

Specimen Learning Agreement for Probation Qualifications

Guidance Document

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 as appropriate

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

Preamble

The Learning Agreement and Progress Review Documentation establish accountability, learning outcomes and learning opportunities to satisfy the requirements of the respective qualification pathways. They document progress and where poor performance is identified, they can be used to monitor progress and record amendments and remedial measures to inform decisions as to continuation. The attached is an example Learning Agreement

Specimen Learning Agreement

1. Parties to the Learning Agreement

Name of Employee: Address
Tel no.

Name of Line Manager Address
Tel no.

Name of Practice Tutor/Mentor Address
Tel no.

Name of Assessor Address
Tel no.

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

- 1 Access to mentoring/practice tutoring.
- 2 Access to a satisfactory workplace in an identified location.
- 3 Access to information technology as appropriate.
- 4 Access to support networks as appropriate.
- 5 Access to relevant learning resources.
- 6 A structured induction within the workplace.

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 Institute'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 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 A 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 to discuss any matters or concerns raised by the Assessor in relation to the employee's progress on the Probation Qualification to be discussed. Notes will be taken of each session.

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 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. Detailed information on the curriculum, assessment and appeals procedure can be found at [].

13. Vocational Qualifications (VQ3 and VQ5)

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

- 1 An overview of the Probation Qualifications Framework
- 2 Introduction to VQs at level 3 and 5
- 3 Details of each Vocational Qualification unit
- 4 Rules of Combination for selection of units
- 5 Guidance for candidates
- 6 The VQ Code of Practice and Appeals procedure
- 7 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: _____
Practice Tutor/Mentor

**Learning Agreement
Appendix A**

VQ Unit Submission Date Framework

[complete as appropriate]