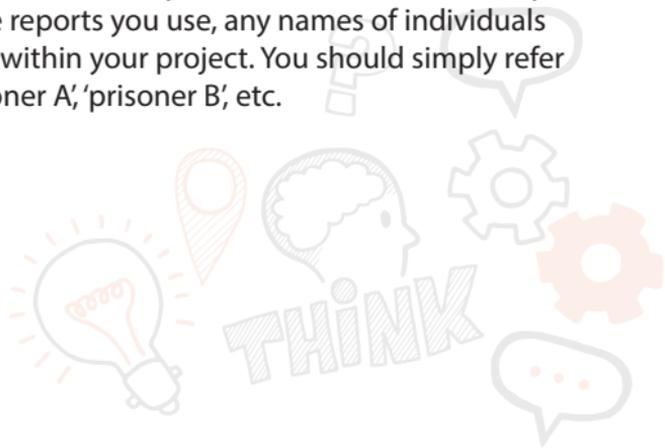

Think About Level 3 Custody and Detention Officer Project Report

As part of your custody and detention officer apprenticeship, you are required to complete a project report. The project report will be a written account of 1,500 words (+/-10%) and must be completed within 20 working days of going through the gateway process. You can work with your line manager to discuss the title and content of the project and confirm that it is suitable for assessment.

The project must draw on your experience gained throughout the duration of your apprenticeship and contain real-life activities completed in your role and also any research you have undertaken prior to gateway. Given the sensitivity of the information that may be contained within the reports you use, any names of individuals should not be included within your project. You should simply refer to an individual as 'prisoner A', 'prisoner B', etc.



You may choose from one of the following project area titles:

Project titles	Focus and coverage
Promoting family ties	<ul style="list-style-type: none">• What was the situation?• What did you do?• What was the outcome?• How does this contribute to the wider rehabilitative culture?
Address offending behaviour	
Promoting the benefits of education and training	
The importance of reducing substance abuse	
Addressing violent behaviour	
Addressing mental health challenges	

The project will take the form of a report to the governor of your establishment and will detail how you have actively contributed to the wider rehabilitative culture change. Completion of a governor's report is an expected part of the custody and detention officer's role, therefore in your project ensure you include the following:

- the high importance to the sector of the rehabilitative agenda
- the responsibility that you personally play in contributing to the agenda
- you can clearly and accurately present information regarding a situation or incident in a report that may be required as part of a forensic or evidential process
- reflection of the skills, knowledge and behaviours you have learnt throughout your apprenticeship



Key point

Before beginning the project, work with your line manager and training provider to plan and ensure that your report covers all the assessment criteria in the five project sections in the Highfield EPA kit. You will need to cover all pass criteria to achieve a pass and cover all the distinction criteria in three of the five sections to achieve a distinction.

Highfield **recommends** that an appropriate way to structure the report is as follows:

Project title	Focus and coverage	Number of words
Introduction	Outline of why the project title has been chosen	Approx. 100
Main body	To cover: <ul style="list-style-type: none">- An overview of the situation (what was the situation)- Their role in the situation/ What actions they took and why (what did you do)- The outcome of their actions (what was the outcome)- How this contributes to the wider rehabilitative culture	Approx. 1250
Conclusion	<ul style="list-style-type: none">- A reflective on the success of the project- Lessons learnt- What they may have done differently- How this contributed to the wider rehabilitative culture	Approx. 150

Your report must be accompanied by the Written Submission Sheet which is available to download from the Highfield Assessment website.

