SUPP (AR)

|  |  |
| --- | --- |
|  | APPEALS & REVIEWS SUPERVISOR STANDARD andDECLARATION FORM* Use for **Crime – Appeals and Review Work** only
* Use this form if you are applying to **only** do Appeals and Reviews work or **only** Appeals and Reviews work and Prison Law.
* Please refer to [guidance](https://www.gov.uk/government/publications/standard-crime-contract-2022) for advice on how to complete this form.
 |
| Appeals and Review Work |

|  |
| --- |
| 1. Details of organisation and Supervisor  |
| Organisation’s name:      Supervisor’s name:      Date qualified as a supervisor       (dd/mm/yyyy)Account number(s) 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 **(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 (or any replacement from time to time) in supervising no earlier than five years prior to the completion of this form. [ ]  |

|  |
| --- |
| 3. Legal Competence Standard for Supervisors |
| i)  | Areas of Knowledge |
| a) | Has held a current non-conditional practising certificate for the previous three years  | Please give date of date of most recently obtained practicing certificate       |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **4.** | **Case Involvement (at least 350 hours in the previous 12 months)** | **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)** | Direct (personal) casework | Minimum 115 hours |       |       |       |       |       |
| Direct (documented) supervision. |  |       |       |       |       |       |
| **Total**Note: this **must** all be Appeals and Review- related casework and supervision.[[1]](#footnote-1) | 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 section 1 above at the date of completion of this form.** Tick box to confirm [ ] **I confirm that the organisation is (*tick one box to confirm*):*** **regulated by the Solicitors Regulation Authority (SRA) and I am the Compliance Officer for Legal Practice (COLP) for the organisation.** Tick box to confirm [ ]
* **regulated by the Bar Standards Board (BSB) and I am the Head of Legal Practice (HOLP) for the organisation.** Tick box to confirm [ ]
* **regulated by the Charted Institute of Legal Executives (CILEx) and I am the Compliance Manager (CM) for the organisation.** Tick box to confirm [ ]

**OR****I can confirm the organisation is not authorised by the SRA, BSB or CILEx, and I am a member of Key Personnel who either (i) has decision and / or veto rights over decisions relating to the running of the Applicant; or (ii) has the right to exercise, or actually exercises, significant influence or control over the Applicant.**Tick box to confirm [ ] **I warrant that the information provided in this SUPP (AR) form is accurate, and that the Supervisor listed in this form is fully compliant with all aspects of the Supervisor Standards and acknowledge that if not compliant the contract may be terminated.** Name:        |

1. [↑](#footnote-ref-1)