

Learning and Organisational Development Procedures

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1. BACKGROUND

PBNI has developed a Learning & Organisational Development (L&OD) Policy with the aim of promoting a culture of continuous learning and development within PBNI and ensure mechanisms are in place to equip members of staff with the necessary knowledge, skills and attributes required to carry out their role.

2. PURPOSE

These procedures supplement the PBNI Learning & Organisational Development Policy. The procedures provide a framework to ensure a planned and systematic approach to learning and development for all staff. The L&OD Policy and Procedures applies to all training for all staff.

3. PLANNING TRAINING

The L&OD Policy outlines how training needs are identified on an annual basis at organisational, team and personal level.

It is important that all training needs are anticipated and identified as much as possible at the start of the business year to assist with the efficient planning of resources and allocation of budget. Effective planning of training ensures that all learning events are scheduled evenly throughout the year.

Once all needs have been identified, an annual Training Needs Analysis (TNA) will be conducted, outlining training needs, related corporate/business plan objectives, method of delivery, who requires training and timescales for delivery. The TNA will be reviewed and prioritised by the Directors/Head of HR as follows:

Priority Level 1 = Needs to happen this year.

Priority Level 2 = Will be delivered if cost/resources permit

Priority Level 3 = Not essential this year

The TNA will include as far as possible costs for each event and budget required. The overall budget required will be fed into the financial processes to ensure that sufficient funding is made available to meet the essential learning needs. All other training will be prioritised based on the budget available, its priority level and sign off by the L&OD Manager and Directors.

Subsequent to prioritisation of training needs, a Learning & Development Plan will be produced with events planned for the year as far as possible, taking account of L&OD team resources and other planned work. This will comprise all learning events including instructor led training, e-learning, practice seminars, Professional in Practice Programmes and onsite on the job training delivered by managers and with colleagues.

Although the stages above focus on planned events, this does not exclude requests for training where specific needs arise during the course of the year however by forward planning it is hoped to reduce the number of ad hoc training requests received by the L&OD team in order to manage resources and scheduling of training as effectively as possible.

4. IMPLEMENTING TRAINING

All learning events for members of staff, must be notified to the Learning & Organisational Development team for processing or approval. This is regardless of whether delivery is internal or external, costs associated or free.

Learning events outlined in the Learning & Development Plan will be planned, developed and managed by the L&OD Team, using internal or external resources where appropriate. Learning events will be delivered in person, online or via e-learning and communicated to staff via the Learning Management System with notifications in advance to appropriate staff groups.

While PBNI's learning and development centre is based in Ballymena and therefore most learning events will take place here to make effective use of existing L&OD resources, PBNI will seek to offer learning events in a variety of locations to suit organisational need.

4.1 Notification of Learning Events

- For ad hoc learning events, the relevant senior manager or should notify the L&OD Manager of the required learning event who will check other planned training and resources required (including trainers, e-learning resources, admin support, training rooms and budget where appropriate) and confirm that the learning event can be scheduled into the Learning and Development Plan and make adjustments and arrangements as necessary.
- L&OD Administration will record details of the training event including learning aims and outcomes, dates and times, venue, target participants, maximum and minimum participants and whether training is mandatory or optional. L&OD Administration will provisionally book any training room(s) required.
- The learning event will be issued on the learning management system and all eligible members of staff enrolled and invited to attend. To allow for sufficient notice for attendance, events will be issued at least 3 weeks before the event.
- Where a member of staff is interested in attending mandatory or optional training, they must always discuss with and seek approval from their line manager (in the event that the line manager is on leave, covering manager approval is required) before registering for an event.
- Staff can then register for the event on the learning management system, selecting their preferred session if appropriate. At this point, staff will receive a notification to confirm registration along with a calendar attachment which should be saved onto personal Outlook calendars. For some events with limited capacity, staff will be unable to enrol directly and instead will have to register for a waiting list. On these occasions, L&OD Administration will notify staff if they have gained a place on the event.

4.2 Specific Learning Adjustments

PBNI commits to ensuring that all staff have access to training opportunities regardless of disability, making reasonable adjustments where required. Should staff have any specific requirements to enable attendance at a learning event, they should notify the L&OD Manager in the first instance.

A member of the L&OD team will arrange a meeting to discuss their specific requirements and how these can best be met. This can include for example forwarding PowerPoint presentations in advance of the training, printing materials on coloured paper or making external trainers aware of any adjustments required within the training room.

The learning management system will be updated so that a notification is sent to L&OD Administration and the L&OD Manager whenever this member of staff registers for a learning event, the L&OD team will then follow the processes as agreed between the L&OD Manager and the individual.

4.3 Planning Attendance at Training

It is important that staff discuss planned training with their manager, taking consideration of current workload, upcoming leave, team pressures etc. Scheduled training should be treated in the same way as annual leave, and work planned accordingly to enable attendance. It is hoped that by doing this, cancellations are avoided where possible.

Managers are encouraged to plan training into work schedules so that time away from the workplace for development is scheduled and not cancelled without good reason.

Staff and their Managers can view upcoming training on the Learning Management System as well as staff Outlook calendars.

Workload relief will be negotiated between the member of staff and their line manager once training has been approved. The principle of developing a learning culture hinge on allowing staff time to develop during work thus workload relief

should always be allowed however there will be times when special arrangements need to be put in place.

4.4 Attending Events

- Staff should note the start time of each event and arrive in plenty of time for a prompt start (for in person and online events). Staff arriving for events after the start time should first report to L&OD Administration who will advise them when it is appropriate to enter the training room. This is to avoid disruption and flow of training for the trainer and other attendees. Staff arriving late should speak to the trainer at the next available break for them to catch up on what may have been missed.
- To ensure consistency, L&OD organised training will as far as possible be scheduled for a 9.30 am arrival for a 9.45 am prompt start. This later time is to allow for those staff having to travel longer distances.
- Receiving and taking phone calls during events should be kept to a minimum and only when urgent, this is in order to reduce disruption for everyone.
- Staff must complete an Attendance Sheet to verify they have attended a learning event. This information will then be updated onto the learning management system.

4.5 Online training

As well as the above, there is some additional etiquette that should be adhered to when attending online events.

- Cameras must be on at all times; if for technical reasons this is not possible, staff should notify the trainer as soon as possible so that alternative arrangements can be made.

- If staff are connecting to online training from their office desk, they should ensure they are wearing earphones so that confidentiality is not compromised, and their contribution is not disruptive for other colleagues in the room. Likewise, if completing training from home, staff should ensure they can do so within a quiet area, free from distractions and that confidentiality is maintained and that a good WiFi connection is available.

4.6 Cancellation/Non-Attendance of Learning Events

Advance notice of cancellations is important to allow the L&OD team to offer training places to colleagues who may be on a waiting list and also from an L&OD planning and co-ordination perspective.

- Where staff need to cancel from an event, they must first discuss and get approval from their line manager and then notify L&OD Administration as soon as possible, including their reason for cancellation. In the event that the line manager is on leave, AD approval is required when cancelling.
- If cancelling within **3 days** of a training event, Senior Manager approval by email is required.
- For staff on sick leave, Managers should take responsibility for checking their Outlook calendar or learning management system for any planned training and alert L&OD Administration immediately of their unlikely attendance at training.
- If a member of staff fails to advise that they cannot attend a training event and has not sought the approval of their line manager, L&OD will contact the line manager asking for AD approval in the first instance, however, should this happen on more than one occasion then disciplinary action may be considered by the line manager.
- Where a member of staff cancels without sufficient notice or does not attend compulsory sessions they have been allocated, without having sought

approval to cancel their attendance with their line manager, this may affect future requests to attend other external or optional sessions.

- If staff fail to attend learning events or seminars where PBNI have incurred a charge, it is unlikely the individual will have any further external learning events/requests authorised during that financial year and costs may be taken from the local team budget.

4.7 Travel Expenses

Travel expenses for work related learning events & seminars will be reimbursed at the normal rate. Travel expenses related to applications made through the Further Education Study scheme are detailed in Section 5.

4.8 Conduct During Training

Staff are expected to attend training whether in person or online in a professional manner, in respect of dress code and conduct.

Staff are expected to dress appropriately for the training. If you are attending an external training event, it is expected that you dress appropriately to represent PBNI.

During online training, you are still required to present in a professional capacity in relation in relation to your work wear.

For online training, cameras are expected to be on during the training.

5. WORK BASED LEARNING

It is important to be clear that learning events are not the only way that staff will develop through the course of their employment with PBNI. PBNI encourages active work based learning which is a continual process and which all staff experience, whether it is structured learning or not.

Objectives and targets for development can be achieved through work based learning and development rather than courses or events. In many cases when staff are encouraged to develop themselves in the context of their job role this learning can be much more effective. PBNi want to encourage this continual process of learning and development “on the job” thereby enabling staff to diversify their skills and competencies, while carrying out their work. If learning and development is delivered “on the job” by competent members of staff, it is likely to be highly effective as staff can directly relate the learning to their work context.

Such learning and development encompasses a wide range of activities. These include, for example:

- Shadowing
- Participating in team meetings and team practice seminars
- Attending external meetings
- Reading and researching (online and publications).
- Working on new projects or specific work strands.
- Knowledge sharing and discussion

Where staff have developed their learning through participation in such activities, this can be recorded on individual training records on the learning management system.

6. AD HOC INDIVIDUAL LEARNING EVENT REQUEST

It is recognised that specific individual training needs may arise during the course of the year that were not identified at the planning stage. Such ad hoc training requests should be referred by the line manager to the L&OD Manager in the first instance via e-mail (see Appendix 1) detailing the course, relevance to current role, dates and costs. Approval for ad hoc training, whether at a cost or free, is based on need for the training and budget available. Approval for the request will be authorised by the L&OD Manager and a Director/Head of Service. Staff are responsible for letting L&OD Administration know that they have attended training so that their training records can be updated.

CRITERIA	EVALUATION
1. Was the development need highlighted on the individual's PDP?	In general, if a learning request is made, this need must have been identified during the PDP process. There may be some exceptions to this, where there is a need for someone to attend a session unexpectedly.
2. Is attendance at the event an organisational requirement (e.g. do PBNi need the member of staff to attend the session to fulfil organisational obligations)?	Where there is a direct need for a member of staff to attend a session due to requirements placed upon PBNi, these requests will be prioritised.
3. Is the cost of the session prohibitive?/Is there budget available for the learning event?	PBNi will seek to secure best value from learning events / seminars and where the costs are prohibitive, PBNi may recommend a different approach to fulfil the development need. Learning event requests will only be approved where there is budget available to meet the request. Once the allocated budgets have been utilised no other learning events can be approved.
4. Has the individual already participated in external learning events during the current financial year?	If the individual requesting the learning event has already attended 2 or more external run sessions (i.e. that have led to external costs) during the current financial year, it is less likely that budget will be approved for further sessions unless criterion 2 applies.
5. Has the individual cancelled or failed to meet any other scheduled training during the current financial year (either compulsory sessions or optional)?	If the individual requesting the learning event has cancelled / failed to attend compulsory training, further requests will only be authorised in exceptional circumstances with the approval of the relevant Senior Manager.

7. EXTERNAL LEARNING EVENTS INCLUDING CONFERENCES AND SEMINARS

Attendance at conferences and free training courses are important learning experiences and provide the opportunity to keep abreast of new or emerging ideas. All external learning events must come through L&OD to process. As they generally require time away from the workplace, a Director must approve all external learning events attended by PBNi staff. The exception to this will be for free, local learning events which have been circulated to teams.

7.1 Procedures for external learning events

Any external learning events should be forwarded to L&OD Administration who will record all requests and forward to the L&OD Manager. The L&OD Manager will check available budget if applicable, and forward to Directors' approval. The Directors will indicate the number of places to be offered, the staff grade and the selection criteria. L&OD Administration will ensure that the person who brought the conference/training to their attention, is kept informed of the Directors' decision.

- If the Directors request circulation of the event to staff, L&OD Administration will issue on the learning management system. In some cases, the Directors may identify a member of staff to attend an event, in which case L&OD Administration will coordinate with the member of staff.
- After the closing date, L&OD Administration will select staff using the guidance provided by the directors and inform the nominees if they have been selected to attend.
- L&OD Administration will book selected staff onto the event and will process invoices as needed. L&OD Administration will confirm booking details with the candidate in addition to the conference/training providers sending their own joining instructions directly to the individual.

- If the event is for a Senior Manager, their executive support officer will, after confirming with L&OD Administration that there is budget available, book the conference/training and advise L&OD Administration of related costs so that they can develop a purchase order and update the budget.
- Flights and accommodation for training should be booked at a local level (and from local budget) and not by L&OD.
- After the event, L&OD Administration will confirm attendance and update individual staff training records on the Learning Management System.
- Should a member of staff be unable to attend an external learning event, they should discuss their intention not to attend with their Line Manager who should contact L&OD Administration as soon as possible in order to re-allocate the place to other staff (see 'Cancellations' above)
- Following attendance at the event, staff must complete a Conference/External Training Review (Appendix 1) which will be made available on the intranet in the resources are for other members of staff to share the learning gained from the conference or seminar.

7.2 Procedures for Free Local Learning Events

- All free learning events circulated to teams can be approved locally with a discussion between the Senior Manager and the Area Manager about relevance and the number of staff to be allocated places.
- The Area Manager should forward all information about the event, including Assistant Director approval to the L&OD Manager. The L&OD Manager will consider if the event should also be circulated to the wider organisation.
- L&OD Administration will book places onto the event and will confirm booking details with the staff in addition to the conference/training providers sending their own joining instructions directly to the individual.

- After the event, L&OD Administration will confirm attendance and update individual staff training records on the Learning Management System.
- Should a member of staff be unable to attend an external learning event, they should discuss their intention not to attend with their Line Manager who should contact L&OD Administration as soon as possible in order to re-allocate the place to other staff (see 'Cancellations' above).
- Following attendance at the event, staff must complete a Conference/External Training Review (Appendix 1) which will be made available on the intranet in the resources area for other members of staff to share the learning gained from the conference or seminar.

8. ONBOARDING (INDUCTION) PROGRAMME

All new staff will undertake an onboarding programme to support them on their employment journey with PBNi. This includes set induction days and training alongside additional engagement and support activities; and onsite on the job training by their line manager and with colleagues.

The Onboarding Induction Programme covers a range of topics both operational and corporate which aims to equip staff with the knowledge and skill required to carry out their role. The Programme adopts a modular approach with some sessions targeted at operational staff, corporate staff or both.

The Programme also includes a number of development sessions focusing on particular areas of operational practice – these are generally planned to take place in the months after the initial Induction programme.

As well as the formal Induction programme, a local Induction will be conducted by line managers to provide specific insight into each role and place of work.

As part of onboarding, there are several mandatory e-learning courses that all new staff are required to complete within six weeks of employment. These are issued to staff via the learning management system.

The L&OD team aim to deliver an induction programme twice per year, in line with recruitment (usually September and January).

Attendance and participation by new staff in the Onboarding Programme is essential in order that PBNi can provide assurance and evidence that they have been trained on all key aspects of their role. It is therefore important that staff are fully supported and encouraged to attend.

9. E-LEARNING

9.1 The Approach to E-learning

Organisation

E-learning is a valuable tool for developing staff knowledge and skills and has a positive impact on workforce motivation and morale. Overall, e-learning can be substantially cheaper than the traditional learning interventions and cuts costs, such as trainer fees and room hire, and saves valuable time and resources.

With learning accessible via a computer and learners able to access concurrently, it decreases the amount of time spent away from the workplace and eliminates the capacity limitation of classroom-based sessions. This allows a flexible approach to learning; members of staff can access e learning at a time and place that suits them.

Individual

E-learning provides an efficient and effective learning experience with a particular focus on continuing professional development for PBNi staff. e-learning can be accessed as and when necessary and can be broken down into bite sized chunks and self-paced, to fit in with the learner's preferences, work schedules and other priorities. The PBNi e-learning site is hosted internally, which means that staff can access the programmes anywhere the internet is available. e-learning may provide

individuals with “choice” in terms of enhancing their learning experiences, ensuring the most effective route to learning is adopted.

E-learning courses will be provided in partnership with the system provider and on occasions, they may be tailored to meet specific requirements of service areas and departments within PBNl. This will be identified and prioritised via the training needs process each year in the same way as other training. A subject matter expert will be identified at the beginning of the process to support the design of the e-learning course; the approval process will also be agreed at the needs analysis stage. Requests for e-learning provision will be scheduled appropriately to ensure they are spread throughout the training year as much as possible.

9.2 Commissioning of E-learning Content- Source, Edit or Creating

All e-learning is implemented through PBNl's Learning Management System. All requests for content to be created or sourced must go through a commissioning process to ensure e-learning is the best option for the training need.

The L&OD manager will discuss the request with the Commissioner. Once agreed the request will be added to the L&OD e-learning schedule spreadsheet (Content Manager). The training will be prioritized via the training needs process each year and scheduled accordingly.

A Project Team comprising Subject Matter Expert, E-learning Co-ordinator and others as required will be set up to meet to discuss requirements and produce a plan to include timescales for completion.

The product content will be sourced through PBNl contracted provider or will be created using the current authoring tools or possibly through other sources such other government bodies/ partners.

If content needs to be created from scratch using the authoring tool, the subject matter expert must provide the following:

- Training materials / Power point presentation previously used/ word documents.
- Images relating to the subject.
- Question/ answers if a quiz is required.
- Details of whether the course is mandatory and has a certification linked

Stage 1 - Provide Content to SME

The content will be made available to the project team specifically the SME using the authoring tool review option. This will enable the SME to highlight changes required to relevant areas and subsequently the e-learning coordinator will receive notifications of all changes requested.

Stage 2 - Make Required Changes

The changes are made by using the authoring tool checking against the requested changes and ensuring the changes will not impact the flow of the content or imagery or slide options which have previously been used by the content provider.

Once changes are completed, the course will be reviewed within the authoring tool using the preview option by the eLearning coordinator to ensure all changes have updated.

The timescale for changes will depend on the duration of the content, the number and complexity of changes required and available L&OD resources.

The content will again be made available to the SME to review for any final changes.

Stage 3 - Final Review

The final version will be downloaded from the authoring tool to the LMS to be viewed as staff will see it. The Project Team will be enrolled to view the content and provide feedback.

Approval

The Project Team must complete a final review and approve the content before it is published for staff.

The content will be downloaded as a SCORM package to the LMS ensuring title/ date/ year of issue are included in case of investigation about content covered at a future date.

Changes to Content

If changes are required after content has been published, it must be requested by the SME providing reasons for the changes and details of the required changes in an email or in a word document (saved on content manager within the folder linked to the course) and approved by the L&OD Manager.

Such changes cannot be made directly on the LMS and need to be made through the authoring tool where the original content was created . Once further changes are made, the course will then be downloaded onto the LMS, creating a new version (date /year required).

Updated versions of courses are impacted on the LMS content & training records as follows:

- All staff who have completed the training will not be impacted
- If a certification is linked to the course, it will not be impacted.
- For Staff who are showing as “in progress” – any progress will be erased and they will have to restart the training.

The old version of the course will remain within the ‘training material’ section of the course on the LMS (as it links to staff records) but will not be available from the date the new version is published.

Because of the impact of changes on course completion, such changes should only be created if absolutely necessary and should be approved by the L&OD Manager

10. FURTHER EDUCATION STUDY SCHEME

PBNI will, subject to resources and in accordance with the selection criteria and underpinning procedures, assist staff who wish to undertake formal courses of academic/vocational study related to their work and leading to recognised

academic/vocational qualifications. Courses of study leading to qualifications, which are deemed essential to a post, are normally funded by PBNi and fall outside the funding for Further Educational course funding. Staff will be invited to submit applications in May each year using the Further Education Study Scheme Application Form (Appendix 2) which must have their manager's approval.

10.1. Selection Criteria

For new applications, the following criteria will be applied in priority order:

Criterion 1	The course of study will make a contribution to an officer's performance as outlined in the objectives in their Annual Review.
Criterion 2	The course of study will make a contribution to the achievement of team business objectives.
Criterion 3	The course of study will contribute to the personal development of the individual and have some potential relevance to performance.

Applications for funding should be linked to the role being performed or potential development. Funding allocated will be proportional to the role currently undertaken. Staff on a career break will not be eligible for assistance under the Further Education Study Scheme. Temporary members of staff may apply for funding.

The panel will take into account the duration of the course applied for and the duration of the staff member's contract when making a decision on funding support.

10.2 Applying for Assistance

Staff wishing to apply for assistance should first seek the approval of their Line Manager. It is the responsibility of the applicant to demonstrate how they meet the criteria and note it on the application form. Once complete, the application form should be forwarded via e-mail to the address at the bottom of the form.

Applications will be considered by a selection panel of 2 Senior Managers and processed in line with the criteria order as follows:

- Applications made under Criterion 1 will receive first consideration, followed by those made under Criterion 2.
- Applications made under Criteria 3 will only be considered if funding is available.

An application for assistance is no guarantee that it will be successful.

Consideration will be given to Line Manager comments on the applicant's ability to complete the course of study without detriment to job performance. Should an application not be supported by the Line Manager, the Line Manager must inform the member of staff in writing the reasons why they do not support the application, this letter will need to be sent with the application to L&D Administration when submitting the FE application. The Panel will consider all applications, taking the Area Managers reasons for not supporting the application into consideration.

In order to be considered for funding staff must have:

- a satisfactory record of attendance, performance and conduct with no "live" warnings.
- there must be no "live" disciplinary, capability or complaint matters outstanding against the applicant.

The scheme will be launched in May each year, subject to available L&OD budget, with funding being awarded in June.

All applications must be received and signed by the Line Manager, by the closing date specified.

Applications cannot be made retrospectively; the panel must receive them before the course has started.

If a course spans more than one academic year, applicants must submit an application in relation to each year of their course in May each year. This will allow applicants to provide details of costs, which apply to the current year of study and facilitate L&OD in managing their budget. Eligibility for continuing support is subject to successful completion of the previous year of study (evidence must be provided). It should be noted that ability to fund continuing applications would be dependent on availability of funding; every endeavour will be made to support continuing applications.

At the end of the course of study, applicants must forward evidence of successful completion to L&OD Administration so that training records are kept up to date.

10.3 Outcome & Notification of Decision

The decision on which courses to fund will be taken by a Panel of 2 Senior Managers. The Panel may identify an alternative viable option to meet the identified need. The Panel will meet within 10 working days of the closing date and the decision will be communicated, via email to the applicant within 5 working days. If an applicant is dissatisfied with the decision, they should follow the appeals process.

10.4 Appeals Process

A member of staff can use the appeals procedure if they can provide evidence that:

- the process used by the PBNi is flawed or;
- they have been subject to less favourable treatment.

Staff can exercise their right of appeal by writing to the Head of HR&OD, or nominated Deputy within 10 working days of being notified of the decision of the

Panel. The Head of HR&OD or nominated Deputy will consider evidence of the appeal and also consider information provided by the Panel as deemed necessary.

The Head of HR, or nominated Deputy, will communicate the outcome of the appeal to the member of staff and reasons for the decision, in writing within 5 working days. The outcome of the appeal could be to:

- Uphold the original decision not to approve funding
- Over-rule the original decision and grant funding.

The decision following the appeal shall be final and there will be no further internal right of appeal.

10.5 Line Manager Responsibilities

Line Managers must:

- Decide whether to support an application in line with the above criteria and inform applicants of their decision. In supporting the application, Line Managers are confirming, to the best of their knowledge, that the content is correct and that they are willing to support the application and the necessary time off work.

If not supporting the application, Line Managers should note their reasons for doing so. The Panel will discuss all applications. Line managers must:

- Make the applicant aware of ineligibility if they have an unsatisfactory record of attendance, performance and conduct with “live” warnings or that there are “live” disciplinary, capability or complaint matters outstanding against the applicant.
- Ensure the applicant is fully aware of the personal commitment and the extra time required for study in order to successfully complete their course and be satisfied that if a course takes place during working hours, that time can be made up without affecting workload.

- Ensure deadlines for submissions are met.
- Monitor attendance and progress of their staff at regular intervals throughout their course of study.
- Monitor their staff's adherence to the conditions of the Further Education Study scheme.
- Provide the necessary support so that staff gain the maximum benefits from their course of study e.g. work based opportunity to apply and consolidate knowledge and skills gained from a course through specific work based assignments.

10.6 Assistance

Criterion	Fees	Travel Expenses	Books	Residentials (max 3 days)	Graduation	Course attendance	Exams	Study Leave
1	80% up to £1000	Yes	50% up to £50	Yes	Yes	No	Yes	5 days per 12 month study
2	60% up to £500	Yes	40% up to £40	Yes	Yes	No	Yes	3 days per 12 month study
3	20% up to £100	No	20% up to £20	No	Yes	No	Yes	1 day per 12 month study

Fees

One invoice for awarded amount of money as per the table above, should be sent to L&OD Administration for processing and payment

Books

Book costs as per the table above up to the approved limit will be paid, evidence of the need purchase books may be required. Books must be sourced from the most

economical means; two quotes for the books will be required, the cheapest one being bought. Books should be paid for personally and reimbursed via L&OD Administration .

Travelling Expenses

Travel expenses will be approved as per the table above by the Line Manager and paid for from local budgets.

Course Attendance

There is no provision for day release under the Further Education Study Scheme. Line Managers should consider granting use of annual leave/flexi leave/TOIL/unpaid leave to facilitate attendance during working hours where service needs allow.

Study Leave

Study leave will be granted as per the table above and should be recorded as Special Leave. Staff are responsible for notifying L&OD and their Line Manager immediately if they discontinue a course or subject for which study leave has been granted. Any study leave taken after discontinuing a course will be charged to annual leave or taken as leave without pay. Special leave must be recorded in the normal manner.

Examinations

Time off to take examinations, if held during normal working hours, will be granted. Staff must provide evidence of the date/time/venue of the examination. This is in addition to study leave.

Graduation

Up to a maximum of a half a day, special leave may be awarded for graduation. All costs associated with graduation are a staff member's responsibility.

Residentials

A maximum of three days per academic year will be approved to attend residentials that are a compulsory course requirement under criterion 1 and 2. Evidence from educational establishments will be required, in other words, a signed letter from

course tutor. This is considered special leave must be recorded in the normal manner.

Recording

Any time taken for study leave, exams etc should be recorded on iTrent as special leave/study leave.

10.7 Failure to Complete Course

Failure of exams, coursework or to complete a course of study will result in PBNI recouping fees on an agreed pro rata basis, except in exceptional circumstances. However, each case will be considered on its merits. Should a member of staff leave PBNI within 2 years of completing a course funded by the FE study scheme, consideration will be given to recouping fees on a pro rata basis.

11. PBNI STUDENT HUB

11.1 NI Social Work Degree

PBNI work with a number of Social Work Degree students from January to June each year who are on placement from Ulster University, Queens University and the Open University. The number of students offered practice-learning opportunities with PBNI will be reviewed annually. Practice Teachers have been trained across the organisation allowing for a wide range of expertise to be involved with this vital role. Practice teachers should be released to perform this role whenever possible.

PBNI will assign a Practice Learning Co-ordinator to organise and support Practice Teachers, On-site Supervisors and students. PBNI currently operates a split site practice learning model, which allows the students to spend time at the Learning & Development Centre and on site in their respective teams. This model of good practice is for the benefit of students and practice teachers; students have an opportunity to learn from their peers, avail of both individual and group supervision whilst having access to a range of learning resources located within L&OD. Practice

teachers have the opportunity to meet on a regular basis for support and meet their students at a central location.

The Practice Learning Co-ordinator will be the PBNI link to the NI Degree Partnership attending the necessary meetings and providing all reports as well as communicating with the local Area Managers where students will be located.

Students must attend the PBNI induction and may attend any training-taking place during their placement alongside other staff.

11.2 NI Practice Teacher Training Programme

PBNI will monitor its pool of qualified Practice Teachers to ensure there are sufficient resources to meet its requirements as a designated practice learning provider. If required, a trawl will be issued to Probation Officers interested in completing the NI Practice Teaching Training Programme (NIPTTP).

The NIPTTP prepares new practice teachers to facilitate learning and assess the competence of social work students undertaking practice learning opportunities whilst undertaking the degree in Social Work and ensuring that social work students emerge from their qualifying training with a firm foundation for professional practice and development.

Successful candidates are awarded a Post Graduate Certificate within the Masters in Professional Development at the Ulster University. The Programme is also aligned with the NI Professional in Practice Framework and successful candidates will achieve the Specialist Post Qualifying Award.

A trawl is usually issued in April of each year, with potential applicants required to complete a nomination form and line manager's assessment.

PBNI Investment

- PBNI will pay all course costs associated with the NIPTTP and will allocate a Practice Assessor to supervise and assess them throughout the period of the programme.
- An allowance of 7 days study leave over the 12 month period will be granted.
- Workload relief will be granted for the duration of the course (including 7 study leave days). Additionally, staff will receive a TOIL payment of 4 hours per week during the practice learning opportunity (equating to approximately 88 hours January – June).

Staff Commitment

- Staff are expected to attend all taught days over the 12 month programme which is delivered using a hybrid approach.
- There is a significant focus on self-directed study, as candidates studying at Level 7 (Masters) are expected to manage their work and take responsibility for their own learning, utilising the formal teaching and resource material.
- During the Practice Learning Opportunity candidates are required to supervise and assess a Degree in Social Work student (January-June).
- Upon successful completion of the Award, candidates will be expected to practice teach a student as part of PBNI's annual Practice Learning Opportunity the year following their qualification in order to consolidate their learning. Subsequently, candidates are expected to be part of the reserve pool of qualified practice teachers and assigned a student as and when required to meet organisational commitment as a designated practice learning provider.

Eligibility

The Programme is opened to Probation Officers who by closing date of the trawl:

- Hold a Degree (minimum 2nd class honours) or previous achievement at Masters Level.
- Have a minimum of three years' satisfactory experience working as a probation officer within PBNI.
- Are not subject to live disciplinary warnings, performance improvement plans or sanctions under the Sickness Absence Procedure.

Selection Process

The selection process is undertaken by a senior manager and the L&OD Manager generally by way of a paper-based exercise and decision making will include consideration of applicant's knowledge and experience in the areas outlined in the application as well as Line Manager's approval.

The number of PBNI places required will be submitted to the NIPTTP Joint Management Group who make final approval of all allocated places on the Programme each year.

11.3 Resourcing the Social Work Degree Partnership

The L&OD team also contribute to the NI Degree in Social Work through:

- Participation in the Admissions Process annually in March.
- Delivering the Preparation for Practice Module at Ulster University. This takes place weekly during semester 1
- Participating in Practice Assessment Panels –marking student academic submissions.
- Delivery of lectures on Adult Services Modules at Ulster University and Queens University Belfast.
- Delivery of lectures at Personal Development days at Ulster University and Queens University Belfast.

The L&OD team also attend careers fairs and other student outreach work alongside colleagues at Universities, Schools Fairs etc to promote social work careers and specifically, career opportunities in PBNI.

11.4 Open University Work Based Route

In 2021 the Open University established a pathway for those wishing to study social work in Northern Ireland through their work-based programme.

The OU programme allows students to continue in their employment while undertaking their studies, which will be through work-based and distance learning. As an employer, PBNI puts forward the member of staff to participate in the programme and undertake the arrangement and supervision of their practice learning (placement).

PBNI will agree each year whether to put forward members of staff on the programme, depending on available budget and other resources. Upon approval, the L&OD team will issue a trawl to staff with information about the programme, eligibility requirements, nomination form and line manager's assessment form.

Open University Course Commitment

The degree is spread over 3 years with two modules per year each comprising 60 credits. Study requirements per 60 credit modules is 16-18 hours of study each week.

- a) Level 1 – K102 – Introduction to Health and Social Care; K113 – Foundations for Social Work Practice (60 credits) including 10 days verified practice.
- b) Students must complete a structured programme that includes 7 skills workshops (normally on a Saturday) and 10 practice work experience days. This will prepare them for the first practice learning opportunity at stage 2. The 10 days of practice experience should take place in the student's normal workplace. It is not expected that students would have any practice days in addition to their normal employment during their first year of studies. The activities include arranging and conducting a conversation with a service user, in addition to shadowing a qualified social worker, if available. The Practice Verifier / Manager in most cases will be the student's line manager. The verifier confirms that the student has undertaken the required period of preparation for practice. The verifier must

also confirm that the student has behaved in a professional way and that their conduct and attitude towards service users and others is appropriate to begin the process of practice learning.

- c) Level 2 – K271 – Social Work Law (60 credits); K216 – Applied Social Work Practice (60 credits) including 85 day PLO.

PBNI must provide or arrange a Level-2 PLO for their staff member (85 days from Jan – May).

- d) Level 3, students will choose one module from a choice of four options (K314 – Approaches to Mental Health; KE322 – Young Lives, Parenting and Families; K318 – Leading, Managing and Caring; K323 – Investigating Health and Social Care) and conclude their degree with a practice module where they will undertake a 100-day placement. The PLO is arranged through NIDSWP, usually to take place with a Family and Childcare setting.

PBNI Investment

- PBNI will fund all course fees
- PBNI will provide backfill for posts during 2nd year (85 days) and 3rd year (100 days) placements.
- Staff will be allowed 5 days' study leave per year.

Staff Commitment

Staff are expected to complete the 3 years of study **in their own time** via distance learning with workshops and tutorials taking place at weekends and during the evenings. The degree comprises six modules each equating to 60 credits over the 3 year period. During each year there is some module overlap, with study required for two modules at the one time for a period

Practice Learning

Throughout their time on the Degree in Social Work Programme, students will be required to undertake 10 work experience days at level 1, 85 days at level 2 and 100 days at level 3. Practice learning for level 1 will take place in your current workplace. The level 2 placement will be undertaken in a practice learning placement in an external team or organisation. In Level 3, staff will complete their placement in PBNI.

To be eligible to apply to the course staff must:

- Be a permanent member of staff.
- Have at least 2 years' experience providing direct support to service users on an ongoing basis via one-to-one or group work.
- Be a car driver.
- Have no current performance issues or previous disciplinary processes regarding adult safeguarding, child protection or vulnerable adults.
- Not be subject to live warnings or sanctions under the Sickness Absence Procedure, Disciplinary Procedure or subject to a Performance Improvement Plan.

Open University Degree Entry Requirements include:

- UCAS tariff threshold of 96 points or equivalent.
- GCSE Grade C or above in English **and** Maths, or equivalencies.

Application Process

Staff must complete a nomination form and their line manager must complete the Area Manager's Assessment. Depending on the number of applications received, there may be a shortlisting process and internal interview before applicants are put forward for interview by the Open University (as is the case for all social work courses) who will rank interviewees. This usually takes place in May time.

Training Agreement

Staff must complete a Training Agreement which covers the full 3 years of study. The agreement outlines PBNI commitment to paying costs and circumstances within which costs might be recouped (See Appendix 3)

12. PROFESSIONAL IN PRACTICE

Professional in Practice (PiP) is the Professional Development Framework for Social Work, regulated by the Social Care Council, (formerly NISCC). As registered professionals, Social Workers are required to develop and maintain their knowledge and skills to practice competently and safely. PBNI encourages and supports staff participation in the PiP framework.

A member of PBNI L&OD team will be PiP lead for the agency, with responsibility for co-ordinating PiP registration with the Social Care Council, organising and overseeing all PiP submissions for the PiP awards. As co-ordinator of PiP submissions in the agency this means that **all** queries with regards completion of PiP requirements or submissions via any route must be co-ordinated through the L&OD team. This is to ensure that statistics regarding submissions and completions of awards is communicated appropriately at the relevant Social Care Council forums and awards ceremonies.

Upon successful completion of the Assessed Year in Employment (AYE) all social work staff are required to enrol within the PiP framework and complete a minimum of two PiP requirements within this first 3-year period of registration.

Staff can achieve requirements of the PiP awards via a range of routes, including the Approved Programmes Route, Individual Assessment Route and Credit Accumulation Route.

12.1 PiP Professional Awards

NI Consolidation Award in Social Work

For newly qualified social workers or those re-entering the workforce. This Award supports the development of in-depth competence, to produce well-rounded competent and confident practitioners.

NI Specialist Award in Social Work

For social workers involved in complex decision-making requiring high levels of professional responsibility and accountability. This award supports social workers to develop high levels of specialist knowledge, skills and expertise.

NI Leadership & Strategic Award in Social Work

For social workers demonstrating high levels of competence, moving beyond the detail of their own practice to explore a wider perspective where they influence developments and are thought leaders.

NI Advanced Scholarship Award

The Advanced Scholarship Award provides social workers practicing or studying at doctoral or post-doctoral level the opportunity to have their learning and development recognised.

12.2 PBNI Approved Programme Route

PBNI has created approved programmes at Consolidation Level and Specialist Level which are all accredited by Ulster University. Currently PBNI have five accredited programmes, as follows:

- **Consolidation Award**

SWK701 – Probation Observed Practice

Support understanding academic and professional knowledge, including research, necessary to develop the direct practice skills to address complex issues systematically and creatively.

SWK714 – Risk of Harm in Practice.

Supporting understanding academic and professional knowledge, including research, necessary to develop the assessment and analysis skills to address complex issues relating to risk of harm systematically and creatively.

- **Specialist Award**

SWK731 – Specialist Probation Practice

Focuses on specialist areas of practice throughout PBNI, supporting development of evidence based skills enhancing practitioners confidence and supporting development of practice within PBNI.

SWK732 – Collaborative Practice in Probation

Support focus on analysing the roles and responsibilities in both intra- and inter-agency context. Supporting exploration of the theory and research of engaging with other professionals to promote information sharing and supporting service user engagement.

SWK733 – Supporting Others in the Development of Best Practice in Probation

Supporting exploration of the skills of engaging others through exploration of relevant theory and research to understand how to engage with others to support ongoing development of best practice.

The programmes are run on a schedule to meet both L&OD resourcing pressures and Ulster University academic timetables whilst being cognisant each year to the number of staff expressing an interest in the approved programmes. Teaching is provided by L&OD staff in conjunction with the Ulster University module co-ordinator. Staff are expected to attend all required taught inputs – ie 3 days (Ulster University require a minimum of 80% attendance for completion of each module).

12.3 Individual Assessment Route

Staff can submit twice a year via the Individual Assessment Route (IAR) on the first Monday in March and October. Submissions via IAR are directly to the Social Care Council and are marked by assessors registered with the Council. If the candidate wishes they can seek to have their work academically marked (see section 11.6 for further information). Submissions via IAR afford the candidate more flexibility with regards choice of topic and submission type, however there is no taught input for each submission. Candidates will be supported by L&OD staff to identify the

appropriate award and requirements, providing individual guidance as required in creation of the submission.

12.4 Credit Accumulation

The PiP framework provides an opportunity to accumulate credit by recognising a wide range of training and learning as well as providing a range of Professional Awards via the Social Care Council. This offers a way to maintain Post Registration Training and Learning (PRTL) and recognise all CPD activity. Time spent on learning activities can be used to achieve credits. These credits may be exchanged for Requirements within the Professional Awards.

Staff are responsible for logging their own learning and the reflection that results from this via the Social Care Council portal.

12.5 Study Leave

Staff are permitted study leave to pursue PiP as follows:

- PBNI Approved Programmes Route = one day per requirement plus 1.5 days study leave in lieu of workload alleviation
- Individual Assessment Route = 1 day per requirement

All study leave must be agreed and facilitated by the Line Manager.

12.6 Financial Support

PBNI will pay for costs associated with registration with Ulster University for Probation Approved Programmes. PBNI, subject to available financial resources, **may** pay costs for having submissions academically marked by the Universities via other routes depending on available budget. However, in the event of late submission or non-submission, PBNI reserve the right to recoup any charges incurred or original costs.

12.7 Contract

Staff wishing to undertake PiP requirements should complete and sign the PiP Contract (Appendix 4) after discussion with their Line Manager who is also required to sign the contract. This should be forwarded to the PBNI PiP Co-ordinator prior to commencement of the identified PiP pathway. By signing this contract, staff are agreeing they could be held liable for financial recompense to PBNI in the event that they fail to submit or withdraw from the training.

PBNI expects those who are enrolled with PiP to attend the relevant training and workshops and to submit assignments within the pre-set timeframe. Due to contractual and other arrangements all deferrals must be made in writing and agreed by the relevant AD.

Withdrawals are actively discouraged, and staff should consider the level of commitment that will be required before embarking on PiP training. Should a candidate be unable to complete (and where a deferral is not appropriate), they must request a withdrawal in writing to their Line Manager who will notify the line Assistant Director of the reasons and seek approval for withdrawal. The line Assistant Director will be required to discuss and agree with the L&OD Manager or nominated Deputy if the staff member is liable for financial recompense to PBNI.

13. EVALUATION OF LEARNING & DEVELOPMENT

It is important that all training is evaluated to ensure to determine it's effectiveness and ensure the end objectives of training are met.

There are a number of important issues to consider when thinking about the evaluation of learning and development and the learning outcomes that are expected. These are:

1. Objectives of Learning and Development
2. Pre-training
3. Reaction Level Evaluation

4. Reflection Level Evaluation

13.1. Objectives of Learning and Development

For PBNI's L&OD policy to be effective, one of the key processes in the system is the evaluation of the learning or development that has taken place. Effective evaluation is part of an accountable, professional and ethical public service and it is fundamental to good practice and good management. Effective evaluation will allow PBNI to measure whether it has achieved its learning outcomes during a given period.

The objectives for evaluating learning and development are:

- To assess if intended learning and development objectives have been met
- Continuous improvement of learning and development activities
- To assess whether PBNI's resources are being used wisely and effectively
- To assess the value for money of learning and development
- To assess whether learning and development is providing any 'Added Value' for the organisation

Effective evaluation will assist PBNI to ensure quality, justify investment in learning and development, make decisions, ensure appropriateness of training and its alignment with PBNI needs and finally, to continually identify strengths and development needs.

13.2 Pre-training

Before attending certain learning events or seminars, staff may be required to complete a pre course questionnaire. This will ensure that staff have thought about the reasons for attending the event and the aims and outcomes or objectives that they hope the training will meet for them. This initial thought process will ensure that members of staff have taken the time to consider the relevance of the training and to link this with their job role and duties. It will also provide the aims for them to revisit

after the training to see were the aims achieved and has the job performance improved as a result.

13.3 Reaction Level Evaluation

All learning events will be subject to “reaction level” evaluation. PBNI will use online evaluation tools immediately after learning events. Evaluation reports will be used to understand the staff member’s perceptions of the overall impact of the learning event that they have attended and provide valuable feedback to the trainer and PBNI. Information on the trainer/service provider and the session effectiveness, will allow future sessions to be modified or updated accordingly, ensuring maximum effectiveness of the training in line with organisational objectives.

13.4 Reflection Level Evaluation

Some learning events will be evaluated approximately three months after delivery. Feedback will be requested from a percentage of attendees asking them to reflect on the training and any changes to practice as a result. The purpose of this will be for the member of staff to look back on the event, consider what they learned and to establish whether this helped them with their role and duties this will allow the L&OD team to monitor whether this event met organisational needs and gauge if further training is required.

Training should also be discussed during supervision with staff reflecting on what they have learned and impact on their skill and development. This should also include Manager’s observations and feedback about the changes brought about in individual members of staff as a result of the training; and whether or not overall performance has been improved by the training.

14. RECORDING OF LEARNING

The Learning Management system will be updated with all learning events including details of the event, learning outcomes, venue, date, time and duration. Once

attendance has been confirmed, this will also be recorded on the Learning Management System. Completion of e-learning will be recorded automatically.

If staff have attended learning events or activities not organised through the L&OD team, they can update their own record on the Learning Management System or alternatively, inform L&OD Administration including details of the event who can then update their records/

Staff can access their training record from their account on the LMS. Alternatively, this can be requested from the L&OD team, allowing 5 working days for a response.

Ad Hoc Individual Learning Event Request

To be completed by Line Manager

Name:		Grade:	
Location:		Line Manager:	
Name of Course/Training			
Date(s)			
Costs			

1. Was the development need highlighted on the individual's Personal Development Plan?	
2. Is attendance at the event an organisational requirement (e.g. do PBNi need the member of staff to attend the session to fulfil organisational obligations)?	
3. Has the individual already participated in external learning events (that have led to external costs) during the current financial year?	
4. Has the individual cancelled or failed to meet any other scheduled training during the current financial year (either compulsory sessions or optional)?	
Please outline the relevance of this training to the role and how it would improve performance or delivery of role.	
Line Manager:	
Date:	

Please email this request to the L&OD Manager at:
admin.LearningDevelopment@probation-ni.gov.uk

Conference/External Training Review

Name: Click or tap here to enter text. **Grade:** Click or tap here to enter text.

Location: Click or tap here to enter text.

Title of Conference/External Training

Click or tap here to enter text.

Venue event held: Click or tap here to enter text. **Cost** Click or tap here to enter text.

Date(s) Attended: Click or tap here to enter text.

1. What was your personal learning from this event?

2. Were there any particular areas that you think would benefit or inform other staff?

3. On a scale of 1 – 5 indicate if you would recommend this event to others

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Not Recommend

Slightly Recommend

Not sure

Recommend

Highly Recommend

4. Any additional comments on your experience?

5. Sharing of Learning Resources

Did you receive any materials that you could share?

☐ Yes ☐ No

If yes, please select below and forward to Learning and Organisational Development team for sharing with others.

PowerPoint slides ☐

Web link ☐

eBook ☐

Other ☐ Specify:

Please return this form to admin.learningdevelopment@probation-ni.gov.uk

Further Education Study Scheme Application Form

PART 1 – PERSONAL DETAILS

Full Name		
Office Address		
Office telephone		Mobile:
Grade		
Employment Status (Full Time/Part Time/Jobshare)		
If Part-time please state days/hours worked		

PART 2 – DETAILS OF CRITERION LEVEL

Which Criterion level do you believe this course of study relates to?	
Please provide full details of why you consider your application meets your selected criterion?	

PART 3 – DETAILS OF PROPOSED COURSE OF STUDY

Course Title:		
What is the qualification at the end of the course?		
Full name and address of school, college or university:		
Date on which the course begins		
Date on which course ends.		
Duration of complete course		
Current year of study (e.g. 1st, 2nd, 3rd)		
Have you been awarded for funding for previous years of this course? Please provide details		
Days and hours of attendance each week: e.g. Mon 17:30 – 21:30		
<p>Please Note: There is no provision for day release under this Scheme. Any courses which impact on working hours will require the agreement of Line Manager e.g. use of Annual Leave/Flexi Leave/TOIL/Unpaid Leave.</p>		
Is your final assessment project based?	Yes/No	
COSTS	£	Any other information
Course/Tuition Fees		
Registration/Membership Fees		
Essential textbooks		
Exam fees		
Others (Please Specify)		
Total costs per year		
How do you propose to study?		
Open Learning	Yes/No	

Evening Class	Yes/No
Other	Yes/No
If Other please give details	

PART 4 – DETAILS OF PREVIOUS ASSISTANCE

Have you applied for any assistance with a course(s) of study within the last 5 years?

Yes ☐ No ☐

If yes, please provide detail below:

Course Title	
Date course completed	
Results(s)	
Amount funded by PBNi	

This application cannot be finally approved until exam results from your previous course of study are received. We will request these if not already held on your training record.

PART 5 – TO BE COMPLETED BY LINE MANAGER

Only formal sources of academic/vocational study leading to recognised academic/vocational qualifications, linked to appropriate external standards will be considered.

Do you endorse this application	Yes/No
Please give details in support of above answer	

If attendance at this course takes place during working hours, are you satisfied that the applicant will be able to make up the time? (eg Annual Leave/Flexi Leave/TOIL/Unpaid Leave)	Yes/No
Do you endorse the criterion of assistance under which this application is being made	Yes/No
If No please indicate the criterion you consider appropriate, and give reasons	
<p>I understand and commit to following the criterion commitments as outlined in the L&D Procedures.</p> <p>Name _____ Grade _____</p> <p>Signed _____</p>	

DECLARATION

I am making this application with the full intention of completing the course of study on the understanding that the financial assistance is conditional on the completion of the course.

If I should fail to complete any part of it, or withdraw completely from the course, I shall inform the Learning and Development team immediately stating the reasons.

I confirm that I fully understand that if I leave PBNi within two years of completing the course or in the event of my failure to pass this course, if deemed necessary, I will undertake to repay the amount of financial assistance awarded on a pro-rata basis, except in exceptional circumstances.

I believe the details I have given are true and correct.

Signature _____ Date _____

Please return the completed application to:
 Learning & Development Team
 3 Wellington Court, Ballymena, BT43 6EQ
admin.learninganddevelopment@probation-ni.gov.uk



**Open University Social Work Degree
Training Costs Agreement**

THIS AGREEMENT IS DATED: [Click or tap to enter a date.](#) Between:-

; hereinafter referred to as 'THE EMPLOYEE'

And

The Probation Board for Northern Ireland; hereinafter referred to as 'THE EMPLOYER'

THE EMPLOYEE is currently employed as a Probation Service Officer

THE EMPLOYER agrees to pay the full training costs/training costs remaining associated with THE EMPLOYEE's completion of **The BA (Honours) Social Work (Northern Ireland) - Open University**; hereinafter referred to as 'THE COURSE'.

The costs associated with 'THE COURSE' are contained within the Schedule at the end of this Agreement.

IT IS HEREBY AGREED AS FOLLOWS:

In consideration of THE EMPLOYER meeting the costs of THE COURSE, THE EMPLOYEE, agrees to reimburse the costs to THE EMPLOYER in the following eventualities;

(1) In the event that 'THE EMPLOYEE' is successful in being appointed as a Probation Officer and resigns from their Employment with 'THE EMPLOYER', within a period of 3 years of completion of 'THE COURSE', the sum, as specified in the Schedule below will become payable to THE EMPLOYER as follows: Resignation from employment within 1 YEAR 100% REPAYMENT; 2 YEARS 75% REPAYMENT; 3 YEARS 50%.

(2) In the event that 'THE EMPLOYEE' is **not** appointed as a Probation Officer within one year of successfully completing THE COURSE and resigns from

their Employment with 'THE EMPLOYER', the sum of 'THE COURSE', as specified in the Schedule below will become payable to THE EMPLOYER as follows: Resignation from employment within 1 YEAR 100% REPAYMENT; 2 YEARS 75% REPAYMENT; 3 YEARS 50%.

- (3) In the event that 'THE EMPLOYEE' is **not** appointed as a Probation Officer after one year of successfully completing THE COURSE and resigns from their Employment with 'THE EMPLOYER', the sum of 'THE COURSE', as specified in the Schedule below will not become payable to THE EMPLOYER.
- (4) Payment terms will be mutually agreed between THE EMPLOYEE AND EMPLOYER, so as to ensure no unreasonable burden is placed on the EMPLOYEE; and equally, no financial loss, is incurred by THE EMPLOYER.
- (5) In the event that 'THE EMPLOYEE' is dismissed from their employment with THE EMPLOYER within 3 years of completing THE COURSE, PBNI reserve the right to recoup the full sum as stipulated in the Schedule below.
- (6) THE EMPLOYEE agrees that if he/she fails to complete or pass, 'THE COURSE' and/ or voluntarily withdraws or is dismissed from THE COURSE prior to completion; he/she agrees to repay the full sum specified in the Schedule below, and repayment terms will be mutually agreed between EMPLOYEE and EMPLOYER to ensure no unreasonable burden is placed on the EMPLOYEE; and equally no financial loss is incurred by THE EMPLOYER. This is agreed save for exceptional circumstances that may arise, such as serious illness. Exceptional circumstances will be considered by THE EMPLOYER on a case by case basis.
- (7) PBNI reserve the right to recoup any monies outstanding from any final salary, including holiday pay due to the EMPLOYEE before the termination of employment and this will be deemed as a lawful deduction from wages. Thereafter any outstanding funds owed must be reimbursed to PBNI within a reasonable timeframe ie within 2 year's maximum.

SCHEDULE OF COSTS:

Year 1 - K102 Introduction to Health and Social Care £
 K123 Foundations for Social Care and Social Work Practice £
Year 1 Total Costs: £

Year 2 K271 Social work law £
 K216 Applied social work practice £
Year 2 Total Costs £

Year 3 Choice of Module K318, K314, K323, KE322, £
 K315 Critical social work practice £
Year 3 Total Costs £

SIGNED: (THE EMPLOYEE)

SIGNED: (On Behalf Of The EMPLOYER)

Contract for Staff Undertaking Professional in Practice Training

Candidate details:

Name:				
Grade:				
Office Location:				
Tel:				
Date of Professional Qualification:				
Place of Qualification:				
NISCC Registration Number:				
Date of Registration:				
Date of Employment:				
Dates of AYE (if applicable)	From		Until	

Line Manager's details:

Name:	
Grade:	
Office Location:	
Tel:	

Award

☐ Consolidation
 ☐ Specialist
 ☐ Leadership & Strategic
 ☐ Advanced
 Scholarship Award

Chosen PiP Pathway		Proposed Submission Date				Costs
PBNI Consolidation SWK 701	<input type="checkbox"/>	April		Nov		
PBNI Consolidation SWK 714	<input type="checkbox"/>	April		Nov		
PBNI Specialist SWK 731	<input type="checkbox"/>	April		Nov		
PBNI Specialist SWK 732	<input type="checkbox"/>	April		Nov		
PBNI Specialist SWK 733	<input type="checkbox"/>	April		Nov		

Independent Assessment Route With Academic Marking	<input type="checkbox"/>	March		Oct		
Independent Assessment Route Without Academic Marking	<input type="checkbox"/>	March		Oct		
Accredited Course*	<input type="checkbox"/>					
*If accredited route, name of course and institution.						

*NB associated costs *may* be paid for by PBNI, depending on available resources

Roles of Parties to this Contract:

CANDIDATE

The candidate will:

- Attend the all required training days.
- Complete the submission within the agreed timescale.
- Notify the PiP Co-ordinator and Line Manager as soon as possible if unable to attend training or submit work.
- If considering a deferral, the candidate must discuss this with their line manager and make the request in writing. This needs to be approved by the Assistant Director. (NB: only one deferral can normally be accepted.)
- NB In the event of late submission or non-submission, we reserve the right to recoup any charges incurred or original costs.

Signature:

Date:

LINE MANAGER

The line manager will:

- Support the candidate through supervision in line with PBNI Supervision Policy
- Ensure that the candidate is free to attend all the training/support groups provided.
- Ensure that the candidate is free to take the study days allowed by the pathway.
- Ensure that the PiP Co-ordinator is informed if there are any issues in relation to the candidate, especially if the candidate is unlikely to complete the course in the agreed timescale.
- Ensure Line Manager verification report is completed for inclusion along with the submission.

Signature:

Date:

PiP Co-ordinator

The PiP Co-ordinator will:

- Arrange contact with the candidate on an individual basis in accordance with the requirements of the pathway.
- Discuss the academic requirements and how they can be integrated with practice, if applicable
- Support the candidate to identify suitable practice to meet course/submission requirements.
- Provide feedback on work in accordance with course/submission guidelines
- Encourage the candidate to adhere to submission deadlines.
- Support discussions about decisions to defer (in conjunction with the Line Manager)
- Manage L&D resources (financial and non-financial) required for PIP submissions

Signature:

Date:

Glossary of Terms

DPLP Designated Practice Learning Provider

HR Human Resources Department

IT Information Technology Department

L&OD Learning and Organisational Development Team

LMS Learning Management System

NIDSWP Northern Ireland Degree Social Work Partnership

LMS Learning Management System

OU Open University

PiP Professional in Practice

PLO Practice Learning Opportunity

QUB Queens University Belfast

SLT Senior Leadership Team

TNA Training Needs Analysis

UU Ulster University

NISCC NI Social Care Council