



## ACCREDITATION OF EXTERNAL PROVIDERS

### BENEFIT

#### Attract APIL members to your PI training

By accrediting your PI events, you will attract APIL members seeking to fulfil their training commitments. All accredited APIL members need to accrue 16 hours' personal injury training, through APIL accredited training, annually.

APIL accreditation for other PI training providers enables our members to have more choice and flexibility in how they complete their training.

### FEATURE

#### A mark of the quality of your PI training

Each event should be advertised stating the number of APIL CPD hours.

The words "Accredited by APIL Training" may be used once only in your marketing.

A list of your accredited events will be displayed on the APIL web site.

### ACCREDITATION

#### Levels of accredited membership

APIL has four accreditation levels of entry:

- Litigator – usually up to five years' PI experience, working under supervision
- Senior litigator – usually with a minimum of five years' PI experience
- Fellow – usually over ten years' experience
- Senior fellow – usually over fifteen years' experience, the highest accolade demonstrating an outstanding contribution to PI law

#### Content

Information must be kept up-to-date and the date on which content was last updated clearly shown.

Course material must be written by a suitably qualified person and certified by that person as appropriate to the aims, objectives and intended learning outcomes of the event.

Course material must not infringe copyright guidelines

The number of CPD hours that can be attained should be shown clearly on all documentation.



## Training levels

Providers may organise their training across up to two of the above levels only, in order to meet the needs and experience of the delegate, e.g. litigator/senior litigator or senior litigator/fellow (fellow and senior fellow being considered as one level).

For general update courses and conferences accreditation can normally be given to cover all APIL levels.

## Criteria

Training must include:

- clear learning objectives
- clear learning outcomes
- specialist significance for personal injury lawyers
- an element of interactive training/workshops and/or Q & A sessions

## Policy


- All external providers must apply to APIL on an annual basis for acceptance as an APIL accredited training provider
- Upon acceptance, APIL accreditation will be given only on an event by event basis.

## Procedure

Applications must be submitted one month in advance if applying for accreditation before an event has run. If applying retrospectively applications must arrive no later than one month after the event/webinar first ran. The following information must be provided to APIL before accreditation can be considered:

- Title of event
- Definition of event - course/conference/workshop/seminar
- Date(s) of event
- Number of CPD hours
- Number of workshops/quizzes/Q & A sessions
- APIL accreditation levels – target audience
- Objectives
- Expected learning outcomes
- Details of speakers/trainers and their biographical details
- Programme
- Copy of proposed marketing
- For accreditation of Personal Injury Update courses, full course materials must be provided with the accreditation application in order for the course to be assessed

All information provided will be treated confidentially by an independent assessor. If, on review of this information, APIL is not fully satisfied that the required standards are being met, accreditation will not be given and fees will not be refunded.



Accreditation of an event series will last no longer than 6 months, after which re-accreditation must be sought.

Re-accreditation must be sought for any course which has been updated and/or amended from the original accredited version.

All information must be provided on the application form, accompanied by the fee, before it can be processed and accredited.

CPD signing may only take place during or after afternoon tea break. Any delegates signing before these times will be exempt from claiming their APIL hours.

## Evaluation

All events must be evaluated. Ad hoc monitoring of feedback forms will take place. APIL may ask for the feedback to be submitted for any event that has run.

## Monitoring

- Ad hoc monitoring of course/conference materials will also take place and we may ask for a full set of materials to be provided for a particular event.
- An assessor may wish to attend an event for part or all of the day to monitor objectives against the actual programme.
- APIL undergoes regular monitoring of members' training logs.
- Delegate/attendance lists/records must be kept of those who have attended the course and should be kept for a minimum of two years. APIL may ask to view these from time to time. (Please be mindful of this when considering your GDPR requirements).

## Cessation of accreditation

APIL may terminate an accredited event, if:

- it appears to be detrimental in any way to those partaking or to the profession
- it does not meet with APIL's criteria
- it is no longer relevant due to out dated information
- annual fees are not paid
- the provider enters into liquidation, administration or receivership