

Paradigm Supervisor courses

All you need to know, including the steps involved, what service you will receive and the cost

Step 1

Pre-course assessment

- Send us your T&C plan (by email)
- Complete the multiple-choice assessment based on your own T&C plan
- Complete the multiple-choice assessment on the SM&CR training material
- Complete the file review assessment
- Complete the online Fact Find and Product Presentation observation assessment

Step 2

Supervisor Training and assessment day

- Attend and participate in the Paradigm supervisor training course
- Update your training plan and CPD records
- Follow the guidance if you wish to continue to step 3 and be assessed as a competent supervisor

Step 3 (optional)

Post course follow up assessment

- Complete an 'in-house' Fact Find & Product Presentation observations & have your evidence and feedback prepared and ready for assessment
- Complete an 'in-house' file review assessment and have your evidence & feedback prepared and ready for assessment
- Prepare for an 'in-house' 1-2-1 & KPI review meeting, in preparation for an observed assessment* with your Paradigm Consultant

*Remote or onsite, as preferred

What happens next

- You should maintain your knowledge using training plans & CPD records from updates provided in compliance updates and from attendance at future Best Practice meetings
- Follow Paradigm guidance on how to construct your own T&C plan.
- Train all staff on any changes to your T&C plan that you might make as a result of attending the course
- Follow your own T&C plan

We will send you all the learning material and assessment forms you will need to complete the pre-course work.

We will organise two half-day online sessions focused to help you be an effective supervisor.

Following the in-house assessment, you will be provided with written evidence and feedback to enable your firm to assess you as a "competent" supervisor.

We will continue to support your firm as detailed in your service agreement.

You will receive written personalised feedback, to highlight any identified learning needs in order to fully prepare you for the supervisor course.

You will receive a copy of the slides and a range of handout materials.

Ongoing compliance updates will be supplied via email, and you are always welcome to attend future Best Practice events.

Step 1 and 2 covered: £650 + VAT for the first attendee. Subsequent places are charged at £250 + VAT.

£985 + VAT (or swap one of your Consultancy days arranged with Paradigm).

The cost of this can be discussed depending on your firms' specific ongoing needs.

This feedback can be used for your own CPD records.

If you would like more information, or have any questions, please email [Graeme Stewart: graeme.stewart@paradigm.co.uk](mailto:graeme.stewart@paradigm.co.uk)

