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| **ADVICE SERVICE ALLIANCE** **Advice Quality Standard** **Casework Experience and Range**       Form: Case 1 – Women  | C:\Users\lmorris\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\85034B2A.tmp |

This form must be completed if applying for certification to Advice with Casework in the Women category.

Cases listed to fulfil the criteria must be cases which were active within the last 12 months.  Please complete column 3 with either the case reference or file name.  Please also state the caseworker responsible for the case if applying through the 12-hour caseworker route (D5.1).

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| **Requirement**  | **File Ref No / Filename**  | **Initials of Caseworker**  |
| Five out of eleven from sections A to K.   |
| **A. Welfare Benefits**  |
| Six out of fourteen of A1 to A14:  |   |   |
| A1  | Income Support/Universal Credit  |   |   |
| A2  | Tax Credits  |   |   |
| A3  | Jobseekers Allowance, income related or contributory  |   |   |
| A4  | Employment and Support Allowance, income related or contributory  |   |   |
| A5  | Housing Benefit / Council Tax Reduction / Under Occupancy Charge  |   |   |
| A6  | Social Fund, Local Assistance Schemes, Discretionary Assistance Fund (Wales)  |   |   |
| A7  | Maternity Benefits  |   |   |
| A8  | Child Benefit  |   |   |
| A9  | Guardian’s Allowance  |   |   |
| A10  | Disability Benefits (including Disability Living Allowance/Personal Independence Payment)  |   |   |
| A11  | Bereavement Benefit(s)  |   |   |
| A12  | Child Support   |   |   |
| A13  | Benefits for Older People including retirement pension and pensions credit  |   |   |
| A14  | Restrictions relating to persons subject to immigration control and asylum seekers or habitual residence test, or right to reside/habitual residence test.  |   |   |

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| **B. Housing**  |
| Three out of five of the following:  |
| B1  | Homelessness two cases  |
|   | * B1.1. Statutory
 |   |   |
|   | * B1.2. Non-statutory
 |   |   |
| B2  |  Allocation  |   |   |
| B3  | Transfers  |   |   |
| B4  | Rights of succession to a tenancy or assignment of a tenancy  |   |   |
| B5  | Disrepair  |   |   |

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| **C. Domestic Violence**  |
| Three out of six of the following:  |
| C1  | Obtaining occupation orders or an injunction or and other relevant court orders   |   |   |
| C2  | Accessing safe accommodation issues/ Safer Homes adaptions  |   |   |
| C3  | Recovering property  |   |   |
| C4  | Child contact issues  |   |   |
| C5  | Reporting matters to the Police and the consequences of this  |   |   |
| C6  | Domestic violence concession   |   |   |

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| **D. Sexual Violence**  |
| Three out of five of the following:  |
| D1  | Police procedures and complaints  |   |   |
| D2  | Rights in court  |   |   |
| D3  | Support and health services guidance  |   |   |
| D4  | Accessing Criminal Injury Compensation Claims / Appeals  |   |   |
| D5  | Sexual harassment  |   |   |

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| **E. Harassment**  |
| Three out of five from the following:  |
| E1  | Sexual harassment  |   |   |
| E2  | Racial abuse  |   |   |
| E3  | Neighbour disputes  |   |   |
| E4  | Homophobic abuse  |   |   |
| E5  | Stalking (Protection of Freedoms Act 2012)  |   |   |

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| **F. Family**  |
| Three out of seven from the following:  |
| F1  | Child protection  |   |   |
| F2  | Child contact  |   |   |
| F3  | Child support issues   |   |   |
| F4  | Relationship breakdown and divorce  |   |   |
| F5  | Property rights   |   |   |
| F6  | Disposal of joint property and liability after sale  |   |   |
| F7  | Child Legal Guardianship  |   |   |

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| **G. Health and Community Care**  |
| Three out of six from the following:  |
| G1  | Accessing appropriate health care or healthcare where it has been refused  |   |   |
| G2  | Accessing mental health services where they have been refused  |   |   |
| G3  | Assistance with access to free prescriptions  |   |   |
| G4  | Persons from abroad – rights to treatment  |   |   |
| G5  | Paying for travel for medical care  |   |   |
| G6  | Accessing care in the community  |   |   |

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| **H. Employment and Training**  |
| Three out of seven of the following:  |
| H1  | Wrongful dismissal  |   |   |
| H2  | Unfair dismissal  |   |   |
| H3  | Sex Discrimination  |   |   |
| H4  | Redundancy  |   |   |
| H5  | Transfer of Undertakings (Protection of Employment) Regulations 2006  |   |   |
| H6  | Rights in work – contractual  |   |   |
| H7  | Rights in work – statutory * Maternity rights
* Deductions from wages
* Trade Union activities
* Sick pay
* Health and safety
* National Minimum Wage
* Working Time Regulations, Rights to paid leave, maximum working week etc.
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| **I. Debt**  |
| Three out of six from the following:  |
| I1  | Mortgage arrears / possession including secured loans  |   |   |
| I2  | Rent arrears / possession  |   |   |
| I3  | Local taxes – council tax, or rates  |   |   |
| I4  | Utility debts – gas, electricity or water  |   |   |
| I5  | Disposal of joint property and liability after sale  |   |   |
| I6  | Multiple non-priority debts where establish repayment arrangements  |   |   |

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| **J. Education**  |
| Three out of five from the following:  |
| J1  | Assistance for women who cannot get their children accepted by preschools / schools  |   |   |
| J2  | Entitlements to free school meals, uniform grants and travel grants  |   |   |
| J3  | Exclusions from school  |   |   |
| J4  | Special educational needs assessment / provision / tribunal  |   |   |
| J5  | Assistance in access to further and higher education (including English as a foreign language)  |   |   |

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| **K. Immigration/Nationality**  |
| Note that under the Immigration and Asylum Act 1999 it is a criminal offence for a person to provide immigration advice or services in the UK unless their organisation is regulated by the Office of the Immigration Services Commissioner (OISC) or is otherwise covered by the Immigration and Asylum Act 1999. Members of certain professional bodies may give immigration advice without registering with OISC.  If immigration/asylum casework forms part of your application for the Advice Quality Standard, there will be an assumption that you are compliant with the relevant statutory requirements.  Further information can be obtained from: The Office of the Immigration Services Commissioner, 5th Floor, 21 Bloomsbury Street, London, WC1B 3HF Telephone: 0345 000 0046 Email: info@oisc.gov.uk  Web: <https://www.gov.uk/government/organisations/office-of-the-immigration-services-commissioner>   |
| Three out of seven from the following:  |
| K1  | British nationality law – registration and/or nationalisation  |   |   |
| K2  | Rights of abode  |   |   |
| K3  | Marriage / partners (to enter or remain)  |   |   |
| K4  | Sponsorship undertaking   |   |   |
| K5  | No recourse to public funds  |   |   |
| K6  | Employment * Work permits
* Permit free employment
* Student applications
 |   |   |
| K7  | Domestic violence concession  |   |   |

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| **I confirm the above information is accurate.**  |
| **Name (please print):**  |   |
| **Signature:**  |   |
| **Date:**  |   |