

CICM Reading List 2024

Level 3 intermediate qualifications in Credit and Collections & Money and Debt Advice		
UNIT STUDIED	ESSENTIAL RECOMMENDED RESOURCES	SUGGESTED WIDER READING
Accounting Principles	CICM (2021) Accounting Principles study text	Cox, D. (2017) <i>Business Accounts for book-keeping and financial accounting courses</i> , 5th edition, Osborne Books Ltd. ISBN 9781911198147
		Atrill, P. & McLaney, E. (2021) <i>Accounting and Finance for non-specialists</i> , 12th edition, Pearson Publishing ISBN: 978-1292334691 (Kindle ASIN: B09LZ5BLZ7)
Business Environment	CICM (2024) Business Environment study text	Cole, G. A and Kelly, P. (2020) <i>Management Theory and Practice</i> , 9th edition, Cengage learning ISBN: 978-1473769724
		Thompson, E., Worthington, I. and Britton, C. (2023) <i>The Business Environment: A Global Perspective</i> , 9th edition, Pearson Publishing ISBN: 978-1292417844
Business Law	CICM (2025) Business Law study text	Adams, A. (2023) <i>Law for Business Students</i> , 12th edition, Pearson Publishing. ISBN: 978-1292440484
		Tillson. J. (2021) <i>Law Express: Consumer and Commercial Law</i> , 6th ed., Pearson Publishing, ISBN: 978-1292295770
		Finch, E. & Fafinski, S. (2025) <i>Law Express: Contract Law</i> , 9th ed., Pearson Publishing, ISBN: 978-1292470351
Consumer Collections	CICM (2025) Consumer Collections study text	FCA (2025) <i>Financial Conduct Authority Handbook</i> www.handbook.fca.org.uk (retrieved 11.06.25.)
		CPAG Welfare Rights (2023) <i>Debt Advice Handbook</i> 15th edition ISBN : 978-1915324115
Consumer Credit Management	CICM (2024) Consumer Credit Management study text	FCA (2025) <i>Financial Conduct Authority Handbook</i> , www.handbook.fca.org.uk (retrieved 11.06.25.)
		Bullivant, G. (2010) <i>The Credit Management Handbook</i> , 6th ed. Gower Publishing, Aldershot. ISBN: 9780566088438 (Kindle ASIN B01FMKURUU)
Credit Management (trade, export, consumer)	CICM (2025) Credit Management (TEC) study text	Bullivant, G. (2010) <i>The Credit Management Handbook</i> , 6th ed. Gower Publishing, Aldershot. ISBN: 9780566088438 (Kindle ASIN B01FMKURUU)
Export Credit Management	CICM (2024) Export Credit Management study text	Bullivant, G. (2010) <i>The Credit Management Handbook</i> , 6th ed. Gower Publishing, Aldershot. ISBN: 9780566088438 (Kindle ASIN B01FMKURUU)
Money and Debt Advice	CICM (2023) General Money and Debt Advice study guide	CPAG Welfare Rights (2023) <i>Debt Advice Handbook</i> 15th edition ISBN : 978-1915324115
Trade Credit Management	CICM (2024) Trade Credit Management study text	Bullivant, G. (2010) <i>The Credit Management Handbook</i> , 6th ed. Gower Publishing, Aldershot. ISBN: 9780566088438 (Kindle ASIN B01FMKURUU)

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Level 4 advanced qualifications in High Court Enforcement		
UNIT STUDIED	ESSENTIAL RECOMMENDED RESOURCES	SUGGESTED WIDER READING
High Court Enforcement Fees & Accounting	CICM (2022) High Court Enforcement Fees & Accounting study guide	Cox, D. (2017) Business Accounts for book-keeping and financial accounting courses, 5th edition, Osborne Books Ltd. ISBN 9781911198147
		Allinson, S. (2016) <i>Enforcement of a Judgment</i> , 12th edition, Wildy & Sons Ltd.
High Court Enforcement Law and Regulations	CICM (2022) High Court Enforcement Law and Regulations study guide	High Court Enforcement Association (2023) <i>HCEO code of best practice</i>
	White book team (2023) The White Book - Rules of Supreme Court Practice Volumes 1 & 2 Thomson Reuters, www.sweetandmaxwell.co.uk/whitebook (retrieved 12.02.24.)	Allinson, S. (2016) <i>Enforcement of a Judgment</i> , 12th edition, Wildy & Sons Ltd.
High Court Enforcement Writs of Control	CICM (2024) High Court Enforcement Writs of Control study guide	Allinson, S. (2016) <i>Enforcement of a Judgment</i> , 12th Edition, Sweet and Maxwell
	White book team (2023) The White Book - Rules of Supreme Court Practice Volumes 1 & 2 Thomson Reuters, www.sweetandmaxwell.co.uk/whitebook (retrieved 12.02.24.)	High Court Enforcement Association (2023) <i>HCEO code of best practice</i>
High Court Enforcement Writs of Execution	CICM (2022) High Court Enforcement Writs of Execution study guide	Keith, J.A., Podevin, W.B. & Sandbrook, C. (1996) <i>The Execution of Sheriff's Warrants</i> ; 2nd edition, HCEOA Red Book
	White book team (2023) The White Book - Rules of Supreme Court Practice Volumes 1 & 2 Thomson Reuters, www.sweetandmaxwell.co.uk/whitebook (retrieved 12.02.24.)	Allinson, S. (2016) <i>Enforcement of a Judgment</i> , 12th Edition, Sweet and Maxwell
		High Court Enforcement Association (2023) <i>HCEO code of best practice</i>
Taking Control of Goods	CICM (2023) Taking Control of Goods - Guidance for Enforcement Agents	High Court Enforcement Association (2023) <i>HCEO code of best practice</i>

Level 5 advanced qualification in Credit and Collections Management		
UNIT STUDIED	ESSENTIAL RECOMMENDED RESOURCES	SUGGESTED WIDER READING
		Lynch, R. (2024) <i>Strategic Management</i> 10th edition, Pearson Publishing. ISBN 978-1529672558

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Advanced Credit Risk Management	CICM (2024) Advanced Credit Risk Management study guide	Pettinger, R. (2012) <i>Management – a concise introduction</i> . Palgrave Macmillan, New York ISBN:978-0230285354
		Park, N. E. (2023) <i>Mastering Risk Management Strategies for Success : Effective Techniques for Mitigating Risks and Achieving Lasting Business Triumph</i> , 1st ed., independent publisher. ISBN 979-8871585795
		FOR CONSUMER Duffie, D. and Singleton, K. (2008) <i>Credit Risk Pricing, Measurement and Management</i> , New Age International Pvt Ltd Publishers. ISBN 978-8122421682
Compliance with Legal, Regulatory, Ethical and Social Requirements	CICM (2024) Compliance with legal, regulatory, ethical and social requirements study guide	Lynch, R. (2024) <i>Strategic Management</i> 10th edition, Pearson Publishing. ISBN 978-1529672558
		Mullins, L. and Rees, G. (2023) <i>Management and Organisational Behaviour</i> 13th edition, Pearson Publishing. ISBN 978-1292422381
Legal Proceedings & Insolvency	CICM (2024) Legal Proceedings & Insolvency study guide	Reeves, A (2014) <i>How to Make Successful Small Claims</i> ISBN 9781291890730
		Macgregor, L., Peacey, C. & Ridsdale, G. (2022) <i>Civil Litigation</i> Oxford publishers ISBN 978-0192858825
		Dennis, V. (2020) <i>Insolvency Law Handbook</i> , 4th edition, The Law Society. ISBN 9781784461607
		Tolmie, F. (2020) <i>Corporate and Personal Insolvency Law</i> 2nd edition Taylor & Francis Ltd. ISBN 978-1859417720
Process Improvement - Monitor & Review Business Processes	CICM (2024) Process Improvement study guide	Harrington, H.J. (2011) <i>Streamlined process improvement</i> . The Breakthrough Strategy to reduce costs, improve quality, increase customer satisfaction and boost profits, New York: McGraw-Hill. ISBN: 978-0071768634 (Kindle ASIN: B005EPU8WG)
		Boutros. T. & Cardella, J. (2016) <i>The Basics of Process Improvement</i> , Productivity Press, ISBN 9781498719889 (Kindle ASIN: B01EUQFXGU)
Strategic Communications and Leadership	CICM (2024) Strategic Communications and Leadership study guide	Lynch, R. (2024) <i>Strategic Management</i> 10th edition, Pearson Publishing. ISBN 978-1529672558
		Mullins, L. and Rees, G. (2023) <i>Management and Organisational Behaviour</i> 13th edition, Pearson Publishing. ISBN 978-1292422381
		Whittington, R. (2023) <i>Exploring Strategy, Text & Cases</i> 13th edition, Pearson Publishing. ISBN 978-1292428741
Strategic Planning	CICM (2024) Strategic Planning study guide	Lynch, R. (2024) <i>Strategic Management</i> 10th edition, Pearson Publishing. ISBN 978-1529672558
		Mullins, L. and Rees, G. (2023) <i>Management and Organisational Behaviour</i> 13th edition, Pearson Publishing. ISBN 978-1292422381
		Whittington, R. (2023) <i>Exploring Strategy, Text & Cases</i> 13th edition, Pearson Publishing. ISBN 978-1292428741

CICM Reading List 2024

CICM recommends supplemental reading for higher level learners and those who are studying without the support of a coach or tutor. This reading list gives an indication of the topic and depth of study for each unit. This does not dictate a need to purchase any or all of the specific books in the list and is intended as a guide to your wider research.

If you are unable to source a suggested book, here are some tips that may help you:

- Look for an earlier edition of the suggested book. For most of the topics, these will be sufficiently in date to support your study
- Check the bibliography at the back of your CICM study text for more research options
- Don't limit yourself to books. Consider online sources and academic papers too
- Visit a library and a quality bookstore, and ask at the counter for help. They're used to pairing students with materials.
- Read the write ups and extract pages on online book selling sites, to weigh up comparable texts. Amazon, for instance, will recommend similar texts when you start searching online
- Consider joining an e-book subscription for the duration of your studies, which can work out cheaper. Many research books can be accessed on Kindle and Audible, for instance
- Check used book sites such as World of Books or Vinted, for past copies of the books you want
- Stay close to your CICM student community. There are likely to be past students with books to spare. Join the Linked In "Student Connect" group and ask at your local CICM branch.
- Ask for advice at the CICM Credit Academy by emailing creditacademy@cicm.com or telephoning 01780 722900.

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Level 5 advanced qualification in Credit and Collections Management		
UNIT STUDIED	ESSENTIAL RECOMMENDED RESOURCES	SUGGESTED WIDER READING
Advanced Credit Risk Management	CICM (2024) Advanced Credit Risk Management study guide	Lynch, R. (2024) <i>Strategic Management</i> 10th edition, Pearson Publishing. ISBN 978-1529672558
		Pettinger, R. (2012) <i>Management – a concise introduction</i> . Palgrave Macmillan, New York ISBN:978-0-230-28535-4
		Park, N. E. (2020) <i>Mastering Risk Management Strategies for Success : Effective Techniques for Mitigating Risks and Achieving Lasting Business Triumph</i> , 1st ed., independent publisher. ISBN 979-8871585795
		FOR CONSUMER Duffie, D. and Singleton, K. (2008) <i>Credit Risk Pricing, Measurement and Management</i> , New Age International Pvt Ltd Publishers. ISBN 978-8122421682
Compliance with Legal, Regulatory, Ethical and Social Requirements	CICM (2024) Compliance with legal, regulatory, ethical and social requirements study guide	Lynch, R. (2024) <i>Strategic Management</i> 10th edition, Pearson Publishing. ISBN 978-1529672558
		Mullins, L. and Rees, G. (2023) <i>Management and Organisational Behaviour</i> 13th edition, Pearson Publishing. ISBN 978-1292422381
Legal Proceedings & Insolvency	CICM (2024) Legal Proceedings & Insolvency study guide	Reeves, A (2014) <i>How to Make Successful Small Claims</i> ISBN 9781291890730
		Keay, A. & Walton, P. (2020) <i>Insolvency Law Corporate and Personal</i> , 5th edition, Jordan Publishing, Lexis Nexis. ISBN 9781474317269
		Tolmie, F. (2020) <i>Corporate and Personal Insolvency Law</i> 2nd edition Taylor & Francis Ltd.
Process Improvement - Monitor & Review Business Processes	CICM (2024) Process Improvement study guide	Harrington, H.J. (2011) <i>Streamlined process improvement</i> . The Breakthrough Strategy to reduce costs, improve quality, increase customer satisfaction and boost profits, New York: McGraw-Hill. ISBN: 9780071768634 (Kindle ASIN: B005EPU8WG)
		Boutros. T. & Cardella, J. (2016) <i>The Basics of Process Improvement</i> , Productivity Press, ISBN 9781498719889 (Kindle ASIN: B01EUQFXGU)
		Pachelo, M. (2021) <i>Process Improvement and Quality Management Toolbox: Guides and Tips</i> 1st ed. Independent Publishing
Strategic Communications and Leadership	CICM (2024) Strategic Communications and Leadership study guide	Lynch, R. (2024) <i>Strategic Management</i> 10th edition, Pearson Publishing. ISBN 978-1529672558
		Mullins, L. and Rees, G. (2023) <i>Management and Organisational Behaviour</i> 13th edition, Pearson Publishing. ISBN 978-1292422381

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		Whittington, R. (2023) <i>Exploring Strategy, Text & Cases</i> 13th edition, Pearson Publishing. ISBN 978-1292428741
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Level 5 advanced qualification in Credit and Collections Management (cont'd.)		
UNIT STUDIED	ESSENTIAL RECOMMENDED RESOURCES	SUGGESTED WIDER READING
Strategic Planning	CICM (2024) Strategic Planning study guide	Lynch, R. (2024) <i>Strategic Management</i> 10th edition, Pearson Publishing. ISBN 978-1529672558
		Mullins, L. and Rees, G. (2023) <i>Management and Organisational Behaviour</i> 13th edition, Pearson Publishing. ISBN 978-1292422381
		Whittington, R. (2023) <i>Exploring Strategy, Text & Cases</i> 13th edition, Pearson Publishing. ISBN 978-1292428741