

# What you should not do

## You should not:

- miss any appointments to do with your sentence; or
- behave in an aggressive, racist or other unacceptable way.

## What happens if you break the rules?

If you break the rules without good reason you will receive a warning or be taken back to court. You are only allowed one warning in any 12-month period.

## If you are taken back to court the court could:

- make you do **more** Requirements;
- make you do **different** Requirements;
- make this Requirement or other Requirements you are already doing **harder**; or
- send you to prison.

The court cannot just give you a warning or a fine.

The leaflet about your Community Order or Suspended Sentence Order will tell you more about what will happen if you do not stick to the rules.

**It is very important that you work hard to complete your sentence.**

# Other information

**If you need help or advice** about anything to do with your sentence, you can always talk to your responsible officer.

We keep information about you in our records. It is kept safely and securely. If you want to find out about seeing this information please ask your responsible officer.

Local information:

**If you have a complaint** about the Probation Service please talk to your responsible officer who will try to help. If you are not satisfied you can ask to talk to the unit manager. If you are still not satisfied, ask for the leaflet called 'Making a Complaint'.

## Further information

For more information about anything in this leaflet, please talk to your responsible officer.

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**NOMS** National Offender  
Management Service

Working together to reduce re-offending

Activity (Employment,  
Training and Education)



**New sentences for offences  
committed on or after  
4 April 2005**



# Activity Requirement

(Employment, Training and  
Education)

## About your sentence

The court has sentenced you to a Community Order or a Suspended Sentence Order. There is a separate leaflet on each of these sentences.

**This** leaflet tells you about the Activity Requirement that the court has decided you must do as part of your sentence. You might also be given other leaflets to help explain any other Requirement or Requirements the court has decided you must do.

### About the Activity Requirement: Employment, Training and Education ('ETE')

You will be given help, which you **must** accept, to find a job or to improve your skills so that you can get a better job.

This might involve helping you:

- to read and write better;
- to solve problems at work;
- to learn interview skills;
- to write a good job application; or
- to get on a suitable training course.

You will see an Employment, Training and Education specialist who will talk to you about your previous employment, your learning experience and what is needed to improve your chances of finding work.

The person responsible for your sentence (your 'responsible officer') will discuss the details of your Activity Requirement with you.

## What your responsible officer will do

### They will:

- explain your sentence to you;
- talk to you about the plan for your sentence;
- make clear **where you need to be and what time you need to be there**;
- make clear **what will happen** if you do not do what you are asked to do as part of your sentence;
- make arrangements for you to be taken back to court if you do not co-operate or comply with your Order;
- review your progress and work with you to help you complete your sentence successfully; and
- treat you fairly.

## What you should do

### You should:

- listen carefully to what your responsible officer says and do what they ask you to do;
- turn up to appointments on time;
- make sure you turn up in a fit state to take part;
- show respect to probation staff and other people you meet during your sentence;
- tell your responsible officer straight away if you plan to change your address or phone number;
- tell your responsible officer straight away if you are unable to keep an appointment;
- tell them if you are having any other problems with completing your sentence;
- carry out any other instructions you may be given as part of this Requirement; and
- stay out of trouble.

If you miss an appointment you should get in touch with your responsible officer as soon as possible and tell them why.

If there is a good reason for not being able to keep an appointment you should provide your responsible officer with evidence. This might be a doctor's note or a letter from your employer, for example.