

## CICM Reading List 2019

*Note items in italics are those that differ from the 2018 list*

### Level 3 intermediate qualification in Credit Management / Credit Control and Collections

UNIT STUDIED	ESSENTIAL RECOMMENDED RESOURCES	SUGGESTED WIDER READING
<b>Accounting Principles</b>	<i>CICM (2020) Accounting Principles study text; Oakham</i>	Cox, D. (2017) Business Accounts (Accounting and Finance), 5th edition, Osborne Books Ltd. ISBN 9781911198147
		<i>Atrill, P. &amp; McLaney, E. (2018) Accounting and Finance for non-specialists, 11th edition, Pearson Publishing ISBN: 978-1292244013 (Kindle ASIN: B07RX4NBQ5)</i>
<b>Business Environment</b>	<i>CICM (2020) Business Environment study text; Oakham</i>	<i>Worthington, I. and Britton, C. (2018) The Business Environment 8th edition, Prentice Hall ISBN: 9781292174358</i>
		Cole, G. A and Kelly, P. (2015) Management Theory and Practice 8th edition, Cengage learning: EMEA ISBN: 9781408095270
<b>Business Law</b>	<i>CICM (2020) Business Law study text; Oakham</i>	Riches, C. and Allen, V. (2013) Keenan and Riches Business Law ,11th edition, Pearson Publishing ISBN: 9781447922933 (Kindle ASIN B00IZI5WWK)
		<i>Adams, A. (2018) Law for Business Students, 10th edition, Pearson Publishing. ISBN: 978-1292208428</i>
		Finch, E. and Fafinski, S. (2018) Law Express Contract Law, 6th edition, Pearson Publishing, ISBN: 9781292210124
<b>Consumer Collections</b>	<i>CICM (2020) Consumer Collections study text; Oakham</i>	FCA Handbook( <a href="http://www.handbook.fca.org.uk/">www.handbook.fca.org.uk/</a> )
<b>Consumer Credit Management</b>	<i>CICM (2020) Consumer Credit Management study text; Oakham</i>	FCA Handbook( <a href="http://www.handbook.fca.org.uk/">www.handbook.fca.org.uk/</a> )
<b>Credit Management (trade,export, consumer)</b>	<i>CICM (2020) Credit Management study text; Oakham</i>	Bullivant, G (2010) Credit Management 6th Edition ISBN: 9780566088438 (Kindle ASIN B01FMKURUU)
<b>Export Credit Management</b>	<i>CICM (2020) Export Credit Management study text; Oakham</i>	Bullivant, G (2010) Credit Management 6th Edition ISBN: 9780566088438 (Kindle ASIN B01FMKURUU)
<b>Trade Credit Management</b>	<i>CICM (2020) Trade Credit Management study text; Oakham</i>	Bullivant, G (2010) Credit Management 6th Edition ISBN: 9780566088438 (Kindle ASIN B01FMKURUU)

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### Level 3 intermediate qualification in Money and Debt Advice

UNIT STUDIED	ESSENTIAL RECOMMENDED RESOURCES	SUGGESTED WIDER READING
<b>Money and Debt Advice</b>	<i>CICM (2018) General Money and Debt Advice study guide; Oakham</i>	CPAG (2017) Debt Advice Handbook, Child Poverty Action Group 12th edition ISBN: 9781910715253

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<b>Level 4 qualification in High Court Enforcement</b>		
<b>UNIT STUDIED</b>	<b>ESSENTIAL RECOMMENDED RESOURCES</b>	<b>SUGGESTED WIDER READING</b>
<b>HCEO Fees &amp; Accounting</b>	CICM (2017) HCEO Fees and Accounting study guide; Oakham	Cox, D. (2017) Business Accounts (Accounting and Finance), 5th edition, Osborne Books Ltd. ISBN 9781911198147 Keith, J.A. Podevin, W.B. & Claire Sandbrook (1996) The Execution of Sheriff's Warrants; 2nd edition, High Court Enforcement Association (Red Book)
<b>HCEO Introduction to HCEO</b>	CICM (2017) Introduction to HCEO study guide; Oakham	High Court Enforcement Association (2004) Statutory Instruments 2004 No. 400 SUPREME COURT OF ENGLAND AND WALES The High Court Enforcement Officers Regulations 2004
	<i>Keith, J.A. Podevin, W.B. &amp; Claire Sandbrook (2011) The Execution of Sheriff's Warrants; 2nd edition amended by Wilson et al, High Court Enforcement Association (Red Book)</i>	High Court Enforcement Association (2011) HCEO Code of Practice
	White book team (2018) The White Book - Rules of Supreme Court Practice Volumes 1- 3 1998 as amended <a href="http://www.sweetandmaxwell.co.uk/whitebook">www.sweetandmaxwell.co.uk/whitebook</a>	Allinson, S. (2016) Enforcement of a Judgment; 12th Edition, Sweet and Maxwell
<b>HCEO Less Common Writs</b>	CICM (2017) HCEO Less Common Writs study guide; Oakham	High Court Enforcement Association (2004) Statutory Instruments 2004 No. 400 SUPREME COURT OF ENGLAND AND WALES The High Court Enforcement Officers Regulations 2004
	White book team (2018) The White Book - Rules of Supreme Court Practice Volumes 1- 3 1998 as amended <a href="http://www.sweetandmaxwell.co.uk/whitebook">www.sweetandmaxwell.co.uk/whitebook</a>	Allinson, S. (2016) Enforcement of a Judgment; 12th Edition, Sweet and Maxwell
	<i>Keith, J.A. Podevin, W.B. &amp; Claire Sandbrook (2011) The Execution of Sheriff's Warrants; 2nd edition amended by Wilson et al, High Court Enforcement Association (Red Book)</i>	High Court Enforcement Association (2011) HCEO Code of Practice
<b>HCEO Transfer up to High Court</b>	CICM (2017) HCEO Transfer up to High Court study guide; Oakham	Allinson, S. (2016) Enforcement of a Judgment; 12th Edition, Sweet and Maxwell
	White book team (2018) The White Book - Rules of Supreme Court Practice Volumes 1- 3 1998 as amended <a href="http://www.sweetandmaxwell.co.uk/whitebook">www.sweetandmaxwell.co.uk/whitebook</a>	

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### Level 4 qualification in High Court Enforcement (continued)

UNIT STUDIED	ESSENTIAL RECOMMENDED RESOURCES	SUGGESTED WIDER READING
<b>HCEO Writs of Control</b>	CICM (2017) HCEO Writs of Control study guide; Oakham <i>Execution of Sheriff's Warrants; 2nd edition amended by Wilson et al, High Court Enforcement Association (Red Book)</i>	High Court Enforcement Association (2004) Statutory Instruments 2004 No. 400 SUPREME COURT OF ENGLAND AND WALES The High Court Enforcement Officers Regulations 2004
	White book team (2018) The White Book - Rules of Supreme Court Practice Volumes 1- 3 1998 as amended <a href="http://www.sweetandmaxwell.co.uk/whitebook">www.sweetandmaxwell.co.uk/whitebook</a>	High Court Enforcement Association (2011) HCEO Code of Practice
		Allinson, S. (2016) Enforcement of a Judgment; 12th Edition, Sweet and Maxwell
<b>HCEO Writs of Possession</b>	CICM (2018) HCEO Writs of Possession study guide: Oakham	High Court Enforcement Association (2004) Statutory Instruments 2004 No. 400 SUPREME COURT OF ENGLAND AND WALES The High Court Enforcement Officers Regulations 2004
	<i>Keith, J.A. Podevin, W.B. &amp; Claire Sandbrook (2011) The Execution of Sheriff's Warrants; 2nd edition amended by Wilson et al, High Court Enforcement Association (Red Book)</i>	High Court Enforcement Association (2011) HCEO Code of Practice
	White book team (2018) The White Book - Rules of Supreme Court Practice Volumes 1- 3 1998 as amended <a href="http://www.sweetandmaxwell.co.uk/whitebook">www.sweetandmaxwell.co.uk/whitebook</a>	Allinson, S. (2016) Enforcement of a Judgment; 12th Edition, Sweet and Maxwell

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### Level 5 advanced qualification in Credit Management / Credit Control and Collections Management

UNIT STUDIED	ESSENTIAL RECOMMENDED RESOURCES	SUGGESTED WIDER READING
<b>Advanced Credit Risk Management</b>	CICM (2018) Advanced Credit Risk Management study guide	Holmes, A. (2004) Smart Risk 1st ed. Capstone, Chichester ISBN: 9781841125077
		Hopkin, P. (2013) Risk Management, Kogan Page; ISBN: 9780749468385 (Kindle ASIN: B00C9IQTNS)
		Joseph, C. (2013) Advanced Credit Risk - Analysis and Management, 1st edition, Wiley & Sons ISBN: 9781118604915 (Kindle ASIN: B00CJ9FVGS)
		Pettinger, R (2012) Management: A Concise Introduction , 1st edition; Palgrave Macmillan ISBN: 9780230285354
<b>Compliance with Legal, Regulatory, Ethical and Social Requirements</b>	CICM (2018) Compliance with legal, regulatory, ethical and social requirements study guide	Holmes, A. (2004) Smart Risk 1st ed. Capstone, Chichester ISBN: 9781841125077
		Hopkin, P. (2013) Risk Management, Kogan Page; ISBN: 9780749468385
		Pettinger, R (2012) Management: A Concise Introduction , 1st edition; Palgrave Macmillan ISBN: 9780230285354
<b>Legal Proceedings &amp; Insolvency</b>	CICM (2018) Legal Proceedings & Insolvency study guide	Keay, A. & Walton, P. (2017) Insolvency Law Corporate and Personal, 4th edition, Jordan Publishing Ltd. Bristol. ISBN 9781784733094
		Reeves, A (2014) How to Make Successful Small Claims ISBN 9781291890730
<b>Process Improvement - Monitor &amp; Review Business Processes</b>	CICM (2018) Process Improvement study guide	Boutros. T. & Cardella, J. (2016) The Basics of Process Improvement, Productivity Press, ISBN 9781498719889 (Kindle ASIN: B01EUQFXGU)
		Harrington, H.J. (2011) Streamlined process improvement. The Breakthrough Strategy to reduce costs, improve quality, increase customer satisfaction and boost profits , New York: McGraw-Hill. ISBN: 9780071768634 (Kindle ASIN: B005EPU8WG)
		Morgan, J. & Brenig-Jones, M. (2015) Lean Six Sigma for Dummies ; 3rd revised edition Wiley, West Sussex. ISBN: 9781119067351

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### Level 5 advanced qualification in Credit Management / Credit Control and Collections Management (continued)

UNIT STUDIED	ESSENTIAL RECOMMENDED RESOURCES	SUGGESTED WIDER READING
<b>Strategic Communications and Leadership</b>	CICM (2017) Strategic Communications and Leadership study guide	Gamble, J.E., Peteraf, M. and Thompson, A.A. (2015) Essentials of Strategic Management. The quest for Competitive Advantage , 4th edition for international students, McGraw- Hill Irwin ISBN: 9781259094842 <i>Note more recent editions are US only and do not cover international subject material</i>
		Jones, P. (2007) Managing for performance. Delivering results through others. Harlow: Pearson Education Limited ISBN: 9780273703549
		Pettinger, R (2007) Introduction to Management , 4th edition; Palgrave Macmillan ISBN: 9780230000384
<b>Strategic Planning</b>	CICM (2017) Strategic Planning study guide	Gamble, J.E., Peteraf, M. and Thompson, A.A. (2015) Essentials of Strategic Management. The quest for Competitive Advantage , 4th edition for international students, McGraw- Hill Irwin ISBN: 9781259094842 <i>Note more recent editions are US only and do not cover international subject material</i>
		Pettinger, R (2007) Introduction to Management , 4th edition; Palgrave Macmillan ISBN: 9780230000384
		Porter, M.E. (2004) Competitive Strategy: Techniques for Analyzing Industries and Competitors , Free Press export edition ISBN: 978-0743260886 (Kindle ASIN B003YCQ8CA)