

our vision

The Justice sector will have a workforce with world-class skills that will enable the highest levels of performance in public, private and voluntary organisations across the UK, in all parts of the sector.

our mission

To establish ourselves as a valued organisation that is well respected within the Justice sector and beyond for our contribution to meeting the sector's skills needs.

Advanced Apprenticeship in Community Justice

Apprenticeships are intended to provide an integrated programme of learning, leading to the acquisition and application of the skills, knowledge and understanding required by employers in the workplace.

The Advanced Apprenticeship offers an opportunity for young people to enter into a range of Community Justice occupations in England and Wales:

- Youth Justice
- Drugs and Alcohol Services
- Work with Victims, Survivors and Witnesses
- Probation Services
- Community Safety

It is a nationally designed programme for young people aged 18 - 24 who have left full time education. The majority of community justice apprentices tend to be over the age of 20. The apprenticeship programme takes two years to complete during which the apprentice will be employed in a community justice setting and gain a number of nationally recognised qualifications. Examples of employers include Youth Offending Teams, the Probation Service, commissioned drugs services and prison drugs services.

Benefits

Every employer wants to know they are employing highly capable, motivated people, and with the Apprenticeship framework you have the added benefit of high quality training to industry-recognised standards. (Modern Apprenticeships – Making Learning Work for Your Business. Employer's Guide)

- Highly motivated and responsive apprentice worker, fully qualified after two years
- Ability to assess apprentices' performance through work based assessment
- Brings new, transferable skills & experiences to established workforce
- A diverse workforce
- Relevant training for your organisation, designed by the sector
- Cross-sector agency co-operation

our work

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2. Understanding and articulating clearly the current and future skills needs of those working in the Justice sector
3. Developing tools and services to improve the skills of the workforce, working with employers, learning providers and individuals
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- Spread of knowledge & skills
- Supervisory opportunity for existing staff (line management or mentoring)
- Opportunity for existing staff to train for an assessor award
- LSC funding may be available for learning programme
- A way of meeting skills shortages and reducing staff turnover

Components

The Advanced Apprenticeship in Community Justice or Youth Justice is a fully integrated programme providing a combination of off and on-the-job training. The component parts of the Advanced Apprenticeship are:

- **Level 3 Progression Award in Community Justice** – a day release qualification designed to provide the underpinning knowledge and understanding for the relevant NVQ is a taught programme which the apprentice will usually attend on day release for approximately one year. The Progression Award is assessed by a series of assignments. You may also see this qualification referred to as the 'technical certificate'. The Progression Award is made up of eight units including a unit on 'Employment Rights and Responsibilities'.
- **Level 3 NVQ in Community Justice / Youth Justice** – a competency based qualification which is assessed in the workplace. The NVQ consists of ten units.
- **Key Skills qualifications** – Apprentices are required to take the following Key Skills: Level 3 Communication*; Level 2 Information Technology and Level 2 Application of Number

Key skills are genuinely transferable skills recognised by employers everywhere.

Communication (Level 3)

Candidates must be able to:

- Create opportunities for others to contribute to group discussions
- Make a presentation
- Read and synthesise information
- Organise information coherently

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ICT (Level 2)

Candidates must be able to:

- Identify suitable sources, carry out effective searches and select relevant information
- Bring together, explore and develop information, and derive new information
- Present combined information

Application of Number (Level 2)

Candidates must be able to carry through a substantial activity that requires them to:

- Select information and methods
- Carry out calculations
- Select ways to present their findings

Apprentices usually complete the Key Skills and the Progression Award qualifications in the first year and undertake the NVQ in Community Justice / Youth Justice in the second year. However, where a single learning provider delivers all the programme elements apprentices could begin to collect NVQ evidence linked to the learning on the Progression Award and in the workplace.

All qualifications are also available as stand-alone qualifications which employers may want to consider for other members of the workforce.

*The apprenticeship framework is currently being reviewed and it has been recommended that all three Key Skills be delivered at Level 2. The Apprenticeship Approvals Group will make the final decision in summer 2006.

Costs

- Salary & on costs for apprentice as determined by employer. Employers should budget approximately £20,000 per year for each apprentice including approximately £14,500 actual salary, plus National Insurance, travel & subsistence.
- In house induction training & line management time (similar to what you provide for any of your employees)
- Provision of a mentor for apprentice
- Assessor time & commitment or bought in assessment services
- Attendance at regional steering group (time & expenses for relevant staff)

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Funding

Funding for the learning programme may be available from the Learning and Skills Councils (LSC) in England and Department of Lifelong Learning (DELL) in Wales. Providers wishing to deliver a scheme are expected to contract with DELL or their regional LSC. Employers wishing to participate can do so either by linking with an existing provider or by negotiating with their local LSC.

The Advanced Apprenticeship in Community Justice is not currently available in Northern Ireland or Scotland but if you are interested in the scheme, please contact our Northern Ireland office or the Scotland office.

Skills for Justice services

Skills for Justice has produced an Advanced Apprenticeship Good Practice Guide with information and advice for employers, learning providers, commissioners and apprentices. It is available on the Skills for Justice website at <http://www.skillsforjustice.net/page.php?ID=477>. Skills for Justice can provide advice, information and guidance to employers and learning providers seeking to establish an apprenticeship scheme.

Pilot projects:

London - A multi agency approach was adopted for the first apprenticeship in 2003. Apprentices were employed by youth offending teams, commissioned drugs services, probation and supported housing. Two further schemes began in 2005 and 2006; salaries for the 20 apprentices commencing in 2006 are being funded by the Home Office. Apprentices are employed by commissioned drugs services and as drugs workers in prisons. The learning programme is delivered by further education colleges and the NVQ assessment is delivered by the local probation consortium.

Hampshire and Isle of Wight - A programme commenced in May 2005 and a further cohort is planned for 2006. In another example of collaborative working across the strands of the Justice sector, apprentices are working in youth offending teams, the probation service, and commissioned drugs services. The Progression Award and Key Skills are jointly delivered by a training provider and a higher education institution. The training provider delivers the NVQ assessment.

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Manchester – apprentices worked in commissioned drugs services and completed their apprenticeship in 2005. A Further Education college provided the learning programme and the NVQ assessment.

Swansea – the Youth Offending Team has eight apprentices who are due to finish the programme in 2006. Swansea and City Council funded the learning programme which is delivered by Gorseinon College. Salaries have been funded by the Youth Offending Team.

West Midlands – an apprenticeship scheme began in 2006 with 14 apprentices employed across the Police and the Mental Health Trust in Drug Intervention Programme teams. Apprentice's salaries are being funded by the Home Office and the LSC is funding the taught programme. A further education college is delivering the Progression Award, Key Skills and the NVQ. They are also training workbased A1 assessors.

How can I find out more?

Please contact your regional Skills for Justice Implementation Team for further information. Each England region has an Implementation Officer with a particular lead on apprenticeships (see below for contact details). There is a wealth of generic information available on apprenticeships on these websites:

www.apprenticeships.org.uk

www.elwa.org.uk

www.ssascot.org.uk

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England regions

North England: (Home based) Regional Manager: Anne Mackintosh Sector Lead: Custodial Care Implementation Officer: Helen Brinton (North apprenticeship lead), Simon Evans	South England: (Home based) Regional Manager: Mike Griffiths Sector Lead: Court Services/Prosecution Services Implementation Officers: Linda Millington (South apprenticeship lead), Tina Parker
London and Central England: (Home based) Regional Manager: Sally McManus Sector Lead: Young People Implementation Officers: Fiona Donovan, Alistair Paterson, Pamela Padden (London apprenticeship lead), David Cadogan, Marc Hannis (Central apprenticeship lead)	

Countries

Northern Ireland 7 th Floor 14 Great Victoria Street Belfast BT2 7BA 02890258028	Country Manager: Judith Thompson Sector Lead: Community Justice Implementation Officer: Liz McCrystal Administrator: vacant post
Scotland 140 Causewayside Edinburgh EH9 1PR 0131 662 5234	Country Manager: Tommy Cuthbert Implementation Officers: Phil Ford, Liz Hyslop, Dave McKinlay Administrator: Libby McTighe
Wales 2 Court Road, Bridgend, Mid Glamorgan, CF31 1BN 01656 750 133	Country Manager: Nick Skeet Implementation Officer: Maureen Davies Administrator: Clare Phillips

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