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|  |  SUPERVISOR STANDARD andDECLARATION FORM* Use for **DISCRIMINATION** only
* Please refer to **Guidance on Civil Supervisor Requirements (September 2023)** 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 at least one Caseworker who regularly undertook work in the Discrimination 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 2 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** (3 case files) | 1.      2.      3.       | 1.      2.      3.       |
| b) | 1 example of a case involving arguments about reasonable adjustments | 1.       | 1.       |
| ii) | Skills/Procedure/Knowledge – examples from the last 12 months | File name/reference | Date closed/ worked on |
|  | 2 examples of advice and assistance on preparing an appeal/claim, or potential appeal/claim to an employment tribunal (ET) or the County Court. | 1.      2.       | 1.      2.       |

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| 4. | Discrimination Case Involvement[[1]](#footnote-1)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.NB. You are only required to fill in sections 4(b) to 4(e), where you are unable to meet the hours requirement at 4(a). |
| 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:       |

1. Where you have had extended periods of absence for maternity, sickness or compassionate reasons (continuously for a period of three months or more or for a total of 90 days or more within any of the three defined 12 month periods) please complete the Case Involvement hours in the same way as part time Supervisor. [↑](#footnote-ref-1)