

NATIONAL PROBATION SERVICE
ESSEX AREA

Name of Policy:

Offender Employment Training and Education Policy 2009 - 2012

Policy owner:

Pete Mangan Director

Policy directory location:

Work with Offenders

Policy replaces:

Offender Employment Training and Education Policy 2007 - 2009

Policy audience:

All Staff

Policy help contact:

Pete Mangan

Policy help links:

To be populated once published

Policy approval date by Board:

20/10/09

This policy comes into operation from:

30/10/09

This policy will be reviewed on or before:

30/10/12

Key Messages:

- All offenders with a employment, training or educational need should have access to leaning and awards
- Life skills should be given a much higher priority within the education, training and employment pathway
- Women must be individually assessed to ensure that their needs are met.
- Offender need should drive commissioning behaviour

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Questions and Answers (including scoring):

Essex Probation aims to create an effective infrastructure for the delivery of Skills For Life and ESOL

- a) To those offenders with a need
- b) To women under its supervision
- c) To all offenders under its supervision

Essex Probation aims to Prioritise Prolific and other Priority Offender [PPOs] into available provision in line with

- a) Essex Probation's commitment to a standardised service for PPOs
- b) Essex Probation's commitment to a premium service for PPOs
- c) Essex Probation's commitment to a gold service for PPOs

The Reducing Re-Offending National Action Plan highlights Education, Training and Employment as a key area of work for NOMS. Key action points for Probation Areas include a number of things including

- a) Enable and motivate offenders to collect evidence of attainment and skills
- b) Enable and motivate offenders to collect evidence of employability
- c) Enable and motivate offenders to collect evidence of punctuality

Glossary:

SFA . Skills Funding Agency

LSC. Learning and Skills Council

ETE. Employment Training and Education

SLA. Service level Agreement

NOMS. National Offender Management Service

OLASS. Offender Learning and Skills Service

IAG. Information Advice and Guidance

Impact Assessment Process:

This policy will be taken to the next impact assessment panel.

Implementation Monitoring Process:

- ETE Performance will meet or exceed the targets pro rata to the six month point from implementation

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- Transitional arrangements will be in place to ensure smooth handover from LSC to SFA
- Essex Probation staff will have a clear understanding of the specification that providers are commissioned to deliver.
- Clear linkages will be in place to ensure that Essex Probation staff are able to provide user feedback to the commissioning process

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BACKGROUND

- 1.1 Research from Britain and North America supports the view that the three most common criminogenic factors for repeat offending are cognitive skills deficits, substance misuse and **lack of employment**. More than half the offenders who receive community or custodial sentences are unemployed at the time of conviction [ACOP, 1993 – 2001]. Hence there is a clear case for the NOMS and other agencies to work toward increasing offender employment.
- 1.2 The Reducing Re-Offending National Action Plan highlights Education, Training and Employment as a key area of work for NOMS. Key action points for Probation Areas include,
 - 1.2.1 Establishing working relationships within national and regional framework with local partners
 - 1.2.2 Identify local partners within the voluntary and community sector and develop SLAs/agreements within the national framework
 - 1.2.3 Deliver Skills For Life to offenders in the community to the required quality standards
 - 1.2.4 Enable and motivate offenders to collect evidence of attainment and skills
 - 1.2.5 Ensure that Skills For Life is delivered to enable engagement with accredited programmes
 - 1.2.6 Ensure that all offenders have access to Job Centre + interviews on release from custody
 - 1.2.7 Ensure that processes are in place, and fully effective, to ensure timely, and accurate, collection and transfer of information.
 - 1.2.8 Respond to the regional strategy to engage local employers
- 1.3 This policy is being written at a time of flux for OLASS and for the LSC. OLASS 3 contracts and specifications are currently being written. The LSC is to be replaced by the Skills Funding Agency (SFA) and the young person's version will be Young Peoples Learning Agency. The use of the term LSC in this document applies equally to the LSC or its successor organisation.

2 ESSEX PROBATION'S COMMITMENT TO EMPLOYMENT, TRAINING & EDUCATION

- 2.1 Essex Probation is committed to providing, directly or in partnership, high quality interventions to all offenders under its supervision to enable them to, improve their employability, raise literacy standards and empower offenders to take more control and responsibility for their lives.
- 2.2 **Essex Probation aims to:**
 - 2.2.1 Create an effective infrastructure for the delivery of Skills For Life and ESOL to all offenders under its supervision.
 - 2.2.2 Ensure all offenders under its supervision are given the opportunity to access learning/training and acquire nationally recognised qualifications.

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- 2.2.3 Prioritise Prolific and other Priority Offender [PPOs] into available provision in line with Essex Probation's commitment to a premium service for PPOs in line with its practice instruction 30th November 2008
- 2.2.3 Prioritise women offenders into available provision in line with the recommendations outlined in the **Corston** Report and through the work of the women offenders working group. [Women offenders and ETE Provision].
- 2.2.4 Contribute to the Governments targets by meeting local area targets for Skills For Life Starts and Awards.
- 2.2.5 Ensure learning is delivered to offenders under its supervision in line with national quality standards
- 2.2.6 Provide access to Information, Advice and Guidance [IAG] services for all offenders requiring it with a view to developing employment pathways and opportunities.
- 2.2.7 Increase opportunities for offenders to access vocational training, which will improve their employability
- 2.2.8 Support local and regional employer engagement strategies, working closely with Job Centre Plus as the regional strategic lead agency and Partners delivering employer engagement programmes.
- 2.2.9 Deliver Employment, Training and Education Specified Activity Requirements in line with the implementation of the CJA 2003.

2.3 **Essex Probation Area will achieve this by:**

- 2.3.1 Ensuring there is Senior and Operational management involvement in Area, Sub-Regional and Regional groups developing and delivering ETE strategy and interventions.
- 2.3.2 Developing and maintaining links with partner agencies, including OLASS/LSC, Job Centre Plus, Adult Community Colleges, *Next Step*, Prison Service, other statutory and non-statutory education providers
- 2.3.3 Developing assessment and referral processes to ensure that all offenders with an identified need have access to learning and awards.
- 2.3.4 Providing tutor provision [via contract with the LSC or other commissioners] for offenders in its offices, static Unpaid Work sites and at local colleges with a view to the achieving nationally recognised awards.
- 2.3.5 Setting local office and individual performance targets for staff in achieving Offender Employment and Skills For Life Starts and Awards [based on an Area workload formula].
- 2.3.6 Reviewing Local and Regional ETE performance regularly at,
 - OLASS Regional Delivery Group
 - Essex & Herts OLASS Sub-Regional Group
 - Essex's Employment and Skills For Life liaison meetings [EPA and its partner agencies]
 - Area, Local and Performance management meetings.
 - Staff supervision

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- 2.3.7 In conjunction with its partner agencies, audit delivery arrangements for ETE against national quality standards and address any areas for improvement.
- 2.3.8 Work with the Director of Offender Manager's Office to develop and deliver regional ETE strategy and projects linked to the development of a CAMPUS MODEL as outlined in the Government's Green Paper - Reducing Re-offending Through Skills and Employment.

3 Impact Assessment

- 3.1 Essex Probation recognises that access to employment and poor Skills For Life is a diversity issue. People with Skills For Life needs can feel excluded from many mainstream activities and their struggle to do many of the day to day functions deemed to be normal can leave them feeling worthless, isolated and disaffected. In addition, it is recognised that for some minority groups residing in Essex, English is a second language and is a Skills For Life need that must be addressed.
- 3.2 Essex Probation also notes the recommendations within the **Corston** report [a review of women in the Criminal Justice System] and in particular that,

Life skills should be given a much higher priority within the education, training and employment pathway and women must be individually assessed to ensure that their needs are met.
- 3.2 It is imperative that in our work with offenders we use this understanding and findings to structure our service provision. In particular, that we demonstrate both a level of sensitivity in our dealings with offenders and that we prioritise our targeting approach accordingly.
- 3.3 Both assessment and tuition must be provided in a manner that recognises the feelings of embarrassment that might be experienced by offenders with whom we work. Many will be resistant to undertaking assessments for fear that their Skills For Life needs will be "exposed". In undertaking such assessments staff must demonstrate both respect for the individual, by ensuring that assessments are not carried out in a mechanistic way, and the value of diversity, by responding to difference.
- 3.4 This Policy will be reviewed at the next available Impact Assessment Team meeting as part of the consultation and implementation process.

4 Implementation Action Plan

- 4.1 Draft Policy was presented to the Equalities and Diversity Committee for consultation on 13th October 2009.
- 4.2 Draft Policy to be presented to SMT on the 15th October 2009 and any reviews incorporated.
- 4.3 Policy to be presented to the Board on the 20th October 2009 and any reviews incorporated.
- 4.4 Impact assessment form to be completed incorporating any reviews from E & D SMT or the Board and presented to the diversity committee.

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5 Monitoring and Evaluation

5.1 Employment and Skills For Life targets continue to feature in Area SLAs with the Director of Offender Management and as such are broken down by office and reported within the EPA Scorecard on a monthly basis. EPA also provides a quarterly report to the Centre on Skills For Life broken down by ethnicity and gender and this information will be added to the diversity scorecard. The Information and Systems department are also able to provide managers with reports relating to individual staff practice in this area.

5.2 Quality Standards related to the delivery of learning and the framework supporting it are outlined in the Common Inspection Framework as governed by the Adult Learning Inspectorate. Essex Probation is committed to ensuring that all employment and education related interventions delivered to offenders under its supervision are delivered to the highest standards.

5.3 EPA's recent OMI inspection Report February 2007] was undertaken in conjunction with the Adult Learning Inspectorate [ALI]. ALI commented favourably on EPA's delivery of ETE interventions, for example,

ETE manager's liased well with external partners too support the development of vocational training and the provision of advice and guidance to offenders. Recent work with Jobcentre Plus to identify current skills needs, local economic developments and employment opportunities had been used well to select occupational areas for the vocational tasters and short courses. For example, fork-lift truck training was available to provide offenders with marketable skills in a region where distribution had been identified as a growth industry.

5.4 In addition to the above 4 out of the 7 examples of good practice identified in the overall report were ETE related.

5.5 Where areas for improvement have been identified in relation to ETE activities these were addressed within EPA's OMI Action Plan.

5.6 EPA is soon to be part of the Offender Management 2 inspection and hope that this also recognises the achievements we have made in this area.

6 Training

6.1 All staff involved in the assessment and delivery of Skills For Life and offender management should participate in Skills For Life awareness training [core training activity].

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Name of Policy

The Policy:

1. Policy Statement:

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Ultimately the success of this policy and related practice guidance is determined by the ability of offenders under Essex Probation's supervision to gain employment, access quality tuition/training and achieve awards based on assessed need.

2. Purpose:

For any staff member to gain an understanding of the principles which underpin our approach to employment, training and education

3. Application:

- Director Partnerships & Alliances to ensure that staff are available to engage with commissioners of services for ETE and that appropriate linkages are available to ensure offender need drives commissioning activity.
- Director of interventions is to ensure that that ETE activity delivered internally is delivered according to the specification outlined by the commissioning body(ies).
- Director of Partnerships & Alliances to ensure that ETE activity delivered by (sub) contractors is delivered according to the specification outlined by the commissioning body (ies).
- Director(s) of Offender Managers to ensure that referrals are made for ETE activity according to relevant practice guidance.

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