

## LAPG Legal Aid Supervision Course

If you need to attend a course to qualify as a legal aid supervisor, or check that you are up to date with the latest requirements, this is the course for you! Legal aid supervisors need knowledge of their subject and practice experience, which we can't do for you; but if you are new to supervision, or haven't supervised a full-time equivalent caseworker for a year in the past 5 years, this course will ensure you meet the LAA's generic supervisor requirements (Section 2(ii) of the Supervisor Self-Declaration Forms).

This course will help you meet a key component in securing and then effectively operating your legal aid contract.

### You will learn:

- The LAA's requirements to be accepted as a supervisor
- How to fill in supervisor forms
- What the LAA's crime and civil contracts require supervisors to do
- Danger areas in the crime and new 2018 civil contracts
- How to use file review to protect your organisation from audits
- How to plan and manage work to ensure it is financially viable
- How to set and monitor targets
- Effective performance management techniques
- Feedback and communication skills
- How to keep up to date with LAA changes

### Course tutors

The course tutors are Matthew Howgate and Vicky Ling, who are lead tutors on the LAPG Certificate of Practice Management.

**Matthew Howgate** is an experienced sector management, strategy and compliance consultant. He works widely with law firms, NGO advice agencies, representative bodies and local authorities. He is a non-practising solicitor and was formally Senior Legal Adviser at the LSC, giving him a detailed knowledge of legal aid contracting and procurement. Matt regularly provides training in-house or at conferences.

**Vicky Ling** has spent her career in the advice and legal sector and has helped a wide range of solicitors firms and not for profit legal practices to obtain and maintain legal aid contracts. She is joint editor (with Simon Pugh) of LAG's [Legal Aid Handbook 2018/19](#) and has a regular column in Legal Action.

### Dates, venues and price

See [www.lapg.co.uk/coures](http://www.lapg.co.uk/coures) for venues and dates

(If we're not delivering in your area speak to us about organising a course near you)

Courses will run from  
**10:00 – 16:00** and delegates  
may be expected to complete a  
preparation exercise.

**£210 for LAPG members; £245 for non-members**

Contact us today to join and receive the benefits of LAPG membership

For more information contact LAPG Operations Director, Chris Minnoch, on  
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