

# Managerial Guidelines for Implementing the Probation Qualifications Framework

## **1. Introduction**

There are many benefits from Employee Learning and Development and these include:-

- Increased job satisfaction and morale among employees
- Increased employee motivation
- Increased efficiencies in processes
- Increased capacity to adopt new technologies and methods
- Increased innovation
- Reduced employee turnover
- Enhanced organisation image
- In Probation, Learning and Development is important in that stakeholders hold us accountable to demonstrate that our people are able to demonstrate their competence to deliver the requirements of the job in areas such as assessing and managing the risk of harm to others as well as reducing re-offending.

There are a number of essential components to this:-

- A complete learning and development strategy includes a formal training programme with an overview of the role expectations and performance skills needed by employees to equip them to perform key tasks.
- For a new employee, a training strategy provides a fundamental understanding of their role and how the role fits within the organisational structure.
- The more background knowledge the new employee has about how one workgroup interrelates with another, the more the new employee will understand his or her impact on the organisation.
- Another aspect of a comprehensive employee learning and development strategy is continuing education. The most effective employee training programmes make continuing education an ongoing responsibility.

## **2. About the Probation Qualifications Framework (PQF)**

The PQF represents an important change from the former Trainee Probation Officer scheme. In future all employees undertaking the PO qualification routes encompassed by the PQF will remain as substantive Probation Services' Officers (PSO) employed by the individual Trust in Offender Management. For example, where PSO are undertaking Pathway 3 (see para 6 below), they will remain a substantive PSO in Offender Management and perform PSO duties when they are not involved in activities related to the qualification programme. He or she may become a Probation Officer only when training has been successfully completed and the individual has successfully applied for and been appointed to a Probation Officer post. Until he or she has been appointed as a Probation Officer, his or her pay, pay progression arrangements and terms and conditions will remain unchanged. Model Selection Criteria are included at Annex A. The PQF also introduces for the first time a qualification for PSO which ensures that vocational skills have been demonstrated within the first year of practice to the level and breadth where employers and the public can have confidence in their competence to

- assess the risk of harm to others and the need for interventions.

- promote equality and value diversity.
- communicate effectively with people.
- support others to change.
- work effectively with others.
- develop own knowledge and skills.
- work towards performance outcomes in one of the specialist pathways.

### **3. The Probation Qualifications Regulatory Framework**

Under the 2007 Offender Management Act the Secretary of State has a responsibility to publish guidelines about any qualifications, experience or training required to perform the work of an officer of a provider of probation services. The Secretary of State must publish guidelines in relation to work involving the supervision of offenders and other work requiring direct contact with offenders (including offenders held in custody).

This responsibility is discharged by the Regulatory Framework, issued by NOMS on behalf of the Secretary of State, which sets out the expectations and responsibilities for all parties so that they have a comprehensive and common understanding of the technical and practical arrangements involved. The Regulatory Framework is a live document and should be accessed electronically to ensure the most up to date version is used. It is available on EPIC.

[http://npsintranet.probation.gsi.gov.uk/index/support\\_service/training\\_and\\_development.htm](http://npsintranet.probation.gsi.gov.uk/index/support_service/training_and_development.htm)

or the Midlands Consortium website at

<http://www.probationtraining-midlandsconsortium.org.uk/officer/pqf.html>

### **4. Working together- Trade Union involvement**

Both Napo and UNISON have been, and continue to be, closely involved in the implementation of the Probation Qualifications Framework.

### **5. A Quality Learning Environment –**

#### **The role of the line manager**

It is essential for managers to create a context for the employee's learning and development, to provide information for the employee about why the new skills, skill enhancement, or information is necessary and make certain the employee understands the link between the training, his or her role and obtaining the qualification. The role of the line manager is central in co-ordinating the tasks which need to be undertaken to achieve the Probation Qualifications.

#### **Other essential tasks**

Assessment, internal verification, practice tutoring/mentoring teaching and learning by the employee will also be required at different stages of the qualifications for the successful implementation of the PQF. Further details can be found in the Regulatory Framework Appendix 3.2.5, Main Tasks of the Probation Qualifications Framework.

The employee should be clear about their own responsibilities in undertaking and applying learning. These are explained in the template Learning Agreement attached at Annex B and include completing assignments on time, actively participating in the programme and, where possible and practicable, taking advantage of opportunities to apply new ideas and the skills acquired in the workplace.

## **6. What do Managers need to do?**

Managers will need to understand the different Pathways (please see Annex C) that team members will be following where they are taking part in learning and development activities arising from the Probation Qualifications Framework, introduced on 1 April 2010. All of this activity will be underpinned by managers making sure that the policies of the Trust in connection with, for example, employment probationary period reports and performance review are fully utilised. This is included in the Probation Qualifications Regulatory Framework paragraph 2 and for ease of reference is also included here.-

### **Pathway 1 – PSO qualification – VQ3\* for existing PSOs.**

This relates to existing PSO who were appointed before 1 April 2010. Probation Trusts are required to offer all PSO appointed before 1 April 2010 the opportunity to complete the Vocational Qualification Diploma in Probation Practice level 3\*, with the last date for registrations being end of March 2015. Once registered, PSO will be provided with 12 months to complete. In exceptional circumstance this can be extended to 18 months. (See Regulatory Framework 3.2 and appendix 3.2.5 and 3.4.1). Where an existing PSO, appointed before 1 April 2010, is unsuccessful in completing the VQ3, this will be without prejudice to his or her employment in Probation.

### **Pathway 2 – PSO qualification - VQ3\* for new staff.**

This relates to PSO appointed on or after 1 April 2010. It will be a requirement of their appointment that they complete the Gateway to Practice and achieve a Vocational Qualification at level 3 Diploma in Probation Practice\* within their first 12 months of employment. This achievement will be supported with their contract of employment (template at Annex D) and an individual learning agreement (Annex B)

### **Pathway 3 –Community Justice Honours Degree providing eligibility to apply for Probation Officer posts.**

This relates to existing PSO appointed prior to 1 April 2010, qualified with a Vocational Qualification at level 3 Diploma in Probation Practice \*. The individual would need to be selected for the Community Justice Degree and VQ5 Diploma in Probation Practice and this would be supported with an individual learning agreement (example at Annex B). There is flexibility in the time scale for completion of the first 2 parts of the Degree. The 3<sup>rd</sup> part should be completed in 9 months. (See Regulatory Framework A212a)

#### **Pathway 4 – Community Justice Honours Degree leading to eligibility to apply for Probation Officer posts- for new PSO.**

This pathway is the same as Pathway 3 but, relates to PSO appointed on or after 1 April 2010, qualified with a Vocational Qualification at level 3 Diploma in Probation Practice\* The individual would need to be selected for the pathway by the Trust and this would be supported with an individual learning agreement (example at Annex B).

#### **Pathway 5 –Graduate Diploma leading to eligibility to apply for Probation Officer posts – for selected existing PSO with relevant degrees**

This relates to selected PSO with a relevant Honours Degree, which is currently defined as, criminology, criminal justice, community justice or police studies. Further information is available in Appendix 2.1.3a of the Regulatory Framework. Potential applicants should contact their local HR team to find out this information. The individual would need to be selected (for Model Selection Criteria see Annex A) for the pathway by the trust and this would be supported with an individual learning agreement (Annex B).

#### **Pathway 6 – Graduate Diploma leading to eligibility to apply for Probation Officer posts for selected new PSO with relevant degrees.**

This pathway is the same as pathway 5, but relates to selected PSO with a relevant Honours degree, appointed on or after 1 April 2010. It will be a requirement of that appointment that they complete the Gateway to Practice and, in addition, they will need to complete:-

- Within the first 6 months of appointment the first 6 units of the Vocational Qualification Diploma in Probation Practice at level 5 (Part 1)
- In the next 9 months i.e. 15 months after commencing, the Graduate Diploma and Part 2 of the Vocational Qualification Diploma in Probation Practice at level 5.

This achievement will be supported with the contract of employment (example at Annex E) and an individual learning agreement (example at Annex B). On successful completion of the qualification pathway, they will be eligible to apply for Probation Officer vacancies as vacancies become available.

*\* NB. A Full NVQ level 3 in Community Justice registered before October 2010 will be considered as equivalent to the VQ3*

### **7. Probation Officer Qualification Routes Performance Review - Underlying Principles**

These principles are particularly relevant to the pathways leading to eligibility to apply for Probation Officer posts – pathways 3, 4, 5 and 6.

From time to time, an employee's progress through the qualification route may give cause for concern. It is recommended that managers base any steps to resolve problems on the following points.

(a) The following underlying principles should be reflected in the process:

- Good and early communication between all parties is essential to the successful relationship between the employing trust and the Higher Education Provider.
- Existing agreed procedures within the Higher Education Institution, Vocational Qualifications Assessment Centre and employing trust must be respected.
- The employee may be accompanied by a workplace colleague or a trade union representative in any formal performance review proceedings where appropriate.
- Withdrawing an employee from the qualification route should be the last resort. The primary objective of any assessment should be to assist the employee to achieve the required standard of work.

- (b) Where performance is a cause for concern or is not satisfactory at any agreed assessment point, there should be clear local procedures in place for referred assessment (academic and/or work based) within clear timescales. These should include appeals procedures. Procedures should also involve early inclusion of employer/academic representation from the point at which difficulties with performance are identified. All procedures for assessment and appeal must be endorsed by the employing trust which might be required to defend a decision to dismiss at an employment tribunal.
- (c) Trusts should jointly adapt their existing poor performance/capability procedures, modifying them as appropriate to take account of the academic elements and the nature and requirements of the qualification programme. In all cases a written record must be kept.

(See also Regulatory Framework Appendix 3.2.8, “Learners not meeting requirements”)

## **8. Frequently Asked Questions**

### **8.1. What will a PSO be able to do on the first day after VQ3 qualification?**

At the point of qualification, a PSO should be able to demonstrate within a context of protecting the public, the ability to:

- assess the risk of harm to others and the need for interventions
- value diversity.
- communicate effectively with people.
- support offenders to change.
- work effectively with others.
- develop own knowledge and skills.
- work towards performance outcomes in one of the specialist pathways.

## **8.2. What will a Probation Officer be able to do on the first day of appointment?**

In addition to the skills acquired as a PSO, a Probation Officer will need to demonstrate ability to:

- protect the public and manage offenders who present a high risk of harm to others.
- influence offenders to change harmful behaviour.
- continuously develop professionally
- promote equality and diversity
- work to the principles of evidence based practice.

## **8.3. I am a PSO appointed before 1 April 2010, what training can I access?**

Existing PSO i.e. those appointed before 1 April 2010, should already have completed the Gateway to Practice. They may, however, prior to 31 March 2015, be offered and accept the opportunity to move directly onto the learning pathway necessary to complete the formal qualification. This is a Vocational Qualification at Level 3 Diploma in Probation Practice. It is expected that trusts will have plans in place to accommodate those PSO who wish to complete the VQ3 plan, taking account of the availability of resources and timescale laid down.

## **8.4. I am a PSO appointed before 1 April 2010. My line manager and I are content for me not to obtain the Vocational Qualification at Level 3 Diploma in Probation Practice, is this acceptable?**

Existing PSO i.e. those appointed before 1 April 2010, will not be required to take advantage of the opportunity to obtain the Vocational Qualification at Level 3 Diploma in Probation Practice. PSO appointed on or after 1 April 2010 are required as a condition of their appointment to obtain the Vocational Qualification at Level 3 Diploma in Probation Practice within 12 months of commencing employment.

## **8.5. How do I become a Probation Officer?**

The starting point will differ depending upon your qualifications. The basic principles are:

- you have the Honours Degree in Community Justice  
and
- you hold the Vocational Qualification at Level 5 Diploma in Probation Practice

### **OR**

- you have a relevant Honours degree and the Graduate Diploma in Community Justice.  
and
- you hold the Vocational Qualification at Level 5 Diploma in Probation Practice

You will need to be selected as part of a formal selection procedure by your Employer to take up employment as a Probation Officer.

### **8.6. How do I start training to become a Probation Officer?**

Your Employer will run selection exercises from time to time to select people to undertake the Probation Officer qualification route.

### **8.7. I am a PSO who wishes to be trained to apply for a Probation Officer role. Will I be paid more money if I gain the qualification?**

Until selected for and appointed to a Probation Officer post, your salary and terms and conditions will remain unchanged as will your work responsibilities.

### **8.8. How much learning time away from my PSO role will I be given?**

This will be set out in your Learning Agreement (Annex D) and will be agreed by the trust and, in the case of probation qualifying pathways, the relevant Higher Education provider.

### **8.9. Will my Employer be able to vary my learning time?**

The aim of the Learning Agreement is to set out what your Employer and yourself think is appropriate in normal circumstances. However, as we all know, from time to time, things do not go as we would hope. In these situations, people need to be flexible and aim to meet the needs of the service. If learning time is reduced, it is reasonable to expect catch-up arrangements to be discussed with you by your line manager.

### **8.10. Will I be expected to resign to undertake the Probation Officer eligibility training?**

You will remain as a PSO until you have successfully completed the Honours Degree or Graduate Diploma and have applied for and been selected for a Probation Officer post. You may be required to change from your initial role to an offender management role to complete the Honours Degree.

## **9. Important contacts**

To be inserted by the Trust.

**Model Selection Criteria for PO Qualifying Routes (Pathways 3 – 6)**

1. A VQ3 Diploma in Probation Practice or NVQ Level 3 in Community Justice.
2. Ability to demonstrate an interest in/aptitude for/ evidence of /understanding of working with offenders or other vulnerable groups e.g. able to articulate importance of role boundaries, the appropriate use of authority, capacity to motivate others.
3. Ability to handle difficult situations.
4. Ability to handle the emotional impact of casework and demonstrate emotional resilience.
5. Demonstrable appropriate core values and the belief that people can change.
6. Demonstrable ability to work flexibly and co-operatively as part of a team and to motivate self.
7. Ability to establish and maintain effective working relationships inside and outside the organisation.
8. A demonstrable commitment to implementing equality of opportunity policy and practice together with a belief in the value and effect of diversity.
9. Effective oral and written communication skills.
10. Ability to influence others.
11. Proven analytical and reasoning skills to write and present reports to enable sound judgements and decisions to be made.
12. Effective organisational, administrative and time management skills to include prioritising conflicting demands, meeting deadlines and self-sufficient IT skills.

## **Model Learning Agreement**

***This is a suggested template and will need to be adjusted where appropriate by individual employers to reflect:***

- a) format of existing learning agreements in use***
- b) job titles used for the key tasks of assessment, line management, mentoring/ practice tutoring***
- c) the specific circumstances of any individual new starter as appropriate***

***Probation Service Providers will also need to add Progress Review Documentation.***

### **1. Parties to the Learning Agreement**

- (a) Name of employee  
Address  
Telephone number
- (b) Name of line manager  
Address  
Telephone number
- (c) Name of Mentor/ Practice Tutor  
Address  
Telephone number
- (d) Name of assessor  
Address  
Telephone number

### **2. Aims of the Learning Agreement**

- (a) To provide the Employee with the necessary learning opportunities, resources and support in qualifying as (a competent Probation Services' Officer/eligible to apply for a role of probation officer).
- (b) To identify expectations and responsibilities of all parties at each stage of the qualification process.

### **3. Structure of the Learning Agreement**

The Learning Agreement is intended to provide a clear framework to which all parties in the learning process understand and agree. A review of the Learning Agreement may also form part of the evidence produced by the Employee in demonstrating competence.

### **4. Outline and Structure of the Programme**

The Employee will be working towards the (PSO qualification (VQ3) / eligibility to apply for the Probation Officer qualification (Honours Degree and VQ5)/ Graduate Diploma and VQ5.)

5. Equal Opportunities and Anti- Discriminatory Practice

Attached to this agreement is a copy of the Employer's Equal Opportunities Policy within the requirements of which the Employer will be expected to work. (The Learning Programme will also be provided within the framework of the academic provider's equal opportunities policy.)

The Employee will be encouraged to attend staff support groups relevant to her/his needs and to access the services provided by the academic provider for students with particular learning requirements and needs. The Employee will be eligible to join both a trade union (Napo/UNISON) and the student union (NUS) as well as other professional associations relevant to her/his particular needs.

6. The Learning Environment in the Workplace

The Employer will provide a positive learning environment, in which the Employee can learn, develop and demonstrate competence. The Employer will provide the Employee with:

- (a) Access to mentoring/practice tutoring.
- (b) Access to a satisfactory workplace in an identified location.
- (c) Access to information technology as appropriate.
- (d) Access to support networks as appropriate.
- (e) Access to relevant learning resources.
- (f) A structured induction within the workplace.
- (g) A programme of support where this is identified as necessary

Any identified gaps in the provision of the above need to be brought to the attention of the Employee's line manager so that appropriate solutions can be found.

7. Learning Resources

The Employee will have access to both the learning resources (e.g. Higher Education Institution's library facilities, relevant texts etc) provided by the academic provider as well as practice learning resources provided by the Employer

8. Learning Opportunities in the Workplace

The Employee will be provided with a range of learning opportunities to meet the necessary requirements of the programme. These may include opportunities to:

- (a) Undertake court and/or other reports
- (b) Supervise offenders within the community (and in custody).
- (c) Attend court.
- (d) Undertake group work alongside suitably qualified staff.
- (e) Work with Community Payback and Approved Premises colleagues/departments.
- (f) Access information technology both as a means to record information and to communicate effectively.
- (g) Access other learning experiences as identified by their mentor / practice tutor and agreed with their Line Manager, to maximise their full acquaintance with the Criminal Justice system and the wider community.

9. Employee responsibility

The Employee will undertake work to the standard required by the programme and attend all elements of the academic component of the programme and submit assignments on time as agreed. It is important that the Employee takes active responsibility for her/his learning and development. Appendix B (i) outlines the

framework for submission of the required Vocational Qualification (VQ) units, the specific detail of which must be agreed with an approved assessor in accordance with individual need and in the context of managing a range of organisational priorities.

#### 10. Frequency of Supervision

Supervision will take place between the Employee and the line manager at agreed dates and times. This will afford an early opportunity for the line manager and employee to discuss any matters or concerns raised. Notes will be taken of each session and shared with the employee.

#### 11. Appropriate Work

The work allocated will provide appropriate opportunities to enable the Employee to meet identified learning outcomes in order to fulfil the requirements of the programme. The line manager will ensure that a range of learning experiences are provided that take into account differences in terms of gender, race, ethnicity and offence type. The Employee will not be allocated work designated high risk, unless co-working with an experienced officer who has clear responsibility for the case.

#### 12. Academic Provider Attendance and Learning ( For PO qualifying route only)

The Employee will be expected to attend and take part in the academic provider's learning programme as outlined. Full attendance is required for all courses.

#### 13. Vocational Qualifications (VQ3 and VQ5)

The Employee will be provided with the Probation Qualifications Regulatory Framework operating manual which includes

- (a) An overview of the Probation Qualifications Framework
- (b) Introduction to VQs at level 3 and 5
- (c) Details of each Vocational Qualification unit
- (d) Rules of Combination for selection of units
- (e) Guidance for candidates
- (f) The VQ Code of Practice and Appeals procedure
- (g) The relevant VQ level descriptors

Further guidance will be provided to the Employee during the programme.

#### 14. Rights and obligations

The Employee has similar rights and obligations as any other member of staff. The Employee is subject to the Probation Service Provider's poor performance and disciplinary arrangements (as well as the policies and regulation of the academic provider. These will be available to the Employee upon commencement of their employment and registration with the academic provider.) Leave will not normally be authorised during periods of formal teaching or learning.

#### 15. Review

This Learning Agreement and the Progress Review Document will be reviewed by the Employee and Line Manager, in liaison with the V.Q. assessor and Mentor/ Practice Tutor as appropriate.

Date of next review:

Signed: \_\_\_\_\_

Employee

Signed: \_\_\_\_\_  
Line Manager

Signed: \_\_\_\_\_  
Assessor

Signed: \_\_\_\_\_  
Mentor/Practice Tutor

**VQ Unit Submission Date Framework**

(complete as appropriate)

Pathway

Employee

VQ3 Diploma in Probation Practice	1	Existing PSO (with no relevant qualifications)	Employers Selection Gateway →	No previous VQ units	Some previous NVQ units					
						↓ ↓ ↓ ↓	↓ ↓ ↓ ↓	<b>12 mths from appointment</b>		
Recruitment and Selection	2	Newly appointed PSO with no relevant qualifications	Gateway to Practice →	Register for VQ	Learning, Devpt. & Assessment activity	Qualify at VQ3				
								<b>2 yrs approx. ↓</b>	<b>9 mths ↓</b>	<b>Qualified PSO</b>
Honours Degree in Community Justice	3	Existing PSO with VQ3	→ → → → →	→ → → →	→ → → →	Employers' Selection Gateway	Foundation degree and Part 1 VQ5	Degree, Part 2 and 3 VQ5	Qualified to level 5 VQ and Honours Degree	Selection Gateway for PO vacancies
Recruitment and Selection	4	Newly appointed PSO with relevant VQ3	Gateway to Practice →	→ → → →	→ → → →	Employers' Selection Gateway	Foundation degree and Part 1 VQ5	Degree, Part 2 and 3 VQ5	Qualified to level 5 VQ and Honours Degree	Selection Gateway for PO vacancies
								<b>6 mths ↓</b>	<b>9 mths ↓</b>	
Graduate Diploma in Community Justice	5	Existing PSO with relevant Honours Degree	Employers Selection Gateway →	→ → → →	Complete first 6 units of VQ5	→ → → →	→ → → → →	Graduate Diploma and Part 2 VQ5	Qualified to level 5 VQ and Honours Degree	Selection Gateway for PO vacancies
								<b>6 mths ↓</b>	<b>9 mths ↓</b>	
Recruitment and Selection	6	Newly appointed with relevant Degree	Gateway to Practice →	→ → → →	Complete first 6 units of VQ5	→ → → →	→ → → → →	Graduate Diploma and Part 2 VQ5	Qualified to level 5 VQ and Honours Degree	Selection Gateway for PO vacancies

Model Contract – New Entrant PSO (Pathway 2)

**This is a template and will need to be adjusted where appropriate by individual employers to reflect:**

- a) **the requirements of their existing contract documentation**
- b) **any individual new starter's learning agreement (e.g. if prior learning accredited)**
- c) **the specific circumstances of any individual new starter as appropriate**

Restricted  
Name  
Address

Date

Dear ( )

**RE: APPOINTMENT AS (JOB TITLE), PAY BAND 3, PAY POINTS 50 -74, £ ( ) to £ ( ) per annum, ( ) HOURS PER WEEK**

1. I am pleased to inform you that the ( ) Probation Trust would like to offer you the above appointment as a (**Job Role**) with effect from (date). Your employment will be subject to a probationary period of up to six months.

2. This letter forms part of your contract of employment together with the attached Statement of Written Particulars which give particulars of your terms of employment and details the Conditions of Service as agreed by the National Negotiating Council (NNC) for the Probation Service or as adjusted locally by ( ) Probation Trust. If there is any conflict between the terms of this letter and the Statement of Written Particulars, the terms of this letter shall prevail. From time to time variations to the terms and conditions of your employment will result from decisions of the NNC or the ( ) Probation Trust JNCC. These will be separately notified to you or otherwise incorporated into the documents to which you can refer within 28 days of the alteration.

3. Your appointment is subject to and conditional upon the receipt of references satisfactory at our discretion, medical assessment, Criminal Records disclosure checks, your having ISA registration and receipt of satisfactory evidence of your entitlement to live and work in the UK.

4. You will initially be assigned to the ( ) Team at ( ) Probation Office, (address). It may be necessary for you to work in another location within ( ) Probation Area in the future. Your normal contracted hours of work are ( ) per week excluding an unpaid meal break of not less than 30 minutes. Actual hours of attendance are by arrangement with your Line Manager and will include evening and weekend working as required for the proper performance of your duties. Where appropriate an unsocial hours pay enhancement will apply.

5. You may occasionally have to contribute some of your own time to meet VQ deadlines for which payment will not be. (You are not entitled to payment for any additional hours worked, however.) Where this becomes problematic, this should be discussed with your line manager at your supervision meeting.

6. Your commencing salary will be Pay Point ( ), Pay Band 3, currently £ ( ) per annum. Subject to satisfactory performance, you will progress up the pay range annually in accordance with the pay agreement until the maximum of the scale is reached. Pay progression, where applicable, will be advised from time to time. Your annual leave year will run from (date) to (date) and your annual entitlement is ( ) days leave together with ( ) Service Days, (one of which must be taken on a day nominated by the Trust). You will not normally be allowed to take leave during periods of formal learning.

7. Your date of commencement of employment is (date).  
Your date of commencement of continuous service is (date).

8. You should note that it is a condition of your continued employment that you satisfactorily complete the Vocational Qualification Diploma Level 3 (VQ3) in Probation Practice within 12 months of your appointment. You are required to attend learning and development activities to support achievement of the vocational qualification.

9. Specifically, you must complete the following within the timescales detailed below:

Within 10 working days of commencement of employment **Gateway to Practice**

Within (6) months of commencement of employment **Units**

Within (9) months of commencement of employment **Units**

Within (12) months of commencement of employment **Units**

10. Extensions to the above time periods will be considered only in exceptional circumstances. Failure to satisfactorily complete the VQ Level 3 Units within the specified time periods may lead to formal action up to and including the termination of your employment. For the avoidance of doubt, in these circumstances you have no automatic right to be redeployed into an alternative post within ( ) Probation Trust or any other Probation Trust. Additionally, you may be subject to formal action up to and including dismissal before the end of the specified time periods should there be strong evidence that you may not be able successfully to complete the programme by the set deadlines.

11. You are also required to complete four core training events during your first three months in post. You have been booked onto the following training events to enable you to progress your induction as quickly as possible. Annual leave will not be granted on these dates. Course Joining Instructions will be provided to you on commencement of your appointment.

Note: Each individual employer to complete table below (which is based on the requirements of PC18) as appropriate

Training course title	Date/s	Location
Introduction to the Criminal Justice System		
Legal Framework		
OASys		
Introduction to Risk		

12. Enclosed with this letter are documents which will be used as part of your induction programme, and you should take them to your line manager on the first day of employment at your assigned office.

13. Entry to the Local Government Pension Scheme is automatic unless you choose to opt out and, whether or not you wish to join, you must complete and return the appropriate pensions form, together with your completed personal information forms.

14. If you are prepared to accept this offer of appointment to commence on (date) on the terms and conditions specified, please sign the form of acceptance appended to the enclosed duplicate copy of this letter and return it to me as soon as possible.

15. You have the right to choose to join or not to join a trade union.

Yours sincerely

Human Resources Manager  
cc Line Manager

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**RE: APPOINTMENT AS (Job Title)**

I accept this appointment on the terms and conditions as specified above and as set out in the Statement of Written Particulars which I have received and understood.

**Signed:** .....

**Date:** .....

Model Contract – Graduate Diploma Route (Pathway 6) PSO

**This is a template and will need to be adjusted where appropriate by individual employers to reflect:**

- a) **the requirements of their existing contract documentation**
- b) **any individual new starter's learning agreement (e.g. if prior learning accredited)**
- c) **the specific circumstances of any individual new starter as appropriate**

Restricted  
Name  
Address

Date

Dear ( )

**RE: APPOINTMENT AS (JOB TITLE), BAND 3, PAY POINTS 50-74, £ ( ) to £ ( ) per annum, ( ) HOURS PER WEEK**

1. I am pleased to inform you that the ( ) Probation Trust would like to offer you the above appointment as a **Job Role** with effect from (date). Your employment will be subject to a probationary period of up to six months.

2. This letter forms part of your contract of employment with the attached Statement of Written Particulars giving particulars of your terms of employment which details the Conditions of Service as agreed by the National Negotiating Council (NNC) for the Probation Service or as adjusted locally by the ( ) Probation Trust. If there is any conflict between the terms of this letter and the Statement of Written Particulars, the terms of this letter shall prevail. From time to time variations to the terms and conditions of your employment will result from decisions of the NNC or the ( ) Probation Trust JNCC and these will be separately notified to you or otherwise incorporated into the documents to which you can refer within 28 days of the alteration.

3. Your appointment is subject to and conditional upon the receipt of references satisfactory at our discretion, medical and Criminal Records checks, your having ISA registration and receipt of satisfactory evidence of your entitlement to live and work in the UK.

4. You will initially be assigned to the ( ) Team at ( ) Probation Office, (address). It may be necessary for you to work in another location within the Trust's Area in the future. Your normal contracted hours of work are ( ) per week excluding an unpaid meal break of not less than 30 minutes. Actual hours of attendance are by arrangement with your Line Manager and will include evening and weekend working as required for the proper performance of your duties. Where appropriate your rate of pay may attract an unsocial hours enhancement.

5. Your commencing salary will be at Pay Point ( ) of Pay Band 3, currently £( ) per annum. Subject to satisfactory performance, you will progress up the pay range annually in accordance with the pay agreement until the maximum of the scale is reached. Pay progression, where applicable, will be advised from time to time. Your annual leave year will run from (date) to (date) and your annual entitlement is ( ) days leave together with ( ) Service Days, (one of which must be taken on a day nominated by the Trust). You will not normally be allowed to take leave during periods of formal learning.

6. Your date of commencement of continuous service is (date).

It is a condition of your continued employment that you satisfactorily complete:

Within 10 working days of commencement of employment the **Gateway to Practice**

Within 15 months of commencement of employment: the **Vocational Qualification Level 5 Diploma in Probation Practice and Graduate Diploma in Community Justice.**

7. Extensions to the above time periods will be considered only in exceptional circumstances. Failure to satisfactorily complete the schedule above or to comply with the requirements of your Learning Agreement within the specified time periods may lead to formal action, up to and including the termination of your employment. For the avoidance of doubt, in these circumstances you have no automatic right to be redeployed into an alternative post within ( ) Probation Trust or any other Probation Trust. Additionally, you may be subject to formal action up to and including dismissal before the end of the specified time periods should there be strong evidence that you may not complete the programme by the set deadlines. You should be aware that there is no guarantee of appointment to a Probation Officer post immediately on successful completion of the Graduate Diploma but you will remain eligible to apply for a Probation Officer post when suitable opportunities arise.

8. You will be awarded up to a maximum of ( ) days per week on average protected learning time to assist you in completing the Graduate Diploma. Precise arrangements in respect of how and when this will be taken will be agreed by your line manager. This is not an entitlement, however, and there will be occasions when operational requirements take priority. You may occasionally have to contribute some of your own time to meet VQ deadlines for which payment will not be made. Where this becomes problematic, this should be discussed with your line manager at your supervision meeting.

9. You are subject to ( ) University's regulations. Any breach of these will be dealt with by the University and ( ) Probation Trust in accordance with the terms of the regulations and also in accordance with ( ) Probation Trust's disciplinary procedure where appropriate.

10. It is a condition of your appointment that, should you voluntarily take up a post outside the ( ) Probation Trust within (24) months of completing the Graduate Diploma course, you agree to repay financial assistance (excluding salary) amounting to £( ). The amount to be repaid will be reduced pro-rata by each month of the 24 month period completed. After (24) months have elapsed following completion of the course, you will not be required to repay any part of the cost of the training.

10. The Trust reserves the right to deduct from your final salary payment any monies owing under this agreement. If the final salary payment is not sufficient to meet this debt, you will

be required to repay the outstanding balance to the Trust within one month of the date of termination of employment.

11. You are also required to complete four core training events during your first three months in post. You have been booked onto the following training events to enable you to progress your induction as quickly as possible. Annual leave will not be granted on these dates. Course Joining Instructions will be provided to you on commencement of your appointment.

*Note: Each individual employer to complete table below (which is based on the requirements of PC18) as appropriate*

<b>Training course title</b>	<b>Date/s</b>	<b>Location</b>
Introduction to the Criminal Justice System		
Legal Framework		
OASys		
Introduction to Risk		

12. Enclosed with this letter are documents which will be used as part of your induction programme, and you should take them to your line manager on the first day of employment at your assigned office.

13. Entry to the Local Government Pension Scheme is automatic unless you choose to opt out and whether or not you wish to join you must complete and return the appropriate pensions form, together with your completed personal information forms.

14. If you are prepared to accept this offer of appointment to commence on (date) on the terms and conditions specified, please sign the form of acceptance appended to the enclosed duplicate copy of this letter and return it to me as soon as possible.

15. You have the right to choose to join or not to join a trade union.

Yours sincerely

Human Resources Manager

cc Line Manager

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RE: APPOINTMENT AS (Job Title)

I accept this appointment on the terms and conditions as specified above and as set out in the Statement of Written Particulars which I have received and understood.

I understand and agree to those clauses relating to the reimbursement of training monies.

**Signed:** .....

**Date:** .....