

Train to be a Probation Officer

Community Justice Learning - Recruitment Process Guide



HM Prison &
Probation Service

If after using the Community Justice Learning Decision Tree for Applicants, you are eligible to apply for the Level 6 Professional Qualification in Probation (PQiP), this is a guide to the recruitment process.

You will need to apply to the Gateway Assessment Service to review your qualifications and confirm your eligibility. You will then receive a unique reference number. There is a fee, and a waiting period of two to four weeks. Please see www.traintobeaprobationofficer.com for more information.

The number is unique to you and confirms that you can apply for the Level 6 Professional Qualification in Probation (PQiP); employed as a Probation Services Officer (PSO). You will need this number for your application form.

Now complete the online application form on www.traintobeaprobationofficer.com You will need to decide which National Probation Service (NPS) Division you want to work in. The 7 NPS Divisions are: London, Midlands, North East, North West, South East, South West & South Central and HMPPS in Wales.

You will be screened by our recruitment agency and asked to complete some tests to check your suitability for the training programme.

Invitation to Assessment Centre

Subject to the number of available programme places in your choice of Division and passing screening, you will be invited to book onto an assessment centre. These are held nationally.

At the assessment centre you will be interviewed by NPS staff and asked to complete assessment exercises. External and internal applicants are required to bring along various documentation for security vetting purposes. Information on this will be provided. It is important you follow it.

1 Gateway Assessment Service

2 Unique reference number

3 Application & choice of work location

4 Screening Tests

5 Assessment Centre

6 Employment Offer

7 Vetting

8 Placement Details, Start Date, Employment Contract & New Starter Form

9 Contacts before your first day

10 Your first day

Subject to the number of programme places in your choice of Division and achieving the required scores at the assessment centre, you will be made an offer of employment as a Probation Services Officer and the NPS will sponsor your Level 6 Professional Qualification in Probation (PQiP).

Shared Services look after HR administration activities and will now process your vetting and security clearance using the documentation you supplied us with at the assessment centre.

This takes around 8 weeks but does not affect your start date. Failure to comply with requests made by the vetting team, or failure to pass vetting, might lead to your employment offer being withdrawn or dismissal. Both external and internal applicants go through vetting.

Shared Services and a **NPS Division Training Manager** will make contact with you to inform you of where your work location will be, who your line manager is, your start date and time.

Shared Services will send you an employment contract and ask you to complete a new starter form with your bank account details on.

Your Divisional Training Manager (DTM), Practice Tutor Assessor (PTA) and Line Manager (SPO) can answer most training and PSO role queries. Shared Services can answer pay and contract queries. See page 2 for more useful contacts.

Welcome to the National Probation Service. On your first day, you must report to your line manager at your work location with photographic identification.

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Gateway Assessment Service

You will contact one of our contracted university providers to obtain your unique reference number needed to submit your online application form.

University: De Montfort University

Email: probation@dmu.ac.uk

Telephone: 0116 257 7700

Cost: £75

Link: <http://www.dmu.ac.uk/study/courses/undergraduate-courses/probation/probation.aspx>

University: Sheffield Hallam University

Email: gas@shu.ac.uk

Telephone: 0114 225 3482

Cost: £75

Link: <https://www.shu.ac.uk/about-us/academic-departments/law-and-criminology/study-with-us/probation>

University: University of Portsmouth

Email: CJL@port.ac.uk

Telephone: 02392 843 984

Cost: £75

Link: <http://cjl.port.ac.uk/>

Recruitment Contacts

Only for Level 6 Professional Qualification in Probation (PQiP) applicants/candidates.

Facebook

Search: Train to be a Probation Officer

Recruitment Team
For stages 3 to 6
(Application to job offer)
Email: nps@engageats.co.uk
Telephone: 0845 074 3798
Website: traintobeaprobationofficer.com

Vetting Team
Email: HRPortfolio@noms.gsi.gov.uk

Shared Services
(for pay and contracts)
Telephone: 0845 010 3504 or
0845 010 3508

NPS Divisional Training Manager
NPS Practice Tutor Assessor
NPS Line Manager
These people will contact you after you have been made an offer of employment but before your start date.