



FACULTY OFFICE

Key Performance Indicators (KPIs)

Admissions to the profession (2021 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 2022 (2021 figures in brackets by way of comparison).

32 admission applications were received of which 30 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 full admission application to request for professional references out of 32 admission papers sent by 28 Feb 2022	From receipt of professional references to submission to Master out of 30 admission papers sent by 28 Feb 2022	From Master's decision to admission papers sent out of 30 approved admissions by 28 Feb 2022	From Sworn declaration received to issuing practice certificate out of 27 declarations returned by 28 Feb 2022	From application to issuing first practice certificate out of 21 first practice certificates applied for by 28 Feb 2022	From receipt of application to issuing Faculty out of 25 faculties issued by 28 Feb 2022
Target	7	14	14	14		
Shortest	0 (0)	0 (0)	1 (3)	0 (0)	44 (34)	67 (94)
Longest	28 (36)	47 (39)	197* (35)	79 (86)	154 (150)	200 (227)
Average	6.2 (11.2)	12.1 (8.5)	12.4* (8.8)	22.9 (13.5)	77 (87.4)	97.3 (176.3)
Mean variance from target	-0.8 (+4.2)	-1.9 (-5.5)	-1.6* (-5.2)	+8.9 (-0.5)		
*one applicant was working abroad so documents could only be sent when they returned to the UK. Excluding this anomaly, the longest period was 16 days and the average was 6 days representing a mean variance from the target of -8 days						

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.