

APIL CORPORATE ACCREDITATION SCHEME

**CORPORATE MEMBERSHIP FOR SOLICITORS' PRACTICES
SUMMARY OF CRITERIA FOR ACCREDITATION**

THE ORGANISATION

The accredited organisation or office must be a solicitors' practice, or an individual office of such a practice

- *The organisation or office is listed on the register of firms of solicitors, or other permitted bodies, maintained by the Solicitors Regulation Authority.*
- *The organisation or office is listed by the Solicitors Regulation Authority as the practising address of those solicitors who are the accredited members named in the application for accreditation.*

Name of firm: _____

Office address: _____

Website: _____

Please tick if your firm has been awarded with Lexcel accreditation

Please indicate how many personal injury and clinical negligence fee earners that are employed within your office

Please enter number

(In the case of organisations with a number of offices, each appropriate office at each firm is required to apply for accreditation separately.)

ACCREDITED MEMBERS

The accredited organisation or office must have at least one individual who is accredited as a Senior Litigator (or higher) for every ten fee earners, and who has personal responsibility for the supervision and management of personal injury work conducted in the organisation

- *The organisation or office seeking accreditation must have within it at least one member who is accredited as a Senior Litigator (or higher) for every ten fee earners and who has personal responsibility for personal injury work carried out in the organisation or office*

Please confirm by ticking the box

Please provide the names of those who are APIL Litigators:

Total number of APIL Litigators

Please provide the names of those who are APIL Senior Litigators:

Total number of APIL Senior Litigators

Please provide the names of those who are APIL Fellows:

Total number of APIL Fellows

Please provide the names of those who are APIL Senior Fellows:

Total number of APIL Senior Fellows

SUPERVISION

The accredited organisation or office has effective arrangements for the supervision of all lawyers undertaking personal injury work

Please tick those applicable to you

- | | Yes | No |
|---|--------------------------|--------------------------|
| • Any Fellows are responsible for the personal supervision of no more than ten Senior Litigators | <input type="checkbox"/> | <input type="checkbox"/> |
| • Senior Litigators are responsible for the personal supervision of no more than ten Litigators | <input type="checkbox"/> | <input type="checkbox"/> |
| • Litigators are responsible for the personal supervision of no more than ten other support staff | <input type="checkbox"/> | <input type="checkbox"/> |
| • Adequate training in supervision and management is provided to all Litigators, Senior Litigators and fellows with supervisory responsibilities | <input type="checkbox"/> | <input type="checkbox"/> |
| • There is effective and regular appraisal of staff, making use (where appropriate) of the APIL Standards of Competence as a tool to assist in the planning of training and development | <input type="checkbox"/> | <input type="checkbox"/> |
| • The senior management of the organisation as a whole is well-informed about and supportive of the personal injury function | <input type="checkbox"/> | <input type="checkbox"/> |

Please confirm by ticking the appropriate boxes

PERSONAL COMPETENCE

All fee earning staff within the accredited organisation or office provide advice to clients that is complete and of good quality, take appropriate decisions at key stages of litigation, and maintain their files in good order

Through regular file reviews, the accredited organisation or office should satisfy itself as to:

- | | Yes | No |
|--|--------------------------|--------------------------|
| • The quality and completeness of advice given to the client` | <input type="checkbox"/> | <input type="checkbox"/> |
| • The adequacy of the range of options considered at key stages of litigation, and the appropriateness of the option selected | <input type="checkbox"/> | <input type="checkbox"/> |
| • Whether the decisions taken by the fee earner lie within the range of reasonable decisions, having regard to the applicable law, and the facts and merits of the case | <input type="checkbox"/> | <input type="checkbox"/> |
| • Whether the file has been maintained in good order and in accordance with the policies of the firm, such that it could be taken over without difficulty, if necessary, by another fee earner | <input type="checkbox"/> | <input type="checkbox"/> |

The following evidence must be available:

- | | | |
|--|--------------------------|--------------------------|
| • The files of all fee earners are subject to review which addresses the quality of the legal work undertaken | <input type="checkbox"/> | <input type="checkbox"/> |
| • Such reviews address the bulleted points above | <input type="checkbox"/> | <input type="checkbox"/> |
| • Appropriate action is taken to address any shortcomings, both to protect the interests of the client and to remedy any inadequacies of performance by the fee earner | <input type="checkbox"/> | <input type="checkbox"/> |

Please confirm by ticking the appropriate boxes

TRAINING AND DEVELOPMENT

The accredited organisation or office makes use of the APIL standards of competence in developing its fee earning staff. It ensures that all of its accredited members and other staff are provided with training and development opportunities to enable them to keep up-to-date, to develop their skills and knowledge, and to meet the needs of clients

- | | Yes | No |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> The personal development of all fee earners is based upon the achievement of the competencies in the relevant APIL standards. For those in general PI these are the Litigator and Senior Litigator standards. For paralegals and others processing claims through the Portal, the Portal Claims Handler standard is relevant. Those undertaking specialist work in areas such as Clinical Negligence should have personal development based upon the relevant specialist standard. The relevant Candidate Portfolio may be used for these purposes, even if it is not intended to submit an individual for personal accreditation. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> All accredited members undertake a minimum of 16 hours APIL accredited personal injury training annually, including attendance on at least one APIL accredited personal injury update course lasting six hours or the equivalent in individual sessions. Personal injury update training must cover the very latest in the four key areas of procedure, quantum, liability and funding | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> All accredited members devote a minimum of three hours per month to reading current and relevant case reports and keep a record of this in their personal training logs | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> All accredited members attend a training course, or take part in developmental activity, designed to maintain and enhance client care, at least once every five years | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> All accredited members maintain a personal training log, which includes course attendance, distance learning, writing and delivering | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> The organisation or office subscribes to recognised PI publications as recommended above and makes these publications available to all fee earning staff | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> The organisation or office manages the workload of fee earning staff so as to provide for time to be spent on reading current and relevant case reports | <input type="checkbox"/> | <input type="checkbox"/> |

Please confirm by ticking the appropriate boxes

MONITORING

The accredited organisation or office submits to monitoring of its performance by APIL.

- | | Yes | No |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> The organisation or office will cooperate fully with APIL monitoring | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> The organisation or office will include in the firm's standard letter of engagement a provision that will permit (unless the client opts out) inspection of client files for the purpose of monitoring by APIL. | <input type="checkbox"/> | <input type="checkbox"/> |

Sample wording is available and will be forwarded upon receipt of application or upon request

Please confirm by ticking the appropriate boxes

QUALITY ASSURANCE

The accredited organisation or office has in place effective arrangements to assure the quality of its legal work

	Yes	No
• The organisation or office has properly documented processes for progressing matters through the stages of litigation, in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>
• The organisation or office has arrangements in place, which enable a second opinion to be brought to bear on a matter, where this is appropriate	<input type="checkbox"/>	<input type="checkbox"/>
• The organisation or office has arrangements in place for files to be reviewed at key stages, and for a small random sample of all files to be reviewed periodically	<input type="checkbox"/>	<input type="checkbox"/>
• Properly documented procedures are in place for the authorisation of key steps in litigation	<input type="checkbox"/>	<input type="checkbox"/>
• Procedures are in place for a review, by a person other than the fee earner, of files on which there has been no movement within a specified period.	<input type="checkbox"/>	<input type="checkbox"/>

Please confirm by ticking the appropriate boxes

CLIENT CARE

The accredited organisation or office maintains high standards of client care

	Yes	No
• Every accredited member within the organisation or office has signed an undertaking to abide by the APIL code of conduct	<input type="checkbox"/>	<input type="checkbox"/>
• Every accredited member within the organisation or office has signed an undertaking to abide by the APIL consumer charter	<input type="checkbox"/>	<input type="checkbox"/>
• Training in customer care is provided to all staff with "first point of contact" responsibilities, including telephonists and receptionists, and this is recorded in training logs	<input type="checkbox"/>	<input type="checkbox"/>

Please confirm by ticking the appropriate boxes

Please provide the name of client care representative _____

ACCREDITATION FEES

Annual fees for corporate accreditation:

Standard rate for each office of each firm - £225.00 + VAT

Concessionary rate for sole practitioners - £150.00 + VAT
(Sole fee earner at firm)

Fees for in-house accreditation (optional):

To accrue APIL accredited hours through personal injury training delivered within your organisation or office

Annual assessment per office - £225.00 + VAT

Each office of each organisation must apply separately for the above accreditation schemes

Please make cheques payable to APIL

DECLARATION

Corporate accreditation

I confirm that we wish to apply for corporate accreditation in accordance with the above criteria and will notify APIL if our circumstances change.

Being authorised by my firm so to do, I hereby confirm that we are in compliance with those criteria that place obligations upon the firm with respect to supervision, training, client care, and the maintenance of procedures, and I undertake that the firm will remain in compliance with the same.

I acknowledge that APIL may monitor our compliance with these criteria.

I agree to be bound by the rules relating to use of the APIL accredited logo.

I agree that the firm will offer a free initial consultation to members of the public

Sole Practitioners only

I am a sole practitioner and the only fee earner at this firm.

In-house accreditation

I wish to apply for in-house accreditation and agree to be bound by the rules relating to in-house accreditation

Please tick applicable boxes

Name of applicant _____ Date _____

Signature of applicant _____