

IMB SURVEY OF LEARNING AND SKILLS

This survey covers the provision which is managed by the Head of Learning & Skills

NAME OF ESTABLISHMENT.....

CATEGORY.....

TYPE OF ESTABLISHMENT.....

OPERATIONAL NUMBER OF PRISONERS

AVERAGE NUMBER OF PRISONERS IN RESIDENCE EACH DAY DURING
LAST WEEK

.....

AVERAGE NUMBER OF PRISONERS PARTICIPATING IN LEARNING,
SKILLS AND ACCREDITED TRAINING EACH DAY DURING LAST WEEK

.....

IS THIS A FAIR REFLECTION OF AN AVERAGE DAY IN YOUR PRISON?

YES [] NO []

NAME(S) OF IMB MEMBER(S) COMPLETING THIS SURVEY

.....

.....

Please answer all the following questions by ticking boxes or filling in the required information. In some cases more than one answer is required for a question. Where relevant this survey should only be completed for prisoners who are/have been in learning, skills and accredited training, NOT the whole prison population.

This survey should be completed during the two week period commencing 12 May 2008. It should be returned in the enclosed envelope by the 30TH MAY 2008 to: Anne- Marie Stephens (Attention LSSG)

IMB Secretariat
2nd Floor Ashley House
2 Monck Street
London SW1P 2BQ

Please address any queries to Anne-Marie in the first instance.

Thank you for your help with this survey.

This survey covers the provision which is managed by the Head of Learning & Skills.

Please answer all the following questions by ticking boxes or filling in the required information. In some cases more than one answer is required for a question.

Where relevant this survey should only be completed for prisoners who are/have been in learning, skills and accredited training, NOT the whole prison population.

SECTION 1: ASSESSMENT & RECORDS

(1.1) For all new prisoners: when they come into the prison what learning & skills processes do they undergo? **Tick all that apply:**

- literacy assessment
- numeracy assessment
- 1:1 interview for employment & skills
- individual advice & guidance session
- none
- any other assessment (please describe)

(1.2) Are the results obtained in (1) above recorded for each individual prisoner?

- yes
- no
- don't know
- sometimes (please explain)

(1.3) If yes/sometimes in (2) above, how is this information stored?

- electronically - on the prison's own system
- electronically - on a central system available outside the prison
- paper based
- other (please describe)

(1.4) Does each prisoner in learning, skills & accredited training have an individual learning plan (ILP)?

- yes
- no
- don't know
- sometimes (please explain)

- (1.5)** If yes/sometimes in (4) above, how is the ILP stored?
- electronically - on the prison's own system
 - electronically - on a central system available outside the prison
 - paper based
 - other (please describe)

If yes/sometimes in (4) above, does the prisoner keep a copy?
 yes no sometimes don't know

(1.6) When a prisoner is transferred to another prison what information relating to learning & skills is transferred with him/her? **Tick all that apply:**

- results of literacy, numeracy or other assessments
- achievements/qualifications obtained while in prison
- details of employment in prison
- attendance at classes leading to a vocational qualification
- attendance at sessions leading to other accreditation/qualifications
- other (please describe)
- nothing

(1.7) How is the information in (6) above transferred? **Tick all that apply:**

- | | <i>electronically</i> | <i>paper
based</i> | <i>other</i> |
|--|--------------------------|--------------------------|--------------------------|
| results of literacy, numeracy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| achievements/qualifications obtained while in prison | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| details of employment in prison | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| attendance leading to a vocational qualification | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| attendance leading to other accreditation/qualifications | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If you have ticked 'other' please give more details

(1.8) Please use this space to make any comments or observations on the information relating to learning & skills that accompanies prisoners being
 (a) transferred into your prison

(b) transferred out of your prison

SECTION 2: PRISONERS WITH SPECIAL EDUCATIONAL NEEDS

This section covers prisoners with disabilities (such as lack of mobility, sensory difficulties etc.); prisoners with learning disabilities and difficulties (such as dyslexia etc.) BUT NOT prisoners with mental health problems.

(2.1) How are prisoners with special educational needs identified at your prison?

Tick all that apply:

accurate information accompanies prisoners transferred in []
prisoners new to the system are screened/assessed as part
of induction []

prisoners new to the prison are screened/assessed as part
of induction []

prisoners are screened/assessed later []

only prisoners opting for Education are screened/assessed []

dyslexia questionnaire is used []

other learning difficulty assessment is made []

please specify for which learning difficulty:

please specify which screening tool used:

other (please describe)

(2.2) Is a formal referral procedure in place for prisoners with special educational needs?

yes []

no – but informal good practice is followed []

no []

other (please specify)

Please give details of where/to whom the referral is sent

(2.3) Is help available for prisoners who can't read or write in the following situations? **Tick all that apply:**

accessing written prison information e.g. on notice boards []

as part of the Adjudication process []

making Applications []

filling in forms e.g. canteen []

reading/writing personal letters []

no help []

Is there a written procedure to follow? yes [] no []

Is any help available to all prisoners regardless of location? yes [] no []

Please give any further details

(2.4) Can prisoners with special educational needs physically access the following? **Tick all that apply:**

- opportunities for work with accredited training
- Education

Is the following provision suitable for those with special educational needs? **Tick all that apply:**

- opportunities for work with accredited training
- Education

Describe any part of the learning and skills provision which is not open to prisoners with special educational needs:

(2.5) Is a formal procedure in place so that information about prisoners with special educational needs is shared between different departments/professional staff?

- yes
- no – but informal good practice is followed
- no
- other (please specify)

Are all departments involved (including healthcare and segregation)?

- yes
- no

(2.6) How is Healthcare involved with prisoners with special educational needs?

Tick all that apply:

- the prison has a learning disability in-reach service
- the prison has a learning disability nurse
- the prison has a learning disability psychiatrist
- Healthcare shares information with other staff about prisoners with learning disabilities
- no involvement
- other (please specify)

(2.7) How are Education staff able to support prisoners with special educational needs adequately? **Tick all that apply:**

- Education staff are qualified in Special Needs Education []
(if 'yes' how many staff?.....)
- there is a co-ordinator in post for prisoners with additional needs []
- someone has responsibility for prisoners with learning disabilities []
- there is Special Education provision available []
- Special Education provision is available: across the prison []
 - as 1:1 support []
 - in the classroom []
- Education use diagnostic testing for specific learning disabilities []
- Prisoners are referred to Education from other parts of the prison []
- Educational support is available in Workshops []
- other (please specify)

How is additional support funded for a prisoner once a need has been identified?

(2.8) Is written information available to staff across all areas of the prison about the support which is in place for prisoners with special educational needs? **Tick all that apply:**

- it's covered during staff induction []
- yes –across all areas []
- yes – across most areas []
- no – but everyone knows about it []
- no []

if possible indicate those staff **unlikely** to know

other (please specify)

(2.9) Please use this space to comment on provision for prisoners with mental health problems including the size of the problem

(2.10) Please use this space to make any further comments or observations on practices in your prison relating to prisoners with special educational needs

SECTION 3: PRISONERS NOT ON NORMAL LOCATION

(3.1) Is the full education programme, which is available to prisoners on normal location, also available to the following prisoners? **Tick all that apply:**

- in Segregation
- in Healthcare
- in VP Unit
- in High Dependency Unit (HDU)
- Cat A
- on basic regime
- disabled
- other (please specify)

Which of the following applies to the education programme available to prisoners not on normal location? Please give further information by **ticking the corresponding columns** relating to the different types of prisoner:

	<i>Seg</i>	<i>Health care</i>	<i>VP Unit</i>	<i>HDU</i>	<i>Cat A</i>	<i>Basic</i>	<i>disabled</i>
<i>provision is separate</i>							
<i>prisoners get less time</i>							
<i>prisoners do not have access to normal classrooms</i>							
<i>prisoners do not have access to Workshops</i>							
<i>all courses leading to national qualifications are available to them</i>							
<i>some courses leading to national qualifications are available</i>							

Do prisoners over 60 have access to learning & skills training?

yes no

(3.2) Please use this space to make any further comments or observations on practices in your prison relating to prisoners who are not on normal location:

SECTION 4: PROVISION

(4.1) The learning & skills on offer can aid resettlement. Tick all that apply:

- qualifications offered are wanted by employers []
- employers are involved in planning provision []
- work done in Training Workshops is meaningful []
- work done in Contract Workshops is meaningful []
- prisoners are prepared for self-employment []
- prisoners improve their literacy []
- prisoners improve their numeracy []
- prisoners improve their IT []
- prisoners can study beyond level 2 []
- other (please specify) []

(4.2) Does the IMB receive Applications relating to learning & skills e.g. complaints about access to particular Workshops; access to classes?

- no [] yes []

If yes please list up to **5** of the most common complaints in your establishment made during the period of the last report:

- (1)
- (2)
- (3)
- (4)
- (5)

(4.3) Do prisoners have access to computers? Tick all that apply:

- no []
- yes in IT classes/workshop []
- yes generally on the wings []
- yes for the internet []
- other (please specify) []

Do prisoners have access to computer based learning (e-learning)?

Tick all that apply:

- no []
- yes in IT classes/workshop []
- yes generally on the wings []
- yes for Learn Direct courses []
- yes for OU courses []
- yes for ECDL []
- yes for courses on the internet []
- other (please specify) []

(4.4) Are prisoners transferring in able to continue with their education/qualifications/training?

- yes
- sometimes
- no
- don't know

If sometimes or no in the above, why is this? **Tick all that apply:**

- training courses are not on offer
- classes are not available
- qualifications are not available
- offending behaviour programmes are not available
- cognitive skills programmes are not available
- security markers
- other (please specify)

In your experience is unavailability of learning & skills provision because (**tick all that apply**):

- the provision is oversubscribed
- it fails to be co-ordinated with that in feeder prisons
- other (please specify)

(4.5) Do prisoners get their choice of work/training/course? **Tick all that apply:**

- prisoners get their first choice
- prisoners are allocated
- prison needs for staffing (e.g. kitchens) come first
- prisoners are allocated to make up the numbers
- other (please specify)

(4.6) Are prisoners in Education paid? **Please tick all that apply:**

- prisoners are paid the same rate or better for Education as for other activities
- in cell Education face-to-face is paid
- in cell Education not face-to-face is paid
- prisoner distance learning in cell is paid
- other (please specify)

(4.7) Do you agree with the following statements about the learning & skills environment? **Please tick all :**

	yes	no	don't know
in relation to staff providing Education:			
staff receive on-the-job training	[]	[]	[]
in relation to classrooms:			
there are enough classrooms to accommodate the provision	[]	[]	[]
prisoners are crammed into classrooms	[]	[]	[]
classrooms are well equipped	[]	[]	[]
in relation to staff in Training Workshops:			
staff receive on-the-job training	[]	[]	[]
there are sufficient NVQ assessors	[]	[]	[]
in relation to Training Workshops:			
there are enough Workshops to accommodate the provision	[]	[]	[]
Workshops are overcrowded	[]	[]	[]
Workshops are well equipped	[]	[]	[]
equipment is comparable to that outside in employment	[]	[]	[]
Basic Skills are embedded in Workshop programmes	[]	[]	[]
Workshops are fully utilized	[]	[]	[]

(4.8) Please use this space to make any further comments or observations on provision in your prison:

SECTION 5: OPERATIONAL ISSUES

(5.1) Would you describe your prison as ‘overcrowded’?

- yes
- no
- don't know

If ‘yes’ describe your reasons for saying so:

If ‘yes’ how does this impact on learning & skills provision? **Tick all that apply:**

- there are long waiting lists for classes
- prisoners don't get a choice of Workshop
- prisoners with learning difficulties aren't identified
- inadequate support for prisoners with learning difficulties
- prisoners don't get help with reading & writing
- referrals don't get made
- prisoners going out to court cannot get back in
- staff can't take time off to train
- other (please specify)

(5.2) Does Prison Officer staffing affect learning & skills provision?

- yes
- no
- don't know

If ‘yes’ how does this impact on learning & skills provision? **Tick all that apply:**

- prisoners don't get to classes because there is no one to take them
- prisoners can't access the library
- lessons are cancelled because of operational difficulties
- staff don't get time for training

(5.3) Does learning/skills/Education staffing affect learning & skills provision?

- yes
- no
- don't know

If ‘yes’ how does this impact on learning & skills provision? **Tick all that apply:**

- lessons are cancelled because of staffing difficulties
- staff don't get time for training
- meetings for staff are cancelled

(5.4) Please use this space to make any further comments on operational issues:

SECTION 6: QUALITY ASSURANCE

(5.5) Who are the Education providers for your prison?

.....
.....

Do these providers have contracts with other prisons?

- yes
- no
- don't know

(5.6) How is the Education and Training curriculum in your prison decided?

How often is it reviewed?

- more than once a year
- once a year
- every two years
- every three years
- hasn't been reviewed

(5.7) How is the Education and Training provision in your prison funded?

Does your prison attract any other funding?

- yes
- no
- don't know

If 'yes' please state sources:

(5.8) In your opinion is the funding your prison receives flexible and responsive to meet prisoners' educational needs? Please indicate what evidence there is for your answer.

(5.9) Who monitors the quality of the provision in your prison and how?

(5.10) Are there any other comments that you would like to make in connection with Quality Assurance?

(5.11) Are there any other comments that you would like to make about this survey?

THANK YOU VERY MUCH FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE

PLEASE RETURN THE QUESTIONNAIRE BY THE 27th FEBRUARY 2008 IN THE ENVELOPE PROVIDED TO:

**Anne- Marie Stephens
Attention LSSG
IMB Secretariat
2nd Floor Ashley House
2 Monck Street
London SW1P 2BQ**