



# Diploma in Restorative Practice

LEVEL  
4

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



**Total Qualification Time:**  
**380 hrs**

**Qualification Number:** 601/6078/0

**Qualification Age:** 18



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

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

**Operational From:** 1 May 2015



# Qualification Objectives

What does this qualification cover?

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

Who is the qualification for?

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

Who supports this qualification?

The qualification was developed in collaboration with Skills for Justice and stakeholders within the community justice sector.



# Qualification Progression

What future education could this qualification lead to?

Learners could progress onto other restorative qualifications to further develop their knowledge within the community justice 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
- Have suitable literacy and numeracy skills to meet the requirements of the assessment criteria
- Be involved in the restorative practice process

## How is the qualification achieved?

The learner will need to complete 5 mandatory units and a minimum of 1 optional unit.

## What will be assessed?

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

- Portfolio of Evidence
- Practical Demonstration / Assignment

## How will it be assessed

This qualification requires 5 mandatory units and a minimum of 1 optional 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.

<b>Learning outcomes</b> The learner will...	<b>Assessment criteria</b> The learner will...
1. Understand legislation and good practice for restorative practice	1.1 Clarify relevant legislation relating to restorative practice, including: <ul style="list-style-type: none"> <li>• the impact of these on own work</li> <li>• confidentiality requirements</li> <li>• data protection requirements</li> </ul> 1.2 Clarify guidelines of good practice relating to restorative practice, including: <ul style="list-style-type: none"> <li>• the impact of these on own work</li> <li>• confidentiality requirements</li> <li>• data protection requirements</li> </ul>
2. Be able to review outcomes of restorative processes to aid future development	2.1 Report on the outcomes of restorative process in line with organisational requirements Access information required to identify a possible restorative practice response 2.2 Identify any learning points for future activities in line with organisational requirements 2.3 Review own involvement and use findings to: <ul style="list-style-type: none"> <li>• inform own development</li> <li>• improve own practice</li> </ul>



# 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 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
  - Have current occupational competence in restorative 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 5 mandatory units and a minimum of 1 optional unit to achieve the qualification. Learners may need to complete 2 optional units to achieve the required Total Qualification Time.

Unit title	M / O	Level	GL	Unit Hours	Assessment method(s)
Understanding general principles relating to restorative practice	M	3	15	20	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. <ul style="list-style-type: none"><li>Portfolio of Evidence (including for example records of professional discussions, question and answer sessions, reflective accounts)</li><li>Practical Demonstration / Assignment</li></ul>
Assess the circumstances of incidents towards identifying restorative responses	M	4	35	70	
Engage with and prepare participants for a restorative process	M	4	35	70	
Facilitate participants' interaction within restorative processes	M	4	40	90	
Evaluate the outcomes from restorative processes	M	4	25	50	
Co-work within the restorative process	O	4	40	80	
Facilitate and monitor agreed outcomes from restorative processes	O	4	15	40	
Facilitate informal restorative processes	O	4	15	40	
Use interpreters within restorative approaches	O	4	30	60	
Contribute to resolving community issues with restorative approaches	O	4	20	40	
Provide expert advice on restorative practice	O	4	40	80	
Promote restorative practice	O	4	15	40	
Maintain quality assurance of restorative processes	O	4	40	80	

# Contacts



## **SFJ Awards**

Tel: 0114 284 1970  
Email: [info@sfjawards.com](mailto:info@sfjawards.com)  
Website: [www.sfjawards.com](http://www.sfjawards.com)

## **Ofqual**

Tel: 0300 303 3344  
Email: [public.enquiries@ofqual.gov.uk](mailto:public.enquiries@ofqual.gov.uk)  
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**

**Consult House, 4 Hayland Street, Sheffield S9 1BY**

**Tel: 0114 284 1970**  
**Email: [info@sfjawards.com](mailto:info@sfjawards.com)**  
**Website: [www.sfjawards.com](http://www.sfjawards.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.