Train to be a Probation Officer
PQiP - Recruitment Process Guide

Before you start, check that you’re eligible. You must have the right to work in the UK and a Level 5 qualification as outlined on traintobeaprobationofficer.com/eligibility. Your eligibility will not be affected if you have any active or rejected applications for other programmes. Please be aware that if you have previously enrolled on a PQiP or PQF course with the NPS, your application will be reviewed. If you meet these requirements, you can go ahead and apply.

Complete the online application form on www.traintobeaprobationofficer.com
You will need to decide which location you would like to work in. The 4 NPS Divisions are: London, Midlands, South East and South West & South Central.

1. Application & choice of work location
You will be screened by our recruitment team and asked to complete some tests to check your suitability for the training programme.

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

3. Assessment Centre
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.

4. Vetting
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to comply with requests made by the vetting team, or failure to pass vetting, might lead to your employment offer being withdrawn or dismissal.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.

5. Employment Offer
Subject to the number of programme places in your choice of location 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).

6. Start Date, Employment Contract & New Starter Form
An NPS Divisional training Manager (DTM) will make contact with you to inform you of 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.

7. Gateway Assessment Service
The GAS will be undertaken on your behalf by NPS to verify your Level 5 qualification and any knowledge modules you have studied. You may be asked to provide further information or evidence if needed. These will be reviewed internally, and then your DTM will be able to confirm whether you will be enrolled on the 15 or 21 month programme.

8. Contacts before your first day
Your 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.

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

Note: Passing the screening tests does not automatically mean that you are invited to an assessment centre. Assessment centre places are limited and some candidates may be placed on an on-hold list. Also, a candidate may be placed on an on-hold list after the assessment centre due to limited PQiP Learner places available.
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Recruitment Contacts
Only for Level 6 Professional Qualification in Probation (PQiP) applicants/candidates.

Recruitment Team
(for stages 1 to 4, application to job offer)
Email: nps@engageats.co.uk
Telephone: 0808 164 9883
Website: traintoabeaprobabtionofficer.com

Vetting Team
The vetting team will contact you if they need more information when processing your vetting. Visit this webpage to find out more and track your application.

Facebook
Message us on our Facebook Page of over 6,000 followers: facebook.com/TrainToBeAProbationOfficer

Shared Services
(for on-boarding, contracts and payroll)
Telephone: 0845 241 5358

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.