



**Legal Aid
Agency**

**PEER REVIEWER PANEL APPOINTMENT
SUPERVISOR STANDARD AND
DECLARATION FORM**

- THIS FORM SHOULD BE USED ONLY BY APPLICANTS AS PART OF THE PEERREVIEWER PANEL APPOINTMENT PROCESS
- Use for **IMMIGRATION AND ASYLUM** only.

1. Details of organisation/supervisor applying
<p>Organisation's name:</p> <p>Supervisor's forename:</p> <p>Supervisor's surname:</p> <p>Continuously qualified as a Supervisor since (date):</p> <p>Account number(s) (as issued by us) of office(s) supervised:</p> <p>Postcode(s) of office(s) supervised (if no Account number):</p>

2. Generic Supervisor Requirements
<p>The Supervisor meets the supervisory standards by having:</p> <p>(i) Supervised in the Immigration and Asylum 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. <input type="checkbox"/>; or</p> <p>(ii) Completed an approved training course covering key supervisory skills no earlier than 12 months prior to the completion of this form <input type="checkbox"/>; or</p> <p>(iii) Completed the Level 3 or higher National Vocational Qualification (NVQ) standard (or any replacement from time to time) in supervising in the previous five-year period. <input type="checkbox"/></p>

3. Legal Competence Standard for Supervisors		
i)	OISC Requirements	
	The proposed Supervisor must meet, or be declared exempt from, all the OISC requirements.	Tick for compliance <input type="checkbox"/>
ii)	Accreditation requirement	
a)	Senior Caseworker or Advanced Caseworker of the Immigration & Asylum Accreditation Scheme (IAAS).	<p>Accreditation level</p> <p>Date admitted to IAAS:</p> <p>Date last reaccredited:</p>

		The Supervisor is registered with the relevant regulatory body for inclusion on their respective list of advisers (SRA Register and the List of Regulated Advisers). <input type="checkbox"/>	
b)	Immigration Supervisors must have achieved the Supervising Senior Caseworker Stage of Accreditation of the IAAS	Date when Supervisor Assessment passed:	
iii)	Skills/Procedure/Knowledge – examples from the last 12 months	File name/reference	Date closed/ worked on
a)	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.

<p>4. Immigration Case Involvement</p> <p>Supervisors 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.</p> <p>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.</p>						
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 casework Direct (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 (meeting any professional development requirements of	Maximum 115 hours					

your Relevant Professional Body)						
d) Documented research and the production of publications	Maximum 115 hours					
e) Other supervision	Maximum 115 hours					
TOTAL	Minimum 350 hours					

5. Declaration

This Supervisor is either a sole principal, an employee, a director, a partner in or a member of the organisation named at 1 above as at the date of completion of this form.

Tick box to confirm

I confirm that the information provided in this form is accurate.

Name:

Role:

Dated: