

SUPP(FAM)



SUPERVISOR STANDARD AND SELF DECLARATION FORM

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

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)	Panel membership requirement		Give date of admittance and provide documentary proof of membership
a)	Current membership of The Law Society's Family Panel <i>or</i> Current membership of The Law Society's Children Panel <i>or</i> Current membership of the Solicitors Family Law Association Panel		<hr/> <hr/> <hr/>
ii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/Maximum hours allowed	Hours completed in the previous 12 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours)	
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)	
c)	External training delivery (CPD-accredited)	Maximum 115 hours	

d)	Documented research and the production of publications	Maximum 115 hours	
e)	Other supervision	Maximum 115 hours	
Full time <input type="checkbox"/>		Part time <input type="checkbox"/>	
	Other requirements (as detailed in the standard)	Details	
D3.4	Legal Training. Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months		
D4.5	Updating Legal Information Please summarise how you have 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:

- Supervisors in solicitor agencies in the N/P sector must meet the panel membership requirement.

SUPP(WB)



**SUPERVISOR STANDARD AND
SELF DECLARATION FORM**

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

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 – seven out of nine in the previous 12 months	File name/reference
a)	Overpayments/Fraud – 1 case file	
b)	Reviews/Appeals – 1 case file	
c)	Disability Benefits – 1 case file	
d)	Means tested – Local Authority – 1 case file	
e)	Means tested – DSS – 1 case file	
f)	Benefits for the Unemployed – 1 case file	
g)	Pensions (benefits for the retired, including Widowed Parents Allowance or Bereavement Allowance) – 1 case file	
h)	Community care – 1 case file	
i)	Social Fund (including funeral payments) – 1 case file	
ii)	Skills/Procedure/Knowledge – examples from the last 12 months	File name/reference
a)	Representation (at Appeals Tribunals, Review Boards or in Court) – 2 examples	1. 2.
b)	Appeal to Commissioners – 1 example	

c)	The ability to recognise the possibility of judicial review proceedings (inc. the purpose and the client's role (and, for N/P agencies, if the decision is taken to progress the case, the need for referral to a solicitor)) – 1 example				
d)	Referral to further progress a case – 2 examples	1. 2.			
e)	A complex better-off calculation (showing an awareness of the income of the individual, and where more than one alternative benefit is considered) – 1 example				
iii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/ Maximum hours allowed	Hours completed in the previous 12 months	Hours completed in the previous 12 to 24 months	Hours completed in the previous 24 to 36 months
a)	Direct (personal) casework. This may include Direct (documented) supervision	Minimum 235 hours (of which Direct (documented) supervision cannot make up more than 115 hours))			
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. 50% of 115 hours)			
c)	External training delivery (CPD-accredited)	Maximum 115 hours			
d)	Documented research and the production of publications	Maximum 115 hours			
e)	Other supervision	Maximum 115 hours			
Full time <input type="checkbox"/>			Part time <input type="checkbox"/>		
			(If part time, please provide evidence of hours completed in the previous 36-60 months on a separate sheet).		

	Other Requirements (as detailed in the standard)	Details
<p>D3.4</p> <p>D4.4</p> <p>D4.5</p>	<p>Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months.</p> <p>Do you hold current copies of the following texts:</p> <ol style="list-style-type: none"> 1. CPAG's Welfare Benefits Handbook 2. Disability Rights Handbook (Disability Alliance) 3. Volumes I, II & III Social Security Legislation 4. Housing Benefit and Council Tax Legislation (Finlay and Ward) <p>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).</p>	<p style="text-align: center;">Tick for compliance</p> <p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>
Declaration		
<p>I declare that the information provided is accurate to the best of my knowledge.</p> <p>Signed:</p> <p>Dated: <i>signed and dated by the supervisor named above</i></p>		

SUPP(HOU)



SUPERVISOR STANDARD AND SELF DECLARATION FORM

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

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 – covered in the previous 12 months	File name/reference
a)	Private Disrepair, Public Disrepair, EPA – statutory nuisance - 3 case files	1. 2. 3.
b)	Homelessness and Rehousing – 3 case files from 1 to 5 1. Statutory (Pt VII/Children Act) 2. Allocation 3. Transfer 4. Harassment requiring rehousing 5. Non-statutory	1. 2. 3.
c)	Security of Tenure – 3 case files from 1 to 2 1. Public/HA (inc. succession/assignment) 2. Private, where the status is unclear or can be challenged	1. 2. 3.
d)	Possession/Repossession – 3 case files from 1 to 3 1. Rent Arrears 2. Mortgage Arrears 3. Other Possession (inc. nuisance, returning owner, etc.)	1. 2. 3.
e)	Housing Benefit – 3 case files	1. 2. 3.

ii)	Skills/Procedure/Knowledge – examples from the last 12 months		File name/reference		
a)	Representation 1 example in a Disrepair case 1 example in a Housing Benefit case 3 examples in Possession cases		1. 2. 3. 4. 5.		
b)	Referral or Representation (in addition to that above) 1 example in a Disrepair case 1 example in a Possession case 1 example in a Homelessness case		1. 2. 3.		
c)	1 example of the ability to recognise the possibility of judicial review proceedings, (inc. the purpose and the client’s role (and, for N/P agencies, if the decision is taken to progress the case, the need for referral to a solicitor))				
iii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/Maximum hours allowed	Hours completed in the previous 12 months	Hours completed in the previous 12 to 24 months	Hours completed in the previous 24 to 36 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours)			
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)			
c)	External training delivery (CPD-accredited)	Maximum 115 hours			
d)	Documented research and the production of publications	Maximum 115 hours			
e)	Other supervision	Maximum 115 hours			
Full time <input type="checkbox"/>			Part time <input type="checkbox"/>		
			(If part time, please provide evidence of hours completed in the previous 36-60 months on a separate sheet).		

	Other Requirements (as detailed in the standard)	Details
<p>D3.4</p> <p>D4.4</p> <p>D4.5</p>	<p>Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months.</p> <p>Subscription to 1 nationally published specialist journal (containing updates on housing case law and statutes)</p> <p>Subscription to at least 1 loose-leaf (updated) housing encyclopaedia</p> <p>Demonstrated access to specialist housing law reports (e.g. by subscription or membership and use of local law library)</p> <p>Current copy of the Civil Procedure Rules and supplements</p> <p>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)</p>	<p style="text-align: center;">Tick for compliance</p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>
Declaration		
<p>I declare that the information provided is accurate to the best of my knowledge.</p> <p>Signed:</p> <p>Dated: <i>signed and dated by the supervisor named above</i></p>		



**SUPERVISOR STANDARD AND
SELF DECLARATION FORM**

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

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 – covered in the previous 12 months	File name/reference
a)	Defective Goods and Services – 8 case files from 1 to 7, of which at least 4 should be from 1- 4 1. Cars (sale of and repairs to) 2. Home improvements 3. Holidays 4. Domestic electrical appliances (sale of and repairs to) 5. Furniture and finishings 6. Clothing 7. Other	1. 2. 3. 4. 5. 6. 7. 8.
b)	Credit/Loans – 2 case files from 1 to 4 1. HP and title 2. Early settlement 3. Termination of HP/conditional sale 4. Equal liability	1. 2.

c)	Cancellation/Withdrawal – 1 case file from 1 to 6 1. Credit 2. Transactions conducted away from trade premises 3. Insurance (home/buildings/life) 4. Fuel 5. Timeshare 6. Other	
d)	Insolvency/Bankruptcy – 1 case file	
e)	Other Debts – 3 case files from any of 1 to 3 1. Tax/NI/VAT 2. Fines 3. CS/Maintenance	1. 2. 3.
f)	Refusal to Supply Goods/Services – 1 case file from 1 to 3 1. Credit 2. Fuel 3. Other – on any grounds (e.g. age, postcode, gender, disability)	
g)	Insurance/Pensions/Savings – 1 case file	
h)	Pricing and Charging Disputes – 1 case file	
i)	Disability Discrimination Act 1995 (Ss 22–25) – 1 case file	

ii)	Skills/Procedure/Knowledge – examples from the last 12 months	File name / reference
a)	1 example of a case where a personal injury issue has been identified	
b)	3 examples of cases where criminal issues have been identified and explained to the client	1. 2. 3.
c)	2 examples of either representation at the county court or attendance at ADR	1. 2.
d)	1 example of a case where an unfair term has been identified and explained to the client	
e)	1 example of a case involving exclusion clauses	
f)	2 examples of referral to further progress the case	1. 2.
g)	1 example of the Disability Discrimination Act 1995 sections 22-25	

iii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/Maximum hours allowed	Hours completed in the previous 12 months	Hours completed in the previous 12 to 24 months	Hours completed in the previous 24 to 36 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours)			
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)			
c)	External training delivery (CPD-accredited)	Maximum 115 hours			
d)	Documented research and the production of publications	Maximum 115 hours			
e)	Other supervision	Maximum 115 hours			
Full time <input type="checkbox"/>			Part time <input type="checkbox"/>		
			(If part time, please provide evidence of hours completed in the previous 36-60 months, on a separate sheet).		
	Other Requirements (as detailed in the standard)	Details			
D3.4	Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months	<p style="text-align: center;">Title</p> <hr style="width: 30%; margin: auto;"/> <p style="text-align: center;">Tick for compliance</p> <p style="text-align: center;"><input type="checkbox"/></p>			
D4.4	Subscription to at least 1 loose-leaf (updated) consumer encyclopaedia (it could be a CD-ROM/ online). Current copy of the Civil Procedure Rules and supplements				
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>					

SUPP(DEBT)



SUPERVISOR STANDARD AND SELF DECLARATION FORM

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

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 – four out of six in the previous 12 months	File name/reference
a)	Mortgage Arrears/Possession – 1 case file	
b)	Rent Arrears/Repossession – 1 case file	
c)	Council Tax/Community Charge/ Rates – 1 case file	
d)	Utility Debts (Gas/Electricity/Water) – 1 case file	
e)	Other Debts (1) – 3 case files from any of 1 to 3 1. Tax/NI/VAT 2. Fines 3. CS/Maintenance	1. 2. 3.
f)	Other Debts (2) – 8 case files from any of 1 to 11 1. Secured loans 2. Charge cards 3. Credit cards (bank and store) 4. Overdrafts 5. Social fund loans 6. Hire purchase 7. Unsecured loans 8. Credit sales 9. Mail order/catalogue 10. Rental agreements 11. Guarantors	1. 2. 3. 4. 5. 6. 7. 8.

ii)		Skills/Procedure/Knowledge – examples from the last 12 months	File name/reference		
a)	1 example of explaining (or explaining and taking) bankruptcy proceedings to a client (inc. advantages, disadvantages and court procedures such as venue and timescale)				
b)	1 example of explaining <u>each</u> of the following to a client: 1. Benefit entitlement 2. Tax allowances 3. Other ways of maximising income (e.g. room rental, charity)		1. 2. 3.		
c)	3 examples of explaining different court procedures to clients (e.g. time orders, variations, charging orders, suspensions, setting asides, appeals)		1. 2. 3.		
d)	1 example of referral to further progress a case				
e)	2 examples of explaining options/liability to clients re: different problems regulated by Consumer Credit Act (e.g. enforceability, extortionate rates, misrepresentation)		1. 2.		
iii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/Maximum hours allowed	Hours completed in the previous 12 months	Hours completed in the previous 12 to 24 months	Hours completed in the previous 24 to 36 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours).			
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)			
c)	External training delivery (CPD-accredited)	Maximum 115 hours			
d)	Documented research and the production of publications	Maximum 115 hours			
e)	Other supervision	Maximum 115 hours			
Full time <input type="checkbox"/>			Part time <input type="checkbox"/>		
			(If part time, please provide evidence of hours completed in the previous 36-60 months on a separate sheet).		

	Other Requirements (as detailed in the standard)	Details
D3.4	<p>Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months</p>	
D4.4	Subscription to at least 2 nationally published specialist journals (containing updates on debt case law and statutes). Please provide titles	1. 2.
D4.5	<p>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)</p>	
Declaration		
<p>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></p>		

SUPP(EMP)



SUPERVISOR STANDARD AND SELF DECLARATION FORM

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

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 – five out of eight in the previous 12 months	File name/reference
a)	Wrongful Dismissal – 1 case file	
b)	Unfair Dismissal – 4 case files from 1 to 5 1. Conduct 2. Ill health 3. Unfair redundancy 4. Capability 5. Other	1. 2. 3. 4.
c)	Constructive Unfair Dismissal – 1 case file	
d)	Redundancy (fair) – 1 case file	
e)	Discrimination – 2 case files from 1 to 5 1. Race 2. Sex 3. Disability 4. Equal pay 5. Other	1. 2.
f)	Transfer of Undertakings (Protection of Employment) – 1 case file	

g)	Rights in Work – Contractual – 1 case file from 1 to 3				
	<ol style="list-style-type: none"> 1. Terms 2. Variations 3. Breaches 				
h)	Rights in Work – Statutory – 3 case files from 1 to 7:		<ol style="list-style-type: none"> 1. 2. 3. 		
	<ol style="list-style-type: none"> 1. Maternity rights 2. Wages Act 3. Trade unions 4. Sick pay 5. Rights to particulars of employment 6. Health and safety 7. Jurisdictional queries for specific professions (e.g. police, armed forces, universities) 				
ii)	Skills/Procedure/Knowledge – examples from the last 12 months:		File name/reference		
a)	Representation at full hearings: 1 example in either Unfair Dismissal or Discrimination				
b)	1 example of advice to the client about the merits of a review/appeal to EAT				
c)	1 example of a consideration of procedural points (e.g. discovery, preliminary point, further and better particulars, raising a questionnaire)				
d)	1 example of a complex calculation of net loss (inc. contractual benefits and impact of benefit recoupment)				
e)	1 example of consideration of European case law				
f)	1 example of advice to the client about enforcing an award				
iii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/ Maximum hours allowed	Hours completed in the previous 12 months	Hours completed in the previous 12 to 24 months	Hours completed in the previous 24 to 36 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours).			
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)			

c)	External training delivery (CPD-accredited)	Maximum 115 hours			
d)	Documented research and the production of publications	Maximum 115 hours			
e)	Other supervision	Maximum 115 hours			
Full time <input type="checkbox"/>			Part time <input type="checkbox"/>		
			(If part time please provide evidence of hours completed in the previous 36-60 months on a separate sheet).		
Other Requirements (as detailed in the standard)			Details		
D3.4	Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months		<p style="text-align: center;">Title</p> <hr/> <p style="text-align: center;">Title</p> <hr/> <p style="text-align: center;">Details</p>		
D4.4	Subscription to at least 1 nationally published specialist journal Subscription to at least 1 loose-leaf (updated) employment encyclopaedia (could be CD ROM/online) Demonstrated access to specialist employment law reports (either by subscription or by membership and use of a law library)				
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>					



**SUPERVISOR STANDARD AND
SELF DECLARATION FORM**

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

Details of organisation/supervisor applying		
Organisation's name: Organisation's supplier number: Supervisor's name: Offices supervised:		
i)	OISC Requirements	
	The proposed supervisor must meet, or be declared exempt from, all the OISC requirements. Evidence must be provided	Tick for compliance <input type="checkbox"/>
D3.2a Legal Competence Standard for Supervisors		
ii)	Accreditation requirement (Route One)	
		Only routes one and two are available to holders of an LSC General Civil Contract.
a)	Level 2 or 3 of the Immigration & Asylum Accreditation Scheme (IAAS).	Date of accreditation <hr/> <u>Level of accreditation (level 2 or level 3)</u> <hr/> <input type="checkbox"/> Provide copy certificate

iii)	Passported (Route Two)	Only routes one and two are available to holders of an LSC General Civil Contract.
	Passported onto Level 2 of the Immigration & Asylum Accreditation Scheme (as previously member of the Law Society's Immigration Panel or assessed by the Law Society as meeting the Immigration Panel) Route Two is only available until the expiry date of membership of the Law Society Immigration Panel.	<p style="text-align: center;">Date of admittance</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Due date of accreditation (Prior to expiry of panel admittance).</p> <hr/> <p style="text-align: center;">Provide a copy certificate/confirmation of positive assessment</p>
iv)	Portfolio (Route Three)	Only available to work not under a LSC General Civil Contract
a)	Deportation (administrative action/court recommendations) – 2 case files	1. 2.
b)	Refusals – Appealable – 1 case file	
c)	Refusals – Non Appealable – 1 case file	
d)	Outside rules – 3 case files	1. 2. 3.

e)	Marriage (to enter or to remain) – 2 case files		1. 2.		
	Skills/Procedure/Knowledge – examples from the last 12 months				
f)	Referral to further progress a case or representation - 2 examples		1. 2.		
g)	The ability to recognise the possibility of judicial review proceedings, (inc. the purpose and the client's role (and, for N/P organisations, if the decision is taken to progress the case, the need for referral to a solicitor)) – 1 example				
v)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/Maximum hours allowed	Hours completed in the previous 12 months	Hours completed in the previous 12 to 24 months	Hours completed in the previous 24 to 36 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours).			
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)			
c)	External training delivery (CPD-accredited)	Maximum 115 hours			
d)	Documented research and the production of publications	Maximum 115 hours			
e)	Other supervision	Maximum 115 hours			
Full time			Part time (If part time, please provide evidence of hours completed in the previous 36-60 months on a separate sheet).		

D3.3	Supervisory Skills- This requirement is compulsory for supervisors qualifying via route one and route two.	Details
	<p>Supervisory Skills</p> <p>Immigration Supervisors supervising work under a LSC Civil Contract must have achieved the Supervisor Level Assessment of the Immigration & Asylum Accreditation Scheme (IAAS).</p>	<p>Date of accreditation</p> <hr/> <p><input type="checkbox"/></p> <p>Provide copy certificate</p> <hr/>
	Other Requirements (as detailed in the standard)	Details
<p>D3.4</p> <p>D4.4</p> <p>D4.5</p>	<p>Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months.</p> <p>Subscription to at least 1 nationally published specialist journal</p> <p>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).</p>	<p>Title</p> <hr/>
Declaration		
<p>I declare that the information provided is accurate to the best of my knowledge.</p> <p>Signed:</p> <p>Date:<i>Signed and dated by the supervisor named above</i></p>		



SUPERVISOR STANDARD AND SELF DECLARATION FORM

- Use for **Mental Health** only
- Where the supervisor is supervising work which includes representation at **MHRTs**, the supervisor **must** qualify via Route One
- You should photocopy this page as required and submit a completed copy (one form for each supervisor) with your Specialist Quality Mark application

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)	Panel Membership Requirement	Give date of admittance and provide documentary proof of membership
a)	<p>Current membership of The Law Society's MHRT Panel</p> <p><i>Or for Non-Solicitor Supervisors only</i></p> <p>Assessed by The Law Society as meeting the MHRT Panel criteria</p> <p><small>Note: This alternative is only available to organisations in the N/P sector. The Law Society administers an assessment against the MHRT Panel membership criteria, and on meeting the criteria supervisors will be 'assessed as meeting the MHRT Panel criteria'; individuals who do not work in solicitor offices cannot be members of a Law Society panel.</small></p>	<p style="text-align: center;">Give date of admittance</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Or</i></p> <p style="text-align: center;">Provide copy certificate/confirmation of positive assessment</p>
b)	<p>Representation on 10 MHRT case files in the previous 12 months:</p> <p><small>Note: Where the practitioner is unable to demonstrate that they have represented a client at 10 hearings (due to late cancellation, delay leading to discharge of the patient, etc.) they may, as an alternative, demonstrate the following in meeting the case load requirement: presentation at 5 hearings</small></p> <p><i>plus</i></p> <p><small>5 further cases in which either the preparation for the hearing had been completed and can be demonstrated on file or where they have had conduct of a case which falls within the scope of the category and for which LSC funding was granted</small></p>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

ii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/Maximum hours allowed	Hours completed in the previous 12 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours)	
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)	
c)	External training delivery (CPD-accredited)	Maximum 115 hours	
d)	Documented research and the production of publications	Maximum 115 hours	
e)	Other supervision	Maximum 115 hours	
Full time <input type="checkbox"/>			Part time <input type="checkbox"/>
	Other Requirements (as detailed in the standard)	Details	
<p>D3.4</p> <p>Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months.</p> <p>D4.4</p> <p>Subscription to at least 1 nationally published Specialist journal (containing updates on MH case law and statutes) Access to medical reference publications which must cover:</p> <ul style="list-style-type: none"> • Categorisation of mental illnesses, and • Classification of psychiatric medication <p>Access to the current edition of the Mental Health Act Manual (Sweet & Maxwell)</p> <p>D4.5</p> <p>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).</p>		<p style="text-align: center;">Title</p> <hr/> <p style="text-align: center;">Title</p> <hr/> <p style="text-align: center;">Tick to indicate compliance</p> <p style="text-align: center;"><input type="checkbox"/></p>	
Declaration			
<p>I declare that the information provided is accurate to the best of my knowledge.</p> <p>Signed:</p> <p>Dated:<i>signed and dated by the supervisor named above</i></p>			



SUPERVISOR STANDARD AND SELF DECLARATION FORM

- Use for **Mental Health** only
- Where the supervisor is supervising work which includes representation at MHRTs, the supervisor **must** qualify via Route One
- You should photocopy this page as required and submit a completed copy (one form for each supervisor) with your Specialist Quality Mark application

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 – Cases covered in the previous 12 months		File name/reference		
a)	‘Substantial cases’ (non-MHRT) – 10 case files Note: All such cases must fall within the Franchise category, and we would anticipate that they will be those for which an extension would be required or a certificate would be granted.		1. 2. 3. 4. 5. 6. 7. 8. 9. 10.		
ii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/Maximum hours allowed	Hours completed in the previous 12 months	Hours completed in the previous 12 to 24 months	Hours completed in the previous 24 to 36 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours)			
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)			

c)	External training delivery (CPD-accredited)	Maximum 115 hours			
d)	Documented research and the production of publications	Maximum 115 hours			
e)	Other supervision	Maximum 115 hours			
Full time <input type="checkbox"/>			Part time <input type="checkbox"/>		
			(If part time, please provide evidence of hours completed in the previous 36-60 months on a separate sheet).		
Other Requirements (as detailed in the standard)		Details			
D3.4	Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months.	<p style="text-align: center;">Title(s)</p> <hr/> <hr/> <p style="text-align: center;">Tick to indicate compliance</p> <p style="text-align: center;"><input type="checkbox"/></p>			
D4.4	Access to medical reference publications which must cover: 1. Categorisation of mental illnesses, and 2. Classification of psychiatric medication Access to the current edition of the Mental Health Act Manual (Sweet & Maxwell)				
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:

1. In certain circumstances it may be appropriate for a supervisor meeting Route 2 requirements, or a member of the staff they supervise, to represent a client at a Mental Health Review Tribunal (e.g. for an existing client requiring urgent representation who is reluctant to accept a referral). It is considered that these circumstances will be rare and where they do occur the Commission requires a note to be placed on file outlining the circumstances and justifying the reasons for representation in the specific case.
2. Where a Quality Marked Supplier has qualified via Route 2, but wishes to begin to develop a client base in tribunal work, they will be required to have a development plan outlining how and when they will meet the requirements in Route One, which **must** be agreed with their LSC auditor.

SUPP(PI)



SUPERVISOR STANDARD AND SELF DECLARATION FORM

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

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)	Panel membership requirement		Give date of admittance and provide documentary proof of membership
	Current membership of The Law Society's Personal Injury Panel		
ii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/Maximum hours allowed	Hours completed in the previous 12 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours).	
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)	
c)	External training delivery (CPD-accredited)	Maximum 115 hours	
d)	Documented research and the production of publications	Maximum 115 hours	
e)	Other supervision	Maximum 115 hours	
Full time <input type="checkbox"/>			Part time <input type="checkbox"/> (If part time, please provide evidence of hours completed in the previous 36-60 months).

Other requirements (as detailed in the standard)		Details
D3.4	Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months	
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>		



SUPERVISOR STANDARD AND SELF DECLARATION FORM

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

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)	Panel membership requirement	Give date of admittance and provide documentary proof of membership
a)	Current membership of The Law Society's Medical Negligence Panel	_____
	<i>or</i>	
b)	Current membership of the Action for Victims of Medical Accidents (AVMA) Referral Panel	_____
ii)	Membership of a network organisation (national or regional) which provides a regular forum for meeting other specialist clinical negligence practitioners with the aim of maintaining and improving knowledge and understanding of clinical negligence law and best practice Note: Regular forum means at least twice a year. Membership means attendance at one meeting per year as a minimum, plus evidence that issues raised by all minutes or any publications have been assessed for the purpose of determining whether any should be raised with, or the subject of training for, supervised staff.	<input type="checkbox"/> AVMA Lawyers Service <input type="checkbox"/> Other – please detail compliance on separate sheet
iii)	Access to a detailed and regularly maintained list of experts from which supervised staff can be directed, or can direct themselves under supervision, to the most appropriate source of assistance according to the nature of the case and type of expert service required Note: Experts for the full range of case types covered by the organisation must be included. In addition, the list must be maintained so that assessments of experts (their opinion, report, or performance in conference/court), are available to the staff who need to access the information, as required to meet, in part, the Specialist Quality Mark for "Use of Approved Suppliers". Assessments should include length of time taken to obtain any report, hourly rate charged, whether the report/performance was both fair and thorough, and whether the expert should be used again (and if not why not)	<input type="checkbox"/> AVMA Lawyers Service <input type="checkbox"/> Other – please detail compliance on separate sheet

	or whether any specific consideration should be given before instructing them (together with details).		
iv)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/Maximum hours allowed	Hours completed in the previous 12 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours)	
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)	
c)	External training delivery (CPD-accredited)	Maximum 115 hours	
d)	Documented research and the production of publications	Maximum 115 hours	
e)	Other supervision	Maximum 115 hours	
Full time <input type="checkbox"/>			Part time <input type="checkbox"/>
	Other Requirements (as detailed in the standard)	Details	
D3.4	Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months.		
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:

1. The additional requirements (membership of a network organisation and access to a maintained list of experts) will be met where the organisation subscribes to AVMA's Lawyers Service and demonstrates that it fulfils the requirement to attend meetings, and makes reference to AVMA's experts' list service in all cases (i.e. membership alone is not evidence of compliance). Membership may meet one requirement but not the other.
2. The provision of LSC funding for clinical negligence cases is subject to The (Prescribed Panels) Regulations 1999 which came into force on 1 February 1999, pursuant to Sections 32 (7) and 43 of the Legal Aid Act 1988 and the equivalents under the Access to Justice Act 1999. These Regulations limit the provision of LSC funding, for clinical negligence applications made after 1 February 1999, to a panel of authorised litigators referred to as the 'Clinical Negligence Franchise Panel'. Definitions are provided in the Regulations.



**SUPERVISOR STANDARD AND
SELF DECLARATION FORM**

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

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 – cases covered in the previous 12 months Section a) is mandatory , in addition, a further five case files in total must be drawn from at least two of sections b) to g).	File name/reference
a)	Special Educational Needs 1. Preparation of an appeal to a tribunal – 2 Case files, plus 3 case files from 2 to 5 2. General advice/assistance pre-assessment 3. Advice/assistance on an Assessment or Statement 4. Advice on appealing/reviewing a tribunal decision 5. Advice on enforcement of a Statement of Provision	1. 2. 3. 4. 5.
b)	Admissions for Children (Excluding Statemented and Special Needs Children) 1. Advice/assistance on obtaining a school place 2. Preparation of an appeal 3. Consideration of an appeal decision	
c)	Exclusions 1. Advice/assistance for an excluded client 2. Preparation of an appeal to Governors of an Statutory Appeal Panel 3. Consideration of an appeal decision	

d)	Out of School 1. Advice/assistance for children without a school place (including children educated at home)	
e)	Ancillary Local Education Authority Functions – advice on any of the following 1. LEA Support for pupils 2. Jurisdiction 3. School reorganisation. 4. Other (please specify)	
f)	Ancillary School Functions – advice on any of the following 1. Complaints against the school 2. Curricular issues 3. Banning parents 4. Health and Safety issues 5. Class size 6. Bullying 7. Other (please specify)	
g)	Post School Functions – advice on any of the following 1. Funding issues 2. Disciplinary issues 3. Learning difficulties 4. Quality of provision 5. Admissions 6. Complaints 7. Other (Please specify)	
ii)	Skills/Procedure/Knowledge – examples from the last 12 months	File name/reference
a)	1 example of representation or attendance at a Special Education Needs Tribunal. Where attendance is used as the evidence this would need to be supported by a written critical appraisal assessing the performance of parties concerned with the tribunal attended.	
b)	2 examples of explaining Administrative Court remedies (at least one must be in an area other than Special Education Needs)	1. 2.
c)	1 example of consideration of Human Rights	
d)	1 example of considering compensation for quality of advice	

iii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/ Maximum hours allowed	Hours completed in the previous 12 months	Hours completed in the previous 12 to 24 months	Hours completed in the previous 24 to 36 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours)			
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx.. 50% of 115 hours)			
c)	External training delivery (CPD-accredited)	Maximum 115 hours			
d)	Documented research and the production of publications	Maximum 115 hours			
e)	Other supervision	Maximum 115 hours			
Full time <input type="checkbox"/>			Part time <input type="checkbox"/> (If part time, please provide evidence of hours completed in the previous 36-60 months on a separate sheet) .		
Other Requirements (as detailed in the standard)			Details		
D3.4 D4.4 D4.5	Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months. Subscription to at least 1 nationally published specialist document Demonstrated access to a specialist Education law reports 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).	Title <hr/> Tick for compliance <input type="checkbox"/>			
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>					

SUPP(AAP ETC.)

Community
Legal Service



SUPERVISOR STANDARD AND SELF DECLARATION FORM

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

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 – cases covered in the previous 12 months	File name/reference
a)	Malicious Prosecution – 1 case file	
b)	Assault – 3 case files, of which one must include consideration of Post Traumatic Stress Disorder	1. 2. 3.
c)	Complaints against public authorities (Police or Prison Service) – 3 case files	1. 2. 3.
d)	Other actions – 4 case files from 1 to 6 1. False imprisonment 2. Wrongful arrest 3. Interference with goods 4. Negligence/Neglect of duty 5. Discrimination 6. Death in custody	1. 2. 3. 4.
ii)	Skills/Procedure/Knowledge – examples from the last 12 months	File name/reference
a)	3 examples of completing pre-action protocol of which one must progress further to a case management conference	1. 2. 3.
b)	2 examples of advising a client about additional remedies that are available (e.g. complaint, alternative dispute resolution, apology)	1. 2.

c)	2 examples of matters proceeding to trial <u>within the last 3 years</u>		1. 2.		
d)	1 example of the ability to recognise potential public interest implications of proceedings, in producing real benefits for individuals other than the client				
e)	1 example of assessing and advising the client as to the impact of the Human Rights Act upon their case				
f)	1 example of the ability to recognise the possibility of judicial review proceedings, (inc. the purpose and the client's role (and, for N/P agencies, if the decision is to progress the case, the need for referral to a solicitor))				
iii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/ Maximum hours allowed	Hours completed in the previous 12 months	Hours completed in the previous 12 to 24 months	Hours completed in the previous 24 to 36 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours)			
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)			
c)	External training delivery (CPD-accredited)	Maximum 115 hours			
d)	Documented research and the production of publications	Maximum 115 hours			
e)	Other supervision	Maximum 115 hours			
Full time <input type="checkbox"/>			Part time <input type="checkbox"/>		
			(If part time, please provide evidence of hours completed in the previous 36-60 months on a separate sheet).		
Other Requirements (as detailed in the standard)			Details		
D3.4	Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months.				
D4.4	Subscription to at least 1 nationally published journal which provides updates in the specialist area.		Title		

	<p>Current copy of at least one core police/prison law text</p> <p>Demonstrated access to Police/Prison law statutes and regulations (if a firm covers both fields there must be access to both)</p> <p>Current edition of JSB guidelines</p> <p>Current copy of the Civil Procedure Rules and supplements</p>	<p style="text-align: center;">Details</p> <p style="text-align: center;">Tick for compliance</p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>
D4.5	<p>Updating Legal Information</p> <p>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).</p>	
Declaration		
<p>I declare that the information provided is accurate to the best of my knowledge.</p> <p>Signed:</p> <p>Dated: <i>signed and dated by the supervisor named above</i></p>		



SUPERVISOR STANDARD AND SELF DECLARATION FORM

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

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 – cases covered in the previous 12 months	File name/reference
a)	Assessment – 3 examples ¹ of Assessment cases, including 1. Failure to assess or review assessments 2. Disputed assessments 3. Implementation	1. 2. 3.
b)	2 Cases from 1 or more of the following: 1. Charging for services 2. Health Service provision 3. Services for asylum seekers 4. Services for children 5. Unsuitable/inappropriate housing 6. Hospital discharge 7. Capacity issues 8. Closure/reorganisation 9. Service Provision and eligibility criteria 10. Carers rights and needs	1. 2.

Notes:

1. Where the supervisor cannot demonstrate three separate examples over the 12 month period but can evidence one substantial case (i.e. High Court or a case of 100 hours or more), this may demonstrate the required level of experience in this type of Community Care case.

ii)	Skills/Procedure/Knowledge – examples from the last 12 months. Section I is optional		File name/reference		
a)	1 example demonstrating the ability to recognise the appropriateness of Judicial Review and to act upon it (referral may be accepted as appropriate action for non-solicitor organisations)				
b)	2 examples of substantive advice to the client on the appropriate remedy in their case, one of which is Judicial Review and the other is an alternative remedy (i.e. complaints or other dispute resolution, ombudsman/commissioner)		1. 2.		
c)	1 example of advising the client as to the impact of the Human Rights Act upon their case.				
d)	Demonstrate an awareness of the Health Service structure, e.g. 1 example of a case, training and access to relevant reference material, research.				
e)	1 example of demonstrating an ability to recognise the need for welfare benefits advice and to act upon it.				
iii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum/Maximum hours allowed	Hours completed in the previous 12 months	Hours completed in the previous 12 to 24 months	Hours completed in the previous 24 to 36 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours).			
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)			
c)	External training delivery (CPD-accredited)	Maximum 115 hours			
d)	Documented research and the production of publications	Maximum 115 hours			
e)	Other supervision	Maximum 115 hours			
Full time <input type="checkbox"/>			Part time <input type="checkbox"/> (If part time, please provide evidence of hours completed in the previous 36-60 months on a separate sheet).		
Other Requirements (as detailed in the standard)			Details		
D3.4	Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months.				

<p>D4.4</p> <p>Subscription to at least 1 nationally published journal containing community care law updates</p> <p>Access to at least 1 core community care law text</p> <p>Demonstrated access to community care law reports and guidance</p> <p>Access to Civil Procedure Rules and Practice Directions</p> <p>D4.5</p> <p>Updating Legal Information</p> <p>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).</p>		<p style="text-align: center;">Titles</p> <hr/> <hr/> <p style="text-align: center;">Tick for compliance</p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>
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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*

SUPP(PUB)



SUPERVISOR STANDARD AND SELF DECLARATION FORM

- Use for **Public 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

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	Subject areas covered
a)	Demonstrate a breath of experience across the subject category. Within the last 3 years, a personal caseload covering a range of cases which have involved the application of the principles of public law across at least 3 subject areas, e.g. LSC Quality Mark categories or distinct areas that raise their own particular issues	1. 2. 3.
ii)	Skills/Procedure/Knowledge – examples from the last 12 months	File name/reference
a)	2 examples of substantive advice to the client on the advantages and disadvantages of remedies alternative to litigation; or of actual conduct of cases where an alternative remedy has been pursued (e.g. complaints, procedures, ombudsman)	1. 2.
b)	1 example of Judicial Review proceedings:	
c)	At least 2 additional examples of conducting or preparing proceedings (at least to the stage of making a representation on behalf of the client) from the following <ol style="list-style-type: none"> 1. Judicial Review 2. Habeas Corpus 3. Statutory Appeals 4. ECHR 5. ECJ (where the case turns upon public issues) 6. Non-court based remedies (e.g. complaints procedures) 	1. 2.

d)	1 example of research on a statutory or regulatory framework				
e)	1 example of assessing, and advising the client as to the impact of the Human Rights Act				
f)	1 example of the ability to recognise potential public interest implications of proceedings, in producing real benefits for individuals other than the client				
iii)	Case Involvement (at 350 hours in the previous 12 months)	Minimum / Maximum hours allowed	Hours completed in the previous 12 months	Hours completed in the previous 12 to 24 months	Hours completed in the previous 24 to 36 months
a)	Personal casework Direct (documented) supervision	Total minimum of 235 hours (of which personal casework cannot make up less than 115 hours)			
b)	File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)			
c)	External training delivery (CPD- accredited)	Maximum 115 hours			
d)	Documented research and the production of publications	Maximum 115 hours			
e)	Other supervision	Maximum 115 hours			
Full time <input type="checkbox"/>			Part time <input type="checkbox"/>		
			(If part time, please provide evidence of additional hours on a separate piece of paper).		
	Other Requirements (as detailed in the standard)		Details		
D3.4	Legal Training Please provide information to show how you met the legal training requirement for supervisors (at D3.4) in the last 12 months.				
D4.4	Access to public law reports Subscription to at least 1 nationally published specialist journal containing public law updates Access to at least 1 core administrative text Access to at least 1 core human rights law text		Tick for compliance <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

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).	
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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*

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: _____
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
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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.