

# CPM21 ONLINE : Legal Aid Supervision – Mandatory Course 6 CPC = 6 CPD Hours



## How to fulfil the role of a Legal Aid Supervisor

The LAA Family & Crime Contract, Lexcel and the SQM place an important emphasis on the role of the Supervisor.

If you are new to this role or need to bring your knowledge up to date, this is a vital course for you. Lexcel also requires auditors to interview Supervisors to ensure that effective supervision systems are in place including “Active Supervision”.

## Who should attend? - Essential course for:

- Those seeking to achieve LAA Supervisor status
- New Lexcel or SQM Supervisors
- Existing Lexcel or SQM Supervisors
- Family Supervisors
- Crime Supervisors
- Prison Law, Immigration & Asylum, Mental Health, Mental Health Route 2, Housing & Debt, Community Care, Welfare Benefits, CAPA, CAPA Abuse Care, Public Law, & Clinical Negligence, Supervisors

## What will the course cover?

### PART 1

1. LAA Contract Requirements
2. Equality & Diversity – Communications Plan
3. What is Supervision?
4. Conditions for Supervision
5. Compliant File Management
6. File Reviews - Substantive Legal Issues and Peer Review Criteria

### PART 2

7. Measuring Quality:
  - ❖ Peer Review
8. Managing People as a Supervisor
9. Understanding Competences
10. Managing Performance
11. The Supervisors Role in improving efficiency
12. LAA’s Data Security Requirements & Guidance

**Both parts must be completed before we can issue a Legal Aid Supervision Certificate**

CPM21 Ltd  
Ty Menter, Navigation Park  
Abercynon CF45 4DN



## Course Tutor



**Wayne Williams LLB. MBA** is a former senior manager and auditor at the Legal Aid Agency. He has extensive experience of helping firms in England and Wales comply with LEXCEL, SQM and LAA contract requirements.

**Want to know more or book?**  
**Complete this booking form and return it to us with your cheque, made payable to CPM21 Ltd.**

E: [book@cpm21.co.uk](mailto:book@cpm21.co.uk)

Or visit

[www.cpm21.co.uk](http://www.cpm21.co.uk)

for more information or to book using PayPal/Credit Card

**Select a date for Part 1 & 2**  
(All Sessions 10:00 AM – 1:00 PM)

- Part 1 – 23/02/2022
- Part 2 – 02/03/2022
  
- Part 1 –
- Part 2 –
  
- Part 1 -
- Part 2 –
  
- Part 1 –
- Part 2 –

01443 742895  
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Please Reserve

Place(s) on the above course

**On: Various Dates (See Overleaf)**

**Location: ONLINE Via ZOOM**

**All Sessions (10:00 AM – 1:00 PM)**

**Business Name:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact E-Mail:** \_\_\_\_\_

**Contact Telephone:** \_\_\_\_\_

**Special Requirements:** \_\_\_\_\_

Course Cost: £150.00 Plus VAT each part (£300.00 plus VAT in total)

**Delegates:**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

**Payment should be made via PayPal.  
Simply visit our Course Schedule page  
and select Buy Now:**

<http://cpm21.co.uk/Current-Training-and-Support-Courses-from-CPM21>

**CPC Course Booking Terms & Conditions**

1. Course fees must be paid on or before the date of the course. If you fail to attend after booking the course, then you remain liable for the fee subject to clause 7 below
2. Confirmation of booking and details of venue will be sent by e-mail only to the e-mail address provided.
3. A receipted VAT invoice will normally be issued to the delegate/organisation within 14 days of the conclusion of the course.
4. Course documentation will be distributed at the event.
5. Prices may be subject to change and may vary depending on locations of the course (to allow for varying venue costs etc.)
6. We are SRA approved external CPD course provider and provide CPD hours for those subject to that scheme. It is a condition of the allocation of hours that you attend for the duration of the course and personally complete and sign the CPD register to confirm that you have done so. The relevant CPD reference will be provided by the tutor on the day and will be shown on the CPD register. You should make a note of this and the hours awarded for your own CPD records.
7. We reserve the right to vary, cancel or postpone a course at short notice where necessary. Cpm21 accept no liability if the course does not take place. Refunds will be made as appropriate if the course is cancelled by us.
8. You may cancel/postpone your attendance up to 14 days before the event, provided you e-mail such confirmations to [support@cpm21.co.uk](mailto:support@cpm21.co.uk). We cannot accept telephone, letter or faxed cancellations.
9. You may send a substitute delegate without notifying us in advance, but the change must be made clear on the signed CPD register.
10. Data Protection – we may periodically contact you with updates. Information and details of courses and services. If you do not wish to receive such updates or information then please e-mail [support@cpm21.co.uk](mailto:support@cpm21.co.uk)  
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11. The presentations, materials and notes for our courses are prepared solely for the benefit of the delegates attending that course. They are intended to be an integral part of the course presentation and do not necessarily stand on their own outside that context. They must not be used for giving advice in a specific situation. Neither cpm21 nor any of its consultants or tutors shall have any responsibility or liability for losses (including consequential loss) occurring because a person acts upon or fails to act based on any statement made by the consultant or tutor or contained in the course materials, notes or presentations. Our tutors are not authorised to provide practice management, legal or other advice relating to any specific situations or issue as part of our training courses and you should seek appropriate professional, financial or legal advice before making any decisions or taking any actions based on what you have heard, learned or read about on the course.

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