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|  | SUPERVISOR STANDARD andDECLARATION FORM* Use for **DISCRIMINATION** only
* Please refer to **Guidance on Civil Supervisor Requirements** on completing Supervisor Declaration Forms for advice on how to complete this form.
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| 1. Details of organisation/supervisor applying |
| Organisation’s name:       Supervisor’s forename:      Supervisor’s surname:      Continuously qualified as a Supervisor since (date):      Account number(s) (as issued by us) 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:(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 (or any replacement/equivalent) 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 – covered in the previous 12 months | **File name/ref** | **Date closed/ worked on** |
| a) | **Discrimination** (7 case files of which 4 must relate to discrimination at work) | 1.      2.      3.      4.      5.      6.      7.       | 1.      2.      3.      4.      5.      6.      7.       |

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|  |  | **File name/ref** | **Date closed/ worked on** |
| b) | 2 examples of a case involving arguments about reasonable adjustments | 1.      2.       | 1.      2.       |

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| ii) | Skills/Procedure/Knowledge – examples from the last 12 months | File name/ref | **Date closed/ worked on** |
| a) | 2 examples of advice and assistance on preparing an appeal/claim, or advice on a potential appeal/claim, to an employment tribunal (ET) or the County Court | 1.      2.       | 1.      2.       |
| b) | 1 example of advice to the client about the merits of a review/appeal to the EAT or review of an ET decision | 1.       | 1.       |
| c) | 1 example of consideration of procedural points, for example:1. Application for discovery;2. Representation at a preliminary hearing3. Request for further and better particulars or written answers to questions | 1.       | 1.       |
| d) | 1 example of advice to the client about enforcing an award. | 1.       | 1.       |
| e) | 1 example of the ability to recognise a possible contravention of the rights and freedoms expressed in the European Convention on Human Rights 1950, as given effect in the Human Rights Act 1998. | 1.       | 1.       |

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| 4. | Discrimination Case InvolvementSupervisors that work full time must demonstrate case involvement in the category of law (350 hours each year) over the past 3 years (36 months). Please give details in the first three columns below.Supervisors that work part-time you must demonstrate case involvement in the category of law (1050 hours in total) over the past 5 years (60 months). Please give details in all five columns below. |
| Type of involvement | Minimum/Maximum hours allowed per year (Refer to guidance regarding part-time supervisors) | Hours in past 12 months | Hours in months 13 to 24  | Hours in months 25 to 36  | Hours in months 37 to 48 | Hours in months 49 to 60  |
| All supervisors | Part-time supervisors only |
| a)Personal caseworkDirect (documented) supervision | Total minimum 235 hours comprising:  |  |  |  |  |  |
| i) Personal casework (minimum 115 hours). |       |       |       |       |       |
| ii) Direct supervision |       |       |       |       |       |
| b)File Review (including face-to-face) | Maximum 60 hours (i.e. approx. 50% of 115 hours) |       |       |       |       |       |
| c)External training delivery (CPD- accredited) | Maximum 115 hours |       |       |       |       |       |
| d) Documented research and the production of publications | Maximum 115 hours |       |       |       |       |       |
| e) Other supervision | Maximum 115 hours |       |       |       |       |       |
| **TOTAL** | **Minimum 350 hours** |       |       |       |       |       |

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| 5. Declaration |
| **This Supervisor is either a sole principal, an employee, a director, partner or member of the organisation named at 1 above as the date of completion of this form.** Tick box to confirm [ ] **I confirm that I am either the Compliance Officer for Legal Practice, the Head of Legal Practice, the Compliance Manager or (where the organisation is not regulated) a member of key personnel who either (i) has decision and/or veto rights over decisions relating to the running of the organisation, or (ii) has the right to exercise, or actually exercises, significant influence or control over the organisation, and I confirm that the information provided in this form is accurate.**Name:      Role:      Dated:       |