

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 (2024) Business Law study text	Adams, A. (2020) <i>Law for Business Students</i> , 11th edition, Pearson Publishing. ISBN: 978-1292272245
		Tillson, J. (2021) <i>Law Express: Consumer and Commercial Law</i> , 6th ed., Pearson Publishing, ISBN: 978-1292295770
		Finch, E. & Fafinski, S. (2021) <i>Law Express: Contract Law</i> , 7th ed., Pearson Publishing, ISBN: 978-1292295374
Consumer Collections	CICM (2024) Consumer Collections study text	FCA (2024) <i>Financial Conduct Authority Handbook</i> www.handbook.fca.org.uk (retrieved 12.02.24.)
		CPAG Welfare Rights (2022) <i>Debt Advice Handbook</i> 14th edition ISBN : 978-1910715734
Consumer Credit Management	CICM (2021) Consumer Credit Management study text	FCA (2024) <i>Financial Conduct Authority Handbook</i> , www.handbook.fca.org.uk (retrieved 12.02.24.)
		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 (2024) 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 (2022) 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 (2021) General Money and Debt Advice study guide	CPAG Welfare Rights (2022) <i>Debt Advice Handbook</i> 14th edition ISBN : 978-1910715734
Trade Credit Management	CICM (2022) Trade Credit Management study text	Bullivant, G. (2010) <i>The Credit Management Handbook</i> , 6th ed. Gower Publishing, Aldershot. ISBN: 9780566088438 (Kindle ASIN B01FMKURUU)

CICM Reading List 2024

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>

CICM Reading List 2024

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
		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

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