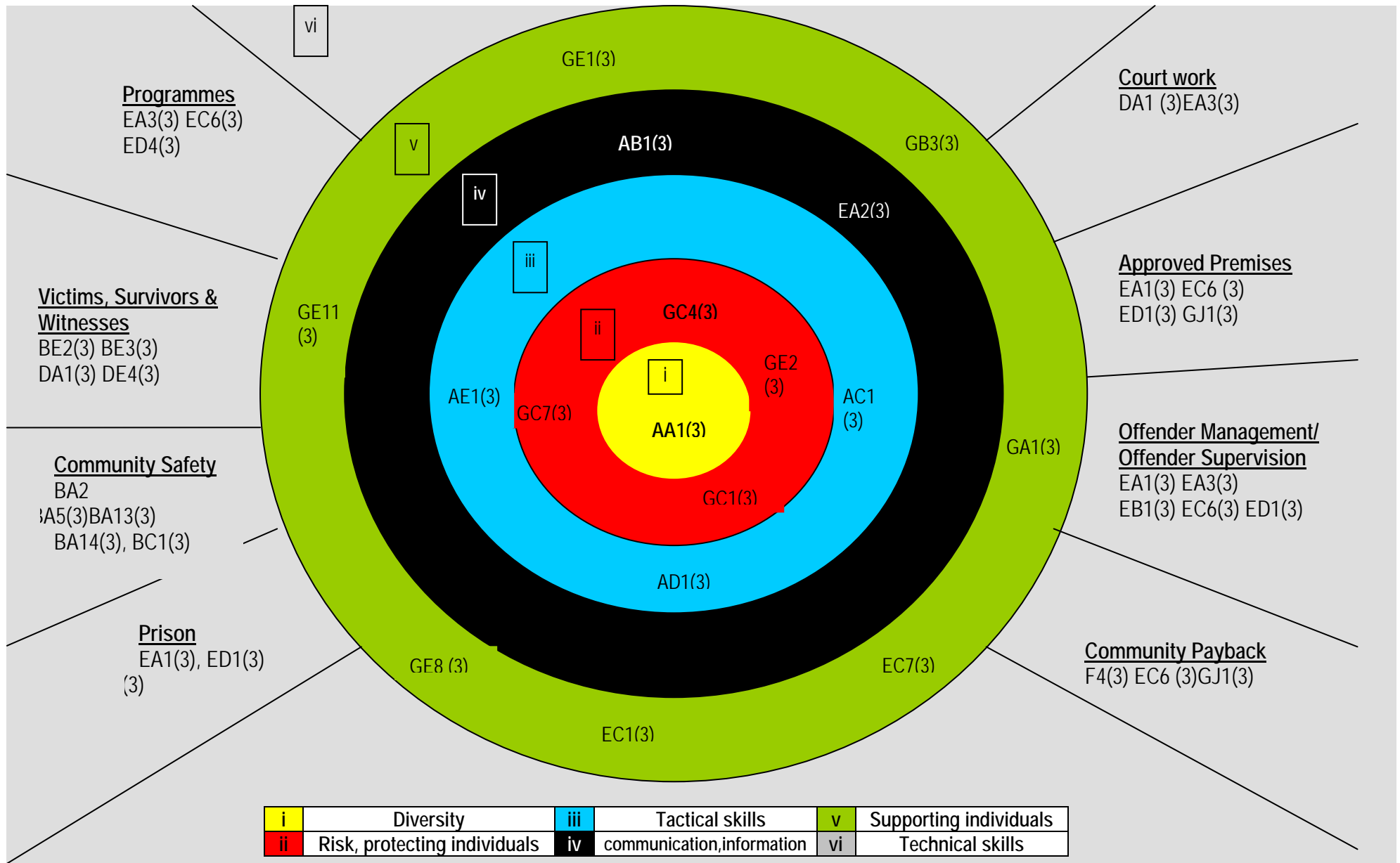


Appendix 211b. Vocational Qualification Diploma in Probation Practice Level 3 & Rules of Combination



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Vocational Qualification Diploma in Probation Practice level 3

Key

Unit(s) to be selected from each section according to Rules of Combination (see below)

Total credits to equal a minimum of 37credits (maximum 42)

Those in **bold** are mandatory (M) units, which must be selected.

At least one unit (including any mandatory unit) must be selected from each of the skills sets - Diversity, Risk, Tactical, Communication and Support individuals and 3 units from Technical skills.

Other units to be selected from any skills set until a minimum of 37 credits is obtained.

		Diversity	Credit	Level
AA1(3)	Promote equality and value diversity (M)		6	3
		Risk		
GC1(3)	Contribute to the protection of individuals from abuse		3	3
GC4(3)	Assess risk of harm and the need for intervention (M)		4	3
GC7(3)	Contribute to the prevention and management of abusive and aggressive behaviour		4	3
GE2(3)	Assess and act upon immediate risk of danger to substance users		3	3
		Tactical Skills		
AC1(3)	Contribute to the quality of team working		3	3
AD1(3)	Develop and sustain effective working with staff in other agencies		3	3
AE1(3)	Maintain and develop your own knowledge, skills and competence		3	3
		Communication, information		
AB1(3)	Communicate effectively with people (M)		3	3
EA2(3)	Process information relating to individuals' offending behaviour		3	3
		Supporting Individuals		
EC1(3)	Help individuals' address their offending behaviour		3	3
EC7(3)	Reinforce positive behavioural goals during relationships with individuals		3	3
GA1(3)	Enable individuals to find out about and use services and facilities		3	3
GB3(3)	Enable individuals to understand and address their difficulties		3	3
GE1(3)	Recognise indications of substance misuse and refer individuals to specialists		3	3

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		Credit	Level
GE8(3)	Provide services to those affected by someone else's substance misuse	3	3
GE11(3)	Support individuals who are substance mis-users	3	3
Technical Skills			
Community Payback			
AF4(3)	Conduct an assessment of risk in the workplace	3	3
EC6(3)	Assess individuals needs and plan agreed activities	4	3
GJ1(3)	Provide and evaluate agreed activities for individuals	4	3
Offender management/ Offender supervision			
EA1(3)	Assess individuals' offending behaviour and plan provision	4	3
EA3(3)	Assess individuals offending behaviour and prepare reports	4	3
EB1(3)	Supervise, enforce and review low to medium risk offenders serving sentence in the community	5	3
EC6(3)	Assess individuals needs and plan agreed activities	4	3
ED1(3)	Plan, monitor & review integrated packages of interventions & support to address individuals' offending behaviour	4	3
Approved Premises			
EA1(3)	Assess individuals' offending behaviour and plan provision	4	3
EC6(3)	Assess individuals needs and plan agreed activities	4	3
ED1(3)	Plan, monitor and review integrated packages of interventions and support to address individuals' offending behaviour	4	3
GJ1(3)	Provide and evaluate agreed activities for individuals	4	3
Court Work			
DA1(3)	Provide and obtain information at courts and formal hearings	3	3
EA3(3)	Assess individual offending behaviour and prepare reports	4	3

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		Credit	Level
Programmes			
EA3(3)	Assess individuals offending behaviour and prepare reports	4	3
EC6(3)	Assess individuals needs and plan agreed activities	4	3
ED4(3)	Deliver accredited programmes	6	4
Victims, Survivors Witnesses			
BE2(3)	Provide initial support to victims , survivors and witnesses and assess their needs for further support	3	3
BE3(3)	Assist victims, survivors and witnesses to manage the effects which their experience has had on their lives.	3	4
DA1(3)	Provide and obtain information at courts and formal hearings	3	3
DE4(3)	Offer, establish and maintain contact with victims to inform and update them on the progress of the offenders through custodial sentences and seek their views on release plans.	3	3
Community Safety			
BA2(3)	Determine the concerns and priorities of communities in relation to safety, social inclusion, and the prevention and reduction of crime and anti- social behaviour.	3	3
BA5(3)	Contribute to developing awareness and community action in relation to crime	3	3
BA13(3)	Enable groups , communities and organisations to address issues which affect community safety and social inclusion	3	3
BA14(3)	Enable individuals and families to address factors which affect their safety, well- being and social inclusion	3	3
BC1(3)	Improve environments and practices to promote community safety and social inclusion	4	4
Prison PSOs			
EA1(3)	Assess individuals' offending behaviour and plan provision	4	3
ED1(3)	Plan, monitor and review integrated packages of interventions and support to address individuals' offending behaviour	4	3
GJ1(3)	Provide and evaluate agreed activities for individuals	4	3

Details of the Units are provided in [Supporting Document VQ3](#).

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Rules of Combination

These Rules of Combination apply to Vocational Qualifications which have been created and maintained by the NOMS HR Directorate for Probation Service Providers as part of the Probation Qualifications Framework.

The qualifications are:

Vocational Qualification Diploma in Probation Practice at level 3 ([Appendix 2.1.1.b](#))
Vocational Qualification Diploma in Probation Practice at level 5 ([Appendix 2.1.2 b.](#))

1. Rationale for the Qualifications

Probation Service Providers need to attract, retain and develop capable and motivated staff to manage offenders effectively in the community, both to protect the public and provide a framework within which offenders can reform and reduce reoffending. As the requirements placed on the Service change and develop over time, the workforce needs to be flexible enough to respond and to meet the demands of the role and the expectations of the communities it serves.

The **Vocational Qualification Diploma in Probation Practice at level 3** has been designed to meet the current needs of all new Probation Services' Officers (PSO) working in a variety of setting. It is essential that all PSOs demonstrate competence in assessing risk of harm and need for interventions, work fundamental to the Service. Other core skills include; the ability to communicate and manage information effectively and respond to diverse needs of service users and others. Specific mandatory competences have therefore been identified in these areas. Additional credits must also be obtained from other aspects of work within common skills sets.

Those PSOs who wish to progress to work as Probation Officers will need to demonstrate competence at a higher level in offender management. **The Vocational Qualification Diploma in Probation Practice at level 5** has been designed for this purpose and includes 6 mandatory units which focus upon protection of the public and work with offenders who present a high risk of harm to others, and a further 6 units, selected from the skills sets Probation Officers also use in their everyday work. Although there are units at both level 5 and level 6, the overall qualification will be at level 5.

2. To gain the Vocational Qualification Diploma in Probation Practice at level 3 and qualify as a Probation Services' Officer, the following must occur:

- A minimum of 37 credits must be obtained from the approved units

Including

- One unit (which will be the mandatory unit where applicable) must be selected from each of the skills sets:

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- Diversity,
- Risk,
- Tactical,
- Communication and manage information
- Support individuals

Plus

- 3 units must be selected from Technical skills

Plus

- Other unit(s) must be selected from any section until a minimum of 37 credits are obtained.

NB. Units selected must include the 3 Mandatory units (see Table 1)

Table 1. VQ3 Mandatory Units

AA1(3)	Promote equality and value diversity (M)
GC4(3)	Assess risk of harm and the need for intervention (M)
AB1(3)	Communicate effectively with people(M)