

The Recruitment and Selection of Probation Services' Officers onto the Probation Qualifications Framework

Guidance for Probation Service Providers

The responsibility for recruitment and selection of practitioners onto any of the three qualification pathways remains with the individual employer however the following principles of good practice should be at the heart of the recruitment process.

- Recruitment should be designed to ensure the values of the Probation Service are tested and upheld.
- The recruitment process should be designed to be relevant and applicable across all Probation Areas and Trusts
- Recruitment and selection should clearly demonstrate a commitment to equal opportunities and diversity in the workforce and take account of all Acts and Policies relating to employment law
- Recruitment and selection to each qualification pathway should facilitate participation from a wide range of applicants; e.g. a range of personal circumstances, and include provision for part time work and study
- The process should be robust enough to test the skills needed to complete the programme of study: practical and academic.
- The contracted Higher Education provider must be involved in the assessment process for the practitioners ability to study successfully at degree level
- Support for the learning requirements at each of the levels should be in place at the start of the learning agreement
- Provision for the assessment of Vocational Qualifications; APEL and APCL should be carried out upon recruitment or selection to a role
- Special needs and learning support should be identified at the selection stage and provision put in place for the start of the learning contract
- Part 3 of the Honours Degree Pathway and Part 2 of the Graduate Diploma pathway, demand that the practitioner is able to access Offender Management work for the majority of their practice, it is essential that selection to this pathway understands this requirement.