

SUPP(CRI-1)

*Criminal
Defence Service*



**SUPERVISOR STANDARD AND
SELF DECLARATION FORM**

- Use for **Crime** only
- You should photocopy this page as required and submit a completed copy (one form for each supervisor) with your Specialist Quality Mark application

You only need to complete this document when applying for a Crime Specialist Quality Mark and using this route as a supervisor standard, or when prompted to do so by your regional office

ROUTE 1 – DUTY SOLICITOR ROUTE

Details of organisation/supervisor applying		
Organisation's name: Organisation's supplier number: Supervisor's name: Offices supervised:		
D3.2a Legal Competence Standard for Supervisors		
i)	Areas of Knowledge	Give date of admittance and provide documentary proof of membership
a)	Current Police Station Duty Solicitor <i>and</i> Current Court Duty Solicitor <i>or</i>	Where you are a Police Station Duty Solicitor, give your 4 - digit Duty Solicitor Call Centre PIN: _____
b)	Current Police Station Duty Solicitor <i>and 6 examples of magistrates' court representation and advocacy under a Representation Order¹ (Give each UFN on an attached sheet)</i> <i>or</i>	Where you are a Court Duty Solicitor, tick below: <input type="checkbox"/> Please give date of qualification: _____
c)	Current Court Duty Solicitor <i>and</i> Holder of the Police Station Qualification (PSQ), part of the Criminal Litigation Accreditation Scheme (CLAS)	

	Other Requirements (as detailed in the standard)	Details
D4.5	Updating Legal Information Please summarise how you become aware of changes in legislation and case law (as required at D4.5). If you rely on subscription to a specialist journal you should provide the title(s).	
Declaration		
<p>I declare that the information provided is accurate to the best of my knowledge.</p> Signed:..... Dated:..... <i>(signed and dated by the supervisor named above)</i>		

Notes:

The supervisor **must** meet these requirements at the time of submitting this form and continue to do so in any 12- month period thereafter.

Supervisors and the Commission’s account management staff should refer to the Specialist Quality Mark Standard D3 (requirements and definitions) for guidance.

1. Examples **must** be cases undertaken (i.e. completed) within the 12 months immediately prior to the Specialist Quality Mark application.

SUPP(CRI-2)

*Criminal
Defence Service*



**SUPERVISOR STANDARD AND
SELF DECLARATION FORM**

- Use for **Crime** only
- You should photocopy this page as required and submit a completed copy (one form for each supervisor) with your Specialist Quality Mark application

You only need to complete this document when applying for a Crime Specialist Quality Mark and using this route as a supervisor standard, or when prompted to do so by your regional office

ROUTE 2 – DUTY SOLICITOR EQUIVALENT ROUTE

Details of organisation/supervisor applying		
Organisation's name: Organisation's supplier number: Supervisor's name: Offices supervised:		
D3.2a Legal Competence Standard for Supervisors		
i)	Areas of Knowledge (undertaken in the previous 12 months)	
a)	Have you held a current non-conditional practising certificate for the previous three years¹	Yes / No
b)	Police Station Qualification (PSQ) Have achieved the PSQ, part of the Criminal Litigation Accreditation Scheme (CLAS)	Please give date of qualification: <hr style="width: 100%; border: 0.5px solid black;"/>
c)	20 examples of magistrates' court representation and advocacy under a Representation Order A maximum of 10 of these 20 examples may be claims for Category 1 proceedings ² These examples must be undertaken with the previous 12 months	UFN: 1. 2. 3. 4. 5. 6. 7.

		8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.
	Other Requirements (as detailed in the standard)	Details
D4.5	Updating Legal Information Please summarise how you become aware of changes in legislation and case law (as required at D4.5). If you rely on subscription to a specialist journal you should provide the title(s).	
Declaration		
I declare that the information provided is accurate to the best of my knowledge.		
Signed:		
Dated: <i>signed and dated by the supervisor named above</i>		

Notes:

The supervisor **must** meet these requirements at the time of submitting this form and continue to do so in any 12- month period thereafter.

Supervisors and the Commission's account management staff should refer to the Specialist Quality Mark D3 (requirements and definitions) for guidance.

1. In some circumstances a conditional practising certificate may be acceptable. You should provide full details.
2. Category 1 proceedings are defined in the General Criminal Contract, Contract Specification, Part E, paragraph 3.5.

SUPP(CRI-3)

*Criminal
Defence Service*



**SUPERVISOR STANDARD AND
SELF DECLARATION FORM**

- Use for Crime only
- You should photocopy this page as required and submit a completed copy (one form for each supervisor) with your Specialist Quality Mark application

You only need to complete this document when applying for a Crime Specialist Quality Mark and using this route as a supervisor standard, or when prompted to do so by your regional office

ROUTE 3 – 350 HOUR CASEWORK ROUTE

Details of organisation/supervisor applying		
Organisation's name: Organisation's supplier number: Supervisor's name: Offices supervised:		
D3.2a Legal Competence Standard for Supervisors		
i)	Areas of Knowledge (undertaken in the previous 12 months)	
a)	Have you held a non-conditional practising certificate for the previous three years? ¹	Yes / No
b)	Police Station Qualification (PSQ)	Please give date of qualification: <hr/>
c)	6 examples of magistrates' court representation and advocacy under a representation Order A maximum of 2 of these 6 examples may be claims for Category 1 proceedings. ²	UFN: 1. 2. 3. 4. 5. 6.

ii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/Maximum hours allowed	Hours completed in the previous 12 months
a)	Direct (personal) casework. This may include Direct (documented) supervision.	Minimum 350 hours	
	Other Requirements (as detailed in the standard)	Details	
D4.5	Updating Legal Information Please summarise how you become aware of changes in legislation and case law (as required at D4.5). If you rely on subscription to a specialist journal you should provide the title(s).		
Declaration			
I declare that the information provided is accurate to the best of my knowledge.			
Signed:.....			
Dated:..... <i>signed and dated by the supervisor named above</i>			

Notes:

The supervisor **must** meet these requirements at the time of submitting this form and continue to do so in any 12- month period thereafter.

Supervisors and the Commission's account management staff should refer to the Specialist Quality Mark D3 (requirements and definitions) for guidance.

1. In some circumstances a conditional practising certificate may be acceptable. You should provide full details.
2. Category 1 proceedings are defined in the General Criminal Contract, Contract Specification, Part E, paragraph 3.5.

SUPP (CRI-CCRC1)

*Criminal
Defence Service*



SUPERVISOR STANDARD AND SELF DECLARATION FORM

- Use for **Crime-CCRC** only
- You should photocopy this page as required and submit a completed copy (one form for each supervisor) with your Specialist Quality Mark application

You only need to complete this document when applying for a Crime Specialist Quality Mark and using this route as a supervisor standard, or when prompted to do so by your regional office

CRIMINAL CASES REVIEW COMMISSION WORK

Details of organisation/supervisor applying			
Organisation's name:..... Organisation's supplier number:..... Supervisor's name:..... Offices supervised:.....			
D3.2a Legal Competence Standard for Supervisors			
i)	Areas of Knowledge		
a)	Have you held a non-conditional practising certificate for the previous three years? ¹	Yes / No	
ii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/Maximum hours allowed	Hours completed in the previous 12 months
a)	Direct (personal) casework This may include Direct (documented) supervision. Please note that this must be CCRC- related casework. ²	Minimum 115 hours	
	Other Requirements (as detailed in the standard)	Details	
D4.5	Updating Legal Information Please summarise how you become aware of changes in legislation and case law (as required at D4.5). If you rely on subscription to a specialist journal you should provide the title(s).		

Declaration

I declare that the information provided is accurate to the best of my knowledge.

Signed:.....

Dated:.....*signed and dated by the supervisor named above*

Notes:

The supervisor **must** meet these requirements at the time of submitting this form and continue to do so in any 12-month period thereafter.

Supervisors and the Commission's account management staff should refer to the Specialist Quality Mark, D3 (requirements and definitions) for guidance.

1. In some circumstances a conditional practising certificate may be acceptable. You should provide full details.
2. 'CCRC-related casework' is any work falling within the definition in the General Criminal Contract, Contract Specification, Part A, paragraph 4.2.

SUPP (CRI-PL1)

*Criminal
Defence Service*



SUPERVISOR STANDARD AND SELF DECLARATION FORM

- Use for Crime – Prison Law only
- You should photocopy this page as required and submit a completed copy (one form for each supervisor) with your Specialist Quality Mark application

You only need to complete this document when applying for a Crime Specialist Quality Mark and using this route as a supervisor standard, or when prompted to do so by your regional office

PRISON LAW

Details of organisation/supervisor applying			
Organisation's name:.....			
Organisation's supplier number:.....			
Supervisor's name:.....			
Offices supervised:.....			
.....			
.....			
D3.2a Legal Competence Standard for Supervisors			
i)	Areas of Knowledge		
a)	Have you held a non-conditional practising certificate for the previous three years ¹ ?		Yes/No
ii)	Case involvement (at 350 hours in the previous 12 months)	Minimum/Maximum hours allowed	Hours completed in the previous 12 months
a)	Direct (personal) casework This may include Direct (documented) supervision. Please note that this must be Prison Law work ²	Minimum 350 hours	
	Other Requirements (as detailed in the standard)		Details
D4.5	Updating Legal Information		
	Please summarise how you become aware of changes in legislation and case law (as required at D4.5). If you rely on subscription to a specialist journal you should provide the title(s).		

Declaration

I declare that the information provided is accurate to the best of my knowledge.

Signed:.....

Dated:.....*signed and dated by the supervisor named above*

Notes:

The supervisor **must** meet these requirements at the time of submitting this form and continue to do so in any 12- month period thereafter.

Supervisors and the Commission's account management staff should refer to the Specialist Quality Mark, D3 (requirements and definitions) for guidance.

1. In some circumstances a conditional practising certificate may be acceptable. You should provide full details. 'Prison law work' is any work falling within the definition in the General Criminal Contract, Contract Specification, Part A, paragraph 5.2.