



Student Member Log Modules

Student Name:

Date Training Started:

Guidance notes for the Authorised High Court Enforcement Officer.

This Log is to be kept by the Student during their 2 year minimum training period; it is to be used as a record of personal development, guidance and achievement to assess whether they have achieved the required standard in the listed areas.

Each Student Log Sheet is to be signed by you, the Authorised High Court Enforcement Officer offering the training contract and, in signing, you are warranting that the Student is competent in executing, managing and reporting on writs, reporting to Creditors and the Ministry of Justice, and have the ability to comply with any current legislation.

Whilst completing each of the 9 sections the Student should spend sufficient time learning the theory and become competent at carrying out each of the tasks in the 9 sections. You are required to produce sufficient documentary evidence showing their completion and competency in each section.

The board of directors trust that you will ensure that the very high standards that are set to become a full member will be maintained through your good offices and your diligence.

All documentary evidence will be treated in the strictest of confidence.



Information Technology	Competency	
	Yes	No
Demonstrate a basic ability to use a PC		
Demonstrate a basic knowledge of a word processing package, of how to create templates and letters		
Demonstrate a basic knowledge of a spread sheet package, of how to create spread sheets		

2. I _____ confirm that
has reached a standard, where I can confirm that they are now competent in the above.

Signed:

Date:



Health and Safety	Competency	
	Yes	No
Responsibilities as a HCEO in respect of Health and Safety		
Completing /Creating a risk assessment for taking control of goods, removals, evictions, lone workers, office workers		
Creating methodology statements for taking control of goods, removing, evictions		
Creating a generic, a pre-planned & a dynamic risk assessment		

3. I _____ confirm that
has reached a standard, where I can confirm that they are now competent in the above.

Signed:

Date:



Taking Control of Goods	Competency	
	Yes	No
Responsibilities upon a High Court Enforcement Officer		
Receiving and checking writs of control		
Requirement for maintaining the original writs of control		
Calculating amounts owed, including interest and fees		
Drafting a Notice of Enforcement & calculating 7 clear days		
Attending at addresses		
Identifying yourself to a debtor, claimant, other		
Verbal communication with debtors and third parties		
Making enquiries with debtors and third parties		
Explaining the taking control of goods procedure and meaning to debtor's and third parties including an explanation of the Controlled Goods Agreement		
Taking Goods into Control by 1 of the 4 approved methods		
Compiling the inventory		
Identifying exempt goods		
Identify and dealing with priorities on writs, warrants, distresses		
Explaining what is meant by "tools of the trade", and the requirements of any claim made in respect of this		
Collecting payments		
Negotiating instalments		
Receipting payments received		
Third party claims to goods under CPR Part 85		
Dealing with telephone callers		
Requesting police assistance		

4. I _____ confirm that
has reached a standard, where I can confirm that they are now competent in the above.

Signed:

Date:



Removals	Competency	
	Yes	No
Responsibilities upon a high court enforcement officer		
Serving a Notice of Intention to Re-enter to Remove		
Confirming ownership of assets to be removed		
Arranging removal vehicles and locksmith's etc		
Compiling the removal inventory		
Removal of goods		
Preparing a Notice that Goods have been Removed for Storage or Sale—to be left with the Debtor		
Arranging auctioneers and identifying the correct type of auction room to use, taking in to account the types of goods to be sold		
Requirements when storing goods		
Serving a Notice of Sale		
Requirements for / arranging sale by private treaty		
Requirements for / and selling goods by public auction		
Calculating amount due		

5. I _____ confirm that
has reached a standard, where I can confirm that they are now competent in the above.

Signed:

Date:



Possessions/Evictions	Competency	
	Yes	No
Powers which can be used during eviction		
Responsibilities upon high court enforcement officer		
Describe the difference between responsibility and service offered		
Receiving and checking the writ of possession		
Serving a Notice of Enforcement if the writ of possession is combined with a writ of control		
Confirming the property/land for possession		
Risk assessments		
Planning the eviction		
Warning occupiers/trespassers of pending eviction		
Post warning planning		
Requesting Police assistance		
Arranging contractors and liaising with other agencies i.e. utilities		
Procedure for handing back possession/land to creditor		
Calculation fees		
Evicting the occupiers/trespassers		

6. I _____ confirm that
 has reached a standard, where I can confirm that they are now competent in the above.

Signed:

Date:



Correspondence	Competency	
	Yes	No
Receiving and recording correspondence		
Writing to debtors or their appointed representatives		
Writing to third parties or their appointed representatives		
Writing to creditors or their appointed representatives		
Creating invoices		
Processing third party claims received		
Internal Complaints Procedure & HCEOA Complaints Procedure		

7. I _____ confirm that
has reached a standard, where I can confirm that they are now competent in the above.

Signed:

Date:



Accounts	Competency	
	Yes	No
Responsibilities upon high court enforcement officer		
Recording payments received		
Making payments on account and in full		
Reconciling client account		
Invoicing		
Chasing overdue invoices		
Dealing with VAT		
Dealing with auditors		

8. I _____ confirm that
has reached a standard, where I can confirm that they are now competent in the above.

Signed:

Date:



Insolvency	Competency	
	Yes	No
Describe the different types of insolvency		
Describe when and how the different types of insolvency affect the enforcement of writs		
Explain how to deal with insolvency practitioners, pre/post insolvency		
Describe how service is effected on a HCEO of insolvency notices		
Describe when request to deliver should be made by an insolvency practitioner		
Explain what action should be taken when a request to deliver is made		
Describe how to identify monies trapped/not trapped following insolvency		
Accounting for money to an insolvency practitioner		
Calculation of fees owned by an insolvency practitioner		

9. I _____ confirm that
has reached a standard, where I can confirm that they are now competent in the above.

Signed:

Date:



Litigation	Competency	
	Yes	No
Requirements under the current "code of practice"		
Complying with data protection issues		
Part 85 Claims process (Third Party claims and claims to exempt goods)		
List the differences between individuals, sole traders, partnerships, limited companies, and PLC's		
Transfer up process, and who can carry out this process		
Dealing with County Court claims against the HCEO or his business		
Dealing with variation orders		
Dealing with stay's of execution		
Dealing with court applications to set aside		
Complying with section 99 of the Courts Act 2003, Schedule 7		
Complying with the HCEO Regulations 2004, (SI 2004 No 400)		
Complying with the application of Schedule 3 of the HCEO Regulations 2004, (SI 2004 No 400) as amended by the Taking Control of Goods (Fees) Regulations 2014 (SI 2014 No 1)		
Explain what a concurrent writ is and the effect of a concurrent writ		
Describe the different types of writs, including what enforcement action is needed		

10. I _____ confirm that
 has reached a standard, where I can confirm that they are now competent in the above.

Signed:

Date:



Declaration of the Authorised High Court Enforcement Officer

I (insert full name) an Authorised High Court Enforcement Officer, confirm that (insert students name) has demonstrated to me that he/she has reached a sufficient competency in all the above sections at a practical level.

I therefore recommend him/her to the High Court Enforcement Officers Association, to be admitted as an Associate Member.

I enclose with this declaration his/her completed Student Log Sheets evidencing that he/she has attained the required standard during his/her training and I further enclose documentary evidence in support of his/her knowledge, which he/she has produced during the course of his/her training.

I further confirm that his/her training period started on the (insert date) and finished on the (insert date)

Signed:

Date:

Authorisation Number:

11. I confirm that has reached a standard, where I can confirm that they are now competent in the above.

Signed:

Date: