



SPO Assurance considerations

This checklist has been compiled to assist and support SPOs in assessing a staff members' readiness to move to a mixed caseload. It is not mandatory for SPOs to complete the checklist, but regions may choose to ask their SPOs to do so. Some elements of the checklist may also be completed by staff that are not the SPO. However, it is the SPOs responsibility to ensure that the elements have been completed.

Moving to a mixed caseload will be reliant on several factors and this checklist is not indented to be used in isolation. The SPOs will work with their Head of PDU to determine when the move is likely to be required, dependent on caseloads. Consideration will also need to be given to things such as vetting and the impact of recovery on caseloads. A checklist of learning has also been provided for staff and SPOs will need to be assured that staff have completed all of the required learning and will need to have completed their required learning and ensured they are up to date with guidance.

Staff may move to management of different cohorts of people on probation at different stages and, therefore, will complete the learning at different times. For example, staff may need to manage people convicted of sexual offences quickly after unification and will therefore complete that learning relatively soon after unification. However, there may not be a need/demand for staff to be able to manage people who have been given life sentences immediately post-unification and as such that learning would not need to be completed until such time that there is a need for a staff member to manage someone who has been given a life sentence.

There are a range of guidance documents to assist SPOs in assuring staff's performance on a BAU basis and we are not asking SPOs to do any additional tasks. SPOs will need to ensure they are familiar with the guidance documents.

SPOs are currently expected to undertake a range of task including:

- Reflective supervision
- Observations of practice
- Countersigning of OASYS
- Management Oversight
- Performance Management and assurance

This checklist is intended to give prompts and indications of how tasks that are currently undertaken can be used and considered before SPOs allocate cases from different cohorts to a member of staff. These decisions should be based on an individual's knowledge, experience and skills and align to decision made for all case allocation decisions.



SPO assurance considerations

Regional plans that outline the timelines for moving to mixed caseloads will be developed and this should be used in conjunction with those and not in isolation.

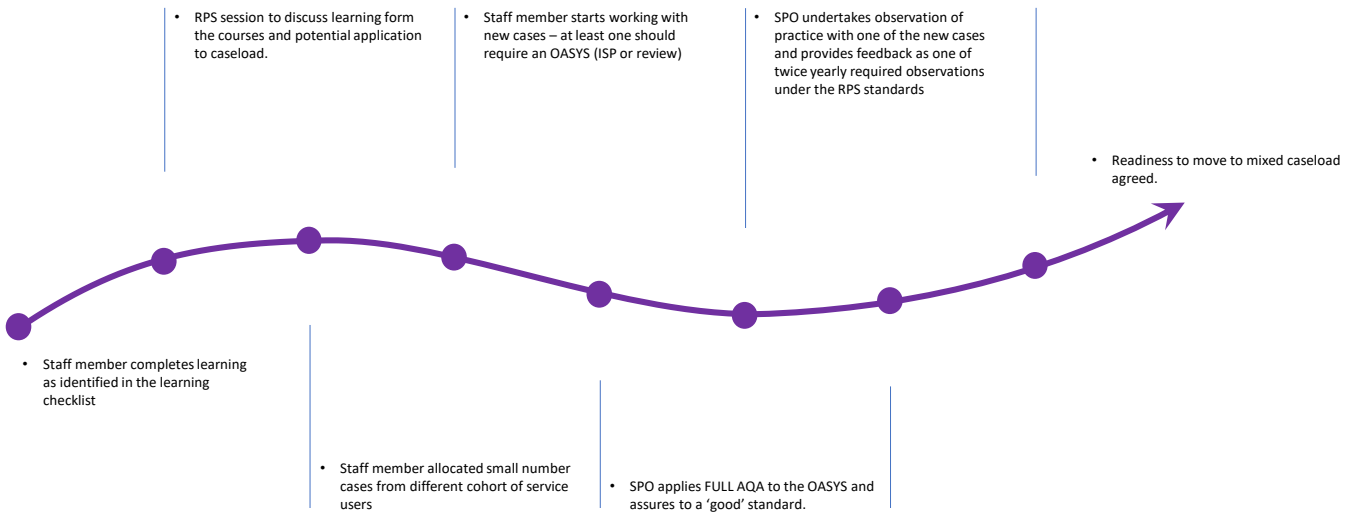
There will also be other learning opportunities, such as shadowing, that line manager will want to encourage staff to do before they are allocated cases, based on previous knowledge, experience and skills of the individual.

Please note it is not intended that SPOs undertake this with all cases from different cohorts, but that the SPO follows this process to assure that there are skills that are transferrable across a range of cases.

Task	Completed?	Date
Completion of learning relevant to the cases to be allocated and completion of all mandatory learning		
Reflective Practice Supervision session to discuss the learning and application to cases		
Allocate small number of cases		
Staff member to complete an OASYS which require new assessment or ISP.		
SPO to apply FULL AQA to the assessments to ensure 'good' standard – as per the CQMF requirement for one full AQA per staff member per year.		
SPO to undertake observation of practice with one of the new cases and provides feedback as one of twice yearly required observations under the RPS standards		
Apply touchpoints model across caseload		



Indicative process





Guidance documents

[Reflective Practice Supervision guidance](#)

[Touchpoints Model guidance](#)

[The NPS Reflective Practice Supervision Standards – Resources for Line Managers](#)

CQMF guidance – to be provided

Countersigning Framework – to be provided

[AQA](#)