



Legal Aid
Agency

Approved Training Course Application & Assessment Guidance

Summary

This guidance relates to the Inquests Category of Law, which forms part of the Standard Civil Contract 2024 managed by the Legal Aid Agency (LAA).

One of the requirements for the Inquests Category of Law is to employ a part-time equivalent supervisor in that Category. The supervisor is required to meet a legal competence standard.

There are two different routes available to meet the legal competence standard:

- Experience in carrying out a certain number of inquest cases; or,
- Attendance at an inquest training course that has been approved by the LAA.

This document provides guidance for training providers who are submitting a training course that can be used by an individual to demonstrate compliance with the legal competence standard for supervisors under the second limb set out above.

Application Process

- Training providers who wish to submit a training course for approval to the Legal Aid Agency, must complete an **Approved Training Course Application Form** at [Approved training course for inquests - GOV.UK](#).
- Please provide any supporting evidence to demonstrate how a submitted course matches the course criteria.
- All application forms and supporting evidence must be submitted via email to approvedtrainingcourse@justice.gov.uk.
- Before submitting an application, please read the **Approved Training Course Criteria** [Approved training course for inquests - GOV.UK](#) to ensure a submitted course meets the course requirements.
- The Legal Aid Agency reserves the right to contact a training provider to request further information when required to determine whether a training course meets the required criteria.

Supporting evidence

Supporting evidence must be submitted alongside an application form. Supporting evidence should be used to demonstrate how a training course meets each of the

required criteria. Evidence should convey key information that is relevant to the course criteria.

For example, a copy of the course syllabus or programme can be submitted to demonstrate that the training delivered in the course meets the syllabus requirements.

Additionally, a copy of a course trainer's CV or biography of relevant experience can be used to demonstrate how a course trainer meets the trainer expertise requirement.

Examples of supporting evidence:

- Course programme or syllabus
- Copies of learning materials
- Trainer CV's or biographies
- Relevant qualifications and experience
- Details of comparable training previously delivered
- Other relevant evidence that demonstrates how a course meets the required criteria

How will courses be assessed

- Courses submitted to the LAA will be assessed by a panel where members will independently review a submitted application and supporting evidence against the course criteria.
- The assessment process will involve an LAA moderator who will review the decision of the panel and confirm the outcome of the assessment.

How you will be contacted

- Once you have submitted your application form and supporting evidence to the LAA, you will receive a confirmation email confirming your application has been received.
- The LAA will update you on the outcome of your application within 15 working days from date your application was submitted

Clarification

- In some instances, the LAA may require further information to effectively assess a submitted course or wish to seek clarification on submitted evidence.
- Where further information or clarification is required, this will be requested via email.
- Where the LAA makes a request for further information or clarification, any additional information received will be considered to form part of the original application and not constitute a new application.

- Where further information is requested, a decision relating to the outcome of the application may occur after 15 working days.

What happens when a course is approved

- When the Legal Aid Agency determines that a course meets the required criteria, it will be considered an “Approved Inquest Training Course.”
- Following the assessment of the submitted course, you will be notified via email to confirm the submitted training course has been approved.
- Following confirmation that the submitted course has been approved, the course title and organisation name will be published on [Approved training course for inquests - GOV.UK](#).
- The LAA will also publish a news article via the LAA website confirming details of the training course that has been approved.

What does approval mean

- When the Legal Aid Agency determines that a course meets the required criteria, it will be considered as an “Approved Training Course.”
- An “Approved Training Course” is a course that the LAA has determined the attendance of the course by legal practitioners would demonstrate the legal competence requirements for individuals to meet the supervisor standards for the inquest category of law.
- A course determined as an “Approved Training Course” does not create any contractual relationship between the LAA and a course provider or imply that the LAA guarantees referrals or course attendance.
- The organisation name and course title will be published on the [Approved training course for inquests](#), and a news article will be published on the LAA website confirming that the course has been approved. The publication of an approved course does not constitute a contractual relationship between the LAA and the course provider, nor does it represent an endorsement of the organisation, its wider training offer, or any other services it may provide. The purpose of publication is solely to signpost legal practitioners to training courses that have met the requirements to be recognised as Approved Training Courses.

What happens when a course is not approved

- When the Legal Aid Agency determines that a course does not meet the required criteria, it will not be confirmed as an Approved Training Course.
- Following the assessment of the submitted course, training course providers will be notified via email to confirm the submitted training course has not been approved
- The LAA will provide details on the elements of the criteria that the submitted course did not meet and explain why the course was not approved.

- Training providers will then be able to submit a new application with updated course criteria which will be treated as a new application and will be subject to the standard review process.
- If a training provider believes an error has occurred during the assessment process, they can request a review within 20 working days from receiving the outcome of the assessment.
- Where a training provider disagrees with the outcome of the assessment or wishes to provide additional information following assessment outcome, feedback will be discussed with the training provider, and they will be invited to submit a new application.

What happens if a course changes following approval

- If a course approved by the LAA is subject to any changes following approval, the training provider must notify the LAA of any changes.
- The LAA will review the changes and determine whether the training course is required to be reviewed again or if approval should be removed.
- Changes to a course may not require an additional review where the amendments do not constitute a material change in a course demonstrating it meets the approved training course criteria. For example, increasing the course duration or adding additional training content may not require a further review by the LAA.
- Where changes to a course could constitute the course no longer meeting the approved training course criteria, the course will be subject to a review to determine whether the changes result in the course continuing to be considered an approved training course or whether the changes result in approval being withdrawn. For example, removing syllabus material defined in the approved training course criteria, could result in the course no longer being approved.
- Where an additional review is required, a training provider will be notified via email that an additional review is occurring.
- The outcome of the additional review will be confirmed via email within 15 working days of a training provider receiving confirmation that an additional review is taking place.

Review Process

The assessment methodology and criteria will be reviewed annually to ensure it remains proportionate and effective.

- Where assessment criteria and minimum requirements change following a review, any changes to the criteria will be published online on [Approved training course for inquests - GOV.UK](#).
- Any previously approved courses will be subject to a further review following any changes to the criteria to ensure they remain compliant.

- Training Providers who have previously had a training course approved, will be contacted to inform them a subsequent review of their course will occur, and they will be informed of the outcome.

How the Legal Aid Agency will use your data

Personal data submitted as part of applications will be used in accordance with the [LAA User Privacy Notice](#).

Contacting the Legal Aid Agency

If you have any questions about your application, please contact the Legal Aid Agency via approvedtrainingcourse@justice.gov.uk.