



Unpaid Work Assessment – Walkthrough Guide

This document should be read in conjunction with the UPW Assessment 'How To' Guide which can be found on the Probation Hub.

Who needs to know?

Probation practitioners, placement coordinators and unpaid work teams

What is it?

A new digital unpaid work assessment for all regions and Wales.

It is important that people on unpaid work are allocated to the most suitable unpaid work project or placement for them, taking account of their risks and needs. There are currently a variety of ways this is done across England and Wales. To support doing it more effectively and consistently the new digital unpaid work assessment is being launched.

How it works

The new unpaid work assessment is populated with three sources of information - NDelius, OASys and 'other' information (i.e. that is not recorded on either of those systems).

The unpaid work assessment is accessed by clicking a link in NDelius. As it opens, it pulls through known risk and needs information from NDelius and OASys, reducing the need for practitioners to re-enter information that has previously been recorded.

If an OASys has not previously been completed, or was completed more than 12 months ago, then a new OASys risk screening (including a full analysis, if triggered) must be completed before commencing the unpaid work assessment. OASys sections 2-13, the RMP and the ISP do not need to be completed.

The practitioner works through the assessment with the person on probation, editing information and answering all questions. Once completed, the form is automatically saved as a PDF in NDelius (in the document list) for the unpaid work placement coordinator to access and use when allocating the PoP to a project.

Once the probation practitioner has completed the digital unpaid work assessment it is automatically converted into a PDF document and saved to the 'document list' tab in NDelius.



Placement coordinators will need use professional judgement and access the PDF at the most relevant time in order to inform decision making when allocating the individuals to the most suitable project.

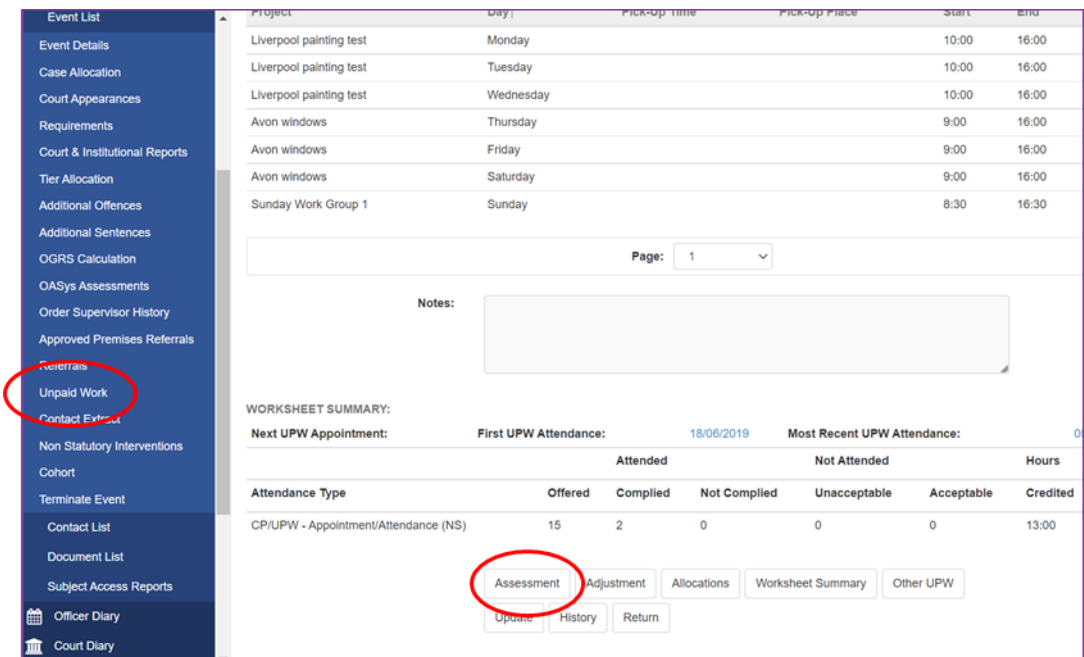
Placement coordinators should only have to access the digital unpaid work assessment rather than searching for risk and needs information in NDelius, OASys and a separate unpaid work assessment.

How to complete the digital Unpaid Work Assessment

Before commencing the digital Unpaid Work assessment, you must complete a risk screening in OASys, unless an OASys assessment has been completed within the past 12 months that remains accurate¹.

Log in to NDelius and open the case record for the person on probation you will be doing the Unpaid Work assessment with.

In the current assessment navigate to the Unpaid Work tab and at the bottom of the Unpaid Work page click on the **Assessment** button (see below)



The digital Unpaid Work assessment will open in a new window (depending on how long you have been logged into NDelius you may need to enter your NDelius login details to open the form). As the assessment opens, it will automatically pull through known information from both NDelius and OASys to answer as many of the questions in the assessment as possible.

You will need to go through the assessment with the PoP and check that the pre-populated information is correct, correcting any errors along the way. Some questions, where the answer does not appear in NDelius or OASys will need to be discussed with the PoP and answered.

Once the digital Unpaid Work Assessment has been completed a PDF of the assessment will be automatically completed and saved to the 'documents' tab in NDelius for the Unpaid Work Placement Coordinator to access and refer to when allocating the PoP to an Unpaid work project.

¹ If a RoSHA assessment has been completed at Court, a further OASys is not required to inform the digital Unpaid Work assessment. If an OASys has been completed on the PoP within the previous 12 months and there have been no subsequent changes in circumstances, a new OASys review is not required. However, if there has been a significant change which impacts on the risk of serious harm presented by the PoP a risk review must be completed before commencing the digital Unpaid Work assessment. If an OASys has not previously been completed, or was completed more than 12 months ago, then a new OASys risk screening (including a full analysis, if triggered) must be completed before commencing the Unpaid Work Assessment. OASys sections 2-13, the RMP and the ISP do not need to be completed for the purpose of completing the Unpaid Work assessment.

Additional information for Unpaid Work Placement Coordinators

There should be little impact of the introduction of the digital Unpaid Work assessment on the work of Placement Coordinators. However, the improvement in the range, consistency and quality of information you receive, should improve.

Once the Probation Practitioner has completed the digital Unpaid Work assessment it is automatically converted into a PDF document and saved to the 'document list' tab in NDelius.

Regional Unpaid Work induction processes are currently inconsistent so you will need to use professional judgement and access the PDF at the most relevant time in order to inform your decision making when allocating the individuals to the most suitable project.

You should only have to access the digital Unpaid Work assessment rather than searching for risk and needs information in NDelius, OASys and a separate Unpaid Work assessment.

Timescale for completion and the Performance Measure (SL26)

It is good practice for the PP to complete the Unpaid Work assessment within 5 business days (BD's) of the first attended appointment. Doing this gives the Placement Coordinator sufficient time to read the assessment, speak to the PoP, then find and allocate them to a suitable project. This effectively supports prompt commencement of the Unpaid Work Requirement within 15 BDs of sentence.

A Performance Measure is in place to provide assurance that the Unpaid Work assessment is completed prior to the individual commencing Unpaid Work i.e. within 15 BD's. This is the minimum expectation and there should be few cases where the full 15 BD's are required.

The Unpaid Work Assessment is only required to be completed once, at the start of the Order. It is expected that any changes to an individual's circumstances after this point are communicated between Unpaid Work staff and the PP, and recorded in NDelius, in order to support effective case and risk management.