

# Practice Assurance Compliance Manual

## Our Practice Assurance Manual will help you to:

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

It also provides all the support you need, including:

## Concise interpretation of the four practice assurance standards

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

## What to expect from a review visit

Practical ideas on how to comply with the standards

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

Supporting documentation including:

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

## Documentation

The CD contains all the master documentation in electronic format. Once installed the documentation can be tailored as required for your firm.

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

## Costs

The price of the manual is £245\* plus VAT.

## Annual update fee

You will be automatically enrolled in our online update service. No charge is made for any updates issued from the date of purchase until 31 December.

Subsequent updates are covered by an all encompassing annual fee of £95\* plus VAT, invoiced on 1 January each year.

\* Mercia members receive 10% discount.

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



For queries regarding technical matters please contact [belinda.auchimowicz@merciam-group.co.uk](mailto:belinda.auchimowicz@merciam-group.co.uk)

To order email your request to [karina@merciam-group.co.uk](mailto:karina@merciam-group.co.uk)

Alternatively you can call them on 0116 258 1200