



CROWN PROSECUTION SERVICE – ADVOCATE PANEL SCHEME 2016 - 2020

EXPLANATORY NOTE TO REFEREES – GENERAL CRIME LIST (UPDATED JULY 2018)

1. Applicants to the scheme should identify referees who will provide references to support their application and ensure that any reference upon which they rely is submitted within the permitted timeframe.
2. The requirement for references for the General Crime List and ‘Rape List’ are as follows:
 - Level 1 applicants should provide one reference
 - Level 2 and 3 applicants should provide two references
 - Level 4 applicants should provide three references
 - Rape List applicants (already at level 3 or 4) should provide one reference
3. References can be obtained from any person whom the applicant believes best supports their application and is prepared to stand as a referee. The table below provides examples of suitable referees for each level. Please note that there is no longer an expectation that Level 2 applications will be supported by a judicial reference.

Level 1	Level 2	Level 3 and 4 / Rape List
<ul style="list-style-type: none"> • Pupil Master • Heads of Chambers • Chambers Advocacy Trainers 	<ul style="list-style-type: none"> • Pupil Master • Heads of Chambers • Chambers Advocacy Trainer • Instructing Solicitors • Leading or opposing Advocates • Instructing members of the CPS or other prosecuting authorities • Advocacy Assessors 	<ul style="list-style-type: none"> • Current or retired members of the full-time judiciary • Members of the part-time judiciary • Heads of Chambers • Instructing Solicitors • Leading or Opposing Advocates • Instructing members of the CPS or other prosecuting authorities • Advocacy Assessors

4. Instructing members of the CPS may compose a reference for an Advocate Panel applicant. Any reference provided by an instructing member of the CPS will be considered an organisational reference, and not a personal one. The draft reference **must** be referred to either the Area CCP / Head of Casework Division, or someone delegated by the CCP / Head of Casework Division, for approval.
5. The referee must complete the appropriate Reference Form available on the [CPS website](#). The approved reference can then be sent either to the applicant for submission together with their application, or sent directly to the [Advocate Panels mailbox](#).



6. Referees should be aware that if the CPS subsequently receives a Freedom of Information Act request for release of the reference the request will be considered in line with the guidance from the Information Commissioner.
7. It remains the applicant's responsibility to secure the referee's agreement to provide a reference, to provide the referee with the correct reference form and to ensure that the reference is submitted to the CPS by the deadline date. Accordingly, applicants should ensure that potential referees are given sufficient notice (28 days) of what they are required to provide and the date for submission.
8. Referees should complete the appropriate reference form. There are three reference forms available on the [CPS Website](#), as follows:
 - Reference form for level 1
 - Reference form for level 2, 3 and 4
 - Reference form for Rape List applicants.
9. Referees should be in a position to speak with authority about the skills specified in the selection criteria. The assessment boards are aware it is generally more difficult for applicants at level 2 to find referees who can speak with authority on all of the required skills and allowances are made for this.
10. Referees will be asked to consider the competencies of the applicant in respect of the level applied for under the following headings:
 - a. Knowledge of the applicant's work
 - b. Legal decision making and case strategy
 - c. Advocacy
 - d. Interpersonal skills
 - e. Additional information which would assist.
11. Completed references should either be submitted by the applicant, in a single submission, together with their application form to the [Advocate Panels mailbox](#). Alternately, referees may send a copy of their reference directly to [Advocate Panels mailbox](#).