



APIL CORPORATE ACCREDITATION SCHEME

**CORPORATE MEMBERSHIP FOR BARRISTERS' CHAMBERS
SUMMARY OF CRITERIA FOR ACCREDITATION**

THE ORGANISATION

The accredited organisation must be a barristers' chambers

- *The set of chambers is listed on the register of chambers maintained by The Bar Standards Board*
- *The set of chambers is listed by The Bar Standards Board as the practising address of those barristers who are the accredited members named in the application for accreditation*

Name of chambers: _____

Address: _____

Website: _____

APIL ACCREDITED MEMBERS

The accredited set of chambers must have at least one individual who holds the APIL Accredited Senior Counsel in Personal Injury status for every ten barristers practising personal injury work within chambers. The minimum requirement is one Accredited Senior Counsel at each chambers. Each Accredited Senior Counsel must be available to junior colleagues to provide advice, second opinions, mentoring and appraisal, as appropriate.

How many barristers and junior barristers are employed in your chambers?

Please enter number

How many practise in the area of personal injury and clinical negligence?

Please enter number

Please provide the names of those who hold APIL Accredited Junior Counsel in Personal Injury status:

Please provide the names of those who hold APIL Accredited Senior Counsel in Personal Injury status:

QUALITY ASSURANCE

The accredited set of chambers has in place effective arrangements to assure the quality of its legal work

- | | Yes | No |
|---|--------------------------|--------------------------|
| • The set of chambers has properly documented processes and systems in place for turning papers around in a reasonable time | <input type="checkbox"/> | <input type="checkbox"/> |
| • The set of chambers has advisory mechanisms/leaders, which enable a second opinion to be brought to bear on a matter, where this is appropriate | <input type="checkbox"/> | <input type="checkbox"/> |
| • The set of chambers runs an "open door" policy, such that junior barristers have access to more senior barristers for advice and mentoring | <input type="checkbox"/> | <input type="checkbox"/> |

Please confirm by ticking the appropriate boxes

MONITORING

The set of chambers submits to monitoring of its performance by APIL.

- | | Yes | No |
|--|--------------------------|--------------------------|
| • An undertaking from the head of chambers, or by a person duly authorised by him/her, that chambers will cooperate fully with APIL monitoring | <input type="checkbox"/> | <input type="checkbox"/> |

Please confirm by ticking the appropriate boxes

CLIENT CARE

Please provide the name of the client care representative? _____

The accredited set of chambers maintains high standards of client care

- | | Yes | No |
|--|--------------------------|--------------------------|
| • Every APIL accredited member within the chambers has signed an undertaking to abide by the APIL Code of Conduct | <input type="checkbox"/> | <input type="checkbox"/> |
| • Every APIL accredited member within the chambers has signed an undertaking to abide by the APIL Consumer Charter | <input type="checkbox"/> | <input type="checkbox"/> |
| • Training (not APIL specific) in customer care is provided to all staff with "first point of contact" responsibilities, including clerks, telephonists and receptionists, and this is recorded in training logs | <input type="checkbox"/> | <input type="checkbox"/> |

Please confirm by ticking the appropriate boxes

TRAINING AND DEVELOPMENT

The accredited set of chambers ensures that all of its accredited members and other staff are provided with training and development opportunities to enable them to keep up-to-date, to develop their skills and knowledge, and to meet the needs of clients

- | | Yes | No |
|---|--------------------------|--------------------------|
| • <i>All APIL accredited members undertake a minimum of 16 hours APIL accredited training annually, including attendance on at least one APIL accredited personal injury update course</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • <i>All APIL accredited members devote a minimum of three hours per month to reading current and relevant case reports</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • <i>All APIL accredited members and clerks should attend a training course, or take part in developmental activity, designed to maintain and enhance client care, at least once every five years</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • <i>All APIL accredited members maintain a personal training log, which includes both course attendance and reading</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • <i>There is an effective system in place for identifying and meeting individual training needs, through monitoring and mentoring</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • <i>The chambers subscribes to recognised PI publications, for example JPIL, Kemp & Kemp, and makes these publications available to all barristers within chambers</i> | <input type="checkbox"/> | <input type="checkbox"/> |

Please confirm by ticking the appropriate boxes

ACCREDITATION FEES

Annual fees for corporate accreditation:

Initial assessment per branch £225.00 + VAT

Annual renewal per branch £225.00 + VAT

Fees for in-house accreditation (optional)

To accrue APIL hours through training delivered within your chambers. (Each branch of each chambers must apply for APIL accreditation)

£225.00 + VAT

Fees for external accreditation (optional)

To enable any APIL accredited member to accrue APIL hours through training delivered by your chambers

£150.00 + VAT– annual registration fee PLUS

£125.00 + VAT– for each series of courses

Please make cheques payable to APIL

DECLARATION *(Please tick applicable boxes)*

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 chambers so to do, I hereby confirm that we are in compliance with those criteria that place obligations upon chambers with respect to training and the maintenance of procedures, and I undertake that this chambers 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

In-house accreditation

I wish to apply for in-house accreditation and agree to be bound by the rules relating to in-house accreditation

External accreditation

Please send me the criteria and application forms for applying for APIL external accreditation

Name of applicant _____ Date _____

Signature of applicant _____