



## An introduction to **Regional Qualification Validation**

**As part of the transfer into the new probation service Probation Officers (POs) are asked to provide copies of their probation qualifications.**

The NPS is committed to ensuring professional recognition of its staff. As part of your transition into the new Probation Service we need to ensure we can evidence that all staff in roles that require authorisation to act as a Probation Officer meet the statutory guidance on professional qualifications.

Through current employers, all staff with probation officer status will be contacted and required to submit certificates of qualification pre-transfer.

Due to the COVID 19 pandemic it has been agreed that an online process will be utilised for the submission of certificates and checks of paper certificates will be made at a later date.

As indicated in Strengthening Probation, Building Confidence, the Government is committed to pursuing statutory regulation for probation, with professional recognition as one of our key priorities for the National Probation Service (NPS). As a precursor to professional recognition, all staff practicing in roles that require a Probation Officer qualification have been required to submit copies of their certificates of qualification.

This pack contains more detailed information, highlighting exactly what you need to know and do to complete this process. If you have questions that haven't been covered in this pack or if you have worries about your personal circumstances, please read the FAQ pack that accompanies this document or escalate through your line manager.

This fact sheet has been designed to support people who are transferring into the National Probation Service (NPS) in June 2021. You may receive other fact sheets covering different topics in the run up to your transfer.

### Key information:

All Probation Officers who are transferring to the NPS are required to submit copies of their certificates of qualification. This is because the NPS need to evidence that all staff in roles that require authorisation to act as a Probation Officer meet the statutory guidance on professional qualifications.

- We are planning to use an online process for the submission of certificates
- Please be reassured that we are not challenging your professional status, but collecting this evidence is a necessary activity for the NPS to undertake
- Please submit copies before **end of April 2021**
- If you have already submitted a copy as part of the ACO placement exercise, there is no need to submit it again.

**PLEASE NOTE: the process described in this pack is to be followed UNLESS your Parent Organisation has agreed and communicated an alternative approach with you.**

## What you need to know

### 1 What is Required?

- We need you to submit evidence of your qualification for our records
- We understand that some people may have lost their certificates. If so, we ask that you visit the Vocational Provider's website to obtain a replacement
- There will be a cost to you if you need to replace your mislaid certificates. Please note that you will need to pay this charge as the responsibility for retaining evidence of qualification is with the individual

### 2 Preparing your documents

- Due to the COVID 19 pandemic it has been agreed that we will use an online process for the submission of certificates
- You should scan, or photograph (e.g using a mobile phone), your Certificates and ensure that any seals and signatures are clearly visible.
  - The image must be clear, with the whole certificate visible. Blurred images cannot be accepted.
- NB. We will need to see the paper copy of your certificates post transfer.

### 3 Submission

- Once you have created your clear images, you will need to submit these certificates to the approved functional mailbox by email
- The next page in this pack gives you detailed instructions on how to submit your certificates.



## Regional qualification validation conducted remotely – what you need to do

### 1 Preparing documents

- Check the list of documents on page 4 to understand which documents you need to prepare
- Take individual photos or scans of your documents
- Check that the image is clear, and in focus, across the whole document(s)
- Make sure the whole document is included in the picture, paying particular attention to the edges

### 2 Submitting your documents

- Your documents should be **emailed to [probationcertificates@justice.gov.uk](mailto:probationcertificates@justice.gov.uk), by end of April 2021**
- The **subject line of the email** must be completed as follows:
  - a. For CRC & PO staff - **Surname, First name**, CRC/PO <(insert name of CRC for PO)>
  - b. For Supply Chain Staff - **Surname, First Name**, Supply Chain <insert name of supply chain for CRC>

e.g. a. *Smith, Jane, CRC/PO, GreenFutures for Ingenuity*  
b. *Smith, Jane, Supply Chain DaisyChain for Green Futures*
- If submitting copies of more than one certificate, please submit them by email in a **zip folder**. The title of the zip folder should be your employee number and qualification evidence i.e. PO

**Please see the next page for the complete list of required certificates and the naming conventions for each document / certificate.**

### 3 What happens next?

- You will receive an acknowledgement of receipt of your email
- If we need further information from you during this time, we will contact you
- If you have queries, please submit them to the following mailbox: [NPS-qualifications@justice.gov.uk](mailto:NPS-qualifications@justice.gov.uk) (please do not submit queries to the Probation Certificates mailbox referenced above.)

# Preparing the right documents to evidence your **Qualifications**

The following is a list of qualifications applicable to a Probation Officer during the time periods outlined:		Naming convention for each file in the zip folder.
1960s-1996: CQSW or DIPsw (qualified social worker)	This is demonstrated via one certificate of qualification as a social worker. An acceptable variation is a letter from SCIE (Social Care Institute for Excellence) which verifies social work qualification	CQSW YEAR SURNAME EMPLOYEE NO DIPsw YEAR SURNAME EMPLOYEE NO
1996-1998: CQSW or DIPsw with a probation component	As above but with the inclusion of evidence of completion of a probation component course.	CQSW YEAR SURNAME EMPLOYEE NO DIPsw YEAR SURNAME EMPLOYEE NO
1998- 2009: DIPs (Diploma in Probation Studies) – made up of NVQ Level 4 and Diploma in Community Justice.	This is demonstrated by 2 certificates of qualification one academic and one NVQ. Acceptable variations are a Home Office issued certificate which outlines completion or the NVQ certificate as this could only be issued on completion of the full award.	DIPs YEAR SURNAME EMPLOYEE NO
2010- 2016: PQF (Probation Qualification Framework) - made up of NVQ Level 5 and Diploma in Probation Practice (or BA hons in Probation Practice for 21 month).	This is demonstrated by 2 certificates of qualification one academic and one NVQ. Acceptable variations are the NVQ certificate as this could only be issued on completion of the full award.	PQF YEAR SURNAME EMPLOYEE NO
2016- current: PQiP (Professional Qualification in Probation) – made up of NVQ Level 5 and Diploma (or BA hons) in Probation Practice.	This is demonstrated by 2 certificates of qualification one academic and one NVQ. Acceptable variations are the NVQ certificate as this could only be issued on completion of the full award.	PQiP YEAR SURNAME EMPLOYEE NO
2020 – onwards – qualification alignments	There is generally x2 certificates though we will accept a confirmation letter of completion.	QA YEAR SURNAME EMPLOYEE NO

Please note that PSOs do not need to submit evidence of qualifications for their role (e.g. VQ3) at this stage.

**Missing certificates:**  
If your certificates have been mislaid, they can be replaced via the academic or Vocational Providers website. Please note this will be at your own expense as the responsibility for retaining evidence of qualification is with the individual.

**If you have any questions about which documents you need to prepare, please talk to your line manager.**