TEACHING AND TRAINING IN OFFENDER LEARNING

RESOURCES TO SUPPORT YOU

ETFFOUNDATION.CO.UK
Working across public and private sector prisons, I have been involved with and supportive of the work (ETF) for the past two years. We have worked closely on developing a range of training packages and resources to improve the provision of learning, skills and employment in Offender Learning.

Darryl Jones, West Midlands Cluster Lead, Head of Learning, Skills & Employment
DEVELOPING, SUPPORTING AND MEETING THE NEEDS OF THE OFFENDER LEARNING WORKFORCE

The Education and Training Foundation (ETF) has been working with the offender learning workforce since 2014 to provide demand led high quality training, development and resources to support you to do your job. To date, every prison in England has engaged with our offer.

This brochure gives an overview of resources which are all available to download at our dedicated website: offender-learning.excellencegateway.org.uk

However, we know that downloading materials is not always easy to do in prison, so if you would like hard copies of resources, please complete the booking form at the back of this brochure.

If you are interested in hearing about effective practice in learning in prisons you can sign up to the offender learning newsletter at: et-foundation.co.uk/newsletters

The ETF provides support across the whole of the further education sector. Our programmes cover a range of themes including leadership development through to maths and English enhancement, Prevent and Qualified Teacher Learning and Skills (QTLS) status. You can find out more about our overall offer at our website: et-foundation.co.uk

We look forward to hearing from you.

Teresa Carroll
Head of Wellbeing & Social Inclusion, Education and Training Foundation
RESOURCES

The resources below are listed in alphabetical order. All of them are available on our website offender-learning.excellencegateway.org.uk or you can order printed copies via the order form at the end of this brochure.

**A how to guide embedding professional standards in offender learning**

This has been developed to promote the use of the Education and Training Foundation’s Professional Standards and how practitioners can promote them in their own delivery. This will provide prompts on how you can develop your own continued professional development, in relation to, and in comparison with, the standards.

**Communication starters and enders cards**

Helping people develop their confidence in English language and literacy.

The cards show short activities that instructors can use at the start or end of prison workshops, training or education sessions.

**Communicate! Resources to support teaching of English**

A resource designed for practitioners to provide learners with challenges to develop their communication skills.
Distance learning and Open University learner journey

Provides a step by step guide to enabling learners to access distance learning (DL) and Open University (OU) opportunities while they are in prison – includes examples from prisons on how they made it happen.

Construction and the built environment: vocational maths guide

This guide is one of a series aimed at practitioners who support post-16 vocational learners to develop their maths skills up to and including level 2. This guide focuses on construction and the building environment.

Delivery model for embedding functional skills into a vocational course for offender learning

A poster that provides hints and tips on how to embed functional skills into vocational courses.

Developing your induction & allocation process to achieve effective regime planning

This short video is available on DVD. It describes how HMP Dartmoor brought staff together to make induction and allocations work.

Guide for new learning and skills employment managers

This guide is also useful for heads of, reducing reoffending and/or heads of learning, skills and employment or anybody who is new to the role of learning in prison.

Hairdressing and Beauty Therapy: vocational maths guide

This guide is one of a series aimed at practitioners who support post-16 vocational learners to develop their maths skills up to and including level 2. This guide focuses on the maths embedded in Hairdressing and Beauty Therapy.
Improving access to offender learning in the community guide

This guide is for leaders, managers and practitioners. It identifies some of the barriers offenders may face and provides signposting to information and ideas to improve access to learning and skills provision. Each barrier is presented with a summary of the issue to be resolved, followed by information and signposting to help support and improve practice.

International perspectives on prison education: reducing reoffending

This report brings together the findings of a review carried out with eight different countries and with a range of stakeholders associated with prison education in order to find out more about what works well in prison education. It demonstrates how offender education can contribute to a reduction in reoffending rates.

Managing challenging behaviour

A range of classroom or workshop strategies, tips and hints that may be useful to implement to manage disruptive behaviour.

Maths and English levels chart

When learners undertake an initial assessment in maths and English they are given a level(s) which provides an indication of their maths and English skills. The level charts provide an example of the skills used at each level from entry 1 to level 2. The charts also provide examples of the maths and English skills needed at each level.

Offender teaching and learning toolkit – Guide

This explains how you might use the teaching and learning toolkit on the offender learning exhibition site. It also helps provide you with examples of how you could use the resources in the toolkit in offender learning contexts and the kinds of things it would be helpful to think about to develop your teaching and learning practice.

Offender learning: a career of choice

This guide illustrates some of the career pathways in offender learning and the qualifications needed to progress in your role.
Offender learning management development ebook

Part of the management training development programme, the ebook documents each of the modules together with supporting resources and documentation. A must for managers in both public and private prisons.

Offender learning workforce data 2015

This report analyses offender learning workforce data from the academic year 2014-15. Prisons and contractors were contacted by the Ministry of Justice as part of the Coates Review.

Pictorial approach to engaging learners with workshop activity at HMP Garth

A series of process flowcharts from HMP Garth: To help instructors breakdown work that takes place in the workshops/work areas, so that they could articulate to prisoners and education staff what skills were required; to help maths and English teachers work with instructors to identify where targets could be embedded in work activities.
Quick start guide to assessment for learning

This guide shares effective practice, hints and tips on assessment for learning techniques that may assist teachers.

Raising the bar behind bars

Hear directly from prison teachers and tutors about what it's like to work in prisons and from learners and employers about the difference prison education makes to people's lives. These four videos focus on the themes of:
• Functional skills
• Vocational learning
• ICT
• Personal and social development

Supporting maths teaching in the secure estate videos

These short clips show practitioners and learners engaged in active learning activities. The main aim is to support practitioners to reflect on and develop their practice; several of the clips could also be used to engage relatively reluctant learners.
Speaking and listening skills

These how to sheets will help to develop a range of speaking and listening skills linked to a variety of vocational contexts.

Teach Inside: Have you ever considered a career in offender learning?

This resource contains lots of interesting materials, films, quizzes, etc created by those already working in prison education to entice others to do so! You can dip in and out or work through the resources from start to end. Visit the Foundation Online Learning website to access this resource: foundationonline.org.uk

Unlocking English guide

This guide is for English teachers working with learners, up to and including level 2. It aims to provide information and ideas to stimulate different approaches to use with learners.

Unlocking maths guide

This guide is for maths teachers working with learners, up to and including level 2. It aims to provide information and ideas to stimulate different approaches to use with learners.

Supporting embedded maths and English, CPD materials for teachers and trainers working in offender learning

Two 1-hour CPD sessions looking at why and how to embed maths and English in vocational courses within prisons.

Supporting communication practical techniques for vocational trainers

This guide introduces a range of techniques and methods for teaching communication skills.
Whole organisation development programme

The whole organisation development programme has been designed, by the sector for the sector, to establish a prison led approach to quality improvement of learning, skills and work. The pack aims to support the Learning and Skills Manager and the Quality Improvement Group to assess the position of their learning, skills and work provision in relation to Ofsted’s new Common Inspection Framework (2015).

Why undertake action research within prisons presentation and poster

A presentation by HMP Dovegate looking at the benefits of undertaking action research within prisons.

3 out of 5 maths challenge

Hook learners into maths through these fun challenges developed by learners and staff within prisons. Learners who complete ‘3 out of 5’ of the challenges receive a certificate and calculator. What’s more, prisons compete against each other to see who can engage the most learners and the prison with the highest number of learners receive a beautiful shield. Well done HMP Feltham for winning in 2016/17.

TO VIEW OUR RESOURCES ONLINE VISIT:
offender-learning.excellencegateway.org.uk
It’s amazing what can be achieved when we work together. We look forward to working with you in the future to develop your exciting ideas to improve education in prison. We began working with you in Autumn 2014 and since then 100% of English prisons have engaged with ETF’s offer. We can maximise our support offer to you by complementing our bespoke offender learning offer with the mainstream FE programme which encourages two-way learning, providing an opportunity for prisons to shine.

And here is some feedback from your colleagues – to demonstrate how our support is successfully being put into practice. For more information about these programmes contact: enquiries@etfoundation.co.uk

“At a recent inspection in the SW Ofsted inspectors said it was the first time they had actually heard prison instructors talking to those working in the industry workshops about their “learning styles”. They understood and were engaged in their role developing and recording the skills of the prisoners they were working with. This was entirely due to the Band 3 and 4 instructors undertaking their Award in Education and the excellent rapport that the tutor has developed with them, encouraging and working with them in their workshops.”

Chris Emmett, Director of Strategy - Offender Learning, Weston College

“This course was very useful as it opened your eyes to the different learning paths as well as putting into practice providing additional training aids when needed, I definitely use what I have learnt to encourage interactive learning, keeping the learners engaged throughout the training session, I am a confident person however this has made me even more confident within my training role allowing me to improve my delivery.”

Dan, HMP Swaleside
“I found the training very informative and rewarding. It was well delivered and set at a good pace. It will be of a great benefit to myself and my prisoners as it gives me the tools to approach the training I deliver on new and broader levels. This will give every member the opportunity to participate.”

Matt Parsons, HMP Featherstone

“Has helped me to see there are different types of learners and how I can best appeal to each one. It has helped me to see I need to create the right atmosphere for learners to learn in.”

Marcus, HMP Elmley

“The feedback from all staff that attended has been really positive. I feel it also made them feel valued as an employee, as during my two years here there appears to be very little on offer for non-operational staff. As you know our industry areas are a work in progress, but these qualifications will allow us to develop each area and hopefully engage with prisoners in a more employment focused way offering a progression route to those interested and able to complete. There is some work to do to identify what type of qualifications we can deliver in the areas based on staff skill set and funding/accreditation etc but those conversations have already started with Chris.”

Rachael Johnson, Business Community Engagement Manager, HMP YOI Brinsford

WHAT YOU TOLD US ABOUT THE WHOLE ORGANISATIONAL DEVELOPMENT PROGRAMME

“I would recommend to others: it provides a brilliant framework for inspection preparation. Ensure the elements highlighted at the beginning of each section are followed to make sure you get the most from the tool (i.e. follow any prompts), ensure time and resource is allowed to make best use of the tool, using the document as a multi-disciplinary partnership team and allow reflection time to look at what went well, not so well and lessons learnt! Make plenty of notes on the evidence for questions under each section, to back up judgements.”

Chloe Graham, Learning, Skills & Employment Manager, HMP Holme House
“The impact has been positive. It gave focus to the education department’s work with the nominee.”

Sue Paull, Education Manager, HMP Foston Hall

“The process itself was relevant as it was based on the 2015 Common Inspection Framework and gave confidence to the Nominee who hadn’t previously experienced a formal inspection. This was a very worthwhile exercise which added value to our confidence and morale.”

Declan Moore, Governor, HMP Hollesley Bay

“I welcomed the health check conducted at Littlehey. The external multi-disciplinary team involving our education delivery partners provided valuable feedback and gave an accurate picture on current delivery standards. It has informed our action plan and given real focus to the Quality Improvement Group meeting team.”

Dave Taylor, Governor, HMP Littlehey

WHAT YOU TOLD US ABOUT THE MANAGERS’ DEVELOPMENT PROGRAMME

“I just wanted to take the time to say a huge thank you to Sue Saxton for the support and assistance that she has given me over the past two months. Sue’s level of enthusiasm and support has been refreshing and to talk to someone who cares about offender learning in the same manner as me has been a real help. The IMPACT of her visit has given me increased vision and increased focus on the direction of travel. Many thanks for the assistance received.”

Lee Davies, Head of Learning and Skills, HMP Birmingham

“As the newly appointed Learning and Skills Manager at HMP Hewell I found the training provided by the Education & Training Foundation (ETF) invaluable on all levels. The events also provided an excellent opportunity for networking with my peers and enabled the sharing of effective practice.”

Louise Hadley, Learning, Skills & Employment Manager, HMP Hewell
“The programme has increased my confidence and the templates and other resources provided are a massive help, particularly for observation of non Offender Learning and Skills Service (OLASS) provision which has provided a great starting point.”

Michaela Taylor, Learning & Skills Manager, HMP Warren Hill

“The programme has been very useful and has enabled me to identify areas for improvement and actions to address these. I am now confident about data analysis and how to utilise this at the Quality Improvement Group (QIG). I intend to reintroduce learning walks to assure quality and to review the terms of reference for the QIG.”

Jane Wright, Learning, Skills and Employment Manager, HMP Drake Hall

WHAT YOU HAVE TOLD US ABOUT THE PRISON LEARNING IMPROVEMENT OFFER

“I am just coming away from Warren Hill where I have met with the Head of Learning and Skills (HOLS) and Head of Reducing Reoffending (HORR) together with the ETF’s programme assessor. Ofsted visited yesterday as part of their support and challenge offer for requires improvement prisons. The Her Majesty’s Inspector (HMI) looked closely at the developments in English and maths and lesson observations and was impressed with the progress made since his last visit in November 2016. Colleagues in the prison were very clear that the ETF support was crucial to this improvement.”

Colin Forrest, Facilitator at HMP Warren Hill

“First of all, thank you for all the advice you provided during your support visit, it was refreshing to get a different opinion on things and it was useful to draw from your experience. The main impact following the support visit was an improved focus - the conversations we had and the input provided re-focussed my priorities regarding the improvement of Learning, Skills and Employment. It is too easy to get drawn into the finer details/operational issues aside from Education, and our talks helped me to return to taking a step back in order to view things more strategically. This led to me refreshing the Prison Improvement Plan and using the QIG meetings as a way of re-structuring the team’s priorities. The actions were updated to place responsibility on specific members of the team (rather than functional goals) - this has given them more ownership and accountability.”

Chris Haggett, Learning, Skills and Employment Manager, HMP Long Lartin
“I found the Prison Learning Improvement Offer (PLIO) visits very useful and felt reassured. I particularly appreciated the exemplars and templates that I have been provided with and which we talked through so that she could adapt them to suit the context of that prison.”

Natalie Pitman, HMP Isle of Wight

“WHAT YOU HAVE TOLD US ABOUT MATHS AND ENGLISH CPD COURSES

“I wanted to let you know just how enjoyable and worthwhile your English event was. This afternoon, I’ve been revisiting my notes and getting quite inspired! Would it be possible for you to send me any electronic resources that you are willing to share? I can’t wait to get together with my tutors and spread the word!”

Margaret Nolan, Deputy Education Manager, HMP Nottingham

“It made a huge difference to listen to a trainer who knew about offender learning, inside out rather than outside-in.”

Chris Mullin, HMP Forest Bank

“I was impressed with the tutors and delivery techniques which will help me in my delivery of my presentations.”

B Hartle, HMP Haverigg

“This was a brilliant session, very motivating and looking forward to trying these activities on my students.”

L Clarke, HMP Risley
OFFENDER LEARNING RESOURCES
FROM THE EDUCATION AND TRAINING FOUNDATION

You can download a wide variety of resources for free from our website: offender-learning.excellencegateway.org.uk

However, we know that it isn’t always easy to do, so tell us what you need using the attached form and we’ll get them delivered to you. Not all the resources listed in this brochure are currently available to print; but we can do specific print jobs when requested. Please list these in the additional notes/requests section.

If there are other resources that you need that have not yet been created then email: enquiries@etfoundation.co.uk.

FREE RESOURCES - ORDER TODAY

ETFoundation.co.uk
## ORDER FORM

Name:  
Job title:  
Prison/Organisation:  
Email address:  
Tel. no:  
Delivery address:  

I would like to receive communications, information and updates on products and services from the Education and Training Foundation and the Society for Education and Training:  
**YES / NO**  

I would like to be added to the ETF’s offender learning e-newsletter mailing list:  
**YES / NO**

### A. MAKING PRISON EDUCATION WORK

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C. MATHS

C.1 Unlocking maths guide - This guide is for maths teachers working with learners, up to and including level 2.

C.2 Maths starters and enders – helping people develop their confidence in maths.

A series of vocational maths guides aimed at practitioners, who support vocational learners to develop their maths skills:

C.3 Construction and the built environment
C.4 Hairdressing and beauty therapy
C.5 Health and social care
C.6 Hospitality and catering

ADDITIONAL NOTES/REQUESTS:

ORDER FORM 2017-18

Post to:
Offender Learning Team,
Education and Training Foundation,
157-197 Buckingham Palace Road, London SW1W 9SP

or email: enquiries@etfoundation.co.uk
The Milton Keynes College Offender Learning Team has really benefitted from the support of a wide range of ETF programmes, projects and CPD opportunities over a number of years... It has also helped us to work on some innovative projects that are leading the way forward on how we work to support our staff and learners in the future.

Sally Alexander
Executive Director, Milton Keynes College