

APIL CORPORATE ACCREDITATION SCHEME

APPLICATION FOR 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 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: _____

How many PI and clinical negligence fee earners do you employ in your organisation or office?

Please enter number

Please tick if your firm has been awarded with Lexcel accreditation

(In the case of firms with a number of branches, each appropriate branch at each firm must apply for accreditation.)

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.

Name of senior litigator (or higher) _____

Name of applicant (if different) _____

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*

Name of client care representative

_____ (APIL senior litigator or above)

TRAINING AND DEVELOPMENT

The accredited organisation or office 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 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| • All APIL accredited members undertake a minimum of 16 hours APIL accredited training annually, including six hours of APIL accredited personal injury update training. | <input type="checkbox"/> | <input type="checkbox"/> |
| • All accredited members devote a minimum of three hours per month to reading current and relevant case reports. | <input type="checkbox"/> | <input type="checkbox"/> |
| • All accredited members should 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"/> |
| • All accredited members maintain a personal training log, which includes course attendance and reading. | <input type="checkbox"/> | <input type="checkbox"/> |
| • The organisation or office subscribes to recognised PI publications, for example JPIL, Kemp & Kemp and makes these publications available to all fee earning staff. | <input type="checkbox"/> | <input type="checkbox"/> |
| • 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*

SUPERVISION

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

- | | 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"/> |
| • Properly documented procedures are in place for the authorisation of key steps in litigation. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Adequate training in supervision and management is provided to all litigators and senior with litigators supervisory responsibilities. | <input type="checkbox"/> | <input type="checkbox"/> |
- Please confirm by ticking the appropriate boxes*

Please provide the names of those who are APIL litigators:

Please provide the names of those who are APIL senior litigators:

Please provide the names of those who are APIL fellows:

Please provide the names of those who are APIL senior fellows:

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 mechanisms for internal case review, which enable a second opinion to be brought to bear on a matter, where this is appropriate. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Name the person with overall responsibility within the PI department for ensuring that file reviews are carried out: | | |

Please confirm by ticking the appropriate boxes

MONITORING

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

- An undertaking from a duly authorised officer of the organisation or office that it will cooperate fully with APIL monitoring.

ACCREDITATION FEES

Annual fees for corporate accreditation:

Initial assessment and reassessment per branch
£225.00 + VAT

Annual renewal per branch
£225.00 + VAT

Organisations must apply for reassessment in the fourth year

Fees for in-house accreditation (optional):

To accrue APIL hours through training delivered within your organisation

Annual assessment/renewal per branch
£225.00 + VAT

Each branch of each organisation must apply for APIL accreditation

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 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.

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

Signed by applicant

Date