evidence of means will be included in brief, however, a separate, more in-depth [Civil Means Assessment Guidance Course](#) is available); and the rules on claiming separate matters and escape fees.

Key aspects of the Civil Contract and associated LAA Guidance (including the Codes Guidance) will be included, along with a discussion of common errors that are made.

Target Audience

This online course is aimed at anyone involved in billing Family Controlled Work matters or managing an LAA Family Contract.

Date and Time

Thursday 2 July 2026 from 3pm to 4:30pm

Fee

£96 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/legal-aid-family-controlled-work-billing-course?trk=nls>

Completing Client and Matter Risk Assessments Course

Content

Despite being a requirement under the Money Laundering Regulations 2017 (MLR 2017), in 2023/24 the SRA found that 19% of files reviewed did not contain a client and matter risk assessment (CMRA), with a further 12% of files containing ineffective CMRAs.

At best, the firms conducting these files were putting themselves at risk of regulatory action for failure to comply with the MLR 2017. More seriously, firms may have been facilitating money laundering through their failure to adequately assess and address the risks posed by clients and matters.

The SRA has issued a number of significant fines to firms with no, or insufficient, CMRAs in place. In the year August 2024 to July 2025, firms were fined over £950,000 where ineffective or missing CMRAs were noted.

Although a firm's MLRO, MLCO or its managers bear ultimate responsibility for ensuring its compliance with the MLR 2017, it is the responsibility of all those working on behalf of the firm to conduct and document the appropriate processes and checks on a day-to-day basis. Therefore, it is imperative that all staff understand not only how to complete a CMRA, but also the importance of doing so thoroughly and correctly.

This course will assist fee earners and support staff in confidently and competently completing client and matter risk assessments, understanding the types of risks to be identified and the importance of correctly identifying these.

Where the SRA has found failings at firms in respect of CMRAs, it has almost unanimously also found shortcomings in other areas of AML compliance. Where concerns are raised regarding a firm's compliance with any aspect of the MLR 2017, the SRA will probe further and look into all areas of AML compliance. For information about DG Legal's full range of AML training courses, please visit <https://dglegal.co.uk/training/upcoming-premier-training-courses/>.

Target Audience

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

Date and Time

Tuesday 7 July 2026 from 10am to 11:30am

Fee

£96 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/completing-client-and-matter-risk-assessments-course?trk=nls>

Source of Funds and Source of Wealth Checks Course

Content

Source of funds and source of wealth are two important verification steps a firm can take to identify potential money laundering activities or other financial crime.

The Money Laundering Regulations 2017 (MLR 2017) require firms, where necessary, to scrutinise the source of funds of a transaction to ensure they are consistent with their knowledge of the customer, their business and risk profile. In addition, where a matter is considered to be higher risk and therefore subject to enhanced due diligence, firms must also investigate the client's overall source of wealth.

Law firm staff must be able to differentiate between source of funds and source of wealth, having knowledge of how to verify each and identify any anomalies that do not align with their understanding of the client or the matter. Staff must have the knowledge and confidence to challenge clients and seek further clarification where the source may be unclear or highlight concerns.

A number of firms who failed to sufficiently identify the source of funds and/or source of wealth have recently been fined by the SRA. In the year August 2024 to July 2025, fines in excess of £475,000 were recorded for AML breaches that included source of funds and source of wealth failings.

This course will assist fee earners and support staff in understanding the difference between source of funds and source of wealth, enabling them to capably identify and verify funds in a matter.

Where the SRA has found failings at firms in respect of source of funds or source of wealth, it has almost unanimously also found shortcomings in other areas of AML compliance. Where concerns are raised regarding a firm's compliance with any aspect of the MLR 2017, the SRA will probe further and look into all areas of AML compliance. For information about DG Legal's full range of AML training courses, please visit:

<https://dglegal.co.uk/training/upcoming-premier-training-courses/>.

Target Audience

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

Date and Time

Tuesday 7 July 2026 from 11:45am to 1:15pm

Fee

£96 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/source-of-funds-and-source-of-wealth-checks-course?trk=nls>

Crime - Legal Aid Agency Audits Course

Content

As a legal aid provider, audits are an inevitable part of maintaining compliance with the Legal Aid Agency (LAA) requirements. This comprehensive training course will guide new and existing crime Legal Aid providers through the full range of audit types conducted by the LAA, detailing:

- What each audit involves
- How frequently audits occur
- Potential consequences of non-compliance

All providers should expect this visit annually as a minimum. We will break down what is covered, including:

- Staff supervision and qualifications
- File sampling and review
- Duty Solicitor Verification and use of agents as designated fee earners
- KPI performance and management data

You will also learn how the LAA uses your claims data and Provider Activity Report to identify areas for scrutiny and how to proactively address them.

The course will also include:

- Peer Review: Strategies to improve your outcomes
- Core Testing Audits
- Costs Assessment Audits & Targeted File Reviews
- Appeals Process: What to do if you need to challenge findings

Target Audience

Whether you are preparing for your first crime LAA audit or refining your approach, this session offers practical insights to help you stay compliant and confident.

Date and Time

Thursday 9 July 2026 from 4pm to 5:30pm

Fee

£96 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/crime-legal-aid-agency-audits-course?trk=nls>

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 Crime and Civil LAA Contracts.

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.

This course has been updated to include training on the supervision of litigation matters in light of the Court of Appeal's judgment in *Mazur v Charles Russell Speechlys* which confirmed that the delegation of tasks which constitute the conduct of litigation requires proper direction, management supervision and control.

Target Audience

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

Date and Time

Tuesday 14 July 2026 from 10am to 4:30pm

Fee

£320 plus VAT per delegate

Registration

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

Handling Subject Access and Erasure Requests Course: A Practical Guide for Law Firms

Content

This course provides a practical, step-by-step guide to handling Subject Access Requests (SARs) and requests for erasure under UK GDPR, with a particular focus on the issues that commonly arise in legal practice.

The session explains what constitutes a valid SAR or erasure request, the statutory time limits, and how to respond lawfully while protecting legal professional privilege, confidentiality, and third-party rights. It will explore common problem areas for small firms, including requests made by former clients, opposing parties, employees, or individuals involved in contentious or emotionally charged matters.

Participants will learn how to scope and manage requests proportionately, apply exemptions correctly, document decisions, and communicate clearly with requesters. The course also covers how SARs intersect with complaints, litigation, and regulatory scrutiny, and how poor handling can escalate risk unnecessarily.

Target Audience

- Partners, directors, and owners of law firms
- Compliance Officers for Legal Practice (COLPs) and Compliance Officers for Finance and Administration (COFAs)
- Practice managers and office managers
- Solicitors, fee earners, and administrative staff involved in handling client data

This course is particularly relevant for firms with limited in-house data protection expertise.

Date and Time

Wednesday 15 July 2026 from 10am to 11am

Fee

£64 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/handling-subject-access-and-erasure-requests-course?trk=nls>

Civil - Legal Aid Agency Audits Course

Content

As a legal aid provider, audits are an inevitable part of maintaining compliance with the Legal Aid Agency (LAA) requirements. This comprehensive training course will guide new and existing civil Legal Aid providers through the full range of audit types conducted by the LAA, detailing:

- What each audit involves
- How frequently audits occur
- Potential consequences of non-compliance

All providers should expect this visit annually as a minimum. We will break down what is covered, including:

- Staff supervision and qualifications
- File sampling and review
- Payments on account
- KPI performance and management data

You will also learn how the LAA uses your claims data and Provider Activity Report to identify areas for scrutiny and how to proactively address them.

The course will also include:

- Peer Review: Strategies to improve your outcomes
- Core Testing Audits
- Costs Assessment Audits & Targeted File Reviews
- Appeals Process: What to do if you need to challenge findings

Target Audience

Whether you are preparing for your first civil LAA audit or refining your approach, this session offers practical insights to help you stay compliant and confident.

Date and Time

Thursday 16 July 2026 from 2pm to 3:30pm

Fee

£96 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/legal-aid-agency-audits-civil?trk=nl>

August





September

Immigration and Asylum Accreditation Scheme - 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 7 September 2026 from 2pm to 5pm

Fee

£120 plus VAT per delegate

Registration

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

Business Continuity Planning For Law Firms Course: Practical Readiness, Not Paper Compliance

Content

This short, practical course introduces the essentials of business continuity planning and testing for law firms, with a focus on proportionate, workable arrangements rather than overly complex or theoretical plans.

Participants will explore the key risks that most commonly disrupt practices, including IT failure, cyber incidents, staff absence, loss of premises, and critical supplier failure, and how these risks interact with regulatory duties, client care obligations, and professional indemnity considerations.

The session will guide firms through the core elements of an effective Business Continuity Plan (BCP), including identifying critical functions, prioritising services, setting realistic recovery objectives, and ensuring staff know what to do when something goes wrong. We'll also discuss how to undertake an effective tabletop BCP test.

The emphasis is on creating a plan that is usable in a crisis, regularly reviewed, and aligned with the firm's size, structure, and risk profile.

Target Audience

- Partners, directors, and owners of law firms
- Practice managers and operations managers
- Compliance Officers for Legal Practice (COLPs) and Compliance Officers for Finance and Administration (COFAs)
- Senior administrators with responsibility for risk, compliance, or operational resilience

Date and Time

Tuesday 8 September 2026 from 10am to 11:30am

Fee

£96 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/business-continuity-planning-for-law-firms-course?trk=nls>

Immigration and Asylum Accreditation Scheme - 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 9 September 2026 from 10am to 4:30pm

Fee

£230 plus VAT per delegate

Registration

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

Supervising Your Team Course

Content

Managing people and teams is consistently the biggest challenge raised by new managers (and even many experienced managers). This course is aimed at introducing new and existing supervisors and managers to key supervisory skills, allowing them to develop their competence as supervisors. The course covers:

- Understanding your role as a supervisor
- SRA obligations and competence expectations
- Setting expectations and effective delegation
- Monitoring progress and quality
- Managing performance in difficult situations
- Top tips for impactful feedback

By the end of this course participants will have had an opportunity to consider their current skills; develop new skills; and think about further development needs.

This course has been updated to include training on the supervision of litigation matters in light of the Court of Appeal's judgment in *Mazur v Charles Russell Speechlys* which confirmed that the delegation of tasks which constitute the conduct of litigation requires proper direction, management supervision and control.

Target Audience

This online course is aimed at managers, team leaders and other supervisors.

Please note that this course does **NOT** meet the LAA requirements as a Supervisor Course. If you need a Legal Aid Supervisor course, then please check out our [Supervision & Managing Performance Course](#).

Date and Time

Thursday 10 September 2026 from 10am to 1pm

Fee

£192 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/introduction-to-supervising-your-team-course?trk=nls>

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 and is aimed at firms maintaining or wishing to obtain the Specialist Quality Mark.

Date and Time

Tuesday 15 September 2026 from 10am to 11:30am

Fee

£96 plus VAT per delegate

Registration

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

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.

Fear not! This course will usher you through the intricacies of being a COLP, ensuring you not only meet but excel in your regulatory obligations.

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 & 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 & 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 & regulatory compliance areas, including AML, transparency rules & 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 16 September 2026 from 10am to 1:30pm

Fee

£224 plus VAT per delegate

Registration

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

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 16 September 2026 from 2pm to 4.30pm

Fee

£160 plus VAT per delegate

Registration

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

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

Thursday 17 September 2026 from 2pm to 4:30pm

Fee

£160 plus VAT per delegate

Registration

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

Data Audits and Data Protection Impact Assessments: A Practical Guide for Law Firms

Content

This practical course explains how and why law firms should carry out data audits and Data Protection Impact Assessments (DPIAs), focusing on proportionate compliance rather than technical or overly legalistic approaches.

The session demystifies what a data audit is, how it differs from a DPIA, and when each is required under UK GDPR. Participants will be guided through how to identify the personal data their firm holds, understand why it is processed, assess legal bases, spot unnecessary or high-risk processing, and address common weaknesses such as over-retention, insecure storage, and unclear data sharing arrangements.

The course also explores when a DPIA is required, how to approach it in a law firm context, and how DPIAs support better decision-making around new systems, technology, outsourcing, and changes to working practices. Throughout, the emphasis is on creating simple, usable records that help manage risk, demonstrate accountability, and withstand regulatory scrutiny from the ICO or SRA.

Target Audience

- Partners, directors, and owners of law firms
- Compliance Officers for Legal Practice (COLPs) and Compliance Officers for Finance and Administration (COFAs)
- Practice managers and office managers
- Senior fee earners involved in introducing new systems, processes, or suppliers

This course is particularly suited to firms without in-house data protection specialists.

Date and Time

Tuesday 22 September 2026 from 10am to 11am

Fee

£64 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/data-audits-and-dpias-course?trk=nls>

AML Training For Law 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

This 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 23 September 2026 from 10am to 12:15pm

Fee

£144 plus VAT per delegate

Registration

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

Passing Your SQM Audit Course

Content

Achieving the Specialist Quality Mark is essential for organisations who choose the SQM accreditation for delivering legal aid services. This intensive training course will guide you through every stage of the audit process — from preparation to post-audit appeals — ensuring you are confident, compliant, and ready to succeed.

What You'll Learn

- How to Prepare: Practical steps to get your organisation audit-ready.
- Pre-Audit Submissions: What documents must be sent in advance, and by when.
- Audit Size: How auditors determine time on site, number of interviews and file audits.
- What auditors expect to see in your business planning and financial records.
- How supervision is assessed, including typical questions asked at interview.
- What auditors look for when reviewing your file review records.
- Expectations for training in your category of law, plus mandatory regulatory training.
- Data Protection & Anti-Money Laundering Records: what records must be maintained.
- File Audit Criteria: Detailed breakdown of what is audited on casefiles.
- Full summary of all SQM requirements sections A-G, including annual review requirements.
- Post-Audit Process: Timescales, reporting, and the appeals process explained.

Target Audience

This practical session is tailored for anyone involved in the preparation for an SQM Audit.

Date and Time

Thursday 24 September 2026 from 2pm to 4:30pm

Fee

£160 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/passing-your-sqm-audit-course?trk=nls>

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

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

Date and Time

Wednesday 30 September 2026 from 10am to 12:30pm

Fee

£160 plus VAT per delegate

Registration

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

Legal Aid - Crime Lower Billing Course

Content

The LAA operates a strict compliance regime when it comes to auditing crime lower bills, and mistakes can often result in a Contract Notice, corrective action, and further follow-up activity within 6 months.

This course will take you through the various aspects of crime lower billing, with discussions on topics such as what is and is not claimable; how you apply series of offences guidance; what evidence is required to claim a trial fee when a matter is discontinued; how do the LAA audit travel and other disbursement claims (including the rules when instructing an agent); and what evidence must be present on files to avoid any issues on audit.

Key aspects of the Crime Contract, Criminal Bills Assessment Manual and Codes Guidance will be included, along with a discussion of common errors that are made; and how to claim non-standard and escape fee matters.

Target Audience

This online course is aimed at anyone involved in billing Legal Aid Police Station and Magistrates Court matters or managing an LAA Crime Contract.

Date and Time

Wednesday 30 September 2026 from 3pm to 5pm

Fee

£128 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/legal-aid-crime-lower-billing-course?trk=nls>

October



Data Protection & Cyber Security Course: 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

Thursday 1 October 2026 from 10am to 12:15pm

Fee

£144 plus VAT per delegate

Registration

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

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 Crime and Civil LAA Contracts.

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.

This course has been updated to include training on the supervision of litigation matters in light of the Court of Appeal's judgment in *Mazur v Charles Russell Speechlys* which confirmed that the delegation of tasks which constitute the conduct of litigation requires proper direction, management supervision and control.

Target Audience

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

Date and Time

Tuesday 6 October 2026 from 10am to 4:30pm

Fee

£320 plus VAT per delegate

Registration

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

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

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

Date and Time

Wednesday 7 October 2026 from 10am to 12:30pm

Fee

£160 plus VAT per delegate

Registration

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

Handling Subject Access and Erasure Requests Course: A Practical Guide for Law Firms

Content

This course provides a practical, step-by-step guide to handling Subject Access Requests (SARs) and requests for erasure under UK GDPR, with a particular focus on the issues that commonly arise in legal practice.

The session explains what constitutes a valid SAR or erasure request, the statutory time limits, and how to respond lawfully while protecting legal professional privilege, confidentiality, and third-party rights. It will explore common problem areas for small firms, including requests made by former clients, opposing parties, employees, or individuals involved in contentious or emotionally charged matters.

Participants will learn how to scope and manage requests proportionately, apply exemptions correctly, document decisions, and communicate clearly with requesters. The course also covers how SARs intersect with complaints, litigation, and regulatory scrutiny, and how poor handling can escalate risk unnecessarily.

Target Audience

- Partners, directors, and owners of law firms
- Compliance Officers for Legal Practice (COLPs) and Compliance Officers for Finance and Administration (COFAs)
- Practice managers and office managers
- Solicitors, fee earners, and administrative staff involved in handling client data

This course is particularly relevant for firms with limited in-house data protection expertise.

Date and Time

Thursday 8 October 2026 from 10am to 11am

Fee

£64 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/handling-subject-access-and-erasure-requests-course?trk=nls>

Crime - Legal Aid Agency Audits Course

Content

As a legal aid provider, audits are an inevitable part of maintaining compliance with the Legal Aid Agency (LAA) requirements. This comprehensive training course will guide new and existing crime Legal Aid providers through the full range of audit types conducted by the LAA, detailing:

- What each audit involves
- How frequently audits occur
- Potential consequences of non-compliance

All providers should expect this visit annually as a minimum. We will break down what is covered, including:

- Staff supervision and qualifications
- File sampling and review
- Duty Solicitor Verification and use of agents as designated fee earners
- KPI performance and management data

You will also learn how the LAA uses your claims data and Provider Activity Report to identify areas for scrutiny and how to proactively address them.

The course will also include:

- Peer Review: Strategies to improve your outcomes
- Core Testing Audits
- Costs Assessment Audits & Targeted File Reviews
- Appeals Process: What to do if you need to challenge findings

Target Audience

Whether you are preparing for your first crime LAA audit or refining your approach, this session offers practical insights to help you stay compliant and confident.

Date and Time

Thursday 8 October 2026 from 3pm to 4:30pm

Fee

£96 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/crime-legal-aid-agency-audits-course?trk=nls>

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
- Neurodiversity
- Employers obligations under the Worker Protection Act
- The Equality Act & the Protected Characteristics
- Reasonable Adjustments
- Complying with E&D requirements

Target Audience

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

Date and Time

Tuesday 13 October 2026 from 10am to 11:30am

Fee

£96 plus VAT per delegate

Registration

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

Civil - Legal Aid Agency Audits Course

Content

As a legal aid provider, audits are an inevitable part of maintaining compliance with the Legal Aid Agency (LAA) requirements. This comprehensive training course will guide new and existing civil Legal Aid providers through the full range of audit types conducted by the LAA, detailing:

- What each audit involves
- How frequently audits occur
- Potential consequences of non-compliance

All providers should expect this visit annually as a minimum. We will break down what is covered, including:

- Staff supervision and qualifications
- File sampling and review
- Payments on account
- KPI performance and management data

You will also learn how the LAA uses your claims data and Provider Activity Report to identify areas for scrutiny and how to proactively address them.

The course will also include:

- Peer Review: Strategies to improve your outcomes
- Core Testing Audits
- Costs Assessment Audits & Targeted File Reviews
- Appeals Process: What to do if you need to challenge findings

Target Audience

Whether you are preparing for your first civil LAA audit or refining your approach, this session offers practical insights to help you stay compliant and confident.

Date and Time

Tuesday 13 October 2026 from 3pm to 4:30pm

Fee

£96 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/legal-aid-agency-audits-civil?trk=nls>

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 14 October March 2026 from 10am to 1:30pm

Fee

£224 plus VAT per delegate.

Registration

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

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 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 October 2026 from 2pm to 4:30pm

Fee

£160 plus VAT per delegate

Registration

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

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.

This 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 course is for all legal firms, irrespective of the services provided. 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

Tuesday 27 October 2026 from 10am to 11:30am

Fee

£96 plus VAT per delegate

Registration

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

Completing Client and Matter Risk Assessments Course

Content

Despite being a requirement under the Money Laundering Regulations 2017 (MLR 2017), in 2023/24 the SRA found that 19% of files reviewed did not contain a client and matter risk assessment (CMRA), with a further 12% of files containing ineffective CMRAs.

At best, the firms conducting these files were putting themselves at risk of regulatory action for failure to comply with the MLR 2017. More seriously, firms may have been facilitating money laundering through their failure to adequately assess and address the risks posed by clients and matters.

The SRA has issued a number of significant fines to firms with no, or insufficient, CMRAs in place. In the year August 2024 to July 2025, firms were fined over £950,000 where ineffective or missing CMRAs were noted.

Although a firm's MLRO, MLCO or its managers bear ultimate responsibility for ensuring its compliance with the MLR 2017, it is the responsibility of all those working on behalf of the firm to conduct and document the appropriate processes and checks on a day-to-day basis. Therefore, it is imperative that all staff understand not only how to complete a CMRA, but also the importance of doing so thoroughly and correctly.

This course will assist fee earners and support staff in confidently and competently completing client and matter risk assessments, understanding the types of risks to be identified and the importance of correctly identifying these.

Where the SRA has found failings at firms in respect of CMRAs, it has almost unanimously also found shortcomings in other areas of AML compliance. Where concerns are raised regarding a firm's compliance with any aspect of the MLR 2017, the SRA will probe further and look into all areas of AML compliance. For information about DG Legal's full range of AML training courses, please visit <https://dglegal.co.uk/training/upcoming-premier-training-courses/>.

Target Audience

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

Date and Time

Thursday 29 October 2026 from 1pm to 2:30pm

Fee

£96 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/completing-client-and-matter-risk-assessments-course?trk=nls>

Source of Funds and Source of Wealth Checks Course

Content

Source of funds and source of wealth are two important verification steps a firm can take to identify potential money laundering activities or other financial crime.

The Money Laundering Regulations 2017 (MLR 2017) require firms, where necessary, to scrutinise the source of funds of a transaction to ensure they are consistent with their knowledge of the customer, their business and risk profile. In addition, where a matter is considered to be higher risk and therefore subject to enhanced due diligence, firms must also investigate the client's overall source of wealth.

Law firm staff must be able to differentiate between source of funds and source of wealth, having knowledge of how to verify each and identify any anomalies that do not align with their understanding of the client or the matter. Staff must have the knowledge and confidence to challenge clients and seek further clarification where the source may be unclear or highlight concerns.

A number of firms who failed to sufficiently identify the source of funds and/or source of wealth have recently been fined by the SRA. In the year August 2024 to July 2025, fines in excess of £475,000 were recorded for AML breaches that included source of funds and source of wealth failings.

This course will assist fee earners and support staff in understanding the difference between source of funds and source of wealth, enabling them to capably identify and verify funds in a matter.

Where the SRA has found failings at firms in respect of source of funds or source of wealth, it has almost unanimously also found shortcomings in other areas of AML compliance. Where concerns are raised regarding a firm's compliance with any aspect of the MLR 2017, the SRA will probe further and look into all areas of AML compliance. For information about DG Legal's full range of AML training courses, please visit:

<https://dglegal.co.uk/training/upcoming-premier-training-courses/>.

Target Audience

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

Date and Time

Thursday 29 October 2026 from 2:45pm to 4:15pm

Fee

£96 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/source-of-funds-and-source-of-wealth-checks-course?trk=nls>

November



Legal Aid – Civil Means Assessment Guidance Course

Content

Understanding and applying the rules on means assessment and providing the right evidence can be difficult given the many various circumstances that must be accounted for with each client.

This course will discuss the key aspects of the LAA's Means Assessment guidance, with discussions on topics such as whose resources should be considered; rules on income, deductions, and capital; evidence requirements - and common errors that are made; rules on allowances (e.g. subject matter of dispute; and how to find and interpret guidance for less common circumstances (e.g. self-employed clients).

Means Assessment Guidance is often the same for controlled work and licensed work, but there are some subtle differences on occasion, and the course will highlight some of the main differences in rules.

Target Audience

Anyone involved in making civil legal aid applications or assessing civil legal help work for financial eligibility.

Date and Time

Thursday 5 November 2026 from 10am to 12:30pm

Fee

£160 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/legal-aid-civil-means-assessment-guidance?trk=nls>

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 and is aimed at firms maintaining or wishing to obtain the Specialist Quality Mark.

Date and Time

Thursday 12 November 2026 from 1pm to 2:30pm

Fee

£96 plus VAT per delegate

Registration

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

Legal Aid - Family Controlled Work Billing Course

Content

The LAA operates a strict compliance regime when it comes to auditing family controlled work matters, and mistakes can often result in a Contract Notice, corrective action, and further follow-up activity within 6 months.

This course will discuss the various aspects of family controlled work billing, with discussions on topics such as how to bill private law, public law, and help with mediation matters; how to evidence whether substantive negotiations and a settlement have taken place in private law matters; how do the LAA audit travel and other disbursement claims; what evidence must be present on files to avoid any issues on audit – including scope, gateway evidence, and forms/evidence of means (rules on evidence of means will be included in brief, however, a separate, more in-depth [Civil Means Assessment Guidance Course](#) is available); and the rules on claiming separate matters and escape fees.

Key aspects of the Civil Contract and associated LAA Guidance (including the Codes Guidance) will be included, along with a discussion of common errors that are made.

Target Audience

This online course is aimed at anyone involved in billing Family Controlled Work matters or managing an LAA Family Contract.

Date and Time

Friday 13 November 2026 from 10am to 11:30am

Fee

£96 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/legal-aid-family-controlled-work-billing-course?trk=nls>

Conflicts of Interest Course

Content

Individual solicitors have a personal duty to recognise potential conflicts, whether working in regulated firms, unregulated entities, or on a freelance basis. There is no single objective test to determine whether or not there is a conflict of interest so identifying potential conflicts in differing scenarios is a judgement for you and your practice and one that you will need to be able to justify should you decide to act.

This course will help solicitors and those who work in legal firms to identify and understand the different types of conflicts of interests and what to do when a conflict is identified.

This course will cover;

- What does the SRA define as a Conflict of Interest?
- Own Interest Conflict and Client Conflict
- Can a firm act where there is an identified conflict?
- What requirements must be met if there is an identified conflict of interest?

Target Audience

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

Date and Time

Tuesday 17 November 2026 from 1pm to 1:45pm

Fee

£48 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/conflicts-of-interest-course?trk=nls>

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.

Fear not! This course will usher you through the intricacies of being a COLP, ensuring you not only meet but excel in your regulatory obligations.

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 & 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 & 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 & regulatory compliance areas, including AML, transparency rules & 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 18 November 2026 from 10am to 1:30pm

Fee

£224 plus VAT per delegate

Registration

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

Passing Your SQM Audit Course

Content

Achieving the Specialist Quality Mark is essential for organisations who choose the SQM accreditation for delivering legal aid services. This intensive training course will guide you through every stage of the audit process — from preparation to post-audit appeals — ensuring you are confident, compliant, and ready to succeed.

What You'll Learn

- How to Prepare: Practical steps to get your organisation audit-ready.
- Pre-Audit Submissions: What documents must be sent in advance, and by when.
- Audit Size: How auditors determine time on site, number of interviews and file audits.
- What auditors expect to see in your business planning and financial records.
- How supervision is assessed, including typical questions asked at interview.
- What auditors look for when reviewing your file review records.
- Expectations for training in your category of law, plus mandatory regulatory training.
- Data Protection & Anti-Money Laundering Records: what records must be maintained.
- File Audit Criteria: Detailed breakdown of what is audited on casefiles.
- Full summary of all SQM requirements sections A-G, including annual review requirements.
- Post-Audit Process: Timescales, reporting, and the appeals process explained.

Target Audience

This practical session is tailored for anyone involved in the preparation for an SQM Audit.

Date and Time

Wednesday 25 November 2026 from 10am to 12:30pm

Fee

£160 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/passing-your-sqm-audit-course?trk=nls>

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 26 November 2026 from 2pm to 4.30pm

Fee

£160 plus VAT per delegate

Registration

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

December



Legal Aid - Crime Lower Billing Course

Content

The LAA operates a strict compliance regime when it comes to auditing crime lower bills, and mistakes can often result in a Contract Notice, corrective action, and further follow-up activity within 6 months.

This course will take you through the various aspects of crime lower billing, with discussions on topics such as what is and is not claimable; how you apply series of offences guidance; what evidence is required to claim a trial fee when a matter is discontinued; how do the LAA audit travel and other disbursement claims (including the rules when instructing an agent); and what evidence must be present on files to avoid any issues on audit.

Key aspects of the Crime Contract, Criminal Bills Assessment Manual and Codes Guidance will be included, along with a discussion of common errors that are made; and how to claim non-standard and escape fee matters.

Target Audience

This online course is aimed at anyone involved in billing Legal Aid Police Station and Magistrates Court matters or managing an LAA Crime Contract.

Date and Time

Tuesday 1 December 2026 from 3pm to 5pm

Fee

£128 plus VAT per delegate

Registration

<https://dg-legal.cademy.io/legal-aid-crime-lower-billing-course?trk=nls>

Data Protection & Cyber Security Course: 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 8 December 2026 from 10am to 12:15pm

Fee

£144 plus VAT per delegate

Registration

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

Inhouse Courses



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.

How to book

To enquire about this course or to book the course for your firm please contact us by [email](#) or by calling 01509 214 999 to discuss your firm's requirements.

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.

How to book

To enquire about this course or to book the course for your firm please contact us by [email](#) or by calling 01509 214 999 to discuss your firm's requirements.



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