

CONDITIONS OF SERVICE

Please note Conditions of Service are nationally negotiated, but local variations may apply.

This sets out the terms and conditions of employment for Trainee Probation Officers who are employees of Probation Boards and are appointed to undertake a period of training leading to the award of a Diploma in Probation Studies. The period for which a trainee will be contracted will be the necessary length of the training programme.

Salaries

The salaries for Trainee Probation Officers are on a range from £17,191 - £18,406.

The salaries for main grade Probation Officers start at £26,229. There is a pay spine covering more senior Probation Officer grades.

Hours of work and leave

The normal working week for trainees is 37 hours. Where trainees are required to undertake work-based training activities beyond the normal working week, compensatory time off in lieu will be given. Trainees are not eligible for any additional payments or allowances for any training activities undertaken outside normal office hours.

Trainees will be entitled to a minimum of 26 days leave a year, with annual increments of 1 day per year to a maximum of 31 days after five years, rising to 32 days after seven years (local authority continuous service applies), plus 8 public holidays.

Please note: Trainees will not normally be permitted to take leave where this would coincide with a period of formal teaching.

Expenses

The employing Board will meet the full and necessary costs associated with a trainee's course of study. This will include full registration, tuition and examination fees, as well as other authorised learning resources. Additional expenses incurred in the course of work-based training will be reimbursed in line with travel and subsistence guidelines. Boards should agree with trainees a nominal base for the purpose of calculating these expenses.

Pensions

Trainees may participate in local authority superannuation schemes. Details of the schemes applying to any Probation Area can be obtained from the Probation Board.

Sickness and Maternity

Trainees are entitled to receive maternity leave and sickness pay in accordance with the provisions of the National Negotiating Council's sickness and maternity schemes. In cases of maternity leave or prolonged sickness absence the trainee may be offered the opportunity to extend the two year period to complete their training.

Training

The employing Board has a responsibility to ensure the trainees are given appropriate experience in the workplace and adequate time for private study to enable them to achieve their qualification within the agreed timescale.

Place of work

In addition to attending an agreed place of study, trainees may be expected to undertake training activities at or from any of the offices and establishments within the employing Board's area and where reasonable, to attend a location arranged by the relevant Board in order to gain necessary experience.

Grievance and Discipline

Trainees will be subject to the terms of the employing Board's grievance and discipline procedures. Where a trainee withdraws from a course of studies, or is withdrawn in line with relevant procedures the training contract between the trainee and the Board will be terminated, although, if appropriate, every effort will be made to find other employment within the Probation Area which the individual will be suited to undertake.

Completion of Training

On successful completion of training, the employing Board will make every effort to provide suitable employment for newly qualified trainees within the Board area, although no guarantee of employment can be given. In the absence of suitable employment, Boards will consult with, assist and encourage trainees in seeking employment elsewhere within the Consortium region or in the wider National Probation Service.

A trainee will be expected to accept an offer of suitable employment made by the employing Board, on successful completion of training. In the absence of suitable employment within the employing Board area, the trainee will be

expected to accept a reasonable offer of employment with any of the Boards within the relevant Consortium region or elsewhere within the National Probation Service.

Where a trainee takes up a post outside the Probation Area of her or his own volition within two years of completion of training, repayment of the cost of training (excluding salary) may be requested.

It is important to note that the capacity of Probation Areas to employ their trainees upon successful completion of the programme is variable across the region and whilst the Consortium remains optimistic about employment prospects no assurances can be given.