



GUIDE TO APIL IN-HOUSE ACCREDITATION

Which training can be accredited?

APIL accredits training delivered by a number of means:

- In-house training within your own organisation or office
- APIL's national open programme
- APIL courses brought to organisations or offices in-house
- APIL accredited courses delivered by other training providers
- Personal injury programmes and webinars provided by APIL accredited distance learning providers

Training within your own organisation or office

(Any organisations or offices delivering any training in-house must also apply to the Solicitors Regulation Authority (SRA) for SRA CPD accreditation. Failure to do so makes any training exempt from SRA CPD hours.)

WHAT IS REQUIRED?

Each organisation or office will be required to supply quarterly in arrears:

- list of courses during the previous quarter
- a copy of each course outline, which should include:
 - learning objectives
 - APIL levels
 - details of the trainer (with, if appropriate, their APIL accredited level)
- length of course
- a list of those attending claiming APIL CPD hours

MONITORING OF STANDARDS

As the training for APIL is in a niche area covering only personal injury and clinical negligence and, as those who join APIL will wish to benefit from the recognition which this provides, it is essential that the quality of in-house training is maintained and monitored on an ongoing basis.

From time to time, organisations or offices may be asked to submit:

- details of planned APIL accredited courses for not less than one month and not more than three months in advance – a member of the APIL assessment panel may wish to attend one of these courses
- course outlines
- course materials

All information received will be kept confidential within APIL's administrative centre and will only be used for monitoring purposes.



APIL TRAINING CRITERIA

APIL accredited courses must:

- include clear learning objectives
- be aimed at appropriate APIL levels – litigator, senior litigator, fellow & senior fellow - courses should cover no more than two APIL levels (fellow and senior fellow being considered as one level) unless the training is a general update which may cover all levels. APIL members attending a course at a higher level do not qualify for APIL hours
- be of specialist significance for personal injury lawyers
- contain an element of interactive training and learning by experience
- be geared towards the provision of information to keep specialised PI lawyers up to date
- To comply with the corporate accreditation criteria, all personal injury update courses run in-house must last either six hours, as a day course, or amount to the equivalent in individual sessions and must cover procedure, liability, quantum and funding

Note: Non-legal courses, for example IT skills and non-PI courses do not qualify for APIL hours.

It is recommended that APIL trainers fit one of the following criteria:

- have obtained either senior litigator status or above
- are academic members of APIL
- specialised expert witnesses
- members of the judiciary with a special interest in personal injury law
- fee earners who have attended an “APIL training the trainers” course

APIL trainers may claim double APIL accredited hours (i.e. two APIL hours for every one hour spent on training). APIL provides regular “training the trainers” courses, for those who wish to present.

EVALUATION

In-house accredited firms are asked to evaluate the feedback from delegates and submit this information upon request to the APIL assessment panel.

TRAINING LOGS

APIL accredited members are required to complete their individual training logs. The requirement is to complete 16 APIL accredited personal injury training hours annually.

Training logs are monitored on a routine basis.

If, on review of this information, at any stage the APIL assessment panel is not fully satisfied that the required standards are being met, they reserve the right to take whatever steps they consider to be appropriate up to and including withdrawal of accreditation.



APIL's national open programme

APIL delivers over 250 training events nationally each year. All courses qualify for SRA, ILEX and APIL CPD hours.

APIL courses brought to organisations or offices in-house

APIL will organise the speaker, materials and expenses and bring a course to you in-house. Any training brought in-house through APIL is automatically APIL accredited.

We can deliver courses up to a maximum of 24 people and it is extremely cost-effective. Please note that all delegates must be from your firm to be eligible. If you are wishing to join with other firms then APIL can organise a consortium for you, again either at your firm or at a local venue.

Firms will usually have applied to the SRA for CPD accreditation. Failure to do so makes any training exempt from SRA CPD hours. For any APIL training courses brought in-house, this can be organised by APIL if desired.

Courses delivered by other providers

APIL encourages other providers to accredit their courses with APIL. All providers seeking APIL accreditation are required to meet criteria set and monitored by APIL's independent Academic Quality Council. A full listing can be found on www.apil.org.uk/training/ExternalAccreditation.