**Level 4 Diploma in High Court Enforcement**

**Frequently Asked Questions**

**How do I get started?**

First, you need to be registered as a Student Member with the High Court Enforcement Officers Association and a Studying Member with the CICM.

You need to apply for the programme through the HCEOA and are required to send your current CV with supporting evidence of your educational qualifications to the HCEOA Secretary secretary@hceoa.org.uk If it is unclear as to whether your educational qualifications are at Level 3, CICM can assess CVs and advise HCEOA on eligibility.

Registration with the CICM is a simple online process: [CICM Become a Member | Join Today](https://www.cicm.com/membership/join.html). Please do not hesitate to contact our Member Services Team on cicmmembership@cicm.com if you have any questions.

**Are there any entry requirements?**

Yes - the HCEO professional programme assumes that you have achieved a **minimum** of Level 3 qualifications in enforcement related areas, ideally through completion of qualifications in enforcement, law, credit management and/or consumer collections, for example CILEX or CICM.

Practical experience will involve the enforcement of Writs and therefore you will need to hold a Level 2 Award in Taking Control of Goods and enforcement agent’s certificate issued from local County Court to undertake the Level 4 Certificate of High Court Enforcement Practical Experience.

**What happens if I don’t hold a Level 3 qualification?**

If you do not currently hold a Level 3 qualification, we offer our [Level 3 Award in Advanced Enforcement](https://www.cicm.com/learning-development/qualifications/enforcement.html) or the [Level 3 Diploma in Credit and Collections](https://qualifications.cicm.com/explore/credit-management/intermediate-awards-diploma-acicm/standard-pathway/) to progress to the High Court Enforcement qualification.

* To achieve the **Level 3 Award in Advanced Enforcement** qualification, you need to pass one unit assessed by an assignment.
* To achieve the **Level 3 Diploma in Credit & Collections** you need to pass 4 units at Level 3 which can include the [Advanced Enforcement](https://qualifications.cicm.com/units/level-3-advanced-enforcement/) option. .

**Easy ways to get started on the Level 3 Diploma in Credit & Collections**

1. Register with the CICM.
2. Decide which [unit](https://qualifications.cicm.com/explore/credit-management/intermediate-awards-diploma-acicm/standard-pathway/) you would like to take first and how you will [study](https://qualifications.cicm.com/learner-support/study-methods/).
3. Purchase your study material if it is not included in your tuition fee.  See individual unit information for more detail.

Costs will differ depending on the study method chosen.  You do not need to purchase all study material at once and we recommend that you purchase each study guide when you’re ready to study.

**How do I start studying towards the Level 4 Diploma in High Court Enforcement?**

If you already hold a Level 3 qualification, the HCEOA will confirm to the CICM that you are eligible to start studying the Level 4 Diploma in High Court Enforcement.

Once you have completed your registration with CICM, you can decide with which unit you wish to start and your preferred study option.

The CICM Level 4 Diploma in High Court Enforcement is made up of 4 mandatory units:

* + Writs of Control - assignment
	+ Writs of Execution - assignment
	+ HCEO Fees and Accounting - assignment
	+ High Court Enforcement (Laws and Regulations) – exam

Please contact the CICM Awarding Body on awardingbody@cicm.com to request your assignment. This will be sent to you as a Word document via email with a [copy of the latest](https://www.cicm.com/learning-development/assessments/assignments.html):

* Level 4 assignment guidance
* Moderator’s feedback for the unit
* Information on how to enter and submit your assignment for marking.

**How can I study towards the Level 4 Diploma in High Court Enforcement?**

Study material is available for each [unit](https://www.cicm.com/wp-content/uploads/2023/03/HCE-syllabus-V1-2023.pdf) for independent unsupported study or supported distance learning is available through the CICM’s Learning Support Service. Please contact CICMmembership@cicm.com if you would like more details.

**How am I assessed?**

The High Court Enforcement qualifications are assessed by assignment-based assessments and one exam.  The exam is taken once you have passed the other units.  You can submit assignments four times a year, January, March, June and October and the assessment fee for these for 2025 is £130 per assessment.  Please click here for more information.

* [Assignment](https://www.cicm.com/learning-development/assessments.html)
* [Exam](https://www.cicm.com/learning-development/assessments/high-court-enforcement-exam.html)

**Level 4 Certificate in High Court Enforcement Practical Experience**

**What is the Level 4 Level 4 Certificate in High Court Enforcement Practical Experience**

The CICM Level 4 Certificate in High Court Enforcement Practical Experience aims to evidence that candidates have met the qualification requirements for enforcement work and verify their ability to carry out High Court Enforcement work in line with legal, regulatory and industry frameworks.

The qualification is a mandatory requirement for Enforcement Officers to apply to become an Authorised High Court Enforcement Officer and replaces the former High Court Enforcement Officers Association’s Logbook. Candidates can undertake the CICM Level 4 Certificate in High Court Enforcement Practice Experience at the same time as studying for the Level 4 Diploma in High Court Enforcement or start this qualification after they have achieved the Level 4 Diploma.

**Structure**

The CICM Level 4 Certificate in High Court Enforcement Practical Experience consists of a single, independently assessed unit which covers the following areas:

* Writs of Control
* Writs of Possession
* Organisational risk assessment
* High Court Enforcement (HCEO) fees and returns
* Practical experience
* Reflection activities
* Verification of minimum qualification requirements

**How long does it take to complete the Certificate?**

The Certificate takes approximately two years to build experience to complete, depending on prior experience. The qualification demonstrates the candidate’s practical ability to carry out High Court Enforcement work in line with legal, regulatory and industry frameworks and so evidence must be no older than 24 months.

**Where do I save the evidence of my experience?**

This is a portfolio of evidence that you compile to show your practical application of your knowledge.  There is no fee for you to be enrolled on this programme within CICM;’s Learning Management System, just an assessment fee when you are ready to submit all your evidence for review.

**When can I start compiling my portfolio?**

Candidates can have access to the online portfolio when they commence their studies and so could compile evidence while they are studying towards the CICM Level 4 Diploma in High Court Enforcement. However, candidates should be aware that evidence must be a maximum of 24 months old at the point of submission of your portfolio.