



HM Prison &  
Probation Service

Competency  
Based  
Framework

# Competency Based Framework

The Start of the New CBF Year



## During today's session

- Background to the CBF
- Headlines from the Trial Year
- The CBF Year
- Eligibility for the CBF
- The Opening Conversation
- How to record your examples
- Updating SOP
- CBF, RPS and Performance Management
- Questions



## Why is the CBF being introduced?

- Part of a 2018 commitment which reduced the points in the pay scales
- Automatic pay progression has been removed in the civil service

## What is the CBF?

- Light-touch staff led process
- Demonstrate your competence through your routine tasks
- **Not** a performance measurement tool, does not replace the SPDR

# The CBF year

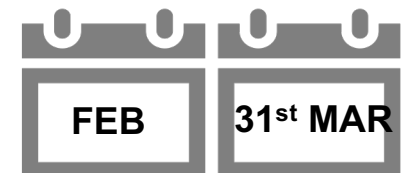
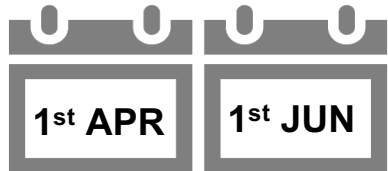


Opening conversation



Closing conversation

Check in during existing one-to-ones or supervisions



## Eligibility for CBF

All staff on Probation Service terms and conditions will use the CBF to move through their pay band. That includes:

- ✓ Former NPS staff
- ✓ Former CRC staff who transferred under the National Agreement
- ✓ New joiners
- ✓ Staff still in their probation period
- ✓ Staff on secondment
- ✓ PQiPs



Visit [MyHub](#) for  
guidance

**If you are not eligible for CBF, you do not need to open a SOP record.**

# Preparing for the opening conversation.



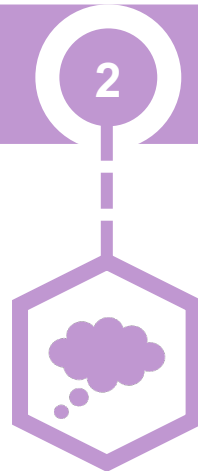
**Read** the CBF guide, familiarise yourself with the **competence areas** and **levels**

1



**Agree** the competence level and discuss how the competence areas relate to your work during the **opening conversation**.

3



**Identify a competence level** and read through the competence areas.

2



**Managers** must update SOP with the date of conversation and competence level by 1<sup>st</sup> June 2022

4

# Updating SOP

- Opening conversation will need to be updated on SOP by 1<sup>st</sup> June.
- Only **ONE CBF** record per staff member
- Once a record is open, use the **Update** button and not the Add button.
- For the CBF year **2022-2023**, you will need to enter **2023** in the 'reporting year' field on SOP.
- Dates added must be between **1st April 2022 and 31st March 2023**.
- Do *not* put in a *future* date in the opening or closing conversations.

It is critical that these guidelines are followed, to ensure the SOP data is correct and pay progression in April 2023 is not impacted.

The screenshot shows a web application interface for 'Competency Based Framework Pay Progression (CBF)'. The page title is 'Competency Based Framework Pay Progression (CBF)' with 'Cancel' and 'Apply' buttons. The user is logged in as 'TRG10783342'. The form displays the following information:

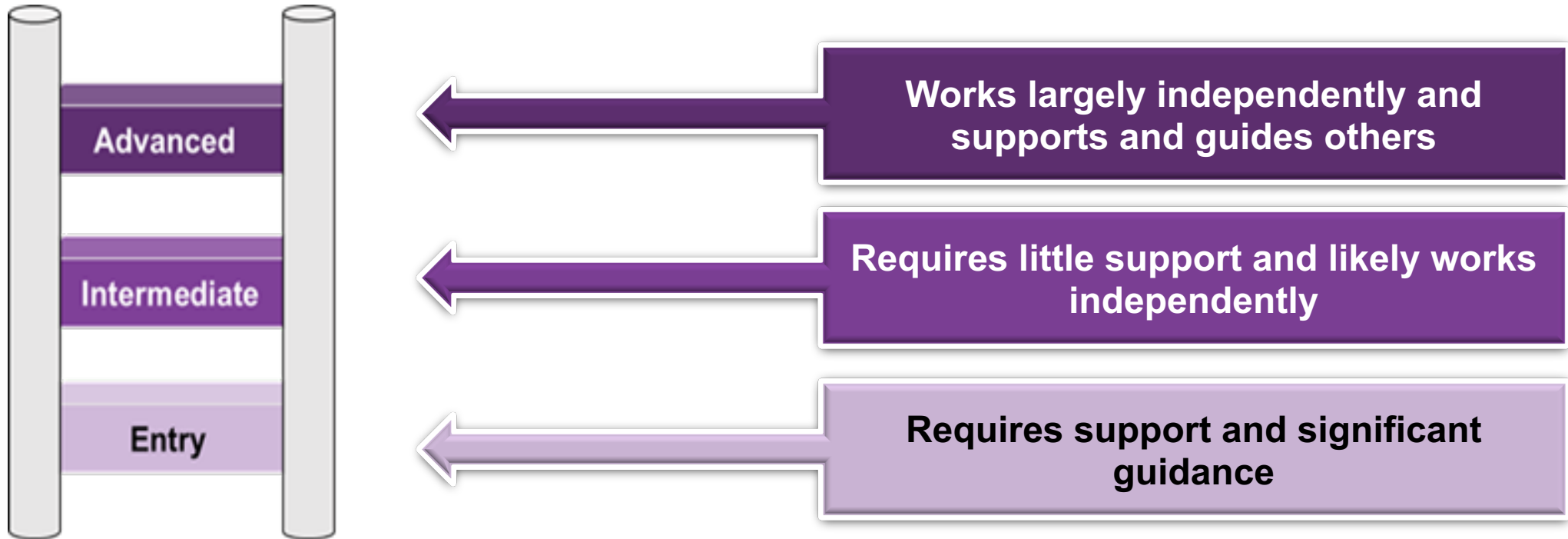
- Employee Name: Danson, Dafydd
- Employee Number: 10783343
- Organization Email Address: [blank]
- Business Group: TRG

Below this, there is a section for 'Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.' The form fields include:

- Reporting Year: [dropdown menu]
- Date Opened: [calendar icon]
- Current competency level: [dropdown menu]
- Evidence 1: [text input]
- Evidence 2: [text input]
- Evidence 3: [text input]
- Evidence 4: [text input]
- Evidence 5: [text input]
- Evidence 6: [text input]
- Pay Progression?: [dropdown menu]
- Reason: [text input]
- Date Closed: [calendar icon]

At the bottom of the page, there is a footer with 'Copyright (c) 1998, 2019, Oracle and/or its affiliates. All rights reserved.' and a 'Switch to Mobile' button.

# How should I choose a competence level?



*Levels of Competence*



# How should the levels of competence relate to your examples?



**Probation Service Officer, Entry level**  
Completed an ISP, including a risk assessment and RMP, using evidence from a range of sources including pre-sentence report, previous OASys, police intelligence

# How to record your examples

- Use the CBF template available on MyHub
- Agree a good place to store it with your line manager
- 150 words per example on your CBF template
- Once the examples are complete summarise the example using a few words that can be used on SOP (max 150 characters)
- Two or three complex pieces of work might demonstrate multiple competence areas
- Maximum of 5 examples in total.

**Section A: Staff member to complete.**

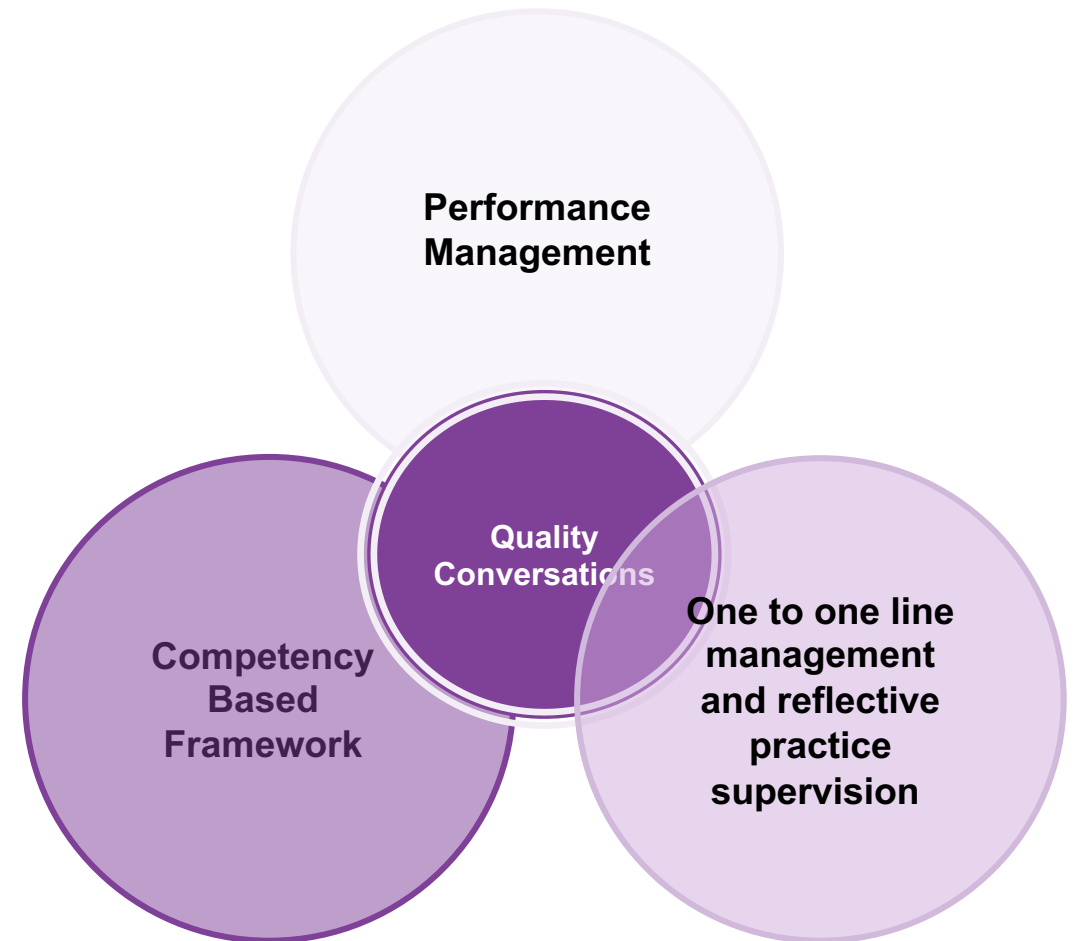
Employee Name		Employee No	
Job Title	Probation Officer	Current Pay Band and Pay Point	Pay Band 4 Point 2
Competence Level	Intermediate	Line manager name	

	COMPETENCE AREA	COMPETENCE EXAMPLE	CHECK IN
	Note which competence area(s) you are demonstrating.	Summarise the activity or task that demonstrates your competence in this area.	Discuss any barriers to demonstrating competence with your line manager, and identify any additional support, training or opportunities required.
<b>Example 1 (Required)</b>	Risk  Decision Making  Legislation, Procedure and Policy	Case Supervision of a community order – female with Child Protection (CP) – OASys – ISP and RMP. ISP-RMP Review and action to manage escalation of risk. Referral to SSD.  Referral to SSD based on intelligence, previous risk assessment and antecedent history – CP conference.  Adherence to multi agency referral policy, working with in Child in need/ at risk legislation – CP conference, Recorded and notified in line with CP and safeguarding policies and framework.	20/04/2021 Case Supervision – CBF template updated – discussed ongoing management of this complex case – Counter signed ISP and MARF to SSD agreed competence in Risk.  01/12/2021. OASys countersignature for review and reduction in Risk levels - agreed competence in Decision Making  13/06/2021 - Reflective Practice Supervision discussion on the challenges supporting case at conference and advocating for Case XX to ensure XX's voice was heard in planning and review sessions – competence in Legislation, Procedure and Policy agreed.
<b>Summary for SOP</b> (summarise your example in 150 characters so your Line Manager can update SOP): <b>R.DM.LPP.</b> Demonstrated understanding and response at sufficiently competency level for complex case ensuring inclusion and equality of those involved.			

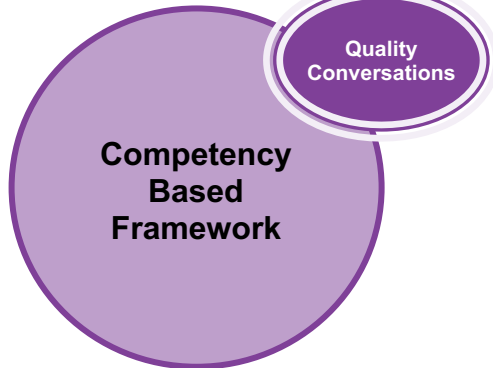
# CBF, RPS and Performance Management

- **CBF** is a mechanism for **progressing through the pay scale** only and not to be confused with general performance discussions.
- **Reflective Practice Supervision** is a formal process of regular meetings between probation practitioners and line managers, which are focused on **challenging or complex practice issues**.
- **Performance Management** supports staff and managers to **agree performance expectations for the role**. Set **personal development goals**, short- and longer-term **aspirations**, strengths, barriers and **development activity**.



# CBF, RPS and Performance Management

Probation staff who are not at the top of their pay band



Annual Pay Progression

PO/ PSO



Reflections on challenging or complex practice issues

All areas of the MoJ including all Probation staff



In-year Recognition & Reward

# CBF Examples and Performance Objectives

## CBF Example:

### Court Probation Officer, Advanced level

I delivered an oral pre-sentence report to the Magistrates court. I drew on as many relevant sources as possible, ensuring I had assessed the suitability of the proposal thoroughly. I delivered my proposal to the court.

## Performance Management Objective:

### Court Probation Officer

I will undertake two of the available desirable learning modules specifically related to young adults by 30 July 2022 which will strengthen my understanding of young adult's experience in the criminal justice system. I will apply this learning in my assessments and Reports prepared for Courts, reviewing this application of learning during supervision.

Reflective  
Practice  
Supervision

**CBF:** Captures examples of competence through **completed tasks and activities**

**PM: Future performance expectations,** short/ longer term aspirations, and personal development activity

# Recap

- ❑ Check your eligibility for the CBF
- ❑ Hold your opening conversations and update SOP by the 1<sup>st</sup> June
- ❑ Discuss, agree and record competence examples as part of your regular conversations



## Your Questions

