 

Community Payback

Learning Requirements

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| Approved by: | Community Payback Senior Leaders Team |

**Outline of learning requirements for Community Payback operational staff**

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| **Role: Supervisor** | | | |
| **Mandatory**  (Legally Mandated) | **Required**  (learning required by all staff in that role. Learning essential to undertake the role.  Some of the required learning will form part of the induction of a new staff member, other training can take place at a later date) | **Desirable**  (learning desirable for a role, or if a line manager identifies that it would be of benefit to the performance of the staff member) | **CPD / Optional** |
| **Civil service training:**   * Security and data protection (1 hour 20 mins) * Health and Safety (1 hr 20) * Counter Fraud and Bribery (45 mins) * Inclusion in the Civil Service (includes Equality and Diversity) (40 mins)   All training non facilitated e-learning  Total time required 5 hr 30 mins.  **Recommendation for training to be undertaken in the first week.**  **Responsible for information should be undertaken in the first week as per the Probation Service Induction.** | Core concepts and key skills for staff working with PoP on CP **(coming soon)**  Incorporating:   * Risk awareness * Prosocial modelling * Problem solving * Motivational Interviewing | VQ Assessor  Ambition for training to be available for booking early in 2023. | NVQ L3 - Criminal Justice |
| **Probation Service training (all staff):**   * Prevent (40 mins) * Child Protection and Safeguarding (1 hr) * Domestic Abuse awareness (1 hr) * Adult Safeguarding (1 hr)   All training non facilitated e-learning  Total time required 3 hr 40 mins.  **Recommendation for training to be undertaken within the staff induction period.** | [Managing violence and aggression (1 hour)](https://mydevelopment.org.uk/mod/scorm/view.php?id=27086)  Has been developed and includes aspects such as managing challenging behaviour.  Non facilitated e-learning  **Training should be undertaken before lone working.** | [Substance misuse and violence and aggression](https://mydevelopment.org.uk/course/view.php?id=10300) (Part 4 – Podcast 26 mins)  [Mental health and violence and aggression](https://mydevelopment.org.uk/course/view.php?id=10300) (Part 4 – Podcast 17 mins)  Attached is what is currently available. Further work is being done on this learning requirement, there is no date for release as yet. | Procedural Justice |
| Health, Safety & Fire Policy  **All regions hold their own HSF Policies.** HSF Policy **must** be shared with employees and any changes to it to read in **within 1 month of being in post** | [Modern day slavery and human trafficking (45 mins)](https://mydevelopment.org.uk/course/view.php?id=5936)  **Training should be undertaken within 6 to 12 months of role commencement** | [Care and management of those who are transgender – module 1 (15 mins)](https://mydevelopment.org.uk/course/view.php?id=3875) | Courts and sentencing |
| Health & Safety Induction (1 hour)  - Slips, trips & falls (refresh every 3 years)  - Manual handling (refresh every 3 years)  - Basic Fire Safety (refresh annually)  - H&S for Managers (refresh every 3 years)  - Use of display equipment (refresh every 3 years)  Generic H&S course to be completed **within 2 weeks of being in post**  [Health and safety – Civil Service Learning](https://learn.civilservice.gov.uk/courses/TPOpLN_hSiizx8v-yDUHrQ) | Sex offender awareness (3 hours) **(coming soon estimated end May 2022)**  Non facilitated e-learning  **Training should be undertaken before lone working.** | [Personality disorder – modules 1 and 2 (20 mins)](https://mydevelopment.org.uk/course/view.php?id=3738) | [Resilience and wellbeing (1 hour)](https://learn.civilservice.gov.uk/courses/YzIlqj79RkWUcRzpQriD4A) |
| COSHH (1.5 hours) (refresher every 3 years) **(coming by Summer 22)**  In-house training in the form of PPT developed by National H&S Team.  To be completed **within 3 months of being in post.** | County Lines **(coming soon)**  A commission has been made for a Community Payback specific learning product. A 7 min briefing is available for the interim.  [7 min briefing: criminal exploitation and county lines](https://mydevelopment.org.uk/course/view.php?id=3840)  **Training should be undertaken within 6 to 12 months of role commencement** | [Young adult brain (20 mins)](https://mydevelopment.org.uk/course/view.php?id=8983) |  |
| Asbestos Awareness (1.5 hours) (refresher every 3 years) **(coming by Summer 22)**  In-house training in the form of PPT developed by National H&S Team.  To be completed **within 3 months of being in post.** | [Equality, diversity and inclusion (40 mins)](https://mydevelopment.org.uk/course/view.php?id=636)  Non-facilitated eLearning  **Training should be undertaken before lone working.** | [Having difficult conversations (9 mins)](https://mydevelopment.org.uk/mod/scorm/player.php?a=5771&currentorg=Young_Adults_-_Having_Difficult_Conversations_ORG&scoid=16701) |  |
| Working at Height (2.5m and below) (2 hours) (refresher every 3 years) **(coming by Summer 22)**   * Stepladders * Steppers   In-house training in the form of PPT developed by National H&S Team  Should be done as a minimum as we expect all CP Supervisors/PCs to be working at height  To be completed **within 3 months of being in post.** | [NDelius for unpaid work (2 hours)](https://mydevelopment.org.uk/course/view.php?id=8068)  Non-facilitated eLearning  **Training should be undertaken before lone working.** | [7 min briefing: positive reinforcement](https://mydevelopment.org.uk/course/view.php?id=3991) |  |
| PASMA Accreditation course: Working at Height (2.5m and below) Low- and high-Level Access (refresher every 3 years)  1. Low-Level Access – ½ day  2. High-Level Access – 1 day  Mandatory (when working at height that are not stepladders or steppers) - **should be completed before using the items above** – to be determined by line manager  **Book via Government Campus.**  [Learning catalogue for the Civil Service – Civil Service Learning](https://learn.civilservice.gov.uk/courses/aPRZPHklRPKNvoCcUjSNLg) – Off the shelf training – see this link on how to book  [Overview of offer (civilservice.gov.uk)](https://cdn.learn.civilservice.gov.uk/packages/aPRZPHklRPKNvoCcUjSNLg/kwA30_IDQwmTTW3FOPlDqQ/overview-of-offer.pdf) – H&S training pages 698 - 704 | Lone working device  People Safe training as part of the induction – e-learning (2 hrs)  **Training should be undertaken before lone working.** | [7 min briefing: do good be good](https://mydevelopment.org.uk/course/view.php?id=3991) |  |
| Emergency First Aid at Work (1 day) (refresher every 3 years)  To be completed **within 6 weeks of being in post.**  [Emergency first aid at work – Civil Service Learning](https://learn.civilservice.gov.uk/courses/mkcdWz0bRS6CGpX_g2LYuA) | My Learning, Sop & equip covered in;  Induction into the Probation Service  **Training should be undertaken before lone working.** | [7 min briefing: therapeutic relationships](https://mydevelopment.org.uk/course/view.php?id=3991) |  |
| LANTRA Accreditation Courses (1-2 days) (no refresher needed)  1. Handheld Hedge Trimmer – 1 day 2. Trimmers Grass Cutting – 1 day  3. Brushcutters/Trimmers – 2 days  4. Woodchippers – 1 day  5. Abrasive Wheels Machine – 1 day  **Mandatory when using commercial products as listed above**. For domestic products use user guides provided with products  **Book via Government Campus.**  [Learning catalogue for the Civil Service – Civil Service Learning](https://learn.civilservice.gov.uk/courses/aPRZPHklRPKNvoCcUjSNLg) – Off the shelf training – see this link on how to book  [Overview of offer (civilservice.gov.uk)](https://cdn.learn.civilservice.gov.uk/packages/aPRZPHklRPKNvoCcUjSNLg/kwA30_IDQwmTTW3FOPlDqQ/overview-of-offer.pdf) – H&S training pages 698 - 704  To be **completed within 6 months of being in post** and/or need to use above items thereafter  (no PoP should use selected ‘high’ risk equipment until CP staff are trained to deliver safety use training | [7 min briefing: autism](https://mydevelopment.org.uk/course/view.php?id=3829)  **Training should be undertaken within 6 to 12 months of role commencement** | [7 min briefing: care leavers](https://mydevelopment.org.uk/course/view.php?id=3840) |  |
|  | [7 min briefing: learning disabilities and challenges](https://mydevelopment.org.uk/course/view.php?id=3829)  **Training should be undertaken within 6 to 12 months of role commencement** | [7 min briefing: GRT (gypsy, roma, traveller)](https://mydevelopment.org.uk/course/view.php?id=3829) |  |
|  | Manual Handling (MH)  (Carrying out a MH Risk Assessment) (1.5 hours) (no refresher needed) **(coming by Summer 22)**  In-house training in the form of PPT developed by National H&S Team.  To be completed **within 6 months of being in post.** | [Active listening](https://learn.civilservice.gov.uk/courses/V5VrsnuGRJCBJpkTBeitPg/) |  |
|  | CDM Awareness (1.5 hours) (no refresher needed) **(coming by Summer 22)**  In-house training in the form of PPT developed by National H&S Team.  To be completed **within 6 months of being in post.** | Gangs awareness **(coming soon)**  Non-facilitated eLearning  **To be undertaken where identified as helpful learning for staff working in regions/parts of regions affected by gang culture** |  |
|  | Refresher Generic Risk Assessment, identifying hazards etc. (1.5 hours) (annual refresher needed) **(coming by Summer 22)**  In-house training in the form of PPT developed by National H&S Team.  To be completed **within 6 months of being in post.** | First aid at Work (FAW) (3-day course) (refresher every 3 years)  [First aid at work – Civil Service Learning](https://learn.civilservice.gov.uk/courses/3ayOD399Th2VDbLYOWFeRQ)  More detailed than EFAW – as and when required by Line Manager |  |
|  | IOSH 1-day Working Safely (7 hours) (no refresher needed)  [Learning catalogue for the Civil Service – Civil Service Learning](https://learn.civilservice.gov.uk/courses/aPRZPHklRPKNvoCcUjSNLg) – Off the shelf training – see this link on how to book  [Overview of offer (civilservice.gov.uk)](https://cdn.learn.civilservice.gov.uk/packages/aPRZPHklRPKNvoCcUjSNLg/kwA30_IDQwmTTW3FOPlDqQ/overview-of-offer.pdf) – H&S training pages 698 - 704  **Book via Government Campus.**  To be completed **within 3 months of being in post.** | Minibus Driver Awareness (MIDAS) (Half-day (theory)|Half-day (assessment) (refresher every 4 years)  Not required if we do not use Minibuses (i.e. 9 – 16 passengers)  **Regions to procure locally as desirable and volumes not high enough for onboarding via Government Campus.**  To be completed as and when required and dictated by Line Manager |  |
|  |  | Vehicle & trailers (8-20 hours) (no refresher needed)  Vehicle & Trailer combined weight over 3.5 ton then DVLA requires a B&E driving test  **Regions to procure locally as desirable and volumes not high enough for onboarding via Government Campus.**  To be completed as and when required and dictated by Line Manager |  |
|  |  | HSF CP Safe Induction Handbook (self-study) **(coming soon)**  Immediate. Can be delivered as self-study before commencing role  In-house handbook developed by National H&S Team.  The handbook goes beyond the generic basic general CSL induction course and can be a constant HSF CP reminder of good practice kept close by. |  |
|  |  | Food Hygiene L1 (2 hours) (no refresher needed)  This Level 1 Food Hygiene and Safety course is designed for workers who are not directly involved with the preparation or handling of high-risk foods but work in an environment where food is present or handled elsewhere  **External training to be explored with Government Campus (TBC)**  To be completed as and when required and dictated by Line Manager |  |
|  |  | Food Hygiene L2 (1 day) (no refresher needed)  This Level 2 Food Hygiene course has been designed to help anyone who handles, prepares or serves food in the catering industry understand their legal responsibilities and know what constitutes best practice in regards to controlling food safety hazards, controlling temperatures, food storage, food preparation  **External training to be explored with Government Campus (TBC)**  To be completed as and when required and dictated by Line Manager |  |
| **Role: Placement Coordinator** | | | |
| **Mandatory**  (Legally Mandated) | **Required**  (learning required by all staff in that role. Learning essential to undertake the role.  Some of the required learning will form part of the induction of a new staff member, other training can take place at a later date) | **Desirable**  (learning desirable for a role, or if a line manager identifies that it would be of benefit to the performance of the staff member) | **CPD / Optional** |
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|  | IOSH 3-day Managing Safely (24 hours) (no refresher needed)  **Book via Government Campus.**  [Learning catalogue for the Civil Service – Civil Service Learning](https://learn.civilservice.gov.uk/courses/aPRZPHklRPKNvoCcUjSNLg) – Off the shelf training – see this link on how to book  [Overview of offer (civilservice.gov.uk)](https://cdn.learn.civilservice.gov.uk/packages/aPRZPHklRPKNvoCcUjSNLg/kwA30_IDQwmTTW3FOPlDqQ/overview-of-offer.pdf) – H&S training pages 698 - 704  To be completed **within 3 months of being in post.** | First aid at Work (FAW) (3-day course) (refresher every 3 years)  [First aid at work – Civil Service Learning](https://learn.civilservice.gov.uk/courses/3ayOD399Th2VDbLYOWFeRQ)  More detailed than EFAW – as and when required by Line Manager |  |
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| **Role: Operations Manager** | | | |
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| **Probation Service training (all staff):**   * Prevent (40 mins) * Child Protection and Safeguarding (1 hr) * Domestic Abuse awareness (1 hr) * Adult Safeguarding (1 hr)   All training non facilitated e-learning  Total time required 3 hr 40 mins.  **Recommendation for training to be undertaken within the staff induction period.** | [Managing violence and aggression (1 hour)](https://mydevelopment.org.uk/mod/scorm/view.php?id=27086)  Has been developed and includes aspects such as managing challenging behaviour.  Non facilitated e-learning  **Training should be undertaken within 6 weeks of role commencement** | [Active listening](https://learn.civilservice.gov.uk/courses/V5VrsnuGRJCBJpkTBeitPg/) | [Engaging for success](https://learn.civilservice.gov.uk/courses/TI9iied8QKWrJmsjUFuSog) |
| Health, Safety & Fire Policy  **All regions hold their own HSF Policies.** HSF Policy **must** be shared with employees and any changes to it to read in **within 1 month of being in post** | [Discipline and dispute resolution](https://learn.civilservice.gov.uk/courses/iBldVtKhQ5-Ap5BjteNQdQ/) (2 hrs 50 mins)  **Training should be undertaken within 6 weeks of role commencement** | [Modern day slavery and human trafficking (45 mins)](https://mydevelopment.org.uk/course/view.php?id=5936) | [Aspiring Leadership toolkit](https://mydevelopment.org.uk/course/view.php?id=3941) |
| Health & Safety Induction (1 hour)  - Slips, trips & falls (refresh every 3 years)  - Manual handling (refresh every 3 years)  - Basic Fire Safety (refresh annually)  - H&S for Managers (refresh every 3 years)  - Use of display equipment (refresh every 3 years)  Generic H&S course to be completed **within 2 weeks of being in post**  [Health and safety – Civil Service Learning](https://learn.civilservice.gov.uk/courses/TPOpLN_hSiizx8v-yDUHrQ) | [NDelius for unpaid work (2 hours)](https://mydevelopment.org.uk/course/view.php?id=8068)  Non-facilitated eLearning  **Training should be undertaken on role commencement.** | [Managing performance](https://learn.civilservice.gov.uk/courses/foHSNFMITEeu9i1R2TxVuw) | [Leadership in Action – Civil Service Learning](https://learn.civilservice.gov.uk/courses/caC6zqNjSYOnOWACQ3mgXQ/) |
|  | My Learning, Sop & equip covered in;  Induction into the Probation Service  **Training should be undertaken on role commencement.** | [Managing poor performance](https://learn.civilservice.gov.uk/courses/h1ywOyCrRAqWNjtY66cgew/) | [Delegation: achieving results through others](https://learn.civilservice.gov.uk/courses/mjxbLspIQRyfFP900bk3ww) |
|  | IOSH 3-day Managing Safely (24 hours) (no refresher needed)  **Book via Government Campus.**  [Learning catalogue for the Civil Service – Civil Service Learning](https://learn.civilservice.gov.uk/courses/aPRZPHklRPKNvoCcUjSNLg) – Off the shelf training – see this link on how to book  [Overview of offer (civilservice.gov.uk)](https://cdn.learn.civilservice.gov.uk/packages/aPRZPHklRPKNvoCcUjSNLg/kwA30_IDQwmTTW3FOPlDqQ/overview-of-offer.pdf) – H&S training pages 698 - 704  To be completed **within 3 months of being in post.** | Commercial Awareness  Under development in collaboration with MoJ Commercial & Contract Management Directorate | [Communicating change workbook](https://learn.civilservice.gov.uk/courses/6D_a8GDRQQeiK8BbDJ_9Pg/) |
|  |  | County Lines **(coming soon)**  A commission has been made for a Community Payback specific learning product. A 7 min briefing is available for the interim.  [7 min briefing: criminal exploitation and county lines](https://mydevelopment.org.uk/course/view.php?id=3840) | [5 awesome ways to give feedback to your team](https://learn.civilservice.gov.uk/courses/dNmyNUoaS-ibt6JaOvqN_A) |
|  |  | Gangs Awareness **(coming soon)**  To be undertaken where identified as helpful learning for staff working in regions/parts of regions affected by gang culture | [Conducting high quality conversations](https://learn.civilservice.gov.uk/courses/W21M5gwkQNuMLj-Cdb3h4w) |
|  |  | [Having difficult conversations (9 mins)](https://mydevelopment.org.uk/mod/scorm/player.php?a=5771&currentorg=Young_Adults_-_Having_Difficult_Conversations_ORG&scoid=16701) |  |
|  |  | HSF CP Safe Induction Handbook (self-study) **(coming soon)**  Immediate. Can be delivered as self-study before commencing role  In-house handbook developed by National H&S Team.  The handbook goes beyond the generic basic general CSL induction course and can be a constant HSF CP reminder of good practice kept close by. |  |