



Diploma in Probation Practice

LEVEL
5

This qualification is aimed at those training to become a Probation Officer



Total Qualification Time:
460 hrs

Qualification Number: 610/2081/3

Qualification Age: 18



Guided Learning (GL):
98 hrs

Availability: This qualification is regulated in England and Wales

Operational From: 1 February 2023



Qualification Objectives

What does this qualification cover?

The objective of this qualification is to provide learners with the knowledge and skills required to become a Probation Officer.

Who is the qualification for?

This qualification is aimed at those who are training to become a Probation Officer. It is a mandatory component of the Professional Qualification in Probation (PQIP) training programme, run by the National Probation Service.

Who supports this qualification?

The qualification has been developed in collaboration with the National Probation Service and the Ministry of Justice.



Qualification Progression

What future education could this qualification lead to?

Learners could progress to higher level qualifications in the community justice arena.

What future employment could this qualification lead to?

As the mandatory vocational component of the Professional Qualification in Probation (PQIP) training programme, this qualification leads directly to employment as a Probation Officer.



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 a trainee Probation Officer or Probation Services Officer

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.

What will be assessed?

Portfolio of evidence and demonstration of skills in the workplace.

How will it be assessed?

This qualification contains 6 mandatory units 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:

Learning outcomes The learner will...	Assessment criteria The learner will...
1. Understand probation professional ethics, values and practices	1.1 Analyse the implications of professional ethics and values on probation practice 1.2 Explain how professional ethics and values are promoted in own role 1.3 Explain how the values of the Probation Service support its organisational aims
2. Be able to work as part of a team	2.1 Contribute to the objectives of own team and wider organisation 2.2 Share information with relevant individuals and organisations in order to keep people safe 2.3 Demonstrate personal resilience in the management of own 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 the probation sector
 - 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 and on our website

<https://sfjawards.com/find-qualifications/about-our-qualifications/>

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 to achieve the qualification

Unit title	Level	GL	Reference	Assessment method(s)
Understand probation practice	5	20	R/650/5233	Coursework, E-assessment, Portfolio of Evidence, Professional Discussion, Written Examination
Demonstrate probation values and professional behaviours	5	15	Y/650/5235	Observation, Portfolio of Evidence, Practical Demonstration / Assignment, Professional Discussion
Assess and manage the risk, needs and responsivity of individuals	6	20	A/650/5236	Observation, Portfolio of Evidence, Practical Demonstration / Assignment, Professional Discussion
Engage individuals on probation and in custody to support positive change	5	15	F/650/5238	Observation, Portfolio of Evidence, Practical Demonstration / Assignment, Professional Discussion
Rehabilitate, resettle and promote desistance from crime	5	15	H/650/5239	Observation, Portfolio of Evidence, Practical Demonstration / Assignment, Professional Discussion
Produce and present reports for formal hearings	5	13	M/650/5241	Observation, Portfolio of Evidence, Practical Demonstration / Assignment, Professional Discussion

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
Email: contactus@sfjuk.com
Website: www.sfjuk.com

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SFJ Awards

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SFJ Awards is part of the Workforce Development Trust group, together with Skills for Justice, Skills for Health and People 1st International. The Workforce Development Trust is a not-for-profit organisation helping employers to continually improve their workforce through increasing productivity, improving learning solutions and helping to boost the skills for staff across a wide range of industries throughout the UK and internationally.

SFJ Awards is an independent Awarding Organisation, regulated by the UK qualifications regulators, including Ofqual, CCEA and Qualifications Wales, to assess, quality assure and certificate learners and employees, helping training providers and employers to continue developing a highly skilled workforce for the future. Our values are 'For Skills, For Flexibility and For Jobs' and our work embodies the core charitable aims of the wider Workforce Development Trust group that ultimately supports better jobs. We add value to employers and training providers by delivering a wide range of sector-specific regulated qualifications, bespoke learner certification and quality assurance; SFJ Awards is also an End-Point Assessment Organisation for Apprenticeships in England.

Whilst predominantly delivering qualifications and assessments to meet the needs of Policing, Fire and Rescue, Community Justice, Custodial Care, Armed Forces, Security and Emergency Services, we continue to grow into markets that require a robust, and quality assured certification solution.