SUPP (EDU-TR)

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|  | TRANSITIONAL SUPERVISOR STANDARD andDECLARATION FORM* Use for **EDUCATION** only
* Please refer to **Guidance on Civil Supervisor Requirements (March 2021)** 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):       |
| 2. Generic Supervisor Requirements |
| The Supervisor meets the supervisory standards by having:(i) Supervised at least one Caseworker who regularly undertook work in the Education Category of Law for at least one year in the previous eight year period. [ ] ; 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 eight years prior to the completion of this form. [ ] OR(iv) You have nominated another individual in the firm to assist the Supervisor in carrying out the functions of a Supervisor [ ] .The individual under (iv) must:1. Be 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
2. have completed the Level 3 or higher National Vocational Qualification (NVQ) standard in supervising in the previous five year period; and
3. actively assist the Supervisor in carrying out the functions of a Supervisor at paragraph 2.18 to 2.23 of the Specification to the Standard Civil Contract 2018

Individual’s name:      Individual’s role:       |

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| 3. Legal Competence Standard for Supervisors |
| i) | Areas of Knowledge – covered in the previous 12 months | **File name/ ref** | **Area of knowledge** | **Date closed / worked on** |
| a) | **Special Educational Needs –** 2 case files from 1 required, plus 2 case files drawn from 2 to 5:1. Preparation of an appeal to the tribunal (including appeals that are prepared but not issued);2. General advice/assistance pre-assessment;3. Advice/assistance on an Assessment or Statement/Education, Health and Care Plan (EHC Plan);4. Advice on appealing/reviewing a tribunal decision;5. Advice on enforcement of a Statement of Provision/EHC Plan; | 1.      2.      3.      4.       | 1.      2.      3.      4.       | 1.      2.      3.      4.       |
| b) | **Disability Discrimination –** 1 case files from 1 – 3:1. Advice/assistance on disability discrimination issues in educational establishments;2. Advice/assistance on an appeal to the First-Tier Tribunal;3. Advice/assistance on appealing/reviewing a tribunal or appeal panel decision. |       |       | 1.       |

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| 4. | Education Case InvolvementSupervisors that work full time must demonstrate case involvement in the category of law (56 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 (168 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 12 to 24 | Hours in months 24 to 36 | Hours in months 36 to 48 | Hours in months 48 to 60  |
|  |  | All Supervisors | Part-time Supervisors only |
| a)Personal casework and Direct (documented) supervision | Total minimum 56 hours comprising:  |  |  |  |  |  |
|  | i) Personal casework (minimum 37 hours). |       |       |       |       |       |
|  | ii) Direct supervision (maximum of 19 hours). |       |       |       |       |       |
| b)File Review (inc. face-to-face) | Maximum19 hours (i.e. approx. 50% of 37 hours) |       |       |       |       |       |
| c)Delivery of external training (CPD- accredited) | Maximum 19 hours |       |       |       |       |       |
| d) Documented research / production of publications | Maximum 19 hours |       |       |       |       |       |
| e) Other supervision | Maximum 19 hours |       |       |       |       |       |
| **TOTAL** | **Minimum 56 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:       |