



Our Service to the NPS

to support people with
convictions to secure
sustainable employment



An introduction from our founder

Never before has there been such uncertainty about our immediate futures.

We know that employment reduces reoffending. Right now, the country is crying out for essential workers and we know there is an untapped pool of candidates with convictions who may be perfect for those roles. What if employment not only reduced reoffending but helped

contribute to the recovery of the national economy? I know our cohort; there are many people with convictions who have previously struggled to even get an interview, let alone a job. Myself and so many of the exceptional individuals we employ have faced these barriers and we know how it feels. We also know how eager we were to be a part of society once more and put our past behind us.

Since 2016 we have given more than 1000 people with convictions information, advice and guidance through individual support sessions, 12-week programmes and employability workshops. Almost 200 individuals who engaged with our programme have gone on to secure employment anywhere from the East Riding to Exeter. We are now excited to be offering our service in your area.

Now is the time to support people with convictions into employment as essential workers, to show the nation that everyone deserves another chance and can contribute to society. I am confident that within your roster there are

individuals with all the right qualities to become essential workers, desist from crime and make our nation safer.

Whilst I am sorry that we have not yet met in person, I am excited to begin working with your candidates remotely through our nine-step candidate journey. You will find our team share my passion and enthusiasm for the employment of people with convictions. Should you wish to discuss our programme, please contact our Director of Service: Emily McCormick on emily@offploy.org

I will finish by recognising the probation service for doing an often thankless job in such exceptional and uncertain times. I hope our service shares some of this burden and finds the positives in celebrating individuals and their supervisors as they progress into employment.

Stay safe, **Jacob Hill**



The service we deliver

Our service works remotely.

Offploy is dedicated to helping people with convictions secure sustainable employment. We do that over a nine step candidate journey which can be grouped into three broad sections. Your referrals may access the first two or all three stages of their journey. We will always keep you in the loop.

Action Plan

For any referred candidate that meets our criteria

Once a candidate is inducted on to our programme, they are allocated a dedicated Specialist Social Employment Advisor (SSEA) who will support them into sustainable employment. An action plan is then produced which outlines the candidate's life vision (where they want to be) and the reason behind this.

From the 'vision' and 'reason' we produce SMART (Specific, Measurable, Achievable, Realistic and Timebound) short term goals that will be reviewed at least monthly in order to move them closer to achieving employment.

Basic Employment Support

For any referred candidate that meets our criteria

Following on from the candidate's action plan we ensure the candidate has the basics of employability in place, such as an understanding of some of the tools and resources needed to gain employment. In order to progress to the next stage, candidates must successfully complete the following tasks with guidance from their SSEA:

Basic Employment Support (cont.)

- 1 Developing a CV
- 2 Producing a Disclosure Letter
- 3 Creating an email account
- 4 Creating job search accounts with Reed, TotalJobs, Prosper4, Indeed
- 5 Opening a Bank Account
- 6 Securing two forms of ID (including Photo ID funded by Offploy)
- 7 If needed: Ordering a DBS check (funded by Offploy)
- 8 Regular updates on tailored local employment opportunities.

Enhanced Employment Support

For the most engaging candidates who have completed basic employment support

This stage of the programme involves an intense analysis into the candidate, so that our SSEAs can use a skills-based approach to move them into sustainable employment.

This phase of support will involve the following:

- 1 One-to-one dedicated sessions up to twice per week with their SSEA
- 2 Development of the candidate's mindset, confidence and wellbeing
- 3 Improving the candidate's interpersonal skills
- 4 Dedicated job searching in their desired sector
- 5 Applying for jobs and disclosing convictions where appropriate (always taking restrictions and risk into consideration)
- 6 Developing the candidate's confidence and understanding of having a conviction in the workplace
- 7 Training regarding applying for work through recruitment companies
- 8 Placement on sector-specific qualification courses*
- 9 Individualised mock interviews with senior Offploy colleagues, including high quality feedback on their interview performance
- 10 Regular job alerts tailored to individual skills, experience and interests
- 11 Introductions to employers and recruitment agencies that Offploy have links with once the candidate is deemed 'work ready' by Offploy

***Offploy will place candidates on courses when they truly feel the course will significantly improve the individual's chances of securing sustainable employment**

Services for the probation officer

The probation officer is one of the most important people in our process.

We will require support in understanding risk, selecting the candidates that would benefit from this service the most, and approving employment opportunities if the candidate has restrictions.

We promise to provide the following:

- 100% feedback on every interaction (from a phone call to a work session) with your service users which includes a wellbeing/safeguarding comment, duration of the session and content covered within the session including next steps
- Honest feedback on a candidate's suitability for our programme and recommendation of an alternative if required. Our door is always open and candidates are welcome back once employment is a priority
- Risk management procedures such as 'PO Approval before employment' which ensures our team contact you before a candidate starts work for you to approve the placement if necessary
- Feedback within five working days from a referral (we will aim to reduce this as we settle in!)



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Criteria for our service

Our focus is to support those where employment ‘can be’ and ‘is’ a priority right now. It is a broad enough criteria to allow our team to make individual judgements, however, we are best placed to support people who:

- 1 Actually want a job right now or who are seriously thinking about it. We have face-to-face employability programmes for individuals not yet contemplating employment which we hope to resume soon.
- 2 Are not actively using drugs
- 3 Have some form of accommodation where they can receive post and register a bank account with
- 4 Are being supported by specialist services for other challenges such as mental or physical health, who we can work closely with to ensure Offploy and the employers appropriately accommodate their needs.

[Visit our FAQs page to find out more.](#)

How to refer to our service

- 1 Ensure the candidate meets the criteria on the other side of this page
- 2 Complete the referral form with the candidate's consent
- 3 Complete the NSI process on nDelius
- 4 Upload the completed referral form to nDelius

You're all done! We will contact the candidate within five working days and let you know how we get on.

