



**SUPERVISOR STANDARD AND
DECLARATION FORM**

- Use for **HOUSING AND DEBT** only
- Please refer to **Guidance on Civil Supervisor Requirements (Aug 2017)** for advice on how to complete this form.

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):				
2. Generic Supervisor Requirements				
The Supervisor meets the supervisory standards by having: (i) Supervised in the Housing and/or Debt Categories of Law and/or relevant 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. <input type="checkbox"/> ; or (ii) Completed an approved training course covering key supervisory skills no earlier than 12 months prior to the completion of this form. <input type="checkbox"/> ; or (iii) Completed the Level 3 or higher National Vocational Qualification (NVQ) standard (or any replacement from time to time) in supervising in the previous five year period. <input type="checkbox"/>				
3. Legal Competence Standard for Supervisors				
i)	Areas of Knowledge – covered in the previous 12 months	File name/ref	Area of knowledge	Date closed/ worked on
a)	Possession/Repossession – 5 case files from the list below 1. Rent Arrears; 2. Mortgage Arrears; 3. Other Possession (inc. nuisance, returning owner, etc.)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
b)	If an example of a mortgage arrears possession case is not included in section i) a) above please outline the steps the Supervisor has taken to maintain their ability in mortgage possession cases	1.		

		File name/ref	Date closed/ worked on	
c)	Homelessness 3 case files Homelessness (including part 7 Housing Act 1996)	1. 2. 3.	1. 2. 3.	
d)	Private Disrepair, Public Disrepair, EPA – statutory nuisance - 2 case files	1. 2.	1. 2.	
ii)	Skills/Procedure/Knowledge – examples from the last 12 months	File name/ref	Area of knowledge	Date closed/ worked on
a)	Representation 3 examples in Possession cases <u>and</u> 1 example of a Homelessness or housing disrepair case	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
b)	If an example of a housing disrepair case is not included in section ii) a) above please outline the steps the Supervisor has taken to maintain their ability in Disrepair cases that may progress to litigation	1.		
		File name/reference	Date closed/ worked on	
c)	1 example of the ability to recognise the possibility of judicial review proceedings, (inc. the purpose and the client's role).	1.	1.	
d)	1 example of the ability to recognise a possible contravention of the rights and freedoms expressed in the European Convention on Human Rights 1950, as given effect in the Human Rights Act 1998.	1.	1.	

4. Housing/Debt Case Involvement						
Supervisors that work full time must demonstrate case involvement in the categories of law (350 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 categories of law (1050 hours in total) over the past 5 years (60 months). 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 months 13 to 24	Hours in months 25 to 36	Hours in months 37 to 48	Hours in months 49 to 60
		All Supervisors			Part-time Supervisors only	
a) Personal casework Direct (documented) supervision	Total minimum 235 hours comprising:					
	i) Personal casework (minimum 115 hours).					
	ii) Direct supervision					
b) File Review (including face-to-face)	Maximum 60 hours (i.e. approx. 50% of 115 hours)					
c) External training delivery (meeting any professional development requirements of your Relevant Professional Body)	Maximum 115 hours					
d) Documented research and the production of publications	Maximum 115 hours					
e) Other supervision	Maximum 115 hours					
TOTAL	Minimum 350 hours					

5. Declaration

This Supervisor is either a sole principal, an employee, a director, partner in or member of the organisation named at 1 above as at 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: