



➤ Referral

Referral received from the probation practitioner and allocated through the referral and monitoring system.

Intended outcome of support identified at referral.

Upon allocation, a letter outlining support is sent out introducing the coach who will be supporting them.

Text reminder is sent for the first assessment.

◆ Assessment

Initial assessment appointment takes place within 10 days after referral, highlighting any needs and barriers. An action plan is created using set SMART targets.

If it is felt the outcomes expected are unrealistic in the timeframe, then discussions will take place between the coach and Probation practitioner to plan the next steps.

▶ Action Plan

Action plan with dates recorded on the monitoring system for the probation practitioner's approval.

Participant is provided with a copy of their action plan, so they know what their expected next steps are. The action plan will include frequency of contact needed and type of contact (phone/virtual/face to face).

Dates of next appointment are set out clearly to encourage attendance and engagement.

🏠 Support and Engagement

Training

If no further needs beyond training highlighted, referral or signposting will take place to a training provider in order to gain skills or experience. coach will follow up with provider to make sure a firm date for workshop/training is given.

Disclosure workshop

Delivered, with one-to-one session to enable participant to feel comfortable with their rights and responsibilities around disclosure.

Employer engagement

Once gained qualification (e.g. CSCS), link with employer contacts to offer an opportunity.

● The Final Session

Final face-to-face appointment offered, with option of three-way appointment with the probation practitioner.

Passport to employment completed.

Action plan is reviewed.

Next steps discussed and assessed if any further support is needed.

Profile

- ▶ Clear short-term goal that will lead to an increase in skills or in to work – e.g CSCS.
- ▶ Has a recent employment history.
- ▶ Little offending background.
- ▶ No educational need.
- ▶ Motivated to engage.

Average number of sessions: Five



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Profile

Needs some additional support that can be provided by job coaches, for example:

- ▶ CV workshop, interview skills, etc;
- ▶ May have gaps in skills and knowledge that are preventing them from moving on; and
- ▶ May have more than one barrier to overcome.

Average number of sessions: Eight



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🏠 Support and Engagement

Training options

Looking at life skills, literacy and numeracy. These skills will be addressed before looking at further ETE options.

Volunteer support

To encourage engagement with support. Link in with local organisations both statutory and non-statutory to offer voluntary opportunities to gain and build new skills.

Disclosure workshop

Delivered with one-to-one session to enable participant to feel comfortable with their rights and responsibilities around disclosure.

Attend Job Club sessions

To help build confidence and employability skills. Encourage group work and team ethic.

Employer engagement

Available if needed, link with employer contacts to offer an opportunity.

● The Final Session

Final face-to-face appointment offered, with option of three-way appointment with the probation practitioner.

Passport to employment completed.

Action plan is reviewed.

Next steps discussed and assessed if any further support is needed.

Profile

- ▶ Multiple needs and barriers.
- ▶ Likely have a literacy and numeracy deficit so will need to increase skills or learn new ones altogether.
- ▶ Little or no employment history.
- ▶ Could be a high -risk offender where offence is a clear barrier to employment (fraud, sexual offences).
- ▶ Chaotic and likely to need support with accessing benefits and other support.

Average number of sessions: 20