



ASSOCIATION OF PERSONAL INJURY LAWYERS TRAINING AND ACCREDITATION COMMITTEE

TERMS OF REFERENCE

Purpose of the committee

The Training and Accreditation Committee (TAC) is a sub-committee of the Executive Committee (EC) and as such is accountable to it. Its remit is to give strategic direction to the development of the accreditation scheme and training provision, oversee operational delivery by the staff team and provide support and guidance as required.

Accreditation of individual, specialist, corporate, in-house and external providers

- Develop, amend and approve criteria and guidance for APIL accreditation scheme
- Oversee applications for individual accredited membership at all levels
- Oversee assessment and monitoring procedures
- Oversee quality and standards of all externally accredited events
- Make recommendations for the future development of APIL's accreditation scheme and associated benefits for members
- Oversee procedures for putting injured people in touch with accredited lawyers.

Training

- Oversee the development and approval of new courses, conferences and distance learning programmes for inclusion in the APIL training schedule
- Review attendance figures on events to ensure that course provision is relevant, attractive to members and their firms, and meeting the needs of the PI sector
- Assist the Head of Membership Services in the selection of speakers as required
- Oversight of feedback on events and speakers to ensure that APIL is maintaining its high quality training provision
- Annual review of the profit generated by training events to ensure that the provision remains useful and viable, taking into account that in some instances there may be some cross subsidy in relation to events that are deemed to be of outstanding importance
- Oversee the provision and mechanisms of delivery of training to ensure APIL's approach is modern, cost effective and accessible.

Committee membership

Chair: Executive committee (EC) member

The Chair should be familiar with the full remit of APIL's training offering, be skilled at identifying which events are relevant and saleable, and have an understanding of the needs of the membership. The Chair should not be a regular provider of training to avoid conflict.

Board members:

- 6 APIL EC members (including chair)
- A minimum of 2, and a maximum of 4, APIL (non EC) members who are accredited and have sound knowledge of training requirements in the PI sector
- The Chief Executive, APIL
- Head of Membership Services, APIL

The procedure for appointing new members of the TAC will be to advertise the vacancies to the membership to obtain expressions of interest. Selection will be based on criteria, i.e. knowledge of APIL training as a user, standing in the profession, and level of personal accreditation. Recommendations from the TAC will be submitted to the EC for approval.

The Head of Membership Services will notify each successful applicant and has the power to co-opt other specialist members in a particular area of expertise as appropriate.

6 members will represent a quorum. Any quorum must contain a minimum of 3 EC members.

Managing conflict

(1) Subject to the provisions of the Companies Act 2006, and provided that they have disclosed to the members of the EC the nature and extent of any material interest of theirs, any member of the TAC notwithstanding their office:

- (a) may be a party to, or otherwise interested in, any transaction or arrangement with the Association or in which the Association is otherwise interested;
- (b) may be a director or other officer of, or employed by, or a party to any transaction or arrangement with, or otherwise interested in, anybody corporate promoted by the Association or in which the Association is otherwise interested; and
- (c) shall not, by reason of his office, be accountable to the Association for any benefit which he derives from any such office or employment or from any such transaction or arrangement or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit.

(2) For the purposes of Article 86(1)-

- (a) a general notice given to the members of the EC that a member of the TAC is to be regarded as having an interest of the nature and extent specified in the notice in any transaction or arrangement in which a specified person or class of persons is interested shall be deemed to be a disclosure that the member of the TAC has an interest in any such transaction of the nature and extent so specified; and
- (b) an interest of which a member of the TAC has no knowledge and of which it is unreasonable to expect him to have knowledge shall not be treated as an interest of his.

(3) If a proposed decision of the TAC is concerned with an actual or proposed transaction or arrangement with the Association or any other matter in which a member of the TAC is interested, or in relation to which he owes a duty to someone other than the Association, that member of the TAC is not to be counted as participating in the decision-making process for quorum or voting purposes.

Administration

Agenda and papers will be circulated 1 week in advance of committee meetings. Minutes of the meeting will be circulated to the TAC and APIL EC.

Frequency of meetings

The TAC will meet 4 times a year.

Duration on committee

3 year term (reviewable at end of each term), with a maximum of 3 terms.

Speaker selection procedure

Purpose

To ensure that all APIL speakers meet APIL quality standards for development, presentation and delivery of APIL training courses. This policy should be read in conjunction with "APIL Guidance Notes and Criteria for the Validation of New Events".

Consideration must be given to diversity at all times and to ensuring a broad variety of speakers within the APIL programme.

Procedure

Where opportunities exist, APIL members will be invited to apply to APIL to become an APIL speaker through weekly news and any appropriate special interest group. Speakers should identify their specialist subjects upon application.

Providing they meet the following criteria, proposers for new training courses/events will be given the first opportunity for delivery of such events, however, consideration will also be given to finding the best person to deliver the training.

Assessment guidelines

All speakers should:

- ideally be APIL members, or encouraged to join where appropriate
- ideally hold accredited status at either senior litigator or fellowship level
- be a specialist in the particular field
- ideally have attended an APIL training the trainers course or be recognised speakers in the field
- have experience of speaking on behalf of APIL or elsewhere on PI related work
- have good presentation skills
- be willing to be mentored by an experienced APIL presenter as appropriate
- agree to be remunerated at the level agreed by APIL's Executive Committee
- supply short and comprehensive biographical details, along with a photograph, as specified by APIL
- assist with preparation of marketing materials
- agree to arrive in good time for each event
- provide a PowerPoint presentation to assist with delivery as appropriate
- provide comprehensive course materials
- consider incorporating interactive learning where appropriate

Approved 12 December 2019