



## FACULTY OFFICE

### Key Performance Indicators (KPIs)

#### Admissions to the profession (2020 exam cohort)

The KPI figures below record the length of time taken by the Faculty Office to respond to an application for admission to the profession during the year to 31 March 2021.

33 admission applications were received of which 32 have been determined. Of those, 21 notaries have returned their admission documents and applied for their first practising certificate. It should be noted that the length of time taken to complete an application is dependent on a number of factors which are outside of Faculty Office control including receiving a professional reference and sworn declaration from the applicant and the time taken by the external calligraphers to engross and return the Faculty.

| <i>Days</i>                      | From receipt of admission application to request for professional references <small>out of 33 admission papers sent by 31 Mar 2020</small> | From receipt of professional references to submission to Master <small>out of 33 admission papers sent by 31 Mar 2021</small> | From Master's decision to admission papers sent <small>out of 32 approved admissions by 31 Mar 2021</small> | From Sworn declaration received to issuing practice certificate <small>out of 21 declarations returned by 31 Mar 2021</small> | From application to issuing first practice certificate <small>out of 21 first practice certificates applied for by 31 Mar 2021</small> | From receipt of application to issuing Faculty <small>out of 22 faculties issued by 31 Mar 2021</small> |
|----------------------------------|--|---|---|---|--|---|
| <b>Target</b>                    | <b>7</b>   | <b>14</b>   | <b>14</b>   | <b>14</b>   |  |   |
| Shortest                         | 0 (same day)   | 0 (same day)  | 3   | 0 (same day)  | 34   | 94  |
| Longest                          | 36   | 39  | 35  | 86  | 150  | 227   |
| Average                          | 11.2   | 8.5   | 8.8   | 13.5  | 87.4   | 176.3   |
| <b>Mean variance from target</b> | <b>+4.2</b>  | <b>-5.5</b>   | <b>-5.2</b>   | <b>-0.5</b>   |  |   |

The blacked-out boxes indicate data for which meaningful KPIs cannot be set as much of the timeline is outside of the control of the Faculty Office but it is included as it does give an indication of the timescale to complete the process from receipt of an application for admission to commencement of practice as a notary.

### Admissions to the profession (2019 exam cohort)

The below KPI figures record the length of time taken by the Faculty Office to respond to an application for admission to the profession during 2019.

During the 2019 practising certificate year 29 admission applications were completed. It should be noted that the length of time taken to complete an application is dependent on a number of factors which are outside of Faculty Office control including receiving a professional reference and sworn declaration from the applicant and the time taken by the engrosser to complete the Faculty.

| <i>Days</i>                      | From receipt of admission application to request for professional references | From receipt of professional references to submission to Master <small>out of 29 admission papers sent by 31 Jan 2020</small> | From Master's decision to admission papers sent <small>out of 29 admission papers sent by 31 Jan 2020</small> | From Sworn declaration received to issuing practice certificate | From application to issuing first practice certificate <small>out of 24 first practice certificates issued by 31 Jan 2020</small> | From receipt of application to issuing Faculty <small>out of 25 faculties issued by 31 Jan 2020</small> |
|----------------------------------|--|---|---|---|---|---|
| <b>Target</b>                    | <b>7</b>   | <b>14</b>   | <b>14</b>   | <b>14</b>   |   |   |
| Shortest                         |  | 8   | 0   |   | 31  | 55  |
| Longest                          |  | 45  | 21  |   | 411   | 529   |
| Average                          |  | 23.7  | 7.3   |   | 84.0  | 97.3  |
| <b>Mean variance from target</b> |  | <b>+9.7</b>   | <b>-6.7</b>   |   |   |   |

The data for the boxes highlighted in yellow is not yet available and will need to be sourced once we are able to return to the offices when covid-19 lockdown restrictions are lifted.

The blacked-out boxes indicate data for which meaningful KPIs cannot be set as much of the timeline is outside of the control of the Faculty Office but it is included as it does give an indication of the timescale to complete the process from receipt of an application for admission to commencement of practice as a notary.