SUPP (CRI-CCRC1)

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|  | SUPERVISOR STANDARD and DECLARATION FORM   * Use for **Crime – Appeals and Review Work** only * Use this form if you are applying to **only** do Appeals and Reviews work or **only** Appeals and Reviews work and Prison Law. * Please refer to [guidance](https://www.gov.uk/government/publications/own-client-crime-contract-2015) for advice on how to complete this form. |
| Appeals and Review Work | |

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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): |

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| 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. |

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| 3. Legal Competence Standard for Supervisors | | |
| i) | Areas of Knowledge | |
| 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 |

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| 4. | Case Involvement (at least 350 hours in the previous 12 months) | Minimum/ maximum hours allowed | Hours completed in the previous 12 months |
| **a)** | Direct (personal) casework | Minimum 115 hours |  |
| Direct (documented) supervision. |  |  |
| **Total**  Note: this **must** all be Appeals and Review- related casework and supervision.[[1]](#footnote-1) | Minimum 350 hours |  |
| b) | Other Requirements (as detailed in the standard) | | Details |
|  | Updating legal knowledge  Please summarise how the supervisor becomes aware of changes in legislation and case law. If a subscription to a specialist journal is relied on, please provide the title(s). | |  |

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| 5. Declaration |
| **This Supervisor was and continues to be employed by the organisation named at 1 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 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: |

1. See the Own Client Crime Contract 2015 for a definition of Appeals and Reviews work. [↑](#footnote-ref-1)