**SUPP (CRI)**

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|  | **SUPERVISOR STANDARD AND DECLARATION FORM*** Use for **Crime** only
* Please refer to [guidance](https://www.gov.uk/government/publications/standard-crime-contract-2017) for advice on how to complete this form.
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| **1. Details of organisation and Supervisor** |
| Organisation’s name: Firm's full trading nameSupervisor’s name:Continuously qualified as a Supervisor since (date):Account number(s) of office(s) supervised: This relates to the office being supervised from April 2017Postcode(s) of office(s) supervised (if no Account number)This is only required if it is a new firm or office |
| **2. Generic Supervisor Requirements** |
| The Supervisor meets the supervisory standards by having **(please ensure that you tick at least one of the boxes below)**:1. 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
2. Completed an approved training course covering key supervisory skills no earlier than 12 months prior to the completion of this form. ; or
3. Completed the Level 3 or higher National Vocational Qualification (NVQ) standard in supervising no earlier than five years prior to the completion of this form. This does not exist so do not tick!
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| **3. Legal Competence Standard for Supervisors** |
| **i)** | **Areas of Knowledge (undertaken in the previous 12 months)** |  |
| a) | Has held a current non-conditional practising certificate for the previous three years | Please give date of date of most recently obtained practicing certificateAll certificates are issued on 1 November |
| b) | Has achieved the Criminal Litigation Accreditation Scheme (CLAS) in full | Please give date of qualificationPlease ensure the full date is stated unless it is 2001 or before, in which case you would write 'Passported' followed by the year |

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| **ii)** | **Skills/ Procedure/ Knowledge- Examples from the last 12 months** | **File name/UFN** | **Type of Case** | **Date closed/ worked on** |
| a) | Has undertaken a minimum of 6 Police Station Advice and Assistance cases (of which no more than two can be Police Station Telephone Advice where there is no subsequent Police Station Attendance)These examples **must** have been undertaken with the last 12 months | 1. Please include the
2. UFN of all files

3.4.5.6.Do not includeprivate files | 1. The type of
2. case must be
3. listed

e.g. theft4.5.6. | 1. The file dates
2. must be on or after 15

3. Sept. 20154.1. 'Ongoing' is not sufficient - a
2. date must be

included |
| bi) | Has undertaken 20 examples of magistrates’ court Representation and advocacyThese examples **must** have been undertaken with the last 12 months*Or* | 1. Private work may
2. be included but
3. the file
4. name
5. must still be
6. recorded

5.6.7.8.9.10.11.12.13.14.15.16.17.18.19.20. | 1. As above2.3.4.5.6.7.8.9.10.11.12.13.14.15.16.17.18.19.20. | 1. As above2.3.4.5.6.7.8.9.10.11.12.13.14.15.16.17.18.19.20. |

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| bii) | Has undertaken a minimum of 10 Magistrates Court Representations and AdvocacyThese examples **must** have been undertaken with the last 12 months*and*Only required if Bi & Bii above are not completed | 1.2.3.4.5.6.7.8.9.10. | 1.2.3.4.5.6.7.8.9.10. | 1.2.3.4.5.6.7.8.9.10. |
| biii) | Has undertaken a minimum of 5 Crown Court Representations and AdvocacyThese examples **must** have been undertaken with the last 12 monthsOnly required if Bi & Bii above are not completed | 1.2.3.4.5. | 1.2.3.4.5. | 1.2.3.4.5. |
| **4. Crime Case Involvement**Supervisors that work full time must demonstrate case involvement of at least 350 hours of Crime casework supervision each year in the 12 months prior to the date at Section 5 (Declaration). Please give details in the first column below.Supervisors that work part-time must demonstrate case involvement of 1050 hours over the past 5 years prior to that date. Please give details in all five columns below. |
| **Type of Involvement** | **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) Personal Case work and Direct (documented) Supervision | Total minimum 235 hours comprising: | This box should be left empty | This section This section  | is for Part Time should not be co | supervisors onl mpleted by a fu | y. ll time supervisor |
| i) Personal casework (minimum 115 hours) | This box mustbe completed |  |  |  |  |
| ii) Direct Supervision |  |  |  |  |  |
| b) File Review (inc. face-to- face) | Maximum 115 hours (i.e. approx. 50% of235 hours) | If you are not sure about times, multiply |  |  |  |  |

the number of reviews by 30 mins.

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| c) Delivery of external training(CPD-accredited) | Maximum 115 hours | Note that this is about delivery of training and |  |  |  |  |
| d) Documented Research/ Production of publications | Maximum 115 hours | production ofresearchso this would be blank for most people. |  |  |  |  |
| e) Other supervision | Maximum 115 hours |  |  |  |  |  |
| **TOTAL** | **Minimum 350 Hours** | This must be the suof the above figures | m |  |  |  |

**5. Declaration**

**This Supervisor was and continues to be employed by the organisation named at Section1 (Details**

**of organisation and Supervisor) above as at the date of completion of this form.**

Tick box to confirm

**As a person with powers of representation, decision or control of the organisation named at Section 1 above, I verify the information provided in this form and vouch that it is accurate.**

Name:

Name of the person approving the contents of the form formform

Role:

(e.g. Partner, Director, Trustee, Sole Practitioner)

Dated:

Please don't forget to date the form