



Edge Hill University
CAREERS CENTRE

A Career in Probation & Working with Offenders

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Inclusive Learning

It is Edge Hill's aim to make our services and provision accessible to all our users. If you need us to present our information in a different format (eg: electronic copy, large print), or need any other modifications to this publication, please contact The Careers Centre and we will do our best to accommodate your requirements.

Edge Hill Careers Centre
Contact Details: Tel: 01695 584866

Website; www.edgehill.ac.uk/careers

Opening hours:

Term-time: Monday – Thursday	9.00 am – 4.45 pm
Friday	9.00 am – 4.00 pm

Vacation periods: Mon – Fri 9.00 am – 4.00 pm
(closed for lunch 12.30 pm – 1.30 pm)

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Introduction

This guide has been produced to highlight the requirements for entry to a career in probation work and related fields. It outlines the qualifications and experience required for the career and summarise further information sources that will allow students to answer outstanding questions and help them to target their applications effectively.

In addition, there is information about Edge Hill Careers Centre and the useful services and resources that are available to you. Full information is detailed on our website at:

www.edgehill.ac.uk/careers

The guide also includes a range of key website addresses that will help you to research any further information that you will need for your career planning.

We hope that you find this booklet informative and a useful resource as you begin your career research and planning.

Mike Cox
Edge Hill Careers Centre
March 2006

Careers in Probation Work

Introduction

The Home Office site describes the work of the “19, 000 staff in the (National Probation Service) NPS and their colleagues in other organisations” as being “committed to minimising the impact of crime on communities and especially victims who have been touched by serious violent or sexually violent crimes. They are actively committed to rehabilitate offenders given community sentences and those released from prison; to enforce the conditions of their court orders and release licences and to take whatever steps in their power to protect the public.”

(<http://www.probation.homeoffice.gov.uk/output/Page1.asp>)

In order to perform this function effectively probation officers will work regularly with offenders, victims, police and prison colleagues as well as supporting organisations such as local authorities and their housing departments and a wide range of independent and voluntary sector partners.

The work encompasses a range of specialist fields all with the overall aim of protecting the public while preventing re-offending and involves a range of activities including:

- Obtaining information on offenders for pre-sentencing reports that will help the court to decide on the sentence appropriate for the specific offence;
- Managing and enforcing community orders made by the courts
- Supervision of offenders – ensuring that the terms of court orders are met or that offenders are returned to court for reassessment;
- Delivery of programmes aimed at changing offenders' attitudes and behaviour in order to assist in reducing the risk of further offending;
- Assisting in the reintegration of offenders into the community both during and after their sentence;
- Undertaking meticulous record keeping and review processes.

In addition probation officers work closely with organisations involved in the reduction of crime and maintenance of public safety such as the police, local authorities, the courts, health services, substance/misuse/drug services, voluntary agencies, and youth offending teams. They may also manage or assist in the management of hostels where offenders live while on bail or while preparing for a return to the community.

Entry & Training

In order to train students must be employed by a probation service as a trainee probation officer (TPO). Minimum age is 20 years with no upper age limit. Applications in England and Wales are made through the nine separate consortia set up for selection and recruitment. Prospective TPOs may apply to as many of these consortia as they wish. Vacancies are normally advertised in the spring (March/April), with successful applicants taking up their posts in October or November. Further information can be obtained by contacting the appropriate consortium in writing. Contact details for the consortia can be found in the information sources at the end of this booklet and on the NPS website together with vacancies when available.

<http://www.probation.homeoffice.gov.uk/output/page8.asp>

On this page you will also find a downloadable booklet “**Careers in the National Probation Service**”

In order to qualify in England and Wales, trainee probation officers must complete the two-year, degree level Diploma in Probation Studies (DipPS) This must be completed regardless of the subject or level of any previous studies. The qualification is delivered through the regional consortia working with higher education institutions and NVQ assessment centres. The DipPS is the professional qualification that confers probation officer status on successful trainees, subject to employment by a local probation board.

There are differences in the requirements for Scotland and Ireland and if you are looking for information on these regions check with the information in the entry and training section of the Probation Officer profile at:

<http://www.prospects.ac.uk/links/ProbOfficer>

In any application, potential candidates will need to show evidence of:

- the ability to relate to others;
- team-working skills;
- communication skills;
- self-management;
- planning and organisational skills;
- problem-solving ability;
- motivation and commitment.

Consortia will be looking for evidence of relevant experience of working with offenders or other appropriate groups. Contact consortia for advice if necessary.

Related Careers: Working with offenders

Probation Hostel Manager

Probation hostel managers are usually, although not always, qualified probation officers. They may have entered the work with a background of working in the prison service or in an aspect of social work. The hostels have a rehabilitative role as well as providing somewhere to live, and so a manager with the right qualifications and experience is important. The real difference between a probation hostel and other hostels is that residents may have been required to stay there by the courts, and this creates potential sources of tension. An important part of the manager's role will be to help residents integrate effectively into normal community life.

Further information in the profile on the Prospects website at:

<http://www.prospects.ac.uk/links/HotAccManage>

Also see: <http://www.prospects.ac.uk/links/CareHomeMan>

Probation Services Officer

Probation Services Officers work mainly alongside probation officers in community supervision teams, courts, prisons and probation approved premises. They have a range of responsibilities including:

- Preparation of reports needed to take offenders back to court when they breach a community sentence.
- Running groupwork programmes aimed at challenging the attitudes and behaviour of offenders.
- Helping to gather information necessary for the production of pre-sentence reports.

Information from: <http://www.probation-lancashire.org.uk/>

Community Punishment Supervisors

Offenders sentenced to community punishment orders have their behaviour monitored by trained supervisors. Supervisors have the experience to assist offenders to develop practical skills and knowledge about the work they are undertaking

Some supervisors are trained to be official skills assessors, which means they can monitor the work undertaken by offenders to see if it complies with standards good enough to merit a recognised qualification. This way, offenders have the chance to gain certificates proving their experience and skills, which could help them into work or further training.

Supervisors are responsible for setting a good example at all times and they play an important role in ensuring a good standard of work and enforcing attendance at work sessions.

Information from: <http://www.probation-lancashire.org.uk/>

Administrative/Team support and clerical staff

Each regional service has administrative/team support staff working in offices and with teams across their areas. Their main role is to provide support for their team or individual manager by ensuring systems run smoothly, the input and extraction of data from the computerised system is accurate, paper based information is organised and stored correctly, the reception of visitors is efficient and polite, and any necessary typing/support paperwork is undertaken on time.

They have overall responsibility for most of the support work which back up the service's direct work with offenders.

Information from: <http://www.probation-lancashire.org.uk/>

Social Worker

Social workers work with people experiencing crisis or social exclusion. Their aim is to provide support to enable clients to help themselves. They foster professional relationships with their clients while acting as a guide, advocate or as a critical friend.

The work takes place in a variety of settings within a framework of relevant legislation and procedures, supporting individuals, families and groups within the community. Settings include service users' homes, schools, hospitals and other public sector and voluntary organisations.

Qualified social work professionals are often supported by social work assistants and also work closely with other health and social care staff.

Entry to the career is via a three-year degree in Social Work or a two-year postgraduate diploma/masters for graduates with experience and (sometimes) related studies. A minimum 2:2 honours is usually required for entry to postgraduate professional training.

Full information in the profile at: <http://www.prospects.ac.uk/links/SocWorker>

Youth Worker

Youth workers aim to provide opportunities for the personal, political and social development of young people aged between 11 and 25 (though more usually between 13 and 19). Programmes aim to redress inequalities and empower individuals to take action on issues affecting their lives; from health, education, unemployment and the environment.

Working within the Connexions service the focus is on tackling issues of social inclusion and building safer communities, whilst still responding to the needs and interests of young people, and encouraging them to take a hand in planning their own futures. Activities are carefully planned, but informal, to build trusting relationships and offer real support.

Most Youth Workers have qualifications validated by the National Youth Agency (NYA) (or Wales Youth Agency or Youth Council for Northern Ireland)

Full information in the profile at: <http://www.prospects.ac.uk/links/YouthWorker>

Community Development Worker

This job title can incorporate a number of roles such as community/district nurse, youth worker and social worker. Community Development Workers aim to empower communities by working with individuals, families or whole communities to change their social environment. They try to provide just the right amount of education and support to facilitate the process effectively.

Experience is critical and the profession is often entered through experience gained in teaching, youth work, community work, or involvement in the health sector. Relevant postgraduate qualifications may be an advantage and information on suitable areas can be found through the web address below.

Full information in the profile at:
<http://www.prospects.ac.uk/links/CommWorker>

Community Education Officer

A community education officer works to promote and facilitate access to a wide range of voluntary educational activities by all members of the community, regardless of age. The aim is to enable individuals to take control of their learning and to help break down barriers; the role is, therefore, closely linked to current widening participation and lifelong learning initiatives.

For most posts a degree plus relevant paid or voluntary community working experience is essential. Many entrants have either teaching or adult tutoring qualifications and experience, or come from a youth and community background.

Full information in the profile at:
<http://www.prospects.ac.uk/links/CommEduOfficer>

Prison Officer

“A prison officer has responsibility for the security, supervision, training and rehabilitation of people committed to prison by the courts. This includes motivating prisoners to do what is best for themselves, and others around them, within a safe and healthy environment.

In addition to their custodial duties, prison officers must be able to establish and maintain positive working relationships with prisoners, balancing authority with a large amount of understanding and compassion, in order to effect rehabilitation.

The nature of the role demands the ability to think on one's feet, make quick decisions, and deal effectively with unexpected situations.”

Quoted from [prospects.ac.uk](http://www.prospects.ac.uk) - full information at:

<http://www.prospects.ac.uk/links/PriOfficer>

Why is Work Experience Important?

With more and more graduates competing in the job market each year, a good degree is no longer a guarantee of securing the job that you want. Most employers are looking for recruits who have more than just a degree. Increasingly employers look for graduates who are well-rounded individuals with a range of well-developed practical and personal skills that they can draw on from day one of working. Remember that for any graduate job, every applicant will have a degree and it is what makes you different that counts – your own unique selling points.

Work experience will help you to develop the skills that will enrich your CV and demonstrate to the employer that it is you that they need to speak to and ultimately offer a post.

A work placement can help you to:

- Improve your employability
- Broaden your level of knowledge and apply it to a real life situation
- Make decisions about your future career
- Develop skills
- Earn extra money
- Meet new people and exchange experiences
- Improve your CV
- Differentiate yourself from other graduates.

Developing your transferable skills:

More employers expect their new graduates to contribute to the organisation from the start of their employment. If you want to compete in the job market effectively, it is essential to develop a wide range of transferable skills and be able to identify their relevance. A work experience placement can help you to develop skills including

- Leadership
- Commercial Awareness
- Teamworking
- Problem solving
- Flexibility
- Innovation
- Communication
- Negotiation
- Decision making
- Numeracy
- IT skills
- Initiative

What are the other benefits of undertaking work experience:

Competition for jobs is fierce and so any relevant work experience, whether voluntary, part-time or temporary, will add value to your CV. In sectors like probation and social work, work experience can be a prerequisite of getting a place on the relevant training programme. Work experience not only demonstrates your knowledge of the sector you worked in but also your general employability.

It is always a bonus if you have gained experience in your target field as it demonstrates your interest in the sector, knowledge of the work and determination and commitment to entering the field. In addition, many employers will offer posts to people who have worked with them – so, if you make the right impression while on placement then you have an improved chance of being asked back.

We can support your search for experience in a number of ways:

Jobclub

The Job Club is a free service, provided by the Careers Centre, that aims to help you find part-time, temporary and vacation work. Students can register for their interest by calling in at the Careers Centre and completing a registration form. Vacancies can be found in the student section of the careers website by clicking on the Jobclub icon. Note the number of any vacancy that interests you and come into the Centre to obtain full information and application details.

Voluntary experience

Work experience is a vital part of any CV and often this can be developed through voluntary work and opportunities. Students can find support in finding the right voluntary opportunity by calling in at the Careers Centre and registering their interest. The Volunteering Co-ordinator will discuss your needs and work with you to find an appropriate opportunity that will help you

to develop the skills and experience that you will need in a competitive graduate market.

Work & Voluntary Experience Award (WVEA)

WVEA is new certificate that is currently being piloted and will be awarded on the successful completion of a programme and workbook that is designed to help students understand the value of work experience or voluntary work and to make the best use of this experience in their future careers. For further details see the information at the end of this booklet or visit the Careers Centre to find out more.

Work Experience with Offenders

National Association for the Care & Resettlement of Offenders (NACRO)

NACRO runs a wide range of community based projects that offer practical services and resources to individuals caught up in the criminal justice process. Including those at risk of offending and communities suffering the affects of crime. The main types of projects include those centring on:

- Employment & training
- Housing
- Crime prevention and community safety
- Advice and resettlement
- Mediation

NACRO does not centrally recruit volunteers for its local services, so if you are interested in voluntary work, you should contact specific projects in your area. A directory of all projects can be found in the services section of the NACRO website: <http://www.nacro.org.uk>

Local Probation Services

Opportunities and recruitment procedures vary among probation service areas. The offices below have taken students for placements but you should always contact your local probation service to check possibilities.

- **Lancashire Probation Service**, High St, Skelmersdale, WN8 8AP
Telephone: 01695 556579
- **Chorley Probation Office**, Leigh Street, CHORLEY PR7 3DJ
Telephone: 01257 260493
- **Leyland Probation Office** , 107 Towngate, Leyland PRESTON PR25 2LQ Telephone: 01772 621043
- **Preston Probation Centre**, 50 Avenham Street, PRESTON PR1 3BN
Telephone: 01772 552700

- **Bolton Probation Office**, St. Helena Mill, Bolton, BL1 2JS
Tel: 01204 387699
- **Salford Probation Office**, 2, Redwood Street, Pendleton, Salford
M6 6PF Tel: 0161 736 6441

Lists of local offices at:

<http://www.gm-probation.org.uk/page.asp?text=7> **Greater Manchester**
<http://www.probation-lancashire.org.uk/aboutus/pages/locations.php#probation> - **Lancashire & Merseyside**
<http://www.cheshireprobation.org.uk/> - **Cheshire**

SOVA (Supporting Others Through Volunteer Action)

SOVA recruits, trains and deploys volunteers on behalf of a number of probation services, including North Wales & Cheshire. They also help to coordinate a number of specialist projects where volunteers give practical help, advice and assistance to individual offenders.

SOVA Head Office, 1st Floor Chichester House, 37 Brixton Road, London SW9 6DZ Tel: 020 7793 0404

<http://www.sova.org.uk/> Website carries information about regional projects and offices for contact details.

Hostels

Canning House (Probation Hostel), 55 Canning Street, Liverpool L8 7NN
Tel: 0151 707 0813

Merseybank Hostel, 26 Great Howard Street, Liverpool L3 7HS
Tel. 0151 255 1183

Southwood Probation Hostel, 24 Southwood Road, Aigburth, Liverpool L17 7BQ Tel. 0151 280 1833

Adelaide House (Probation/Bail Hostel), 115 Edge Lane, Liverpool L7 2PF
Tel. 0151 263 1290

Bunbury House (Bail Hostel), 1 Alnwick Drive, Stanney Grange, Ellesmere Port, Cheshire CH65 9HE Tel. 0151 357 3551

Chorlton Bail Hostel, 10-12 Oswald Road, Chorlton-cum-Hardy, Manchester, Lancashire M21 9LH Tel. 0161 862 9881

St. Joseph's, 11 Miller Street, Patricroft, Eccles, Manchester, Lancashire M30 8PF Tel. 0161 789 5337

A national list of probation/bail hostels is available at:

<http://freedom.is/open.htm#engwal>

Community Service Division

Liverpool (North), North Liverpool Probation Centre, 137/139 Breckfield Road, North Anfield, Liverpool L54QY Tel: 0151 284 4487

Liverpool (South), South Liverpool Probation Centre, 180 Falkner Street, Liverpool L8 7SX Tel 0151 706 6644

Knowsley, Belle Vale District Centre, Childwell Valley Road, Liverpool L25 2RJ Tel: 0151 487 0123

Wirral, 40 Europa Boulevard, Birkenhead, Wirral CH41 4PE Tel: 0151 666 0400

Sefton, Sefton House, 1 Molyneux Way Old Roan, Liverpool L10 2JA Tel: 0151 531 6737

St Helens, St Mary's House, 50 Church Street, St Helens, Merseyside WA10 1AP Tel: 01744 630 229

Salford Probation Office, 2, Redwood Street, Pendleton, Salford M6 6PF Tel: 0161 736 6441

Local Prisons & Young Offender Institutions

HMP Altcourse, Higher Lane, Fazakerley, Liverpool, Merseyside L9 7LT Tel: 0151 522 2000

HMP Liverpool, 68, Hornby Rd, Liverpool, Merseyside L9 3DF Tel: 0151 530 4000

HMP Kirkham, Freckleton Rd, Kirkham, Preston, Lancashire PR4 2RN Tel: 01772 675400

HMP Garth, Ulmes Walton Lane, Leyland, Lancashire PR26 8NE Tel: 01772 443300

HMP Preston, 2, Ribbleton Lane, Preston, Lancashire PR1 5AB Tel: 01772 444550

HMP Lancaster, The Castle, Castle Hill, Lancaster, Lancashire LA1 1YL Tel: 01524 565100

HMP & YOI Lancaster Farms, Far Moor Lane, Stone Row Head, Lancaster, Lancashire LA1 3QZ Tel: 01524 563450

HMP Manchester, Strangeways, Southall Street, Manchester M3 Tel: 0161-834 8626.

HMP & YOI Forest Bank, Agecroft Rd, Pendlebury, Manchester, Lancashire M27 8FB Tel: 0161 925 7000

HMP Risley, Warrington Rd, Risley, Warrington, Cheshire WA3 6BP
Tel: 01925 733000

HM & YOI Thorn Cross, Arley Rd, Appleton, Warrington, Cheshire WA4 4RL
Tel: 01925 805100

HMP Hindley, Gibson St, Bickershaw, Wigan, Lancashire WN2 5TH
Tel: 01942 855000

Youth Offending Teams

There is a YOT in every local authority in England and Wales. They are made up of representatives from the Police, Probation Service, Social Services, health, education, drugs and alcohol misuse and housing officers. A YOT manager who is responsible for co-ordinating the work of the youth justice services manages each YOT.

YOTs tend not to use volunteers but may occasionally have opportunities for volunteers to assist with activity based schemes for young people, or by “befriending” young people. Contact YOTs for details of any opportunities – a national list of contacts can be found online at:

<http://www.youth-justice-board.gov.uk/YouthJusticeBoard/YouthOffendingTeams/ContactDetails.htm>

YOT Local Contacts:

Philip Lloyd, YOT Manager, No 2 The Stables, Gadbrook Park, Northwich, Cheshire CW9 7RJ Tel: 01606 305 241

Gareth Jones, Head of Service, Halton and Warrington Youth Offending Team
Abbeystead 4, Grosvenor House, Halton Lea, Runcorn, Cheshire
WA7 2ED Tel: 01928 713 334

Richard Ford, YOT Manager, 10 Derby Street, Prescot, Knowsley, Merseyside
L34 3LG Tel: 0151 443 3079

Catherine Witt, County Youth Justice Services Manager, Lancashire Youth
Offending Team, 2nd Floor, 143/161 Corporation Street, Preston PR1 2UQ
01772 532 075

Aileen Shepherd, YOT Manager, Management Suite, 1st Floor, Millenium House, Liverpool L1 6JQ Tel: 0151 233 3000

Kate McDonald, Head of Service, Manchester Youth Offending Team Headquarters, Crime & Disorder Group, Townhall Extension, Manchester M60 2LA Tel: 0161 234 4564

Tom Healy, YOT Manager, 10-12 Encombe Place, Salford, Manchester M3 6FJ Tel: 0161 607 1900

Steve Eyre, YOT Manager, Police Station, Marsh Lane, Bootle, Merseyside L20 5HJ Tel: 0151 285 5127

Alan Critchley, YOT Manager, St Helens YOT, Alexandra House, Borough Road, St Helens WA10 3RN Tel: 01744 677 990

Anne Robinson, YOT Manager, Trafford Youth Offending Team, 4th Floor, Arndale House, Chester Road, Stretford, Greater Manchester M32 9XY Tel: 0161 911 8201

Sharon Bond, YOT Manager, Wigan Youth Offending Team 93 Victoria Road, Platt Bridge, Wigan, WN2 5DN Tel: 01942 776 886

Steve Pimblett, Head of Service, 3rd Floor, 76 Hamilton Street, Birkenhead Wirral CH41 5EN Tel: 0151 666 3631

Prisoners' Family Support Groups

Prisoners' family support groups provide advice, support and other services to prisoners' families and friends. Most are self help groups run by, or assisted by, volunteers. For information about groups operating in any region contact:

Federation of Prisoners' Families Support Groups, London Head Office

Unit 21, Carlson Court, 16 Putney Bridge Road, London SW15 2NQ

Tel: 0208 812 3600 <http://www.fpfsg.org.uk>

Partners of Prisoners & FSG Ltd, Valentine House, 1079 Rochdale Road Blackley, Manchester M9 8AJ Tel/Fax 0161 702 1000

<http://www.partnersofprisoners.co.uk/>

Prison Visitor Centres

Many prisons now have a Visitors' Centre just outside the prison. Most rely heavily on volunteer support. Usually situated in independent buildings outside the prisons, they offer support and advice to people visiting prisoners, as well as a place to wait before a visit. The centres can offer flexible opportunities to volunteers, as many are open at weekends and evenings as

well as weekdays. Contact the prisons and ask to speak to the manager of the Visitor Centre.

Lancaster Farms Visitors Centre, HMYOI Lancaster Farms, Stone Row Head, Off Quernmore Road, Lancaster LA1 3QZ Tel: 01524 848745

Garth & Wymot Visitors Centre, C/o Harock View, Barnsken Lane, Heskin, Chorley, Lancashire PR7 5PZ Tel: 01772 622129

HMP Risley Visitors Centre, 617 Warrington Road, Risley, Warrington, Cheshire WA3 6BP Tel: 01925 763871

HMP Hindley Visitors Centre, Gibson Street, Bickershaw, Wigan WN2 5TH Tel: 01942 864312

HMP & YOI Styal Visitors Centre, Styal, Cheshire SK9 4HR

HMP Altcourse, c/o Group 4 Prisons Ltd., HMP Altcourse, Higher lane, Fazackerley, Liverpool L9 7LH Tel: 0151 122 127

Prison Visitor Schemes

Prison visitors visit and provide friendship to lonely and isolated prisoners. Although officially appointed, prison visitors are independent from the Prison service and can communicate with the prisoners on an informal basis. Volunteers need to be able to relate to all kinds of prisoners, be prepared to give long-term commitment, and live within easy travelling distance of a prison.

Becoming an official Prison Visitor can be quite a lengthy, although straightforward, process. First you need to contact your local prison, or the prison that you would like to visit. A letter saying that you would like to become a prison visitor should be sent to the Prison Governor. Your letter will be passed on to the NAOPV branch Chair or Secretary, or to the Liaison Officer for OPVs in that prison. You will then be contacted with further information.

You can find information on-line at:

<http://www.naopv.com/index.htm>

where you will find a contact email for further information:

info@naopv.com

Current address:

Mrs A McKenna, General Secretary, National Association of Prison Visitors, 32 Newham Street, Bedford MK41 9BT.

Victim Support

Victim Support recruits and trains volunteers to provide support and information to victims of crime. Volunteers visit victims in their homes to offer

practical and emotional help. Volunteers provide information about practical and personal issues, and help victims find their own ways to overcome the effects of the crime.

If you are interested in this kind of work, you need to be available for at least two hours a week, although actual hours can be flexible and can include weekends and evenings.

National Office, Victim Support, Cranmer House, 39 Brixton Road,
London SW9 6DZ Tel: 020 7735 9166 Fax: 020 7582 5712
Email: contact@victimsupport.org.uk

Victim Support Merseyside, West Everton Community Centre, 33 Everton
Brow, Liverpool L3 8PU Tel: 0151 298 2848 fax: 0151 298 2517
email: central.admin@victimsupportmerseyside.org.uk

**Victim Support & Witness Service Greater Greater Manchester Area
Office**, 153 - 157 Chorley Road, Swinton, Greater Manchester M27 4AE
tel: 0161 727 0240 fax: 0161 727 0249

See the Local addresses section for further details of local offices or go to:
http://www.victimsupport.org.uk/vs_england_wales/contacts/nats_home.php
for office addresses nationally.

Court Witness Service

The Court Witness Service supports those who are worried about going to court, regardless of whether or not they were the victim of the crime. It is run by Victim Support and aims to help:

- witnesses who are called to give evidence, including defence witnesses
- victims of crime and their families and friends attending court for any reason
- [children](#) as well as adults.

For further information go to “Help for Witnesses” at:

http://www.victimsupport.org.uk/vs_england_wales/index.php

This includes contact details for offices locally and nationally.

Social Services (Local Offices)

Lancashire Social Services:

Full listing at: <http://www.lancashire.gov.uk/social-services/contact/index.asp>

Head Quarters: East Cliff County Offices, Preston PR1 3EA,
Tel: (01772) 534285

Bamber Bridge: Brindle Rd, Bamber Bridge, Preston PR5 6RP,
Tel: (01772) 904650

Chorley: Peter House, Peter Street, Chorley PR7 2RP, Tel: (01257) 516000

Lancaster: White Cross, South Road, Lancaster LA1 4XQ,
Tel: (01524) 66246

Preston: Bhailok Court, Pole Street, Preston PR1 1DX, Tel: (01772) 533689

Preston: 155 Greenbank Street, Preston PR1 7JS, Tel: (01772) 538700

Skelmersdale: Library Building, Southway, Skelmersdale, WN8 6NL
Tel: (01695) 651200

Liverpool Social Services:

Listing at: <http://www.locallife.co.uk/liverpool/socialservices3.asp>

Liverpool City Council Social Services Directorate, 26 Hatton Garden,
Liverpool, L2 2AW Tel: 0151 233 3000

www.liverpool.gov.uk/Health_and_social_care/Social_services/index.asp

Adult Services Assistant Director, Alan Smith: 0151 233 5358

Head of Youth offending: Aileen Shepherd: 0151 233 4214

Halton Social Services (Wines & Runcorn)

Halton Direct Link at:

7 Brook Street, Widnes, Cheshire WA8 6NB

or

Concourse Level, Rutland House, Halton Lea, Runcorn WA7 2ED

Tel: 01928 704466/01928 704406

Information at:

<http://www2.halton.gov.uk/content/socialcareandhealth/newsandcontacts/contactus>

Wigan Council:

Department of Adult Services (Headquarters), Civic Centre, Millgate, Wigan,
WN1 1AZ.

Tel: 01942 827819

Central Duty Team, Hyndelle Lodge, King Street, Hindley, Wigan, WN2 3AW.

Tel: 01942 828777

St Helens:

Director of Social Services, The Gamble Building, Victoria Square, St Helens
WA10 1DY Tel: 01744 456568

Information at:

<http://www.sthelens.gov.uk/website/socialcare.nsf>

Warrington:

Community Services Directorate, Bewsey Old School, Lockton Lane, Bewsey
Warrington, WA5 5BF Tel: 01925 444400

Wirral:

Kevin Miller, Westminster House, Hamilton Street, Wirral CH41 5FN
Tel: 0151 666 4858

The Central Advice and Duty Team (CADT), P.O. Box 32, Birkenhead, CH41
5WE Tel: 0151 606 2006

Information at:

<http://www.wirral.gov.uk/ss/default.asp>

Voluntary Services

London Voluntary Service Council, 356 Holloway Road, London N7 6PA
Telephone: 020 7700 8107 <http://www.lvsc.org.uk/>

National Association for Voluntary Hostels, Fulham Place, Bishops Avenue,
London SW6 6EA Tel: 020 7731 4205

National Council for Voluntary Organisations, Regents Wharf, 8 All Saints
Street, London N1 9RL Tel: 020 7713 6161

Scottish Council for Voluntary Organisations, 18-19 Claremont Crescent,
Edinburgh EH7 4QD Tel: 0131 556 3882
<http://www.scvo.org.uk/>

Social Care Association (SCA), Thornton House, Hook Road, Surbiton, Surrey
KT6 5AN Tel: 0208 397 1411 <http://www.socialcareassoc.com>

Wales Council for Voluntary Action, Llys Ifor, Crescent Road, Caerphilly, Mid-
Glamorgan CF8 1XL Tel: 029 20 869 224

Volunteer Bureaux

Volunteer Bureaux may be able to advise on local organisations looking for volunteers.

National Association of Volunteer Bureaux: <http://www.navb.org.uk/>

Volunteering England (London), Regents Wharf, 8 All Saints Street, London N1 9RL Tel: +44 (0)845 305 6979

Volunteering England (Birmingham), New Oxford House, 16 Waterloo Street Birmingham B2 5UG Tel: +44 (0)845 305 6979

West Lancashire Volunteer Bureau, 2 Church House, Park Road, Ormskirk, Lancashire L39 3AG Tel: 01695 580 880

Liverpool, Volunteer Centre, 7th Floor, Gostins Building, 32-36 Hanover Street, Liverpool, Merseyside L1 4LN Tel: 0151 707 1113
www.volunteercenreliverpool.org.uk

Sefton CVS Volunteer Bureau, 3rd Floor, 3tc Centre, Crosby Road North Waterloo, Merseyside L22 0NY Tel: 0151 920 0726 www.seftonvb.org.uk

Sefton CVS Volunteer Bureau (Southport Branch), 7-11 Yellowhouse Lane Southport, Merseyside PR8 1ER Tel: 01704 501 024

St Helens Volunteer Information Base, 4th Floor, Tontine House, 24 Church Street, St Helens, Merseyside WA10 1BD Tel: 01744 751 759

Bolton Volunteer Bureau, 64 St George's Road, Bolton, Greater Manchester BL1 2DD Tel: 01204 380 692 www.boltonvolunteering.co.uk

Salford Volunteer Bureau, The Old Town Hall, off Irwell Place, Eccles, Salford, Greater Manchester M30 0EJ Tel: 0161 707 7067
www.communitiesinsalford.org.uk

Blackburn with Darwen, Volunteer Centre, 61-63 James Street, Blackburn, Lancashire BB1 6BE Tel: 01254 694 113 blackburnvb@care4free.net

Chorley & South Ribble CVS, Astley Hall Farmhouse, Hall Gate, Astley Village, Chorley, Lancashire PR7 1XA Tel: 01257 263254

Lancaster District Volunteer Information Centre, 4 Sir Simon's Arcade, Lancaster, Lancashire LA1 1JL Tel: 01524 849 349
www.volunteer-information-centre.org

National Listing at:

<http://www.volunteering.org.uk/volunteerdevelopmentagencies/findoutaboutvolunteeringinyourarea.htm>

Councils for Voluntary Service

National Association of Councils for Voluntary Service, 177 Arundel Street, Sheffield S1 2NU Tel 0114 278 6636 <http://www.nacvs.org.uk/>

Chorley & South Ribble CVS, Cindy Bolton, Astley Hall Farmhouse Hallgate Astley Village, Chorley, PR7 1XA Tel: 01257 263254

Greater Manchester CVO, Alex Whinnom, St Thomas Centre Ardwick Green North, Manchester, M12 6FZ Tel: 0161 273 8296

Halton VA, Sefton House Public Hall Street, Runcorn, WA7 1NG
Tel: 01928 592405

Knowsley CVS, Linda Walker, Nutgrove Villa 1 Griffiths Road, Huyton, L36 6NA
Tel: 0151 489 1222 www.knowsleycvs.org.uk

Lancaster District CVS, Jon Rigby, Trinity Community Centre Middle Street, Lancaster, LA1 1JZ Tel: 01524 555900 www.lancastercvs.org.uk

Liverpool Charity & Voluntary Services (LCVS), Alan Lewis, 14 Castle Street, Liverpool L2 0NJ, Tel: 0151 236 7728 www.lcvs.org.uk

Preston CVS, Joan Burrows, Princes Building 50/52 Lancaster Road, Preston, PR1 1DD Tel: 01772 251108

Salford CVS, Richard Caulfield, Old Town Hall Off Irwell Place, Eccles, M30 0EJ
Tel: 0161 787 7795 www.salfordcvs.co.uk

Sefton CVS, Angela White, 3rd Floor Merseyside 3tc Centre Crosby Road North, Liverpool, L22 0NY Tel: 0151 920 0726 www.seftoncvs.org.uk

Voluntary Sector North West, Mary Nicholson, St Thomas Centre Ardwick Green North, Manchester, M12 6FZ Tel: 0161 276 9300 www.vsnw.org.uk

West Lancashire CVS, Sandy Lane Centre 49 Westgate, Skelmersdale, WN8 8LP
Tel: 01695 733737 www.wlcvs.org

Wigan & Leigh CVS, Nick Trotter, 93 Church Street , Leigh, WN7 1AZ
Tel: 01942 514234 www.cvswl.org

A full national directory is available at: <http://www.nacvs.org.uk/cvsdir/>

Community Service Volunteers (CVS)

CVS, 237 Pentonville Road, London N1 9NJ Tel: 020 7278 6601
<http://www.csv.org.uk/>

Vacancy for Trainee Probation Officer Posts 2006:

Taken from: TPO advert downloadable from:

<http://www.probation.homeoffice.gov.uk/output/page8.asp>

As part of the National Offender Management Service, the job of the National Probation Service is to reduce re-offending and increase public protection through effective management of adult offenders in the community. Our work is challenging and demanding but also enormously rewarding. Probation Officers aim to hold offenders to account, and to ensure they understand the impact of their crimes upon victims.

TRAINEE PROBATION OFFICERS

We are currently recruiting Trainee Probation Officers in most areas of England and Wales. We want to attract people with a wide skills base and professionalism, and from different backgrounds. Applications are therefore encouraged from all sectors of the community.

With a firm and disciplined approach to work and study, you will embrace the prospect of working with some of the most difficult - and sometimes dangerous - offenders. You will motivate offenders to change, supervise and enforce court sentences and work with victims of crime.

As a trainee you will be working from day one within a local probation area on a fixed term contract (usually 24 months), in conjunction with studying for the Diploma in Probation Studies which combines an undergraduate degree with an NVQ in Community Justice (Level 4). You will therefore need to demonstrate the ability to study at this level. You will be paid a salary of £14,837 to £15,734 (subject to review), with a competitive leave allowance and other benefits. London weighting is payable where applicable. On qualification you will be eligible for appointment as a Probation Officer with a current starting salary of £21,324 rising to £28,672 (job evaluation pending). You will have excellent opportunities to develop a satisfying professional career in a variety of settings and across a range of responsibilities.

Information on how to request an application pack from the region(s) you are interested in joining is given below. If applying for an application pack in writing, please mark your envelope 'TPO Application'.

**Avon & Somerset, Devon & Cornwall, Dorset,
Gloucestershire, Wiltshire**

**Please write to South West Training
Consortium, PO Box 3107, Waterwells Drive,
Gloucester GL2 2WY.**

**Humberside, North Yorkshire,
South Yorkshire, West Yorkshire**

**Please telephone 0113 242 5481,
visit www.yhpc.co.uk or email:
yhpcgen@yhpc.co.uk**

**Bedfordshire, Cambridgeshire, Essex,
Hertfordshire, Norfolk, Suffolk**
Please telephone 01440 705471, email: recruitment@eeptdc.co.uk or visit www.eeptdc.co.uk

**(Dyfed-Powys, Gwent, North Wales,
South Wales**
Please telephone 02920 222588 or visit
www.walestraining.probation.gov.uk

**Derbyshire, Leicestershire & Rutland,
Lincolnshire, Northamptonshire,
Nottinghamshire, Staffordshire, Warwickshire,
West Mercia, West Midlands**
Please write to Midlands Consortium,
Stowe Court, Stowe Street, Lichfield,
Staffordshire WS13 6AQ.

County Durham, Teesside
Please write to North East Probation
Consortium, Dene House, Durham Road,
Low Fell, Gateshead, Tyne and Wear NE9 5AE.

London
Please telephone 0845 389 2020 or visit
www.london-probation.org.uk

**Cheshire, Cumbria, Greater Manchester,
Lancashire, Merseyside**
Please telephone Capita RAS on
08700 435060, quoting ref: B8330,
or visit www.probation-northwest.co.uk

**Hampshire, Kent, Surrey,
Sussex, Thames Valley**
Please write to South East Consortium,
College House, Woodbridge Road,
Guildford, Surrey GU1 4RS or visit
www.serptc-probation.gov.uk

**Closing date for the return of completed application forms is 4pm on
7 April 2006.**

Could you motivate offenders to change? enforce court sentences

The Probation Service values the diversity which exists in all of our communities and aspires to this being reflected in our workforce and is dedicated to promoting equality, fairness and respect.

For further details, please visit: www.probation.homeoffice.gov.uk

Addresses & Information Sources

National Addresses

The National Probation Service, National Probation Directorate, Horseferry House, Dean Ryle Street, London SW1P 2AW. Tel: 020 7217 0659
Fax: 020 7217 0660
<http://www.probation.homeoffice.gov.uk/output/page2.asp>

London Probation Human Resources Department, Mitre House, 223-237 Borough High Street, London SE1 1JD
Tel: 020 7740 8500

East of England Probation Training & Development Consortium, Crowland House, Withersfield Road, Haverhill, Suffolk CB9 9LA
Tel: 01440 705 875

North East Probation Training & Development Consortium
c/o Northumbria Probation Area, Dene House, Durham Road, Low Fell, Gateshead NE9 5AE. Tel: 0191 491 1693

North West Consortium, Sefton House, 1 Molyneux Way
Old Roan, Liverpool L10 2JA Tel: 0151 526 1346
<http://www.probation-northwest.co.uk/>

South East Regional Probation Training Consortium, College House
Woodbridge Road, Guilford, Surrey GU1 4RS. Tel: 01483 304 963
<http://www.serptc-probation.gov.uk/>

South West Training & Development Consortium, c/o Gloucestershire Probation Area, Bewick House, 1 Denmark Road, Gloucester GL1 3HW
Tel: 01452 426 733

Midlands Consortium, Tamworth Probation Centre, Moor Street, Tamworth B79 7QZ. Tel: 01827 314 479
<http://www.probationtraining-midlandsconsortium.org.uk/>

Yorkshire & Humberside Consortium, Devonshire House, 38 York Place
Leeds LS1 2ED. Tel: 0113 244 6044.
<http://www.yhpc.co.uk/>

Wales Probation Consortium, 33 Westgate Street, Cardiff CF10 1JE
Tel: 029 2078 5010.
<http://www.probation.walestraining.gov.uk/>

National Association for the Care & Resettlement of Offenders (NACRO),
London Head Office, 169 Clapham Road, London SW9 0PU Tel 020 7582 6500 <http://www.nacro.org.uk> (website includes directory of regional offices and services)

Youth Justice Board for England & Wales, 11 Carteret Street, London SW1H 9DL. Tel: 020 7271 3033
<http://www.youth-justice-board.gov.uk/YouthJusticeBoard/>

Federation of Prisoners' Families Support Groups, London Head Office
Unit 21, Carlson Court, 16 Putney Bridge Road, London SW15 2NQ
Tel: 0208 812 3600 <http://www.fpfsg.org.uk>

Partners of Prisoners & FSG Ltd, Valentine House, 1079 Rochdale Road Blackley, Manchester M9 8AJ Tel/Fax 0161 702 1000
<http://www.partnersofprisoners.co.uk/>

Social Exclusion Unit, Office of the Deputy Prime Minister, 7th Floor, Eland House, Bressenden Place, London SW1E 5DU Tel: 020 7944 4400
<http://www.socialexclusionunit.gov.uk/>

National Association of Volunteer Bureaux:
Volunteering England (London), Regents Wharf, 8 All Saints Street, London N1 9RL Tel: +44 (0)845 305 6979

Volunteering England (Birmingham), New Oxford House, 16 Waterloo Street Birmingham B2 5UG Tel: +44 (0)845 305 6979

Community Service Volunteers (CVS), 237 Pentonville Road, London N1 9NJ Tel: 020 7278 6601 <http://www.csv.org.uk>

Local Addresses

Preston CVS, Princes Building 50/52 Lancaster Road, Preston, PR1 1DD
Tel: 01772 251108, Email: pcvs@voluntarysectorpreston.freeserve.co.uk

Volunteer Centre Sefton, 3rd Floor, Merseyside 3tc Centre, 16 Crosby Road North, Waterloo, Merseyside L22 0NY Tel: 0151 920 0726

Volunteer Centre Liverpool / Mersey Volunteer Bureau, c/o 7th Floor, Gostins Building, 32-36 Hanover Street, Liverpool L1 4LN
Tel: 0151-707 1113

West Lancashire Council for Voluntary Service, 49 Westgate, Sandy Lane Centre, Skelmersdale, West Lancashire WN8 8LP Tel: 01695 733737

West Lancashire Volunteer Bureau, 2 Church House, Park Road, Ormskirk, Lancashire L39 3AG Tel: 01695 580 880

Sefton CVS Volunteer Bureau, 3rd Floor, 3tc Centre, Crosby Road North Waterloo, Merseyside L22 0NY Tel: 0151 920 0726

Sefton CVS Volunteer Bureau (Southport Branch), 7-11 Yellowhouse Lane Southport, Merseyside PR8 1ER Tel: 01704 501 024

St Helens Volunteer Information Base, 4th Floor, Tontine House, 24 Church Street, St Helens, Merseyside WA10 1BD Tel: 01744 751 759

Bolton Volunteer Bureau, 64 St George's Road, Bolton, Greater Manchester BL1 2DD Tel: 01204 380 692

Salford Volunteer Bureau, The Old Town Hall, off Irwell Place, Eccles, Salford, Greater Manchester M30 0EJ Tel: 0161 707 7067

Blackburn with Darwen, Volunteer Centre, 61-63 James Street, Blackburn, Lancashire BB1 6BE Tel: 01254 694 113

Chorley & South Ribble CVS, Astley Hall Farmhouse, Hall Gate, Astley Village, Chorley, Lancashire PR7 1XA Tel: 01257 263254

Lancaster District Volunteer Information Centre, 4 Sir Simon's Arcade, Lancaster, Lancashire LA1 1JL Tel: 01524 849 349

Charity Commission (Liverpool Office), 12 Princes Dock, Princes Parade, Liverpool L3 1DE Fax : 0151 703 1555

Merseyside Federation Of Victim Support Scheme, The Friary Annexe, Bute Street, Liverpool Merseyside L5 3LA Tel: (01512 982848)

Victim Support Knowsley, 149 Cherryfield Drive, Kirkby, Liverpool L32 8SE Tel: 0151 547 4177

Victim Support Liverpool North, 99 Queens Road, Everton, Liverpool L6 2NF Tel: 0151 261 1969

Victim Support Liverpool South, The Bridge Centre, Heath Road Branch, Allerton, Liverpool L19 4XR Tel: 0151 281 1000

Victim Support Mid-Sefton-Netherton, Netherton Arts Centre, Glovers Lane, Netherton, Merseyside L30 3TL Tel: 0151 286 2233

Victim Support Sefton-Southport, 1 Marshside Road, Churchtown, Southport PR9 9TL Tel: 01704 507972

Victim Support St Helens, 14 Vincent Street, St Helens, Merseyside WA10 1LF Tel: 01744 611 166

Victim Support Wirral, The Old Police Station, Civic Way, Bebington, Merseyside CH63 7SF Tel: 0151 645 8901

Victim Support Northern District, Unit 6, Queens Chambers, 16 Queen Street, Blackpool, Lancashire FY1 1PD Tel: 01253 626 193

Victim Support Central and Southern District, 1 Chapel Street, Preston, Lancashire PR1 8BU Tel: 01772 201 142

Useful Web Sites

- <http://www.prospects.ac.uk/links/ProbOfficer> - Prospects career profile for Probation Officer
- <http://www.nacro.org.uk> - National Association for the Care & Resettlement of Offenders (NACRO)
- <http://www.csv.org.uk> - Community Service Volunteers
- <http://www.navb.org.uk> - National Association of Volunteer Bureau
- <http://www.do-it.org.uk> - Volunteering database of opportunities
- <http://www.sthelenscsvs.org.uk> - St Helens Volunteer Bureau
- <http://www.seftonvb.org.uk> - Volunteer Centre Sefton
- <http://www.volunteercentreliverpool.org.uk/> - Liverpool Volunteer Bureau
- <http://wlcvs.irax.com/> - West Lancashire Centre for Volunteering
- <http://www.youth-justice-board.gov.uk/YouthJusticeBoard/> - Youth Justice Board (information relating to Youth Offending Teams)
- <http://www.victimsupport.com> - Victim Support
- http://www.victimsupport.com/vs_england_wales/contacts/merseyside/index.php - Victim Support Merseyside
- http://www.victimsupport.com/vs_england_wales/services/witness_services.php - Crown Court Witness Scheme
- <http://www.lancashire.gov.uk/social-services/> - Lancashire Social Services (includes list of offices in Lancashire)
- <http://www.fpfsg.org.uk> - Federation of Prisoners' Families Support Groups
- <http://www.crimeconcern.org.uk> - Crime Concern – regional volunteering opportunities
- <http://www.charity-commission.gov.uk/> - Charity Commission
- <http://www.cafonline.org/about/default.cfm> - Charities Aid Foundation

Vacancy websites

- **National Probation Service:**
<http://www.probation.homeoffice.gov.uk/output/page8.asp>
- **Probation Service in Lancashire**
<http://www.probation-lancashire.org.uk>
- **Prospects.ac.uk** – <http://www.prospects.ac.uk/links/jobvacs>
- **Northwest Graduate Vacancy Partnership** (user name: vacancy, password: partnership) - www.gvp.org.uk
- **NW Student & Graduate online** – www.nwsago.co.uk
- **Volunteering England** - <http://www.navb.org.uk/>

- All local government departments A-Z and most of them put on their vacancy bulletins - www.ukonline.gov.uk
- Recruits for all departments within civil service - www.civil-service.gov.uk/jobs/
- Thousands of vacancies and is updated daily - www.northwestworkplace.com
- Updated regularly with hundreds of vacancies in the northwest area. Also has links to icSouthport and icOrmskirk - www.icliverpool.icnetwork.co.uk
- Advertises lots of graduate training vacancies and opportunities - www.milkround.com
- Over hundred employers offering 7,000 jobs and opportunities - www.doctorjob.com
- Very useful career information - www.hobsons.com
- Advertises placements and jobs in the northwest - www.nwsago.co.uk

Work Experience

- **National Council for Work Experience -** <http://www.prospects.ac.uk/links/Wexpbank>
- **Focus on Work Experience:** <http://www.prospects.ac.uk/links/FocusWExp>

The Careers web site has lists of numerous web sites split into occupational sectors - see www.edgehill.ac.uk/careers

click on

- *students*
- *careers resources*
- *careers and job web sites*

Resources:

The LRC has a number of relevant books on Job Search strategy and techniques. These include:

Working In The Voluntary Sector, Craig Brown (2001) - 361.7023 BRO

The Voluntary Agencies Directory - 361.7 VOL

The International Directory of Voluntary Work - Victoria Pybus –
361.7023 INT

Social Services Year Book **Social Services Year Book** - 361.002542 SOC

Charities Digest - 361.7602542 CHA

General Careers:

The Guardian Careers Guide – 650.14 ING

How to pass Numeracy tests – 658.312 TOL

How to Master Psychometric Tests – 658.3112 PAR

How to Succeed at an Assessment Centre – 650.14 TOL

Skills Focus Series – Creating Winning CVs and Applications – 650.14
HOU

Skills Focus Series – Promoting yourself at Interview – 650.14 MIL

Great Answers To Tough Interview Questions – 658.31124

Career Networking – 650.14 ALE

Employability – How to Get your Career on the Right Track – 650.14 BLO

The Guardian Careers Guide – Jobfinder – 650.14.ING

The Art of Building Windmills – career tactics for 21st century – 331.702
HAW

Summer Jobs Britain – 331.34 SUM

Ready Made Job Search Letters – 650.14 WIL

A Guide to Working for Yourself – 658.0410941 GOL

See the **Edge Hill Careers Website** www.edgehill.ac.uk/careers to see the full updated list of careers books available in the LRC. Click on

- *student*
- *careers resources*
- careers books in LRC



Edge Hill University
CAREERS CENTRE

Work & Voluntary Experience Award

- **Have you got a part time job, or do you undertake voluntary work in your spare time?**
- **Would you like to gain a certificate for this work?**
- **If so consider undertaking the Work & Voluntary Experience Award**

Some answers to your questions

What is the WVEA?

WVEA stands for the Work & Voluntary Experience Award. It is new certificate that we are piloting at the careers centre and will be awarded for successful completion of a programme and workbook designed to help students understand the value of work experience or voluntary work and to make the best use of this experience in their future careers.

Will it cost me anything?

No, the Award is totally free, including the workbook that comes with it.

How many hours will I have to work?

You must complete a minimum of 50 hours work experience or voluntary work for the award. These hours can be completed over a period of at least 2 weeks or over a longer period of say a term or during a vacation.

How much extra work is involved in the WVEA?

You will need to attend an introductory interview and a review interview. The amount of time required to complete the workbook will vary from individual to individual, but should take no longer than 10 hours. Much of the work is about reflecting on your work experience and can be done at any time, possibly even at work.

That's quite a bit of time, what difference will doing the award make, as opposed to just doing my work experience or voluntary work?"

The Work & Voluntary Experience Award takes you through a process of reflective learning in the workplace. This allows the learner to make sense of new experiences that take place in an unstructured environment.

Will the programme find me a job?

No, you need to arrange your own employment or voluntary work. The work can be part-time during term time, full or part time in the vacation or voluntary work and does not have to be linked to your area of study. If you are looking for a job, browse the Careers Service web pages, which list vacation and part time opportunities or call in to the job club. For voluntary work it is also useful to speak to our volunteer co-ordinator based in the careers centre.

What does my employer have to do?

Your employer will be asked to provide some feedback on your performance in the work place. This should take them no longer than 20 minutes. Some employers are often able to offer additional help and support.

Will the work have to be completed during term time?

No. The WVEA workbook is designed as an independent learning pack, so once you have attended the introductory interview and received the pack you can complete it at any time and your own pace.

I already have some work experience or voluntary work. Can I use that for the award?

No. The point of the award is that it is based on reflecting and recording your work experience or voluntary work, and this can't be done retrospectively. However, if you already have a job you can undertake the Award, counting your 50 hours from the date of the introductory session.

What is the point of the award?

Many work place skills can be developed in any working environment and are transferable to other work places. The skills you learn during your work experience will make you much more employable when it comes to applying for a graduate careers. The trick is being able to identify and articulate these skills to employers in the questions asked on application forms and during interview. It also provides you with information to put on your CV that interests graduate recruiters. That is what the WVEA is about and prepares you for.

What kind of support can I expect from the University whilst I am doing the Award?

If you encounter any problems related either to the workbook or your work experience you can contact Jennie Jackson either by e-mail or telephone to discuss.

How can I sign up for the Award?

Call into the careers centre in the SIC to find out more.



Edge Hill University
CAREERS CENTRE

CUSTOMER VIEWS

Your views are important to us and help us to continually improve the quality of our services.

We would appreciate it if you could complete this form and tell us what you thought of the information we've given you.

Publication title :

Will this publication help you?

YES / NO

Did you find the information easy to understand?

YES / NO

Was the publication interesting?

YES / NO

Did you like the design of the publication?

YES / NO

Do you have any other comments about Edge Hill's Careers Centre of the information we've given?

Thank you for taking the time to complete this form.
Please return it to the Careers Centre