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| This publication was withdrawn on 22 July 2016.This form must not be used to demonstrate compliance in the verification process for the 2022 Standard Crime Contract |

SUPP (CRI)

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|  | SUPERVISOR STANDARD and DECLARATION FORM   * Use for **Crime** only * Please refer to [guidance](https://www.gov.uk/government/publications/own-client-crime-contract-2015) for advice on how to complete this form. |
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| 1. Details of organisation and Supervisor | | | | |
| Organisation’s name:  Supervisor’s name:  Continuously qualified as a Supervisor since (date):  Account number(s) of office(s) supervised:  Postcode(s) of office(s) supervised (if no Account number): | | | | |
| 2. Generic Supervisor Requirements | | | | |
| The Supervisor meets the supervisory standards by having **(please ensure that you tick at least one of the boxes below)**:  (i) Supervised in the relevant Category of Law and/or Class of Work at least one full-time Caseworker (or equivalent) for at least one year in the five year period prior to completing this form. ; or  (ii) Completed an approved training course covering key supervisory skills no earlier than 12 months prior to the completion of this form. ; or  (iii) Completed the Level 3 or higher National Vocational Qualification (NVQ) standard in supervising no earlier than five years prior to the completion of this form. | | | | |
| 3. Legal Competence Standard for Supervisors | | | | |
| i) | Areas of Knowledge (undertaken in the previous 12 months) |  | | |
| a) | Has held a current non-conditional practising certificate for the previous three years | Please give date of date of most recently obtained practicing certificate | | |
| b) | Has achieved the Criminal Litigation Accreditation Scheme (CLAS) in full | Please give date of qualification | | |
| ii) | Skills/ Procedure/ Knowledge- Examples from the last 12 months | **File name/UFN** | **Type of Case** | **Date closed/ worked on** |
| a) | Has undertaken a minimum of 6 Police Station Advice and Assistance cases (of which no more than two can be Police Station Telephone Advice where there is no subsequent Police Station Attendance)  These examples must have been undertaken with the last 12 months | 1.  2.  3.  4.  5.  6. | 1.  2.  3.  4.  5.  6. | 1.  2.  3.  4.  5.  6. |
| bi) | Has undertaken 20 examples of magistrates’ court representation and advocacy under a representation Order  These examples must have been undertaken with the last 12 months  *Or* | 1.  2.  3.  4.  5.  6.  7.  8.  9.  10.  11.  12.  13.  14.  15.  16.  17.  18.  19.  20. | 1.  2.  3.  4.  5.  6.  7.  8.  9.  10.  11.  12.  13.  14.  15.  16.  17.  18.  19.  20. | 1.  2.  3.  4.  5.  6.  7.  8.  9.  10.  11.  12.  13.  14.  15.  16.  17.  18.  19.  20. |
| bii) | Has undertaken a minimum of 10 Magistrates Court Representations and Advocacy  These examples must have been undertaken with the last 12 months  *and* | 1.  2.  3.  4.  5.  6.  7.  8.  9.  10. | 1.  2.  3.  4.  5.  6.  7.  8.  9.  10. | 1.  2.  3.  4.  5.  6.  7.  8.  9.  10. |
| biii) | Has undertaken a minimum of 5 Crown Court Representations and Advocacy  These examples must have been undertaken with the last 12 months | 1.  2.  3.  4.  5. | 1.  2.  3.  4.  5. | 1.  2.  3.  4.  5. |
| 4. Crime Case Involvement  Supervisors that work full time must demonstrate case involvement of at least 350 hours of Crime casework supervision each year in the three years prior to the date at Section 5 (Declaration). Please give details in the first three columns below.  Supervisors that work part-time must demonstrate case involvement of 1050 hours over the past 5 years prior to that date. Please give details in all five columns below. | | | | |

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| **Type of Involvement** | **Minimum/ Maximum hours allowed per year** (Refer to guidance regarding part-time Supervisors) | **Hours in past 12 Months** | **Hours in 24 months** | **Hours in 36 months** | **Hours in 48 months** | **Hours in 60 Months** |
| All Supervisors | | | **Part- time** Supervisors only | |
| a) Personal Case work and Direct (documented) Supervision | Total minimum 235 hours comprising: |  |  |  |  |  |
| i) Personal casework (minimum 115 hours) |  |  |  |  |  |
| ii) Direct Supervision |  |  |  |  |  |
| b) File Review (inc. face-to- face) | Maximum 115 hours (i.e. approx. 50% of 235 hours) |  |  |  |  |  |
| c) Delivery of external training (CPD- accredited) | Maximum 115 hours |  |  |  |  |  |
| d) Documented Research/ Production of publications | Maximum 115 hours |  |  |  |  |  |
| e) Other supervision | Maximum 115 hours |  |  |  |  |  |
| **TOTAL** | **Minimum 350 Hours** |  |  |  |  |  |

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| 5. Declaration |
| **This Supervisor was and continues to be employed by the organisation named at Section1 (Details of organisation and Supervisor) above as at the date of completion of this form.**  Tick box to confirm  **As a person with powers of representation, decision or control of the organisation named at Section 1 above, I verify the information provided in this form and vouch that it is accurate.**  Name:  Role:       (e.g. Partner, Director, Trustee, Sole Practitioner)  Dated: |