



Diploma in Restorative Practice and Processes

LEVEL
4

This qualification is aimed at those who are interested in expanding their knowledge and skills within restorative practice



Total Qualification Time:
410 hrs

Qualification Number: 603/2143/X

Qualification Age: 18



Guided Learning (GL):
179 hrs

Availability: This qualification is regulated in Northern Ireland

Operational From: 1 August 2017



Qualification Objectives

What does this qualification cover?

The objective of this qualification is to provide learners with the knowledge and skills to facilitate the restorative practice process.

Who is the qualification for?

This qualification is aimed at those who are interested in further developing their skills in facilitating restorative practice.

Who supports this qualification?

The qualification has been developed in collaboration with partners in Northern Ireland: Time-Out Assessment Centre, Community Restorative Justice Ireland and Northern Ireland Alternative.



Qualification Progression

What future education could this qualification lead to?

Learners could progress onto other qualifications in restorative or community justice to further develop their knowledge and practice in the sector.

What future employment could this qualification lead to?

Learners who complete this qualification will be able to progress into employment within the restorative practice or community/social justice field.



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
- learners will require suitable literacy and numeracy skills to meet the requirements of the assessment criteria

How is the qualification achieved?

The learner will need to complete 6 mandatory units and 1 optional unit.

What will be assessed?

Learners will be assessed through knowledge-based assessments and performance in the workplace:

- Portfolio of Evidence (including for example records of professional discussions, question and answer sessions, reflective accounts)
- Practical Demonstration / Assignment
- Coursework
- E-assessment
- Multiple Choice Examination
- Written Examination

How will it be assessed?

This qualification contains 6 mandatory and 2 optional units; the learner must complete all the mandatory units and one optional unit. 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:

Learning outcomes The learner will...	Assessment criteria The learner will...
1. Understand the use of ground-rules for behaviour and communication during restorative processes	1.1 Explain the purpose of ground-rules 1.2 Explain why it is important to use ground-rules 1.3 Critically compare ground-rules appropriate for use in different situations 1.4 Evaluate methods of dealing with breaches in ground-rules
2. Be able to obtain and review information relating to incidents	2.1 Establish the information required to identify possible restorative practice responses 2.2 Access information required to identify a possible restorative practice response 2.3 Check whether there are any existing assessments relating to participants' prior behaviour 2.4 Seek advice from relevant others where there is uncertainty about the validity of information 2.5 Provide information to those who need to have access to it 2.6 Maintain confidentiality in line with organisational requirements



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 4 Diploma in Restorative Practice and Processes 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 the justice sector
 - Assessors must have current occupational competence in the restorative justice sector
- 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

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

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

Tel: 0114 284 1970

Email: info@sfjawards.com

Website: www.sfjawards.com



Qualification Structure

Learners must successfully complete 6 mandatory units and 1 optional unit to achieve the qualification

Unit title	Level	GL	Reference	Assessment method(s)
Mandatory Units				<p>Learners will be assessed through knowledge-based assessments and performance in the workplace. All units can be assessed through one or more of the following methods as appropriate to the learning outcome.</p> <ul style="list-style-type: none">• Portfolio of Evidence (including for example records of professional discussions, question and answer sessions, reflective accounts)• Practical Demonstration / Assignment• Coursework• E-assessment• Multiple Choice Examination• Written Examination
Understand the principles of restorative practice	3	20	1282	
Assess the circumstances of incidents towards identifying restorative responses	4	28	1291	
Engage with and prepare participants for a restorative process	4	28	1292	
Facilitate participants' interaction within restorative processes	4	35	1293	
Evaluate the outcomes from restorative processes	4	20	1294	
Contribute to resolving community issues with restorative approaches	4	18	1295	
Optional Units				
Co-work within the restorative process	4	30	1296	
Build and sustain working relationships with stakeholders	4	30	1297	

Contacts



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Ofqual

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Email: public.enquiries@ofqual.gov.uk
Website: www.gov.uk/government/organisations/ofqual

Qualifications Wales

Tel: 01633 373 222
Email: enquiries@qualificationswales.org
Website: www.qualificationswales.org

CCEA

How to contact: <https://ccea.org.uk/contact>
Email: info@ccea.org.uk
Website: <https://ccea.org.uk/regulation>

Skills for Justice

How to contact: www.sfjuk.com/contact
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SFJ Awards

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SFJ Awards is an awarding organisation recognised and regulated by the Office of the Qualifications and Examinations Regulation (Ofqual) in England, Council for the Curriculum, Examinations and Assessment (CCEA) Regulation in Northern Ireland, Qualifications Wales in Wales, and SQA in Scotland.

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.