



## **ACCREDITATION OF DISTANCE LEARNING PROVIDERS**

APIL accredits organisations providing distance learning through the following means:

- Live update one-off webcasts or seminars
- Online regular modular training courses
- Paper based training programmes
- DVDs, videos, CDs, audio cassettes

The scheme for accreditation of distance learning is not intended for:

- Courses with individual elements or modules of over two hours
- Longer term learning programmes of more than 8 hours in total
- Learning involving reading only (the APIL corporate accreditation scheme makes separate provision for reading time)
- Courses requiring physical attendance (please see separate guidelines for accreditation of such courses)

### **BENEFITS**

#### **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' APIL accredited personal injury training annually, 25% of which may be acquired through distance learning.

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

An APIL accredited event demonstrates that it has met APIL's high quality standards laid down by APIL's independent Academic Quality Council.

### **FEATURES**

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

Upon successful application, each of your events should be advertised stating the number of APIL CPD hours and APIL accreditation levels. In addition, the words "Accredited by APIL Training" may be used once in your marketing.

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

## APIL ACCREDITATION

APIL has four accredited levels of entry:

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

## POLICY

- A. Live update webcasts or seminars should be delivered at a specific time and day and must include an opportunity for questions and answers. These are usually one-off events
- B. Online regular modular training must include a questionnaire to assess what has been learnt and understood
- C. Paper based modular training must include a questionnaire to assess what has been learnt and understood
- D. DVDs, videos and audio cassettes should be followed by group discussion wherever possible. The accredited provider should supply a number of questions for discussion and consideration, together with model answers for use by the person facilitating the session within the firm

In all the above, the following criteria must be adhered to:

### Aims and objectives

- The aims and objectives of each training event must be clearly stated. The statement should make clear the level(s) of membership for which the event is intended, the field of law involved, any expectations about the experience of those for whom the event is designed, and the nature of the event (e.g. introduction to the field, general update, discussion of a specific leading case or of new legislation, etc.)

### Learning outcomes

- All training events must have clearly specified intended learning outcomes. These should usually be expressed in terms of understanding gained, factual knowledge or know-how acquired and/or practical skills developed

### Content

- Information must be kept up to date and the date on which content was last updated clearly shown. Indication of the latter is of particular importance for permanent materials such as DVDs, paper documents, etc.



In the cases of B, C and D

- 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
- Provision must be made for answering enquiries about course content and about any technical IT or other transmission related problems

### **Training levels**

- Providers may organise their training across no more than two adjacent levels of accredited membership, in order to meet the needs and experience of the delegate, e.g. litigator/senior litigator or senior litigator/fellow
- However, for general update seminars (A), accreditation can normally be given to cover all APIL levels

### **CPD hours**

- The number of CPD hours that can be attained should be shown clearly on all documentation
- Hours may be split into units of 30 minutes
- Time spent on distance learning can qualify for up to 25% of an APIL member's annual CPD requirement, i.e. 4 hours per year
- In the cases of (B) and (C), the expected time it takes to complete the course must be displayed together with the criteria for assessment (including, where appropriate, any required pass mark)

### **Delegate or attendance lists**

- Delegate/attendance lists/records must be kept of those who have attended the course
- Delegate/attendance lists should be kept for a minimum of two years. APIL may ask to view these from time to time
- In the cases of (B) and (C), lists of those who have passed or failed must be kept

### **Evaluation**

- Feedback from all participants must be obtained and evaluated. An analysis should be prepared as APIL will ask to view the feedback on a regular basis


### **Questions and answers**

In the case of (A)

- There should be an opportunity for delegates to ask questions of the speakers, either by telephone or, in the case of internet based courses by typing in the query during the presentation

In the cases of (B) and (C):

- all courses must include assessment questions which are set at the appropriate level to that at which the course is set
- any person completing the course should be able to demonstrate that they have gained a good

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- understanding and knowledge of the subject
  - courses can follow on from a previous course to further develop and build on a participant's knowledge
  - answers should be marked, by a suitably qualified person(s) according to specific marking criteria or assessed electronically
  - there should be no indication of where each answer can be found, to encourage full participation in all material, including video, written or both

## **Monitoring**

- The course provider agrees to be subject to monitoring
- In the case of (A) and (B), the course provider will provide access details to each web seminar and a copy of all materials
- In the case of (C) and (D), the course provider will provide a copy of all materials

## **PROCEDURE**

- Providers are asked to pay an annual fee of £150 plus VAT which is payable in advance
- Providers must apply in advance for each event on an individual basis at a cost of £50 plus VAT
- Accreditation of an event will last no longer than 6 months, after which re-accreditation must be sought for that event
- Re-accreditation must be sought for any programme, webcast, DVD, or video, which has been updated and/or amended from the original accredited version. It is anticipated that programmes will be updated on an annual basis
- All information must be provided on the application form, accompanied by the fee, before it can be processed and accredited
- In the case of (B) and (C), details of how the course will be assessed must accompany all applications, together with the mark that is required to pass
- Providers must indicate the support services available, including IT

## **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