

## REVALIDATION OF INDIVIDUAL ACCREDITED STATUS FELLOW LEVEL

PERSONAL DETAILS OF CANDIDATE		PERSONAL DETAILS OF APPRAISER	
Surname		Surname	
First names		First names	
Name of firm		Name of firm	
Address		Address	
APIL membership no		APIL membership no (if appropriate)	
Signed		Relationship of appraiser to candidate	
Date			

### 1. Involvement with the conduct and management of personal injury work

I confirm that:	Initials
<ul style="list-style-type: none"> <li>• the candidate continues to be engaged in the practice and management of personal injury law, and that he or she is recognised as being in a position of professional and intellectual leadership in the field.</li> </ul>	

### 2. Adverse incidents

The following are regarded as adverse incidents:

- Any matter giving rise to a formal complaint to the regulator, which was upheld by the regulator.
- Any matter giving rise to a claim on the firm's indemnity insurance.
- Any matter which led an ATE insurer to limit the extent of its delegated authority to the firm.
- Any judicial criticism of the way in which a matter was handled.

I confirm that:	(please sign only one)	Initials
<ul style="list-style-type: none"> <li>no adverse incidents have arisen from the work of the candidate in the last five years*; or that</li> </ul>		
<ul style="list-style-type: none"> <li>an adverse incident arose from the work of the candidate, details of which are given on the attached sheet, but that I am satisfied that appropriate lessons have been learned from it, and it is unlikely to recur; or that</li> </ul>		
<ul style="list-style-type: none"> <li>an adverse incident arose from the work of the candidate, details of which are given on the attached sheet, and the matter is continuing.</li> </ul>		

(Delete as appropriate) \*The accredited member to inform APIL of any adverse incidents, at previous firms, which occurred within the last five years.

### 3. Maintaining high standards of professional conduct

The following are regarded as behaviours demonstrating the maintenance of high standards of professional conduct:

- At all times you act in a manner which reflects your duty to act in the best interests of your client, and your duty to the court.
- You conduct all of your work to a proper professional standard and safeguard your independence and integrity as a lawyer.

I confirm that:	Initials
<ul style="list-style-type: none"> <li>the candidate continues to display the above behaviours.</li> </ul>	

### 4. Professional development

The following are regarded as behaviours demonstrating effective professional development:

- You are active in providing professional and intellectual leadership in personal injury law, through publication and presentations at conferences and in training sessions; or through leadership of complex and/or multi track cases.
- You reflect regularly on your own and others' experiences, and use this to inform future action.

I confirm that:	Initials
<ul style="list-style-type: none"> <li>the candidate continues to display the above behaviours.</li> </ul>	

## 5. Management

The following are regarded as behaviours demonstrating effective management:

- You seek constantly to improve performance.
- You set demanding but realistic objectives for yourself and others.
- You encourage and support others to make the best use of their abilities.
- You recognise and value diversity.

I confirm that:	Initials
<ul style="list-style-type: none"><li>• the candidate continues to display the above behaviours.</li></ul>	

## 6. Effective communication

The following are regarded as behaviours demonstrating effective communication:

- You present information clearly, concisely, accurately and in ways which promote understanding.
- You adapt your communication and leadership styles to different people and situations.

I confirm that:	Initials
<ul style="list-style-type: none"><li>• the candidate continues to display the above behaviours.</li></ul>	

## 7. Leadership

The following is regarded as behaviour demonstrating leadership:

- You take and implement difficult or unpopular decisions, where this is necessary.
- You respond quickly to crises and problems with a considered course of action.
- You recognise changes in circumstances promptly, and adjust plans and activities accordingly.
- You take personal responsibility for making things happen.

I confirm that:	Initials
<ul style="list-style-type: none"><li>• the candidate continues to display the above behaviours.</li></ul>	

## 8. File review

I confirm that:	Initials
<ul style="list-style-type: none"> <li>I have reviewed a sample of the files of the candidate and I have found the advice offered to clients to be adequate and appropriate.</li> </ul>	

## CONCLUSION

I have conducted a face-to-face appraisal with the candidate and I have reviewed with him/her the quality of their professional and managerial work.

In the light of this review:

EITHER\*

	Signed	Date
I recommend that the candidate be revalidated by APIL as a Fellow		

OR\*

	Signed	Date
I cannot recommend revalidation because:		
<ul style="list-style-type: none"> <li>There is an outstanding adverse incident, details of which are given on the attached sheet.</li> </ul>		
<ul style="list-style-type: none"> <li>My review of the candidate's files discloses inadequate or inappropriate advice to clients, anonymised details of which are given on the attached sheet.</li> </ul>		
<ul style="list-style-type: none"> <li>I am not satisfied that those of the behaviours in 3 – 7 above, which I have <u>not</u> initialled, are adequately displayed, for the reasons given on the attached sheet.</li> </ul>		
<ul style="list-style-type: none"> <li>The candidate no longer holds the managerial responsibilities to provide evidence of effective deployment of the behaviours in 5 and 7 above.</li> </ul>		

\*Delete as appropriate