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|  | TRANSITIONAL SUPERVISOR STANDARD and DECLARATION 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 Involvement  Supervisors 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: |