



## UNPAID WORK ASSESSMENT EXPLAINED

### 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.

### What's happening when: roll-out

The tool is available now. Your region / PDU will communicate with you on when you are expected to start using it.

### What do I need to do?

The unpaid work assessment will need to be completed by probation practitioners because they are the experts on identifying and managing risks and needs. This will not represent a change in most probation regions but in a small number, where the assessment is currently completed by unpaid work supervisors, it will. Speak to your line manager about what this means for you in your region.

### Digital support

We are modernising your digital tools to better support you with your work.

We are reducing duplication in systems, streamlining processes and enabling better data recording and analysis, to support you with your workload management and decision making.

We have reviewed tools that were used to good effect in the NPS and CRCs prior to unification, adopting and improving them, or identifying gaps and building new ones.

### Built iteratively by digital specialists with ops staff, for ops staff

New Probation tools and systems are being built iteratively by probation programme staff, operational staff and digital specialists working together.

Beta versions of tools are launched, ops staff experiences are tracked, the digital team get a better understanding of what works and what could be changed, and build and develop even better versions of the tools with you

## What's the benefits?

The digital assessment has been designed to **save practitioner time by removing the need to duplicate information** previously entered into case management systems.

It will improve the consistency and accuracy of recorded information will lead to **unpaid work teams getting more relevant information** so they can ensure people of probation are placed on the most suitable projects.

### **Probation Practitioners**

- The **UPW assessment extracts known information from NDelius to pre-populate the form**. This will removing the need to duplicate information previously entered. It will also improve consistency and accuracy of recorded information.
- Probation practitioners will be able to **correct any errors in the form**
- **The EASU code** (used to confirm completion of an unpaid work assessment on NDelius) **will no longer need to be manually entered** once the new unpaid work assessment is in use.

### **Placement Coordinators**

- There should 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 complete, the **assessment will be converted into a PDF document and saved in NDelius** for unpaid work staff to use when allocating individuals to the most suitable project.
- **Placement coordinators will only have to access this one document** rather than searching for risk and needs information in NDelius, OASys and a separate unpaid work assessment.

**Further information** ...is available on the [Probation Hub](#).

*The Hub includes an FAQ, a walkthrough of the digital unpaid work assessment and a copy of digital unpaid work assessment*

*Look out for more Information in your region*

## 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.