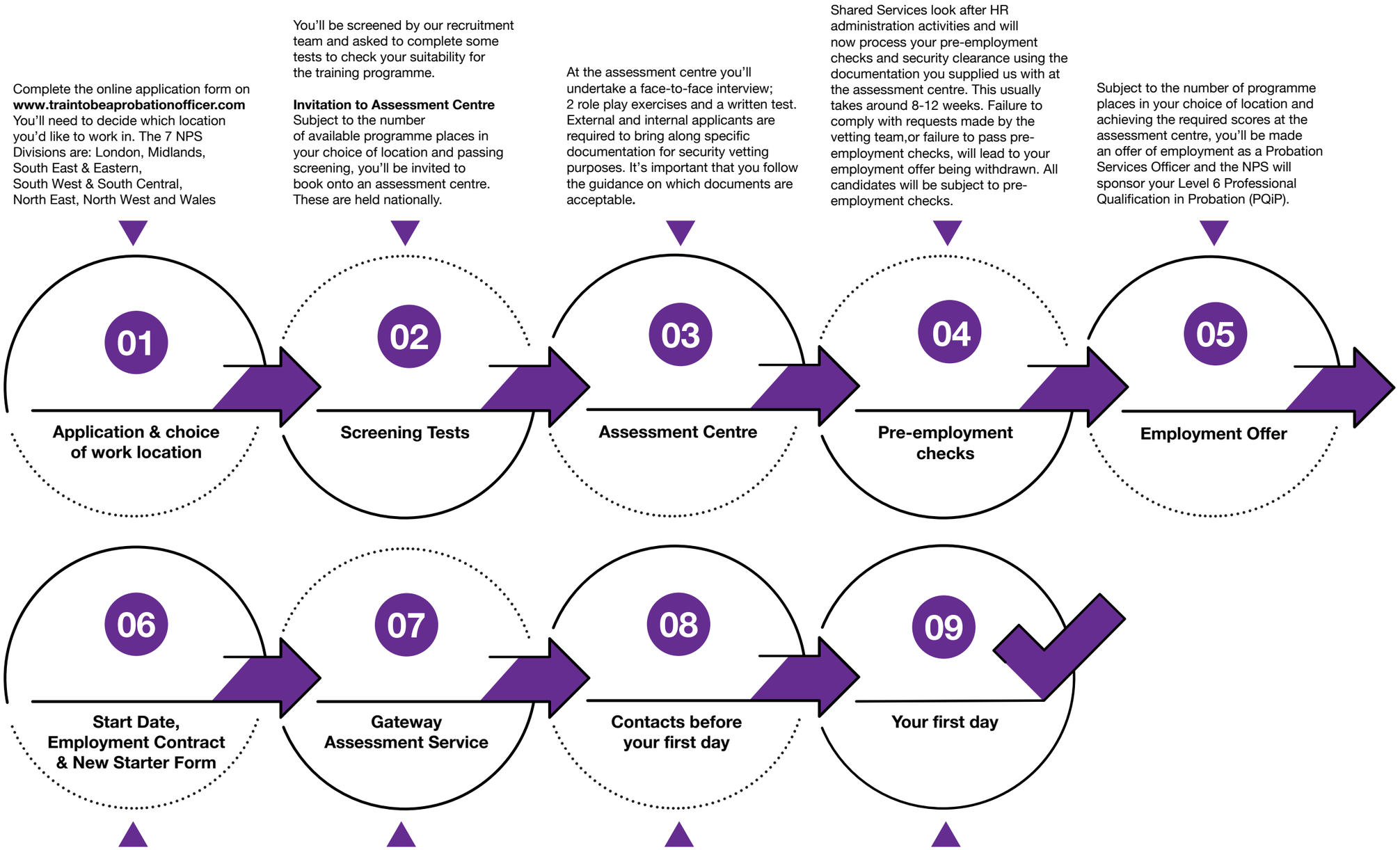
Train to be a Probation Officer PQiP - Recruitment Process Guide

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've 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'll need to decide which location you'd like to work in. The 7 NPS Divisions are: London, Midlands, South East & Eastern, South West & South Central, North East, North West and Wales

You'll be screened by our recruitment team 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 location and passing screening, you'll be invited to book onto an assessment centre. These are held nationally.

At the assessment centre you'll undertake a face-to-face interview; 2 role play exercises and a written test. External and internal applicants are required to bring along specific documentation for security vetting purposes. It's important that you follow the guidance on which documents are acceptable.

Shared Services look after HR administration activities and will now process your pre-employment checks and security clearance using the documentation you supplied us with at the assessment centre. This usually takes around 8-12 weeks. Failure to comply with requests made by the vetting team,or failure to pass pre-employment checks, will lead to your employment offer being withdrawn. All candidates will be subject to pre-employment checks.

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

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.

The GAS will be undertaken on your behalf by NPS to verify your Level 5 qualification and any knowledge modules you've 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'lll be enrolled on the 15 or 21 month programme.

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.

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

Train to be a Probation Officer

PQiP - Recruitment Process Guide

Recruitment Contacts

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

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

Recruitment Team
(for stages 1 to 4, application to job offer)

Email:
MoJ-recruitment-vetting-enquiries@gov.sscl.com
Telephone: 0345 241 5358
Website:
traintobeaprobationofficer.com

Vetting Team

The vetting team will contact you if they need more information when processing your pre-employment checks. Visit this webpage to find outmore and track your application.

Shared Services
(for on-boarding, contracts and payroll)

Telephone: 0345 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.