

**APIL CORPORATE ACCREDITATION SCHEME**

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

Name of firm: \_\_\_\_\_

Office address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Firm website: \_\_\_\_\_

Name of corporate contact: \_\_\_\_\_

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 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:**

\_\_\_\_\_

\_\_\_\_\_

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*Total number of APIL Litigators*

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

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Total number of APIL Senior Litigators

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

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Total number of APIL Fellows

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

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Total number of APIL Senior Fellows

**CRITERION 1: THE ORGANISATION**

- ***The accredited organisation must be a solicitors' practice, or an individual office of such a practice.***
- ***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 submits to monitoring of its performance by APIL.***

EVIDENCE

	Yes	No
• <i>The organisation is listed on the register of firms of solicitors, or other permitted bodies, maintained by the Solicitors Regulation Authority.</i>	<input type="checkbox"/>	<input type="checkbox"/>
• <i>The organisation or office is listed by the Solicitors Regulation Authority as the practising address of those solicitors or legal executives who are the accredited members named in the application for accreditation.</i>	<input type="checkbox"/>	<input type="checkbox"/>
• <i>The organisation or office seeking accreditation must have within it at least one person 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 carried out in the organisation or office.</i>	<input type="checkbox"/>	<input type="checkbox"/>
• <i>An undertaking from a duly authorised officer of the organisation or office that it will cooperate fully with APIL monitoring.</i>	<input type="checkbox"/>	<input type="checkbox"/>
• <i>The use of a standard letter to seek client consent for inspection of their file for the purpose of monitoring by APIL.</i>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERION 2: CASE MANAGEMENT

- ***The accredited organisation or office maintains high standards of client care.***
- ***The accredited organisation or office has effective arrangements for the supervision of all lawyers undertaking personal injury work.***
- ***The accredited organisation or office has in place effective arrangements to assure the quality of its legal work.***

EVIDENCE

	Yes	No
• Every accredited member within the organisation has signed an undertaking to abide by the APIL code of conduct and 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"/>
• Files should demonstrate that, where appropriate, early and effective action has been taken to consider rehabilitation options.	<input type="checkbox"/>	<input type="checkbox"/>
• Supervisors are responsible for the direct personal supervision of no more than ten supervisees.	<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"/>
• The firm adopts best practice in promoting staff wellbeing and supervisors are effective in recognising and addressing staff stress.	<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"/>
• The organisation or office has properly documented processes for progressing matters through the stages of litigation, in a timely manner. Case expedition is reviewed regularly.	<input type="checkbox"/>	<input type="checkbox"/>



#### CRITERION 4: 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.***

#### EVIDENCE

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| • 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"/> |
| • Through regular file reviews, the accredited organisation or office satisfies itself as to: <ul style="list-style-type: none"><li>– The quality and completeness of advice given to the client.</li><li>– The adequacy of the range of options considered at key stages of litigation, and the appropriateness of the option selected.</li><li>– 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.</li><li>– 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.</li></ul> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Appropriate action is taken to identify training and development opportunities and 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"/> |

## 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

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## 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 \_\_\_\_\_