**SUPP (CRI-PL1)**

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|  | SUPERVISOR STANDARD andDECLARATION FORM* Use for **Prison Law**.
* Your organisation may not have or employ a Supervisor who is also a Prison Law Supervisor for two or more other Organisations.
* 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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| Prison Law |
| 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** – representations at oral hearings in the previous 12 months | **File name/ref** | **Area of knowledge** | **Date closed/ worked on** |
|  | Has in the previous 12 months undertaken for the organisation named at section 1 (Details of Organisation and Supervisor) above a minimum of four representations at four distinguishable types of oral hearing before the Parole Board or the Independent Adjudicator for four different clients. | 1.      2.      3.      4.      5.      6.      7.      8.       | 1.      2.      3.      4.      5.      6.      7.      8.       | 1.      2.      3.      4.      5.      6.      7.      8.       |
| ii) | Updating legal knowledgePlease 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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| **4. Prison Law Case Involvement**Supervisors that work **full time** must demonstrate case involvement of at t least 350 hours of direct Prison Law casework supervision (or direct Prison Law casework) 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[[1]](#footnote-1). Please give details in **all three** columns below. Note: To maintain their contract status, a Prison Law Supervisor must undertake at least 350 hours of direct casework or direct documented supervision for each organisation supervised, each 12 months. |
| **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 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 Prison Law work. [↑](#footnote-ref-1)