

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 courses brought to organisations or offices in-house
- APIL's open programme of courses and conferences nationwide
- Courses and conferences delivered by other training providers
- Personal injury DVDs and webinars

Criteria and guidance for all the above can be found at www.apil.org.uk or upon application to the APIL office.

Training within your own organisation or office

WHAT IS REQUIRED?

Each organisation or office will be required to supply quarterly, in arrears, a list of courses delivered during the previous quarter, showing:

- title of the course
- learning objectives
- APIL levels
- course outline
- details of speaker(s) - with, if appropriate, their APIL accredited level
- length of course
- a list of those who attended claiming APIL CPD hours

MONITORING OF STANDARDS

As the training for APIL members 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 materials after the event
- feedback forms

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 and/or clinical negligence lawyers
- contain an element of interactive training and learning by experience
- be geared towards the provision of information to keep specialised PI/CN lawyers up to date

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

It is recommended that speakers fit one of the following criteria relating to personal injury and/or clinical negligence work:

- have obtained either APIL accredited senior litigator status or above
- fee earners who have attended an “APIL training the trainers” course
- recognised speakers amongst relevant peer groups
- expert witnesses/consultants in a specialist personal injury field
- guest speakers, for example members of the judiciary with a special interest in personal injury law

APIL trainers may claim double APIL accredited hours (i.e. two APIL hours for every one hour spent on training). APIL provides an annual “training the trainers” course, for those who wish to acquire additional skills and present accredited courses.

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 hours of APIL accredited personal injury training annually.

To comply with the corporate accreditation criteria, all accredited members must attend 6 hours of personal injury update training annually, either as a day course, or amounting to the equivalent in up to six individual sessions and must cover procedure, liability, quantum and funding.

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, it reserves the right to take whatever steps they consider to be appropriate up to and including withdrawal of accreditation.

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.

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 (a maximum of 4) then this will comprise an APIL consortium, again either at your firm or at a local venue.

Any training brought in-house through APIL is automatically APIL accredited.

APIL's national open programme

APIL delivers well over 250 training events nationally each year, all qualifying for APIL CPD hours.

Courses delivered by other providers

APIL encourages other providers to accredit their courses with APIL. All providers seeking APIL accreditation are required to meet specific criteria prior to accreditation being granted and are subject to rigorous monitoring. A full listing can be found at www.apil.org.uk/other-accredited-courses.

Personal injury DVDs and webinars

APIL runs an annual programme of fully up-to-date webinars covering all the latest developments, reforms, judgments and caselaw.

APIL also accredits DVDs and webinars run by other providers, in accordance with APIL's distance learning criteria which must be strictly adhered to.