

Appendix 3.2.1

Planning for a Qualified Workforce

Guidance for Probation Service Providers

Probation Service Providers will need to plan to resource the Gateway to Practice, Vocational Qualification Diploma in Probation Practice level 3 ,Vocational Qualification Diploma in Probation Practice at level 5 and to support the Community Justice Degree and Graduate Diploma .

NOMS HR Directorate will contract and fund the Community Justice Degree and Graduate Diploma, which will be provided by approved Higher Education Providers. Probation Service Providers will need to provide NOMS HR Directorate with specific information about the number of Honours Degree Pathway and Graduate Diploma Pathway places they will require both short and long term. There is a duty on all parties to ensure that this information is accurate as possible to ensure public money is well spent.

A summary of the areas Probation Service Providers will need to plan for is provided in the table below and is also outlined in the Probation Qualifications Leaflet “ Access to Qualifications” [Appendix 1](#)

| Provision | Who for | Normal Time Scale | Further information (Key documents are in bold) |
|--|--|--------------------------|---|
| Gateway to Practice Provides Induction | Mandatory for all new practitioners appointed after 1 April 2010 | 10 working days | Appendix (A) 2.1.1a |
| Vocational Qualification level 3 Diploma in Probation Practice(VQ3) Leads to PSO qualification | Mandatory for all new PSOs other than those entering by the Graduate Diploma route. Until April 2015 existing interested PSOs should also be provided with this opportunity | 12 months | A2.1.1.b A. 3.2.5 A.3.2.6 A 3.4.1 Supporting Document VQ3 |

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|--|---|--|--|
| <p>Community Justice Degree and VQ5 Diploma in Probation Practice</p> <p>Provides eligibility to apply for Probation Officer posts.</p> | <p>Recruited and Selected PSOs with VQ3 Diploma in Probation Practice</p> | <p>2 years 9 months .</p> <p>Flexible time scale for part 1 and 2. APL by the HEI may apply.</p> <p>VQ5 taken in part 2 and 3.</p> | <p>A.2.1.2.a A2.1.2b</p> <p>A3.2.2a A3.2.2.b A 3.2.5 A3.2.8 A 3.4.1</p> <p>Supporting Document VQ5</p> |
| <p>Graduate Diploma and VQ5 Diploma in Probation Practice</p> <p>Provides eligibility to apply for Probation Office posts</p> | <p>Recruited and selected PSOs with relevant degree.</p> | <p>15 months in total</p> <p>(6 months for first 6 VQ5 units. Plus 9 months for Graduate Diploma and last 6 VQ5 units)</p> | <p>A 2.1.2.b A 2.1.3a A2.1.3b</p> <p>A 3.2.2a A 3.2.5 A 3.4.1</p> <p>Supporting Document VQ5</p> |