



# Probation Practice

LEVEL  
5

This qualification is aimed at those working in the probation sector to develop the skills required for the role of Probation Officer.



**Total Qualification Time:**  
**460 hrs**

**Qualification Number:** 601/8688/4

**Qualification Age:** 18



**Guided Learning (GL):**  
**98 hrs**

**Availability:** This qualification is regulated in England, Wales and Northern Ireland

**Operational From:** 1 May 2016



# Qualification Objectives

## What does this qualification cover?

The objective of this qualification is to provide learners with the knowledge and skills required to carry out the role of Probation Officer. The units are largely performance based but also include the application of knowledge and understanding in the workplace.

## Who is the qualification for?

This qualification is aimed at those working in the probation sector, for example as Probation Services Officer or an equivalent role, to allow them to progress to the role of Probation Officer.

## Who supports this qualification?

The qualification has been developed in collaboration with National Probation Service, Skills for Justice and other stakeholders in the sector.



# Qualification Progression

## What future education could this qualification lead to?

Learners could progress to related qualifications in community justice.

## What future employment could this qualification lead to?

The Level 5 Diploma in Probation Practice is included in Community Justice Learning, the probation qualification programme. The qualification comprises the vocational element of the Professional Qualification in Probation (PQiP) and therefore supports learners to become qualified Probation Officers.



# Qualification Achievement

## What are the entry requirements for the qualification?

Prior to registration learners are required to be:

- accurately identified
- at least 18 years of age
- working as Probation Services Officers or in equivalent roles in order to be suitably experienced

## How is the qualification achieved?

The learner will need to complete 6 mandatory units. This will include building portfolio of evidence meeting the assessment criteria and providing evidence from the workplace.

## What will be assessed?

Portfolio of evidence and demonstration of skills in the workplace.

## How will it be assessed?

This qualification contains 6 mandatory unit to be completed by the learner. Each unit is comprised of a number of learning outcomes and assessment criteria which must all be achieved.

Learning outcomes that begin 'The learner will understand...' will be assessed through theory-based activities.

Learning outcomes that begin 'The learner will be able to...' are assessed through practical activities.

For example:

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### Learning outcomes

The learner will...

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1. Understand professional ethics, values and practices
2. Plan and manage own workload to meet organisational requirements

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### Assessment criteria

The learner will...

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- 1.1 Analyse the implications of relevant legislation, regulations, professional ethics and values upon practice
- 1.2 Analyse how to promote professional ethics and values
- 1.3 Analyse how to promote equality, diversity and inclusion
- 2.1 Plan and manage work to meet objectives and deadlines
- 2.2 Demonstrate resilience in the management of workload
- 2.3 Review and reflect on progress to improve future management of workload



# Qualification Delivery

## What facilities and/or equipment are needed to deliver this qualification?

The approved centre is required to have:

- one or more delivery sites with facilities to support the programme of training and assessment
- equipment in place to facilitate the full programme of learning and assessment
- opportunities in the workplace for learners to carry out tasks/activities which allow them to generate evidence to meet assessment criteria.

## What qualification materials support this qualification?

This qualification is supported by additional documents which must be read by all relevant personnel within approved centres approved to offer this qualification. These include:

- SFJ Awards Level 5 Diploma in Probation Practice Qualification Handbook, detailing unit specifications, learning outcomes and assessment criteria for the qualification
- SFJ Awards Centre Handbook
- SFJ Awards Assessment Guidance
- SFJ Awards Quality Assurance (Internal and External) Guidance

Our policies are available on the SFJ Awards website  
<https://sfjawards.com/policies/>.

SFJ Awards also have template forms available to support assessors and internal quality assurers.

## What workforce is needed to be able to deliver this qualification?

The approved centre is required to have a qualified and competent qualification workforce in place which includes as a minimum:

- Head of Centre
- Centre Coordinator
- Assessor(s) and Internal Quality Assurers (IQA) who:
  - Are occupationally knowledgeable in probation practice
  - Have current occupational competence in probation practice
- Assessors who are:
  - Qualified with a recognised assessor qualification, or
  - Working towards a recognised assessor qualification, or
  - Able to prove equivalent competence through training to appropriate national standards
- IQA(s) who are:
  - Qualified with a recognised IQA qualification, or
  - Working towards a recognised IQA qualification, or
  - Able to prove equivalent competence through training to appropriate national standards

## How much does this qualification cost?

Qualification registration fees are available from SFJ Awards on request.

## How to apply to deliver this qualification

SFJ Awards' approved centres should complete the Qualification Approval Form available from Odyssey or the Centre Resources section of the website:

[www.sfjawards.com/centres/centre-resources](http://www.sfjawards.com/centres/centre-resources)

Other centres will need to become approved by SFJ Awards. For information and the centre application form please see our website:

[www.sfjawards.com/centres/become-a-centre](http://www.sfjawards.com/centres/become-a-centre)

For more information please contact SFJ Awards' Customer Support Team:

**Tel: 0114 284 1970**

**Email: [info@sfjawards.com](mailto:info@sfjawards.com)**

**Website: [www.sfjawards.com](http://www.sfjawards.com)**



# Qualification Structure

Learners must successfully complete 6 mandatory units to achieve the qualification

Unit title	Level	GL	Reference	Assessment method(s)
Demonstrate professional ethics, values and practices	5	20	L/508/3273	All units can be assessed through a combination of the following methods:
Assess the risk, needs and responsivity of offenders	6	20	R/508/3274	<ul style="list-style-type: none"><li>• Multiple Choice Examination</li><li>• Portfolio of Evidence</li><li>• Practical Demonstration/Assignment</li><li>• Written Examination</li></ul>
Manage risk of serious harm to the public	6	15	Y/508/3275	
Create environments that are conducive to change	5	15	D/508/3276	
Rehabilitate, resettle and promote desistance from crime	5	15	H/508/3277	
Produce and present reports for formal hearings	5	13	K/508/3278	

# Contacts



## **SFJ Awards**

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## **Ofqual**

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Website: [www.gov.uk/government/organisations/ofqual](http://www.gov.uk/government/organisations/ofqual)

## **Qualifications Wales**

Tel: 01633 373 222  
Email: [enquiries@qualificationswales.org](mailto:enquiries@qualificationswales.org)  
Website: [www.qualificationswales.org](http://www.qualificationswales.org)

## **CCEA**

How to contact: <https://ccea.org.uk/contact>  
Email: [info@ccea.org.uk](mailto:info@ccea.org.uk)  
Website: <https://ccea.org.uk/regulation>

## **Skills for Justice**

How to contact: [www.sfjuk.com/contact](http://www.sfjuk.com/contact)  
Email: [contactus@sfjuk.com](mailto:contactus@sfjuk.com)  
Website: [www.sfjuk.com](http://www.sfjuk.com)

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SFJ Awards is part of the Workforce Development Trust, a not-for-profit organisation, together with Skills for Justice and Skills for Health. For over 10 years Skills for Health and Skills for Justice have been working with employers, Governments of the UK and agencies within the skills system, to better equip workforces with the right skills now and for the future. During this time both Skills for Health and Skills for Justice have earned an enviable reputation for their knowledge of the health and justice sectors and their proactive approach to the development of skills and qualifications, along with an ability to deliver genuinely workable solutions for the employers they represent. SFJ Awards is an awarding organisation that builds upon this reputation. We work with employers in the policing, community safety, legal, armed forces and health sectors and understand their specific challenges, enabling us to quality assure learning outcomes that are suited to the needs of the sectors.