



Prisoners'
Education
TRUST

Distance Learning Curriculum 2018



Education

التعليم

Formation

शिक्षा

Formação

Educație

Учебный отдел

教育

Oświata

Educación

Giáo Dục

“ I loved the experience of distance learning. It made me feel like I wasn't in prison anymore. You know how sometimes you walk into a library and you feel a change of atmosphere? It's almost like that in your own cell. Suddenly you're interested, you're engaged, you're using your brain, you're talking to a tutor. All of those things are extremely positive and self motivating. It transforms you.”

BEN – MECHANIC AND FORMER PRISONER.

Introduction

Prisoners' Education Trust (PET) is a charity working across every prison in England and Wales to help prisoners achieve their potential through learning. PET is now funding more distance learning courses and art/hobby materials than ever before. In September 2017, we funded more applications than in any other single month since PET began in 1989. Distance learning provides an exciting opportunity to access the same standard of education available outside prison in colleges and universities. Thousands of lives have been transformed by distance learning in prison and this curriculum demonstrates the huge range of opportunities available.

However, while the learner-centred approach of distance learning has many advantages over classroom-based teaching, being both flexible and portable for example, it does mean that the learner is expected to take full responsibility for their own learning. Although most distance learning courses will be undertaken with some support from a tutor and prison education staff, learners will still need to make decisions about when and where to study, and it will be up to the learner to stay focused on this life-changing challenge.

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Applying for Funding

Prisoners' Education Trust makes grants to sentenced prisoners for:

- Distance learning courses
- Access module and Level 1 courses with the Open University (OU)
- Art/creative hobby materials

Applicants complete an application form, which should be available in all prisons (often in the education department, but sometimes in the library, activities hub, or with career advisers). For course applications, the applicant must then write a letter stating why they would like to do the course and how it will help them. The letter should preferably be handwritten and is typically 200-300 words long. It should explain, in a reasonable amount of detail, why the applicant wants to do this course and how it fits in with their future plans. It is also useful if the applicant can tell us something about their previous work or studies or relevant experiences, including anything they have done during their sentence. This is important, as Trustees' decisions are based on these letters. For OU Access modules, applicants should also demonstrate in their letter that they have the potential and motivation to continue study, making use of Student Loans after the initial PET funding has ended. For creative materials, applicants must include a short statement on Form B explaining why they are applying.

Prison Education Departments must also write a short endorsement, normally a few sentences, explaining why they are supporting the application and stating that the course is suitable for the applicant given their educational ability and the nature of their conviction. The endorsement can be written by any member of staff able to comment on the applicant's suitability. However, only staff members who have been agreed as authorised signatories by PET can actually sign off applications. Prisons also agree to make a 10% contribution to the cost of all grants over £60. For OU courses, staff must contact the OU to register the applicant on the course before sending the application to PET.

PET considers applications each month then writes to the applicants and the prisons to let them know the outcomes. After that, PET generally order the courses for successful applicants (in some cases the prison will order the course), and offer advice and explanations to unsuccessful applicants.

Eligibility

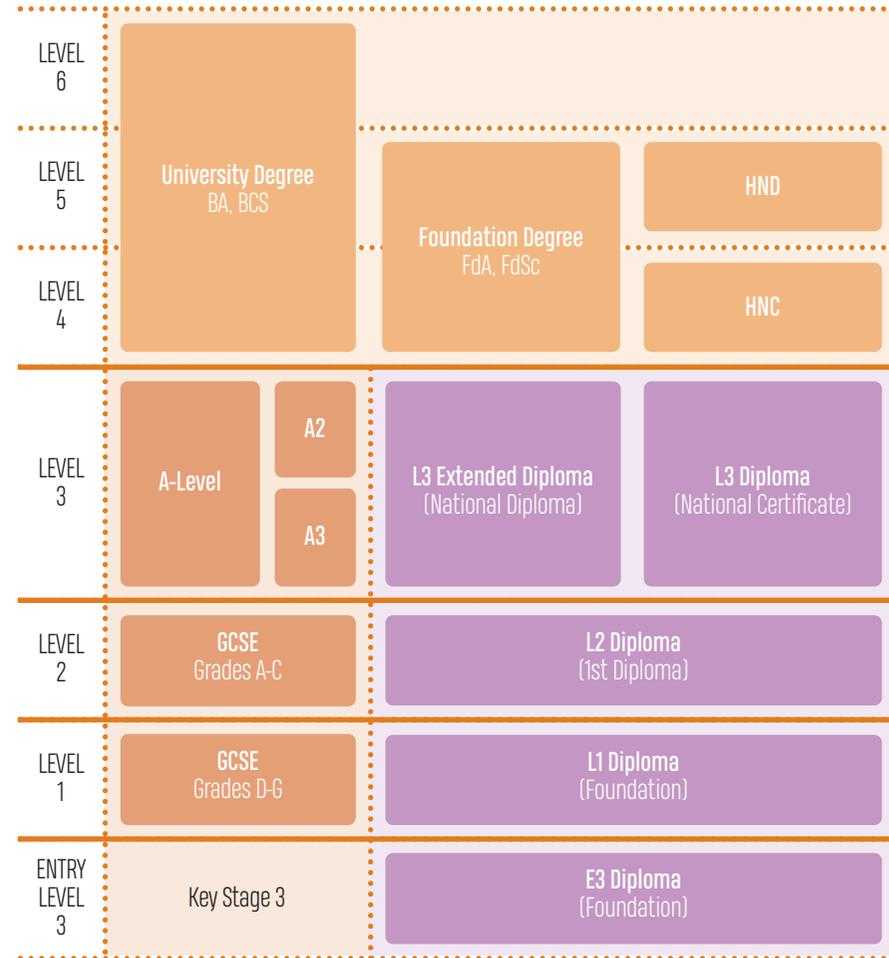
1. Courses selected should be suitable in relation to the applicant's ability level and previous educational achievements. We prefer level 2 Literacy and Numeracy or equivalent (e.g. GCSEs A-C), but we can be flexible if the applicant is clearly ready for the course in question. Sometimes learners have just not had the opportunity to take classes and assessments in prison, in which case staff can assure us in the endorsement that the applicant is at the right level because, for example, they may have scored well on a diagnostic assessment. The nature of the course is also relevant. Therefore Level 2 Numeracy, or equivalent, would be needed for a Surveying course, for example, but not for Creative Writing.
2. Applicants should have at least six months left to serve in custody at the time of application, so that they can complete the coursework before release.
3. Some courses will not be available for applicants with certain convictions. Where possible, these have been highlighted throughout the Curriculum course listings, but please see our Approved Courses Guidance document for more detailed information, or contact PET to discuss a specific applicant.
4. The application must be approved by the prison, and staff must provide a written endorsement specific to the applicant.
5. To be eligible for funding for OU courses, the applicant must be within eight years of release at the start of the course.
6. There is no restriction on the number of times that a prisoner can apply to PET. It is expected, however, that one course will be completed before another application is made, and we rarely fund people within six months of a previous award.
7. The Trust does not accept applications for retrospective funding.

Understanding Levels

When choosing a course, it is important to carefully consider which level of study is most appropriate. We normally expect applicants to have already achieved level 2 in English and Maths, or equivalent such as grades A-C in GCSE, before they apply for distance learning. For certain courses we can be flexible on this requirement, for example only level 2 English would be needed for a creative writing course. Having a level 2 qualification does not necessarily mean you should progress to a level 3 next. If you studying a subject that is new to you, it may be best to start at level 2 if you are not entirely confident that you are ready for level 3.

This infographic gives a good indication of how levels can be judged. We currently fund a lot of QCF qualifications as they are equivalent to the old NVQs and widely recognised across all industry sectors. Similarly, academic qualifications such as GCSEs, A levels and degrees are easy to understand in terms of level.

Some course providers, however, interpret levels more loosely and care should be taken to ensure that particular qualifications are actually sought after by employers, or accepted for college and university admissions. When selecting courses for this curriculum we have tried, where possible, to recommend those leading towards the most useful qualifications. If in doubt, please contact our Advice Manager.



GCSEs / IGCSEs

Where possible, we are keen to fund GCSEs and IGCSEs as these are qualifications that employers are very familiar with. Also, if you're looking to get into college or university they are often essential, and passes in English, Science and Maths are also required for an increasingly large number of jobs. The IGCSEs carry exactly the same weight as GCSEs, but they are often better suited to distance learning due to a lower emphasis on coursework than is typically found in GCSE courses. The "I" in IGCSE stands for "international" and indeed this qualification is also popular overseas.

[GCSE courses require 9-12 months study or 120-150 learning hours, plus additional time for completing assignments]

The *National Extension College (NEC)* currently offers the following range of GCSEs and IGCSEs:

- Business Studies IGCSE
- Combined Science IGCSE
- English Language GCSE
- English Literature GCSE
- Geography IGCSE (last exam Nov 2019)
- History IGCSE
- Maths GCSE
- Psychology GCSE
- Sociology GCSE

GCSE French and Spanish can no longer be offered due to the practical problems of delivering the oral components. NEC cannot yet confirm whether the new syllabus science GCSEs (Biology, Chemistry, and Physics) will be possible in prison, but Combined Science is definitely available. A spoken Language Endorsement is available for English Language but this will require a video of the learner speaking and will therefore be difficult to facilitate. However, it will still be possible to pass the GCSE without the speaking element.



A-Levels

A-Levels are also widely-recognised qualifications, and they have undergone significant changes in recent years. Students do not now receive any credit towards a full A-Level if they choose to take the AS-Level exam. AS-Levels were ideal for prison learners as they provided a stepping stone, and so we were dismayed to learn that students would now have to choose between an AS and an A-Level. However, our main course provider, the National Extension College (NEC), now provide new Gold Star A-Levels, to prison learners as Part 1 and Part 2. We will now fund these new Gold Star A-Levels initially as Part 1, and if learners complete the Part 1, they will be able to choose to either take the AS exam, or continue on to a Part 2 to build up to a full A-Level. All courses now include all essential textbooks.

As with GCSEs, students should discuss examination arrangements with prison education staff, as they will vary from prison to prison. A few prisons are approved Edexcel/AQA examining centres; others register as host centres whereby the learner is entered as a transferred candidate with either an NEC partner exam centre or any willing local school or college (a prison staff member can then invigilate the exam at the prison); in many cases students will have to make arrangements to do the exam either when released on temporary licence, or after release at an exam centre near where they live.

[An AS-Level, i.e. A-Level Part 1, typically requires about 9-12 months each of study time (150 learning hours plus additional time to complete assignments), so it would take 18-24 months (300 hours) in all to study for an entire A-Level]

The *National Extension College (NEC)* offers the following range of AS-Level/A-Levels:

- Business
- Classical Civilisation
- Economics
- English Language
- English Literature
- History
- Law
- Mathematics
- Philosophy
- Politics
- Psychology
- Religious Studies
- Sociology

AS Maths consists of two mandatory units (Core 1 and 2) and an optional unit (when applying, please choose one from the following options: Decision Maths 1; Mechanics 1; Statistics 1; Core 3).

AS English Language and AS English Literature may be problematic to run in prison due to the new non-examination assessment requirements (please speak to NEC before applying)

Fred gained a grade B in AS Level Business through distance learning while in prison. He is now studying Events Management in the community.

"I found that it was good to study at a set time during the day, especially if usually my day was taken up with a full time job. A perfect time I found was during the lunchtime bang-up, two hours where each day you are always locked up, just after lunch. As I used to study every day, I never forgot or made excuses, as there was usually not much on TV or anything to do during that time period anyway, then I still got the evenings to myself to chill out, read books, watch TV or play PS2, while still getting a large amount of work done.

As I was studying Business, with the intention of applying my knowledge to a future business I was intending to start, I also frequently stopped my studying to apply the knowledge which I was learning about to real life, drawing up plans for my event company, using tactics I was learning about. This did not only reinforce what I was learning about by applying it to a real life scenario, but helped me to put together detailed event plans, marketing plans and finance forecasts which I still refer to now and are of a much higher quality than they would of been had I not had the extra business knowledge to hand and fresh in my mind."

Exams and Assessment

- Most courses lead towards a qualification, and in order to test the learner's understanding there needs to be some kind of assessment. There are obvious difficulties with assessment in prison: the lack of internet access (for example, online multiple-choice tests cannot be facilitated); demonstration of practical skills requires either direct observation from an outside assessor (tricky and expensive) or for audio or video recording (rarely allowed); inflexible written exam requirements (examining boards are understandably rigorous but sometimes their restrictions make it virtually impossible to run the exam in prison).
- Assessment in distance learning is often done by written assignments completed at the end of each unit, and then posted off to the course provider to be marked and fed back on. Some courses involve learners building up a portfolio of their work as evidence of understanding and achievement.
- It is the prison's responsibility to make arrangements for exams and this should be considered prior to applying for funding. PET can fund examination fees but normally several months after the course has been started, and it has been confirmed that the prison can facilitate the exam. Learners should apply separately for exam fees when they are close to completing the course. We cannot usually fund exams to be taken after release. PET can offer advice on exams but in all cases your first port of call should be the course provider.

GCSE and A Level

Students should discuss examination arrangements with the prison education staff, as they will vary from prison to prison. A few prisons are approved examining centres for Edexcel and/or AQA, the examining boards for GCSEs and A Levels; others register as host centres whereby the learner is entered as a transferred candidate with either an NEC partner exam centre or any willing local school or college (a prison staff member can then invigilate the exam at the prison); in many cases students will have to make arrangements to do the exam either when released on temporary licence, or after release at an exam centre near where they live. GCSE and A Level courses can be started anytime but the exams are nearly always in May or June. A Levels in English Language, English Literature and History, and GCSE English Language may be problematic to run in prison due to the new non-examination assessment requirements (please speak to the course provider, normally NEC, before applying). A spoken Language Endorsement is available for GCSE English Language but this will require a video of the learner speaking and will therefore be difficult to facilitate. However, it will still be possible to pass the GCSE without the speaking element.

City and Guilds / NEBOSH

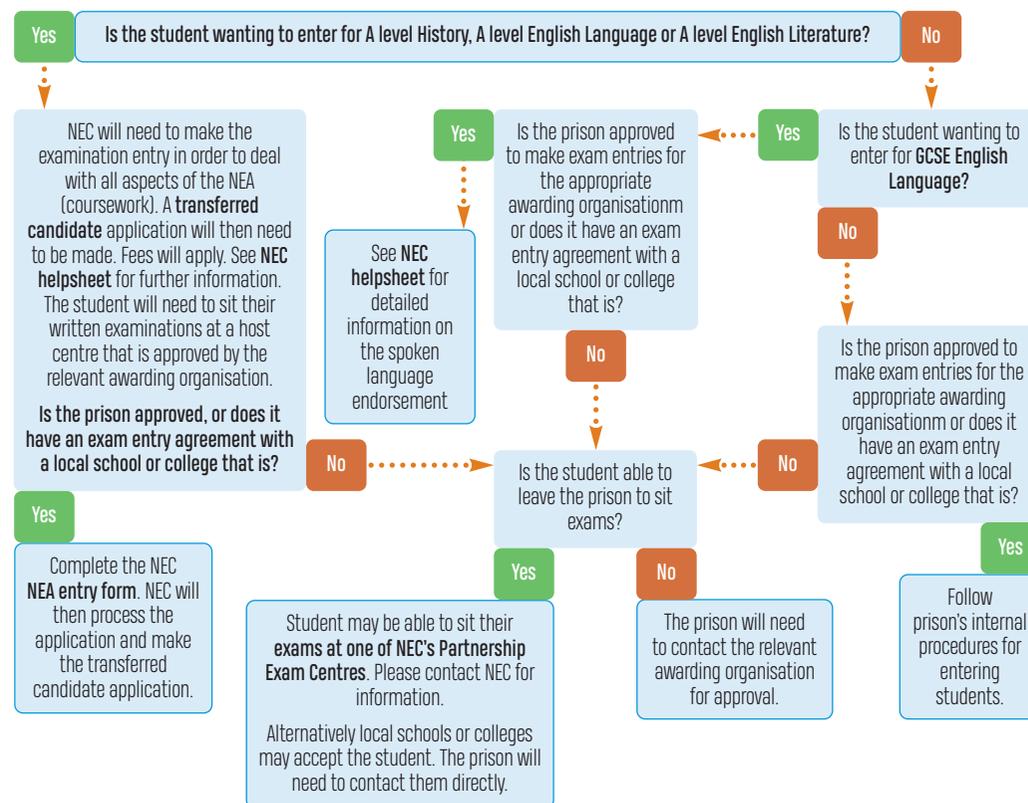
The 18th Edition Wiring Regulations qualification is assessed by a City & Guilds 2382 exam. This exam should be possible in all prisons that are registered City and Guilds examining centres, which is true for most prisons. NEBOSH health and safety exams can also usually be run at any City and Guilds registered establishments.

Open University

OU students with access to modules on the Virtual Campus can complete Interactive Computer Marked Assignments (ICMAs) on screen.

Essential and Advanced Book-keeping

These NEC courses lead to exams that can be done in prison as long as a staff member is able to print off an email attachment for the learner.



The Open University (the OU)

“ Studying with the Open University presents many challenges, all enjoyable and all worthwhile.”

DANNY, HMP GARTREE

The Open University (OU) is actually the UK's largest university, including many learners in prisons and secure environments. The OU offers qualifications in a broad range of subjects and provides access to a range of educational opportunities, from short introductory modules to longer, broader modules leading to degrees and other recognised qualifications. Many modules can be studied by people in prison, and many do not require any prior knowledge of the subject – but you will normally be expected to have studied successfully at Level 2 or above, either inside or prior to prison.

OU learners in prison include people from all backgrounds, many of whom have previously had negative experiences of education. Their OU studies have helped them to gain confidence and belief in their own abilities. For many it has led to valuable qualifications and provided opportunities for a new start after release. Students in prison do not have access to the internet, so all modules listed here can be completed using paper correspondence and do not require online access.

The idea of university-level study can be quite daunting if you have not studied at this level before. For this reason, the OU offers a range of introductory Access modules that have been specially designed to help you find out what it's like to study with the OU, get a taste of a subject area, develop your study skills, and build your confidence. Access modules are perfect for new learners with little or no knowledge or experience of studying. As PET fully funds the Access modules, it gives learners the opportunity to try out degree-level study without taking out a student loan. Research has also shown that learners who take Access modules are significantly more likely to succeed in their university studies than those who don't.

Learners who have already studied at university level but not attained a qualification, you may be able to start at a higher level and you may be able to count credit from previous study towards a qualification – but the final decision on where you can start rests with the Prison Governor or their appointed representative who must approve all applications.

Simon studied Mathematics and English Literature with the OU during his sentence. He is now a Trustee of PET.

“Completing Open University courses inside gave me a place to be away from the madness of my own head and the environment I lived in. It gave me relief from idiotic and destructive coping mechanisms, it cultivated my sense of self-worth and allowed me to focus on a series of short term goals that added up to more than just qualifications – they came to constitute a worthwhile period of my life, living and learning behind a steel cell door.

But none of that is why I started studying. I was bored, I was in Belmarsh and we had no TV. I could only spend so many hours a day reading library books and there wasn't a job in the workshops or a course in the Education Department that interested me. Besides, I got funding from PET (who were they?) so it didn't cost me anything. What could I lose?”

OU Access modules

Access modules are studied over a period of 30 weeks and during that time learners should expect to spend approximately nine hours per week on their studies. There will be 3 subject areas available: **Arts and languages (Y031)**; **People, work and society (Y032)**; and **Science, technology and maths (Y033)**. These modules assume that you have no previous subject knowledge, so any specialist terms are explained as they are needed. Each module helps learners to improve their general study skills, such as interpreting information, communication, time management, organisational skills, and problem solving. You will also be encouraged to reflect on your own learning, to help you become an effective learner.

You'll have your own personal OU tutor who will provide regular support throughout your study, along with providing written feedback on your work and they can help with any general queries about your studies. There aren't any examinations to sit. Instead there are short written assignments, quizzes to complete throughout the module to aid your learning and a final end of module assessment to submit. You can choose one of these three Access Modules:

Starting with the arts and languages (Y031)

This fascinating introductory module explores a wide range of subjects, including art history, English literature, English language studies, history, modern languages and also touches on the areas of creative writing and religious studies. The different subject areas are linked through the theme of popular protest. Your exploration of language will include the study of poems, hip-hop and song. You will also have the opportunity to try out a foreign language at beginners level. In history you'll examine the debates surrounding the Chartist and Suffragette movements, and examples of graffiti feature in your exploration of art. This module provides you with lots of opportunities to develop both your study skills and your subject knowledge in the arts and languages.

Understanding people, work and society (Y032)

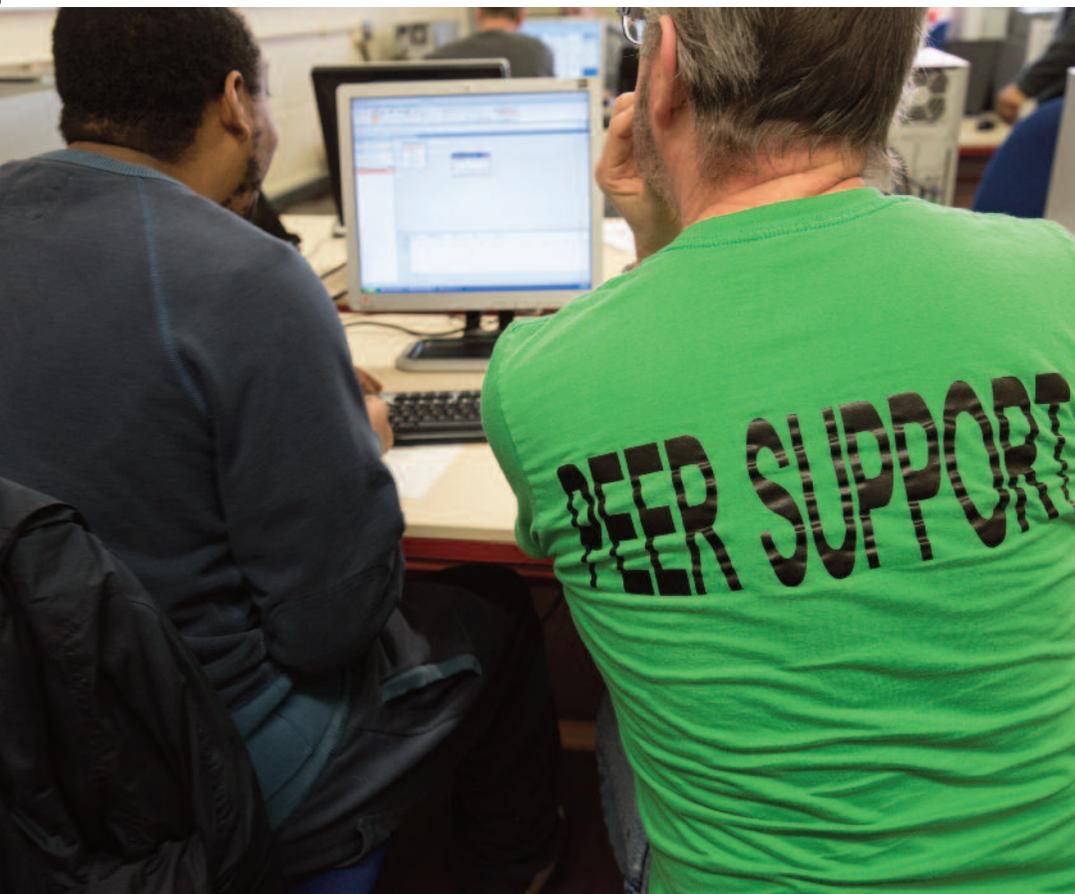
This module draws from a range of subject areas: children and young people; health; law; management; psychology; and social science. The module is divided into four blocks, each of which deals with a specific theme: Individuals; Families and relationships; Organisations and communities; and Society. Within each block, you will explore the theme from the perspective of each subject allowing you to develop both your subject knowledge and your study skills. As a student you will be well prepared for further study on a wide variety of OU qualifications. (Please note the content of Y032 may not be suitable for all students in prison and prison staff should contact PET or the OU to discuss this before applying for Y032)

Starting with science, technology and maths (Y033)

This module introduces a range of subjects, including science; engineering and design; environment; mathematics; and computing and IT. There are three blocks. In Life you'll explore biology, ecology and how humans interact with and change the environment. In Water you'll investigate how water has shaped our planet and our lives. And in Home you'll be introduced to design, engineering and computing. Throughout each block you'll develop your understanding of the key mathematical ideas and techniques that underpin the study of science and technology.

Access modules start in October and February each year. When applying, you should first contact the OU and **reserve a place** on the course. Ask your education department to call the OU on **0300 303 6789** (England) or **(0)29 2047 1170** (Wales). The Registration Agreement form must be signed by the applicant before returning it to the OU, and the completed PET funding application form should be returned to PET.

OU on the Virtual Campus



If you are a student in a prison in England or Wales, you can now study any of the Access modules using the Virtual Campus. The Virtual Campus (VC) is a secure Intranet system, which has been developed to allow students in prisons to have access to a range of information, communication facilities, educational and other resources, which would otherwise only be available live online.

Since 2015, all of the Access modules have been available to study using the VC. As soon as you are registered on your chosen Access module, and have your funding in place, the OU will send you login details and information about how you can study using this secure Virtual Learning Environment.

You'll be able to:

- view all the audio visual material you need for the module by logging on to a computer with VC access
- take part in all of the module quizzes and interactive activities
- complete your Interactive Computer Marked Assignments (ICMAs) on screen
- contact your tutor through a secure relay messaging service

In fact, you'll have the same study experience as any other Open University student who is studying an Access module.

Unfortunately, in some prisons it is not currently possible to access the VC. Don't worry though, as whichever Access module you choose you will still receive all the material (including audio visual) that you need to successfully study the module in an offline pack. Once you have selected which module you would like to study, and reserved your place with the OU, talk to your Education department about studying your module on the Virtual Campus.

“It has been thoroughly enjoyable learning with the OU. The material is well written and the assignment questions stimulating. Learning has widened my outlook and interests, and to receive a good score for an assignment is tremendous validation for the hard work put in.”

BEN, HMP HUMBER

The Garfield Weston Scholarship

The Open University (OU), in partnership with Prisoners' Education Trust (PET), are offering free level 1 courses to 150 prisoners a year as part of a three-year pilot scheme to help prisoners access Higher Education, a provision which is proven to improve employment prospects and reduce reoffending. The project is supported by grants from the Garfield Weston Foundation and the Open University Students Educational Trust charity.

Who is eligible to apply for a Garfield Weston Scholarship?

The Garfield Weston Scholarship offers funding for students' first sixty credits of OU study for students who have successfully studied an of an OU Access module and haven't yet moved on to Level 1 study or for students who want to enter OU study at level 1 and can evidence that they are ready to begin Higher Education study at this level. To be eligible to apply for a Scholarship you must:

- be serving a sentence of imprisonment in a prison in England or Wales
- be ordinarily resident in England or Wales (time spent in prison does not count towards your residency)
- be a UK national or have settled status in the UK under the terms of the Immigration Act 1971
- have not completed a NQF level 4/SCQF level 7 qualification or above
- have authorisation from the Prison Governor or his/her appointed representative to study
- have an earliest release date that is within eight years of the first day of the first academic year for your module
- Have successfully completed an Open University Access module in the last 2 years and have reserved or intend to reserve on your first level 1 Open University module

OR

- If you are entering Open University study at level 1 without completing an Access module you will be asked to evidence your readiness to study at this level at application stage and we will provide you with Information, Advice and Guidance to facilitate this.

The Open University Student Registration and Enquiry Service for offender learners and students in secure units will be able to offer advice on all of the above and answer any queries you may have. Please ask your education department to contact the OU SISE (Students in Secure Environments) team on **0300 303 6789** for more information or to reserve on your module.

How do I apply for a Garfield Weston Scholarship?

If you have already successfully completed an Open University Access module (in the last two years) you don't need to do anything. The Open University will write to you with details of the Scholarship, inviting you to select this method of funding when you reserve on your first Level 1 module. We will send an acceptance form with your registration pack and since there are only 150 Scholarships available in any academic year you should ensure that you send it back to us without delay.

If you are entering Open University study at Level 1, the registration team for OU will give you information about the Scholarship when you reserve a place on the module of your choice. If you wish to apply for Scholarship funding you will then be referred to an OU Manager for Students in Secure Environments who will offer information, advice and guidance to inform your decision and to support you in providing evidence that you are ready for study at this level. Your application will be considered by the OU and PET on this basis and you will be notified if you have been successful in obtaining Scholarship funding.

Building your degree with credits

As an undergraduate student you will need to build up a set number of credits to gain your qualification. Here's how it works:

- You must complete three stages to gain an honours degree, two stages for a diploma of higher education, and one stage for a certificate of higher education.
- To complete each stage you must build up a set number of credits.
- You need 120 credits to complete each stage.
- You need 360 credits to gain an honours degree.
- You gain credits by successfully completing modules.
- You choose the modules you want to study, year by year.
- Different modules are worth different amounts of credits, usually 30 or 60 credits.
- Modules are either compulsory or selected from a choice of options.
- Most students in prison study 60 credits a year.

OU Level 1 modules

The Garfield Weston scholarship will fully fund *either one 60 credit Level 1 module, or two 30 credit Level 1 modules running simultaneously*. Some modules require additional equipment such as CD player, a computer with a disk drive to play DVD-ROMs, or a DVD player. Please check these requirements before applying for the module. Listed below are Level 1 modules that require no prior OU study. In all cases, modules will be studied over approximately 30 weeks. We have listed many, but not all, of the Level 1 modules below. Availability of modules can change so please contact the OU SiSE team directly for the most comprehensive, up-to-date and accurate information.

The Arts Past and Present (AA100)

Credits: 60 at OU level 1

Start: Oct and Feb

This broadly-focused module introduces you to university level study in the arts across a range of subject areas – art history, classical studies, English, history, philosophy, music and religious studies. It is structured around four themes, in order to guide you through some of the basic concerns of arts subjects: Reputations; Tradition and Dissent; Cultural Encounters; and Place and Leisure. Your studies will range from poetry to string quartets, and from sculpture to short stories – across a wide variety of cultures and historical periods. This key introductory OU level 1 module is also a useful means of acquiring the key skills required for further study of arts and humanities subjects.

An Introduction to Business and Management (B100)

Credits: 60 at OU level 1

Start: Oct and Feb

This key introductory OU level 1 module provides an accessible and comprehensive introduction to business and management in a globalised world. Through readings and international case studies you'll explore a wide range of topics in contemporary business and management: what motivates people to work; how to assess financial soundness of a business; what attracts customers; how economic crises affect businesses; and ethical challenges in business and management. Using a blend of text, audio and video, you'll develop vital skills for study and for work in business, public or voluntary sector organisations.

Communication Skills For Business And Management (LB170)

Credits: 30 at OU level 1

Start: Oct only

This OU level 1 module will develop your language and skills for communicating effectively in the world of business and management. You will learn to write successful business assignments and a range of workplace documents; develop strategies to read complex texts on business topics; be able to give effective presentations and take part in business negotiations and academic discussions.

Fundamentals of Accounting (B124)

Credits: 30 at OU level 1

Start: Oct only

This module provides a broad introduction to accounting study at the university level. It covers the fundamentals of financial and management accounting as well as the essential skills, knowledge and ethics required to be a professional accountant. The module will also be suitable if you are in a general management position as the accounting material covers measuring management performance and improving financial planning, control and decision-making. You will gain an understanding of financial reports through their preparation, based on the double-entry bookkeeping system which is essential for the management of any organisation.

Environment: Journeys Through a Changing World (U116)

Credits: 60 at OU level 1

Start: Oct and Feb

Our world is changing fast – we are experiencing pressure from climate change, growing demands for finite resources and the extinction of many plants and animals. Environment: Journeys through a changing world introduces you to subjects from the natural sciences, social sciences and technology to develop your understanding of environmental issues and concerns. It shows how people are seeking positive solutions to environmental challenges where you live, in the Arctic, Africa, the Amazon and China. You do not need any prior environmental knowledge to study this key introductory OU level 1 module, just an interest in the future of our planet.

Exploring Languages and Cultures (L161)

Credits: 30 at OU level 1

Start: Oct only

This introductory OU level 1 module is designed to introduce key concepts relating to languages, language learning, plurilingualism and intercultural communication. It will help you develop intercultural skills and language awareness to support and complement the language skills that are covered in language-specific modules.

第一步 Di Yi Bu: Beginners' Chinese (L197)**Credits: 30 at OU level 1****Start: Oct only**

Beginners' Chinese will give you the skills you need to speak and understand simple Chinese (Mandarin) in everyday contexts. No previous knowledge of Chinese is required. This key introductory OU level 1 module will take you through a wide range of practical situations such as socialising, shopping and getting around. While you're learning the language you'll explore aspects of Chinese society and culture, which will give you a real feel for the Chinese way of life.

Bon Départ: Beginners' French (L192)**Credits: 30 at OU level 1****Start: Oct only**

This introductory OU level 1 module is designed to develop the skills you need to speak and understand simple French in everyday contexts. It explores life in French-speaking countries and communities, introducing you to a wide range of practical situations such as travelling, shopping, working and eating out. The study materials will give you not just language skills but a real feel for French.

Rundblick: Beginners' German (L193)**Credits: 30 at OU level 1****Start: Oct only****Portales: Beginners' Spanish (L194)****Credits: 30 at OU level 1****Start: Oct only****Andante: Beginners' Italian (L195)****Credits: 30 at OU level 1****Start: Oct only****Discovering Mathematics (MU123)****Credits 30 at OU level 1****Start: Oct and Feb**

This key introductory OU level 1 module provides a gentle start to the study of mathematics. It will help you to integrate mathematical ideas into your everyday thinking and build your confidence in using and learning mathematics. You'll cover statistical, graphical, algebraic, trigonometric and numerical concepts and techniques, and be introduced to mathematical modelling. Formal calculus is not included and you are not expected to have any previous knowledge of algebra. The skills introduced will be ideal if you plan to study more mathematics modules,

such as Essential mathematics 1 (MST124). It is also suitable for users of mathematics in other areas, such as computing, science, technology, social science, humanities, business and education.

Introducing Statistics (M140)**Credits 30 at OU level 1****Start: Oct and Feb**

Today, more than ever, statistics is part of our lives. From this key introductory module you will learn how to use basic statistical tools and quantitative methods that are useful in business, government, industry, medicine, the economy, and most academic subjects. Topics covered include: summarising data; examining relationships; randomness and sampling distributions; probability; testing hypotheses; and estimation. Using data from a range of applications, you'll learn practical statistical techniques and fundamental principles, as well as using software and a calculator to analyse data.

Questions in Science (S111)**Credits: 60 at OU level 1****Start: Oct and Feb**

This introductory science module encompasses astronomy and planetary science; biology; chemistry; Earth and environmental sciences; and physics. A series of questions, starting with 'Can you make a hole in water?' and 'How do you know what is alive?', teaches scientific thinking. This module develops generic study skills, maths skills and investigative skills alongside key concepts in science and is essential for progression to many OU level 2 modules.

Science and Health: an Evidence-Based Approach (SDK100)**Credits: 60 at OU level 1****Start: Oct and Feb**

This key introductory module introduces the science of human health and is structured around eight globally important health topics, ranging from nutrition and infectious diseases to pain and breast cancer screening. Each topic integrates key concepts in the biological, chemical and physical sciences with psychology and health statistics to illuminate the causes of disease and disability and the consequence for individuals and populations. You will also develop the skills you need for further study of the health sciences, including evaluating evidence; handling numbers; presenting data; and writing skills.

Dave studied with the Open University while serving a prison sentence. He now works as a Lecturer in Criminology at the University of York.

"I was in an open prison when I did my Open University course so there was more freedom to do things. However, I would spend my days studying in the education department even though I was doing distance learning and not involved in the main classes. This gave me the right environment to study in. I do this now also. I work on my PhD in the university library or my office even though I could sit at home and work on it.

Being in the right environment made a difference, but it also gave me structure and routine. Today I continue many of the same habits I adopted in prison as it keeps me grounded. So I get up early, get showered, have breakfast then make my way to the office to work on my PhD.

Exercise was essential in prison and still is now. In prison I ran around the football field every afternoon because it helped me unwind. Nowadays I still run for the same reason and am able to work a lot of things out in my head while running.

In prison and now, I wrote copious amounts of notes which helped with my final essays. I hand write my essays too. I find this method creates a deeper learning experience. The process of handwriting enables an additional thought process before word processing."

“ Being in the right environment made a difference, but it also gave me structure and routine. Today I continue many of the same habits I adopted in prison as it keeps me grounded.

Introducing the Social Sciences (DD102)**Credits: 60 at OU level 1****Start: Oct and Feb**

This key introductory OU level 1 module provides an ideal introduction to the social sciences – psychology, social policy and criminology, geography and environment, politics and international studies, economics and sociology. You'll explore a wide range of topics which shape the nature of contemporary UK society; from questions of identity, inequalities and differences to consumerism and environment, and issues of social order, disorder and governance.

Foundations for Effective Practice in Youth Justice (K115)**Credits: 60 at OU level 1****Start: Oct only**

Work in the area of youth justice is different from most work in social care in that it spans two potentially conflicting goals – to support children and young people who are in trouble while, at the same time, addressing their troublesome behaviour. This key introductory OU level 1 module will equip you with the knowledge, skills and insights that make up the foundations of effective practice in the field of youth justice. If you intend to work as a volunteer or professional you'll be able to apply your learning directly, and to improve your practice. If not, you'll gain valuable insight into the policy and debate within youth justice and associated services.

You and Your Money: Personal Finance in Context (DB123)**Credits: 30 at OU level 1****Start: Oct and Feb**

Are you interested in making more informed decisions about your personal finances? You and your money is a practical module that will develop your financial skills and improve your understanding of the constantly changing social and economic environment in which financial decisions are made. You'll explore questions such as: Why do people borrow so much? How can I plan for my retirement? By the end of this key introductory OU level 1 module, you'll have a detailed understanding of some key personal finance issues that affect people's lives, and the skills and knowledge needed to improve your own financial capability.

Introduction to Sport And Fitness (E117)**Credits: 60 at OU level 1****Start: Oct only**

This key introductory module is for you if you have a general or professional interest in sport, recreation and fitness. It will provide you with a sound knowledge of some of the key underpinning concepts within sport and fitness, including: the organisation of sports/fitness provision in the UK; the benefits of physical activity; fitness training principles; nutrition; and a range of contemporary issues. You'll be able to apply your understanding to your own participation in sport or exercise, or to careers in the field – such as exercise instruction or sports coaching.

Working and Learning in Sport and Fitness (E113)**Credits: 60 at OU level 1****Start: Oct only**

This module will help you apply ideas from your study to the sport or fitness environments. It will improve your awareness and effectiveness of professional issues in the workplace. It is aimed at health and fitness instructors, sports coaches, potential leisure managers and those supporting in voluntary sports clubs. You'll develop reflective skills and a sound understanding of the key principles and values underlying leading and motivating people. These include interpersonal communication, instructional skills and customer care.

OU modules mostly require either six or nine months of study and, depending on the number of credits, these combine to determine the average amount of time it will take to complete. As one credit represents about ten hours of study, 30- or 60-credit modules will take you approximately 300 hours or 600 hours to complete respectively. Approximately 60–80 per cent of this time will be directed through the module materials and the balance will be used for independent learning, review and revision. The number of hours required each week will vary during the length of your module. For example, if you are preparing an assignment, the number of hours required in that week may be higher than other weeks where you are studying the module materials or using audio-visual activities.

Please ask your education department or learning centre to contact the OU SISE team for fuller descriptions of any of these modules, or advice on choosing a degree pathway towards either a single-subject degree or an open degree.

Student Loans

For the Access modules and the first 60 credits of an OU degree, prisoners ordinarily resident in England and Wales can apply to PET to be fully funded. Students will need to take out a student loan for OU study beyond that. The loan is used to pay for the OU tuition fees. Most prisoners will be eligible for a loan and will only need to make repayments once they are earning a salary of more than £21,000 a year (soon to rise to £25K per annum). Currently, students must be within 8 years of their earliest release date before they can be funded for an Access module.

Repaying the loan

- Nothing to pay upfront, and nothing to pay for up to four years.
- Repayments are based on what you earn, not what you owe and are deducted automatically from your salary when you leave prison and are employed.
- You only start making repayments when you are released from prison, you are employed and your salary exceeds £21,000 (soon to rise to £25K per annum).
- If your salary stops or drops below £21,000 your payments stop too.
- Interest is applied to your balance at the Retail Price Index (RPI) plus up to three per cent.
- You're not committed to the cost of a full degree - you only borrow what you need to cover the coming year's fees (around £2600 per year for most OU students in prison)
- Unlike other forms of borrowing, it doesn't affect your credit rating, and won't stop you getting a mortgage or a car loan when you are released.
- After 30 years any remaining balance you owe is written off, no matter how much is left.

To be eligible for a loan, you will also need to meet the residence requirements. Generally, you must be a UK national or have 'settled' status in the UK, and have been 'ordinarily resident' in the UK, the Channel Islands or the Isle of Man for the three years immediately before imprisonment (time spent in prison does not count towards your residency).

Tuition Fee Loans are provided by Student Finance England or Student Finance Wales, depending on where you were ordinarily resident prior to imprisonment. The OU Student Registration & Enquiries Team for Offender Learners can provide prison education staff with a loan application form and can answer any queries you may have.

Prisoners who are not eligible for a student loan, can apply to the Frank Awards - funded by the Longford Trust and administered by PET - for a small number of scholarships to cover the cost of one 60 credit module or two 30 credit modules. Please note that the Frank Awards cannot commit to continual funding. Applicants must be serving prisoners who can demonstrate that, without such financial support, they will lose the opportunity to study towards a degree-level qualification with the Open University while inside.

“ Plan properly to finish before your deadlines. You have time in prison, but it is also surprising how quick that time disappears when you need to do something. Also, write things out in your own words, and check back with tutors to make sure your understanding is correct. Most importantly make sure you enjoy what you are doing so you want to learn it and don't have to force yourself to learn.”

ALAN

Whilst in a cell in HMP Pentonville, LJ sought to use his expertise as a personal trainer to inspire prisoners to use fitness to support a healthy sentence and future.

The resultant book *Cell Workout* is now available and sales have taken off. The brand is even proving popular with stars like Tom Hardy, who was recently snapped wearing a *Cell Workout* vest.

At the start of the year, LJ took himself back into prison. This time it was HMP Wandsworth and this time he held the keys. With funding from the Ministry of Justice he developed the book into a short course and was determined to use this opportunity to “give something back and inspire other prisoners to change their lives”. The two-week course took place around the prison and was made up of fitness sessions in the morning and discussion sessions in the afternoons.

For some, the workshops shaped how they lived through their sentence. Three men on the same wing told us that they now met every morning to workout together. This community is now developing around the wing with others expressing their interest in joining in. The course used fitness to focus discussion on issues such as goal setting, developing a ‘growth mindset’ and support in structuring time in prison wisely. This has led to wider interest in other forms of self-development. Many of the men applied to start a distance learning course with PET, with one saying he that “wouldn’t have bothered” until LJ informed them of the follow-up courses they could do.

Sport and Fitness

Without doubt the best qualification for fitness work is **REP (Register of Exercise Professionals)**. However most of the REPs courses require assessment by observation as well as online access, and they are often quite expensive. Some prisons have made special arrangements with providers such as Focus to deliver REP-accredited courses and we will consider funding this kind of blended learning if it involves some distance learning. Although REPs courses are not available in most prisons, there are a number of distance learning courses that are worth studying.

Health and Fitness Education (HFE) offer the following range of REPs accredited theory courses via distance learning.

Passport To are innovative courses which not only enable learners to fully complete the theory elements of their chosen course via distance learning, but also creates the platform to complete practical elements within two years of achievement. Awarding body unit certificates will be provided for the theory elements completed via distance learning. Students will then be able to use this achievement with HFE when they wish to complete the practical elements of their qualification at a later date, on ROTL or after release. The practical elements of the course can be funded via the government Advanced Learning Loan. We will fund either of these two Passport To courses:

Passport to Level 2 Certificate in Gym Instructing (HFE)

This is the industry’s most popular entry-level qualification. It’s ideally suited for those with a passion for health and fitness. Gyms, leisure centres and health clubs are vibrant and fast-paced places to work, and they require motivated and knowledgeable professionals to teach exercise to their members. The course also forms the first stage of achieving the highly desirable personal trainer status. Being a gym instructor is an incredibly varied role that could have you doing anything from performing inductions for members, maintaining exercise equipment, giving diet advice, and planning sessions.

Passport to Level 2 Certificate in Exercise to Music (HFE)

This qualification also provides an exciting entry-level route into the fitness industry. It’s perfectly tailored for those looking to become a group exercise instructor. The course has also proved essential for those looking to teach lucrative pre-choreographed programmes like Bokwa, Insanity, and Les Mills. There’s an immense amount of freedom and creativity to be found in exercise to music.

Theory courses do not require any practical assessments to be completed. Typically, these courses comprise of a period of self-study supported by tutors, and then a series of paper-based assessments. In order to be certificated for these courses, students must already possess a fitness instruction qualification in gym instructing, personal training, or exercise to music. There are four of these Theory courses available:

Level 3 Award in Nutrition for Physical Activity (HFE)

In today's society, diet and nutrition are just as important as exercise when it comes to living a healthy life. It's also necessary for tackling chronic diseases such as hypertension, diabetes and obesity. Our Level 3 nutrition course is designed to equip learners with all the skills needed to assess the nutritional practices of clients, and the knowledge to provide practical solutions to improve their dietary habits. Level 3 Nutrition also serves as a mandatory part of the Level 3 Certificate in Personal Training. Course content includes: digestive system; carbohydrates, fats, proteins and water; healthy eating guidelines; weight management; designing a nutrition programme. Assessments include: worksheet covering the principles of nutrition; multiple choice theory exam; case study creating a three-day food diary based on an individual's activity. After you've analysed the results, you'll produce a set of goals to improve their diet.

Level 3 Exercise for Older Adults Award (HFE)

Life expectancy in the UK is rising and there are over 21 million people aged 52 and over currently living in the UK. People are also increasingly committed to staying active and looking after themselves. This course explores how fitness professionals can make a real difference in clients' lives by understanding the ageing process and prescribing safe and effective exercise. Course content includes: recommendations for 65+ years physical activity; understanding changes to the muscular, skeletal, nervous and cardiorespiratory systems; analysing the effects these changes have on the body; how to plan an exercise session for older clients; safely adapting various exercises for older clients. Assessments include: worksheets planning and adapting exercise for older adults; multiple choice exam covering how the body ages, benefits of exercise, and anatomy and physiology; case study planning an exercise programme for a client over 70.

Level 3 Award in Business Skills (HFE)

Self-employment is an incredibly popular route for fitness professionals to take, so getting the business basics right is of paramount importance. This course is perfectly tailored for learners looking to develop the skills and confidence to manage their own tax, National Insurance, marketing, promotions and pricing strategy. Learners will develop a plan that covers short, medium and long-term

objectives. Aspiring personal trainers or freelance fitness instructors will find this qualification incredibly useful. Assessment includes: worksheets covering business and marketing skills; producing a comprehensive business plan.

Level 3 Pre and Postnatal Award (HFE)

Not being able to work with special populations is often cited by exercise professionals as a noticeable gap in their skill set. One such group is pre and postnatal women. This qualification aims to empower learners with the knowledge and skills to safely work with pre and postnatal clients. This award explores the benefits of exercise for women who are currently pregnant or have just given birth, not only for the mother, but also the baby as well. Course content includes: understanding physical conditions associated with pregnancy; critical health and safety considerations; nutrition and pregnancy; planning pre and postnatal exercise; anatomical and physiological changes during pregnancy. Assessments include: worksheets; multiple choice exam covering anatomy and physiology; case study planning an exercise programme for a pregnant client across the three trimesters and beyond.

Introduction to Sport and Fitness E117 (Open University)

Learners wishing to progress to degree level might consider this 60 credits Level 1 OU module (Level 1 here refers to the first year of a university degree). This key introductory module (starting only in October each year) will provide a sound knowledge of some of the key underpinning concepts within sport and fitness, including: the organisation of sports/fitness provision in the UK; the benefits of physical activity; fitness training principles; nutrition; and a range of contemporary issues.

Yoga Beginners (BSY)

Millions of people use yoga techniques to deal with the stress and pressure of modern life. Anyone can benefit from the practice of Yoga, irrespective of age or fitness level. Yoga involves the calm control of mind and body through breathing and gentle movement. Its essence is inner harmony, peace and calm. The course is a straightforward introduction to the joys of Yoga for the absolute beginner, incorporating ten lessons. After completing this course, learners could consider other courses from BSY, the British School of Yoga, at various levels.

Horticulture

The leading provider of horticultural courses is *The Horticultural Correspondence College (HCC)*. We have funded many prison learners to study their courses and feedback has always been positive. Many of their courses lead to Royal Horticultural Society (RHS) qualifications which are sought by employers in the sector such as council departments, garden centres and plant nurseries. It is worth noting that in order to gain the full RHS qualification, the student must sit an exam at an approved exam centre. It will be necessary to arrange to do the exam either when released on temporary licence, or after release at an exam centre near where they live. The HCC can help students to find a convenient exam centre. The RHS courses typically take around 12 months to complete.

RHS Level 2 Certificate in Principles of Horticulture (HCC)

This popular course combines two RHS modules, the Certificate in Principles of Plant Growth, Propagation and Development (how plants grow, including the science behind pollination, fertilisation, seed formation and germination) and the Certificate in Principles of Garden Planning, Establishment and Maintenance (giving students a solid foundation in garden planning and maintenance, fruit and vegetable growing, and protected growing, basic surveying and garden design, plant selection, maintaining lawns and garden plants, the production of outdoor edibles, and working in greenhouses. (12-18 months, or 300 learning hours)

RHS Level 3 Certificate in the Principles of Plant Growth, Health & Applied Propagation (HCC) leads on from the RHS Level 2 course and is ideal for those wishing to pursue a horticultural career or already working in this field. It should also provide rewarding study for keen leisure gardeners. You will gain an in-depth, scientific understanding of plant health, nutrition and development, propagation and root systems, as well as a detailed exploration of diseases and pests. It prepares you for the Level 3 RHS qualification which can provide a route to employment as a gardener or garden designer. (6-9 months, or 150 learning hours)

RHS Level 3 Certificate in the Principles of Garden Planning, Construction & Planting (HCC) is also a natural progression from the RHS Level 2 course, this is ideal for those wishing to pursue a horticultural career or already working in this field. It should also provide rewarding study for keen amateurs. You will gain an in-depth, scientific knowledge of garden surveying, design and construction, together with a holistic approach to landscaping and also learn about specialist elements in plantings. It prepares you for the Level 3 RHS qualification which can provide a route to employment as a garden designer, landscaper or gardener. (6-9 months, or 150 learning hours)

ABC Level 2 Certificate in Arboriculture (HCC) designed for prospective tree surgeons intending to work in the arboriculture industry. This craftsman-level course is ideal for those wishing to start or develop their career in arboriculture. It covers all the theoretical knowledge required in order to achieve the ABC Level 2 Certificate in Arboriculture and the theory part of the Royal Forestry Society (RFS) Certificate in Arboriculture. You will explore the physiology, selection, planting and aftercare of woody plants and learn about tree surgery, including how to survey trees before starting work. Ecology and the current law that applies to trees are also important themes. It provides a route into a career working with trees – for example as an arborist, tree surgeon or woodland manager.

ABC Level 2 Certificate in Forestry (HCC) could lead to a career in woodland ecology or forest management. This course has also been written in partnership with the Royal Forestry Society (RFS). Students must complete the following units: Principles of woodlands, forestry and ecology; Woody Plant Physiology; Supply, Planting and Aftercare of Woody Plants; Interaction of Soil Environments and Woody Plants; Tree inspections and Statute and Common Law Applied to Trees. (6-9 months, or 150 learning hours)

Conservation Studies (HCC) – an interesting study of the ecology and management of hedgerows, heathlands, wetlands, seashores, as well as a look at agriculture, countryside access, and wildlife habitats. Whilst this introductory course does not enable entry into employment directly, it could provide some of the underpinning knowledge required by anyone looking to work in practical land-based conservation, for employers such as charities, conservation trusts, nature reserves, private estates, and councils. (6-9 months)

Introduction to Professional Floristry (HCC) – this ten lesson course covers all aspects of the trade, including bouquets, costing, contracts, and supplying every occasion from weddings to funerals. Importantly, students will also learn the retail and business skills required to be a successful florist, such as sourcing supplies, costing designs, presentation and handling contracts. Coupled with further hands-on experience at a working florist shop this should provide a fast track route to enjoying a career in floristry. (6-9 months)

“ This course (Principles of Horticulture) will help me to maximise my chances of gaining eventual employment or securing a voluntary placement as I approach open conditions and eventual release.”

PAUL

Agriculture

Agriculture is an important and diverse subject area – key to our food production, preservation of our countryside and the rural economy. These courses cover both crop production and livestock practices, and – reflecting current farming trends – also focus on topics such as organic farming, sustainability and animal welfare.

Mixed Farming (HCC) – Traditionally, a wide range of crops and livestock were reared on every farm to spread the risk of any one crop or product failing. In addition, each part of the system also supported the others, for example manure from livestock was used to maintain soil fertility, and feed crops could be grown as part of an arable rotation, breaking pest/disease cycles naturally – leading to a particularly sustainable form of farming. This course gives learners a solid understanding of the principles and practices of mixed livestock and crop production. (6-9 months, or 100 learning hours)

Organic Arable Farming (HCC) – With the introduction of organic certification, the growth of the organic farming sector, and demand for organic products, this method of farming is here to stay. This course will enable you to develop knowledge of arable farming using organic techniques. It extensively covers soil and nutrients, and you will also learn about crop rotation, weed management, and pest control and diseases in organic systems. (6-9 months, or 100 hours)

Sheep Farming (HCC) – Budding shepherds will gain a good basic knowledge of sheep husbandry from this course, combined with an understanding of the biology of the sheep. Topics covered include the choice of breed, pregnancy and lambing, grazing management, meat, wool and milk production, sheep health, financial planning and organic production. (6-9 months, or 100 learning hours)

Farming Management NCFE Level 3 (Stonebridge) – This covers various aspects of farm management such as managing livestock and crops, farm buildings and equipment, financial aspects, marketing, planning, staff, water management, and diversification. (6-9 months, or 100 learning hours)

Pig Keeping (ACS) – An opportunity to study pig anatomy, management and production. Units include: breeding and selection techniques; housing, feeding and diet management; diseases; boar management; managing the sow and litter; fattening pigs; record keeping, and more. (6-9 months, or 100 learning hours)

Poultry Management (ACS) – This course covers all aspects of poultry care and management including: terminology; breeds; nutrition; diseases; layers; broilers; incubation; brooding; record keeping, economics, and marketing. (6-9 months, or 100 learning hours)

Goat Husbandry (ACS) - Domestic goats are one of the most useful animals to have as they are easy to look after and feed. As a domestic farm animal they can be used to produce a variety of products, such as dairy (milk, cheese etc), meat, leather, wool, and soaps. Goats can also be very useful for the control of weed or grass overgrowth on a property as well as a great source of manure for the garden. (6-9 months, or 100 learning hours)

Certificate in Fisheries Management (Institute of Fisheries Management)
People aspiring to employment in the water industry, for example as a water bailiff or fisheries inspector, or similar positions in commercially run fisheries, would be well-advised to consider this correspondence course which leads to the IFM Certificate which is well-respected in this industry. It also provides a sound knowledge base for those interested in running their own fisheries.

Animal Care

We fund a wide range of courses for those interested in handling, supervising and caring for animals, from small domestic and exotic pets to large animals, livestock and wildlife.

Caring for Animals in Kennels and Catteries LASER Level 2 (Animal Care College)

This course comprises 6 units covering animal care law, cat and dog anatomy, nutrition, health care, animal welfare, and the day-to-day running of a kennel. (6-9 months or 120 hours)

Introduction to Canine Psychology LASER Level 2 (Animal Care College)

The course actually covers much more than simply canine psychology, providing a good general introduction to caring for dogs and understanding their behaviour, with units on relationships, food and exercise, building the bond, and problem behaviour. (6-9 months or 120 hours)

Animal Care NCFE Level 3 (Stonebridge)

A comprehensive look at caring for a wide range of domestic animals including cats, dogs, horses, birds, rabbits, reptiles, amphibians, guinea pigs, hamsters and mice. The syllabus ranges from animal characteristics to nutrition and health. (6-9 months or 120 hours)

Dog Grooming Professional (Stonebridge)

This encompasses everything involved in caring for a dog's hygiene, cleaning and physical appearance including: health and safety; setting up a grooming business; equipment; anatomy; bathing; teeth and claw care; managing different types of coat, etc. (6-9 months or 120 hours)

Horse Knowledge and Care Stage 1 (The Open College of Equine Studies)

Accredited by the British Horse Society, this qualification is widely recognised by employers in this field. It covers a wide range from equine anatomy and behaviour to saddling and shoeing. Other levels are available (up to 4) depending on the knowledge and experience of the learner. (6-9 months or 120 hours)

Bee-keeping - Basic Assessment (The British Beekeepers' Association)

This course has been designed to assist new or relatively inexperienced beekeepers in their preparation for the BBKA Basic Assessment and will take about six months to complete. Modules include: natural history of the honey bee; colony manipulation; bee-keeping equipment; disease and pests. Ideally, the learner will have access to a colony of bees (currently at HMP Altcourse, HMP Parc, HMP Reading, HMP Rye Hill, and HMP Warren Hill). To take the final assessment, you will need to have helped manage a colony for at least 12 months. We can award funding for this course but it will need to be ordered directly by the prison.

Birds Of Prey Diploma (Compass Education)

Many prisoners have developed an interest in birds of prey whilst caring for them in prisons such as HMP Lewes and HMP Warren Hill. This diploma covers raptors world-wide, including eagles, hawks, falcons, owls and vultures. The course examines the habitats, characteristics, origins and behaviours of the various birds.

“ I feel that the course will benefit me hugely and will give me the new start in life I am seeking. I believe that pursuing a career in what you love is better than a dead end job which just gets you by... My plans for the future include setting up a business for pet care and pet grooming, which is something I have always desired.”

SHONA

Education and Advice

PET will not be able to fund education courses for applicants with particular convictions and full details of the criteria are available in our Approved Course Guidance document. Please contact PET if you require further details.

The Award in Education and Training Level 3 (NEC) is designed for anyone interested in delivering training, for example in the workplace, training centre, college, or voluntary organization. This course replaces the popular PTLLS (Preparing to Teach in the Lifelong Learning Sector). This would suit learners who are involved in teaching others in prison and want to work towards a widely recognised qualification in this field. This course explores the roles and responsibilities of the teacher, and covers topics such as planning and delivering sessions, assessment methods and record keeping.

Learners must be aged 19 or over, able to read and communicate clearly, and hold a relevant vocational/academic qualification of at least the level above that of the learners and ideally a minimum of a level 3 qualification in the area of specialism (evidence will be needed prior to enrolment). For example, if you intend to train others in Plumbing, you would need to have previously gained a Level 3 Plumbing qualification. Students will be assessed by producing a portfolio of evidence using assignments, lesson plans, evaluations and reflective logs.

To be awarded the full Award, students must complete a Microteach session which involves delivering a minimum of 30 minutes' class teaching to an appropriate group of learners (this will need to be recorded on video) and observing a qualified teacher in a classroom setting for a minimum of 30 minutes. In some prisons, the Microteach element will not be possible but learners can gain unit accreditation for all other units and come back to the Microteach at a later date. We usually will fund the AET course without the Microteach element, unless the prison can confirm that the applicant is unlikely to be moved on before the course finishes and the prison can support the video recording of the Microteach session.

Certificate in TEFL (EDI Level 4 – 120 hours) (London Teacher Training College)
The most widely recognised qualification for TEFL (Teaching English as a Foreign Language) or TESOL (Teaching English to Speakers of Other Languages) is the CELTA certificate but this cannot currently be delivered in prison via distance

learning. However this course from LTTTC is possible to do whilst in custody and it leads to a EDI Level 4 Certificate in Teaching English as a Foreign Language Award which is recognised by many employers in this field. There is a focus on lesson planning and practical teaching skills which will equip those who are new to the profession and inspire those who already have some experience. It may be useful for those who work as mentors or education orderlies with prisoners for whom English is a second language. (6-9 months, or 120 hours)

Many **Open University** students enter teaching and, in general, an OU degree is a very appropriate preparation for teaching. However, the choice of what you study can be critical in ensuring that you gain entry to a teacher training course and ultimately get a job in the teaching profession.

The **BA/BSc Open (Honours)**, tailored to your own requirements (also known as the Open degree), might be a useful choice for teaching but you must ensure that the modules within the degree are appropriate for either primary or secondary, and for the country in which you live (entry criteria vary between England, Wales, Scotland, and Northern Ireland). A degree in your specialist subject area is particularly appropriate for secondary school teaching positions. For example, if you want to teach Science at secondary school, you could do an OU degree in Natural Sciences starting with the module S104. Similarly if you want to teach Music, you might consider doing an OU degree in Humanities with Music starting with the module AA100.

Information, Advice or Guidance Certificate Level 2 QCF (NCC Home Learning)

Many prisoners work in positions where they advise or mentor others in custody, and it is possible for them to get this nationally-recognised qualification in the field. The course aims to develop the learner's knowledge and understanding of the key principles of information, advice or guidance and applying these within their own context. The qualification is designed for individuals who work in, or are looking to work in, an information, advice or guidance role such as: Careers advisor; Debt advisor; Employment advisor; Help-desk advisor; Housing support worker, etc. Please note that due to the nature of the qualification, the learner will need to be working in a related environment within prison in order to complete certain aspects of this course. (160 learning hours or 9-12 months)



Health and Social Care

Many careers in health and social care will involve work with either children or vulnerable adults and therefore people with certain types of convictions will be prohibited from doing this type of work. Please write to us at PET or speak to prison staff if you need any further clarification about this.

BTEC Level 2 Certificate in Preparing to Work in Adult Social Care (NCC Home Learning) is an ideal starting point for anyone interested in working in social care. The aim is to introduce knowledge around the following areas: communication; equality, diversity and inclusion; personal development; role of the social care worker; handling information; health and safety; safeguarding; duty of care; person-centred approaches. (12 months or around 190 guided learning hours)

Preparing to Work in Adult Social Care QCF Level 3 (NCC Home Learning) is a more advanced course for those looking to work in the health and social care sector. Applicants should be educated to GCSE Grade C or equivalent, or have previously studied the Level 2 BTEC. The aim is to further develop knowledge and skills around a wide range of areas relating to working in adult social care. (9-12 months or around 190 guided learning hours)

Mental Health Awareness QCF Level 2 (Distance Learning Centre) is designed for a broad spectrum of health care workers who would benefit from a greater understanding of mental health issues. It leads to a fully recognised QCF Level 2 qualification. The course covers topics such as mental health legislation, stress, phobias, anxiety, eating disorders, post-natal depression and schizophrenia among others. (160 learning hours or 9-12 months)

Understanding Mental Health Care QCF Level 3 (NCC Home Learning) is suitable for anyone wanting to find out more about mental health and how people with mental health problems can be best supported. It leads towards a highly recognised qualification and includes the following units: Understand the legal, policy and service framework in mental health; Principles for implementing duty of care in health and social care settings; Understand mental well-being and mental health promotion; Understand mental health problems; Understand mental health interventions; Understand care and support planning and risk management in mental health. (9-12 months or around 190 guided learning hours)

Learning Disabilities Certificate Level 2 QCF (NCC Home Learning) is suitable for learners working with, or intending to work with, individuals with learning disabilities. This can be in a variety of areas, including a range of community settings, nursing homes, hospitals, hospices, or other settings in which people are

being cared for. Learners will gain an understanding of how having a learning disability affects individuals and how you can uphold good practice to help support people to live normal lives and integrate into society. Learners will gain an insight into supporting people with learning disabilities and the autism. The key principles of safeguarding, positive risk taking and personalisation are explored, as well as issues surrounding healthcare. (125 hours or 6-9 months)

Understanding Working in the Health Sector QCF Level 2 (Distance Learning Centre) is designed for students who are considering a career in the health sector. It equips learners with underpinning knowledge and understanding of the sector and roles within it. This qualification develops the knowledge and understanding needed to become an effective member of a health care team. Units include: role of the healthcare worker; communication skills; personal development in health sector; health, safety and security in the health sector; equality, diversity and inclusion. (125 hours or 6-9 months)

Nutrition and Health QCF Certificate Level 2 (NCC Home Learning) has been developed in response to rising levels of obesity in both adults and children. Units include: Explore Principles of Healthy Eating; Consider Nutritional Needs of a Variety of Individuals; Use Food and Nutrition Information to Plan a Healthy Diet; The Principles of Weight Management; Understanding Eating Disorders. (125 learning hours or 6-9 months)

Deaf Awareness & Sign Language (BSY) Deafness is the second most common disability in the UK. This course will help learners to consider attitudes to deafness, and to gain an understanding of the problems that deafness brings and how hearing people can help. Information on British, American and Spanish sign language is included, as well as the deaf-blind manual alphabet and the block alphabet, and instructions for their use.

Students wishing to progress can consider *Open University* study in this area, starting with the **Understanding people, work and society (Y032)** Access module for example.

Business and Management

Students wishing to learn about business, finance or administration are generally encouraged to start with either a **GCSE** or an **AS-Level** in **Business Studies** depending on their ability and confidence. Learners who think they would like to try studying at degree level should consider taking an **Open University** course. Learners could start with the **Understanding people, work and society (Y032) Access module** for example.

Certificate in Principles of Customer Service Level 3 QCF (Stonebridge) provides you with the knowledge needed to work in a customer focused industry. Excellent customer service is critical to the success of any company and this course looks at the effective use of communication in relation to customer service; it also looks at how customer service can be delivered in different sectors. Finally the course will focus on what steps can be taken to improve customer service. This qualification is recognised by QCF (Qualification and Credit Framework) which makes it particularly attractive to potential employers.

Certificate in Principles of Management Level 3 RQF (NCC Home Learning) provides learners with the knowledge they would need to work in a management role. This qualification consists of seven units: Principles of people management; Principles of business; Principles of leadership and management; Understand how to improve business performance; Understand equality, diversity and inclusion in the workplace; Understand how to resolve customers' problems and complaints; Understand how to monitor customer service interactions and feedback. (280 hours or 12 months)

CMI Level 3 Certificate in First Line Management (NEC) is aimed at those who are interested in getting into management or have already worked in a supervisory role, and leading to a recognised award from the Chartered Management Institute (CMI), this course develops management skills and knowledge. Designed for first line managers and supervisors, this course helps develop an understanding of communication and motivational skills to become a more effective and productive manager. It involves two mandatory units: Introduction to first line management; and Improving team performance. (70 hours or 3 months)

Learners with experience of first line or middle management level might consider the **CMI Level 5 Certificate in Management and Leadership (NEC)**. You will also need to feel reasonably confident with report writing and analysis. It involves two mandatory units: Introduction to management; and, Being a leader. You will learn: the importance of an effective management style; how staff development can provide a firm foundation for you and your team; the principles of data and information; to understand selection processes, performance development and team welfare; different leadership styles; how to ensure team involvement and achievement of objectives. (70 study hours or approximately 3 months)

Certificate in Principles of Human Resource Practice Level 3 RQF (NCC Home Learning) This qualification provides learners with a firm foundation in the most common areas of human resource (HR), which will assist them to develop essential HR skills. It is aimed at those who are new to HR, work in a HR support role and wish to develop their knowledge and skills or who are looking to further their HR career with a professional qualification. The course consists of seven modules: Introduction to Human Resources practices; Introduction to employment legislation; Understanding employee rights and obligations; Understanding the management of employees' performance; Principles of employee motivation, commitment and engagement; Understanding recruitment and selection; Understanding induction, training and development. (200 hours or 9-12 months)

Business Start-up (parts 1 and 2) from **NEC** is our most popular and most comprehensive course for learners who are interested in setting up their own business. The prospect of setting up a business is incredibly exciting but comes with many challenges. This course is designed to guide learners through the process, covering everything necessary to ensure that a business idea is viable and how to prepare to launch a venture. From creating your business plan, to choosing premises and developing strategies, this course will cover all the information you needed to prepare for the world of business. It will be necessary to complete activities and assignments to keep track of learners' progress. (100 study hours, or 6-9 months)

How to become a **Digital Entrepreneur Level 2** by **Rocketeer** helps learners to understanding what is required to get a digital business off the ground. From coming up with a business idea to finding financial backing, this course takes you through the whole process step-by-step. Businesses are now operating in a digital environment and this course will teach you about the possibilities that it presents. It tackles the risks and challenges associated with new businesses and it'll show you how to overcome them and turn them into opportunities. (120 hours, or 6-9 months)

Creating and Starting a Digital Business Level 3 by **Rocketeer** is an innovative course with an emphasis on ensuring individuals are up to speed with the current technological possibilities and the wide range of opportunities available for aspiring entrepreneurs. From conception through to making your first sale, this course will look at the power of the digital world and how you can use it to make the most out of every business opportunity. Marketing, business plan writing, finance and networking is covered in this one course. The course will help you harness the power of the digital world and turn your ideas and dreams into a sustainable business. It is ideal for people looking to launch a small local enterprise, and also those with aspirations to run a global digital company. A CD-ROM of additional resources is supplied for use with a PC but if access is not available it will not affect the ability to complete the paper-based course. (220 hours or 9-12 months)

Javed went to prison when he was 19 years old and was there until he turned 22. He is now a successful businessman and a valued member of PET's alumni network.

I was a naïve young kid when I first went in – I was in an adult prison, and to be honest I was terrified. I would just sit in my cell all day, waiting for my transfer.

It all changed when I went to a Young Offenders' Institution, thanks to a prison officer who offered me a job at the prison's print shop. The shop could not have been a more different environment from the rest of the prison. It was just such a fantastic place to be – it was a colourful, creative world inside a regimented one. I loved it.

There were a handful of us who worked at the shop, designing things like mugs, websites and banners. On the day the embroidery machine arrived no one knew what to do with it – but I was determined to work it out. Soon we were embroidering uniforms not only for our own prison but for lots of others around the country. The best part of the job was getting customer feedback. When someone loved what we created, seeing the smiles on their faces was priceless.

I couldn't have gotten through my sentence without that job. It gave purpose to my life in prison – it made me live again. By the time I was released I was managing a team of five people, and my mindset had completely changed - I had a new image of the future me.

I knew I wanted to continue this work when I got out. As soon as I was released I began to work at starting up my own embroidery business with the help of the Princes' Trust. A year later I finally have a unit in a factory.

Quality, efficiency and speed are what I aim for. I offer a cheaper service than other people, and I send out free samples that often turn into genuine orders. Apart from that, the main difference between me and my competitors is obviously my story. Lots of others in the industry will have had their business passed down to them by their parents and grandparents, but I haven't. I think people like to see a young lad who's not had the best start in life, but who's now working hard and not taking anything for granted.

The highlight of my work so far came when I got a call out of the blue from Manchester City offering me some work. I started off doing a few samples for them, and now I'm picking up quite a lot of work. Recently I was watching TV and I saw the team wearing shirts with the Remembrance Day poppies I'd embroidered on them. It was such a strange and proud moment for me.

“ I really believe education and training can help a young person think and act differently. It can make a prison sentence easier and stop you from going down the wrong path.”

I've been very fortunate, but it's a hell of a lot of work. Many nights I don't go to sleep – I'm at the factory with the machines off, or downstairs on living room table working until it's light. You've got to put in a lot of hard work to create a business, and you've got to have that love of education and learning first because your motivation can slip. I really believe that education and training can help a young person think and act differently. It can make a prison sentence easier and stop you from going down the wrong path.

They say being an entrepreneur is being a doer not a dreamer, but my dream started as a young boy in a prison cell, being given a second chance. This is what inspires me to work with PET through its alumni network, because they give people like me second chances.

“Most of us, in prison, tend to find really early mornings easier to study. It's the quietest part of the day in prison. It also feels better when you get up early for a purpose. The other really big thing for me was to talk about it. Whatever you are studying, there is something really valuable about trying to have conversations with people on the yard, or between sets at the gym. It helps for you to think about how to explain really complex topics in a really basic way. The better you get at explaining it in lay terms, the more it sinks in.”

GARETH

Accounting and Finance

Skills in accounting and book-keeping are invaluable in business and can lead to a lucrative career. Getting qualified as an accountant can also set you up for reliable self-employment. However, our Approved Course Guidance prevents us from funding courses in accounting or book-keeping for applicants with convictions for fraud or money laundering. The National Extension College (NEC) offers a range of qualifications in accountancy and book-keeping such as City & Guilds, IAB, ICB and EDI. The courses are relevant, practical and effective. They will give you real skills that you can apply to real situations.

Essential Book-keeping (NEC) is a good course to start out in this field. It covers all the core elements of book-keeping, ensuring you have the knowledge you need to keep on top of your finances, whether for your own business, or to help find work in this field. You'll cover all the key elements, including double-entry book-keeping, VAT, ledgers, wages and salaries, and balance sheets. Completing this course will prepare you for an exam leading to a qualification from a number of awarding bodies, including City & Guilds and the Institute of Certified Book-keepers. It should take around 60 learning hours (3-6 months).

Advanced Book-keeping (NEC) would be the follow-up course for those who have completed Essential Book-keeping. Learners will look at more advanced concepts such as depreciation, partnership accounts and stock valuation, and learn everything you need to manage the accounts of a business. Once you've completed this course you'll be ready to sit an exam leading to one of the following qualifications: City & Guilds Level 3, IAB Level 3, and ICB Level 3. The course should take around 60 learning hours (3-6 months).

The **Certificate in Mortgage Advice and Practice (CeMAP)** is provided as a home-study course by *Futuretrends* QCF Level 3 UK specific qualification for mortgage advisers offered by the Institute of Financial Services (IFS) which meets the standards required by the Financial Conduct Authority to practice as a 'licensed' adviser, with 80% of UK advisers holding the qualification. The qualification comprises three modules as follows: Module 1 (Introduction to Financial Services Environment and Products; UK Financial Services and Regulation); Module 2 (Mortgage Law, Policy, Practice and Markets; Mortgage Applications; Mortgage Payment Methods and Products; Mortgage Arrears and Post Completion Issues); Module 3 (Assessment of Mortgage Advice and Knowledge). This qualification may not be suitable for Welsh residents as sections of the syllabus are specific to English law and regulations. (120 learning hours, 9-12 months)

Sage QCF Level 1 Computerised Accounting for Business (Sage Qualifications Ltd)

The level 1 award is aimed at beginners, and provides an introduction to computerised accounting software, double-entry bookkeeping and banking procedures. The course will teach a learner how to use Sage software and understand how it processes data. This course requires 48 hours of study. This could be achieved in 4-5 weeks if studied one day per week, but learners can take up to a year to complete if required.

Sage QCF Level 2 Computerised Accounting for Business (Sage Qualifications Ltd)

Ideal for people who have a basic understanding of bookkeeping, this course will cover how to use Sage 50 Accounts software to manage daily processes. The qualification guides a learner to use more advanced functions, such as producing invoices and management accounts. This course gives an excellent grounding in double entry bookkeeping so that learners can understand how Sage Accounts software is working. This enables easy processing, control and correction of accounts to produce accurate information. This course requires 104 hours of study.

Sage QCF Level 3 Computerised Accounting for Business (Sage Qualifications Ltd)

The level 3 diploma in Computerised Accounting for Business deals with more advanced knowledge and skills relating to cash flow management, preparing VAT returns, final accounts for sole traders and the principles of partnership accounting. This course requires 302 hours of study. This is a progression qualification and not suitable for learners who have not previously studied at level 2.

Sage QCF Level 1 Computerised Payroll for Business (Sage Qualifications Ltd)

The level 1 award has been designed for those people who are new to payroll. It covers all the basic functions from setting up the company details, entering employee records and calculating gross pay to processing the first payroll and running all the reports required including payslips and end of period reports for HMRC. The course is designed for complete beginners who have no experience of payroll functions. This course requires 62 hours of study.

Sage QCF Level 2 Computerised Payroll for Business (Sage Qualifications Ltd)

This course includes more advanced tasks that are undertaken, including Statutory Sick Pay, Statutory Maternity Pay and Pension Schemes for Automatic Enrolment. The process for new starters and leavers is practiced and the qualification fully covers Real Time Information functionality that is built into all Sage 50 software. All required reports to HMRC are fully explained and practiced. This course requires 109 hours of study.

CIMA Accredited Sage Level 4 Certificate

Sage have partnered with both CIMA (Chartered Institute of Management Accountants) and the ICAEW (Institute of Chartered Accountants England and Wales) to create accredited courses that suit both Awarding Organisations. This course offers Foundation Degree level study for those who would like to progress to understand how Sage works with accounting principles in a business environment. This certificate level consists of 7 units including: Data security; Transactions including invoice creation; Cash, bank and budget control and reconciliation; Management and comparative reporting; VAT returns, EC sales and Intrastat; Tailoring reports and layouts including email statements and remittances; Project costing for detailed individual project control.

CIMA Accredited Sage Level 5 Higher Certificate

As with the Level 4 Certificate, this university level course has been developed by Sage in partnership with CIMA and ICAEW. Targeted at people who are familiar with the Sage 50 suite, this course is ideal for those who have already completed the Level 4 Certificate and want to learn how they can maximise the benefits of Sage 50 Accounts Professional. The higher certificate consists of 3 in-depth units: Final accounts for sole traders, partnerships, limited companies etc; Importing and exporting data, advanced credit control and cash flow; Use of foreign trader accounts, and detailed departmental budgeting and forecasting.

Visual Arts

Most prisons will have an Art department to support and encourage those who have an interest in this area. *Prisoners can also apply to PET for funds for art materials if they wish to draw or paint in cell.* Those learners who wish to develop their skills even further have a number of course options which we would be willing to consider funding. These next three courses are not accredited but they are supplied by two of our most reputable course providers:

Art Techniques (NEC) helps students to acquire and develop drawing skills, learn about different techniques, and become more proficient in both drawing and painting. You will need a range of art materials including acrylic paints, paper and sketch book, brushes, pencils, crayons, charcoal and ink – if these are not available in the prison art department then PET will consider funding them (you will need to apply separately for the materials).

Art History (NEC) explores the differences between various artistic movements and helps students to become familiar with the work of many of the world's most important artists, and to develop an appreciation of art in its historical context. If you have an interest in art history, this is the ideal course for you. Covering art history from the 15th century to the present day, it will help you approach architecture, painting and sculpture with a fresh and informed eye. You will study many of the major art movements and works of a variety of artists from different periods, learning to identify the differences between styles and movements. (6-12 months)

Interior Design (Stonebridge) teaches you practical skills including research, analysis and planning, and creating decorating ideas and scale plans. You will learn how interior design has evolved through the centuries, and review pattern, texture and form. You will experiment with colour schemes and room elements (such as doors, floors, furniture and lighting) through a series of activities, using the design kit included, and learn how to cost a job and design to a brief. (110 hours or 3-6 months)

Calligraphy (Stonebridge) offers learners an opportunity to learn the fundamental principles of the ancient art of calligraphy writing. In calligraphy, elegant penmanship with decoration and design is of primary importance. Units include: Foundational Hand (Minuscules, Numerals, and Skeletal Capitals, Majuscules); Layout; Gothic Hand; Uncial Hand; Borders and Decoration; Illumination; Invitations and Posters; Greeting Cards. (150 hours or 6-9 months)

Students that wish to study art at degree level should consider an **Open University** course. Prisoners ordinarily resident in England would begin with the Access

module **Starting with the Arts and Languages (Y031)** which explores various aspects of visual culture, such as Art History. Another prestigious option for committed and talented students is the **Open College of the Arts**. Potential learners would need to submit a satisfactory portfolio of their art work before they are accepted on the course. They would also need to ensure that the prison is able to support them in their chosen area of study. Exceptional applicants may be offered a bursary by the OCA, in which case can often match the funding. Applicants must apply to OCA for the bursary prior to applying to us for funding. If a bursary is not offered, or we are not able to co-fund a bursary, learners may be eligible for a student loan as this is degree level study. Prison staff can download bursary application forms from the OCA website. Popular OCA courses include:

Foundation Drawing (OCA)

Drawing is fundamental to developing as an artist and there is no quick or instant solution to becoming good at drawing. It needs a lot of practice, over a long period. This OCA Foundations course is the best starting point to develop basic drawing skills, explore different ways of using materials and tools, and discover drawing as a pleasurable and inventive activity. Students will also gain a good understanding of what drawing is and might be, and an awareness of contemporary drawing practice. On completion of the five parts of the course students should have gained sufficient skills and enough confidence to go on to further study with the Open College of the Arts, and be able to decide on the nature and direction of their future studies and art practice. (12 months or 150-200 hours)

The Practice of Painting (OCA)

This course enables learners to see in a selective way, developing their own visual ideas and means of expression. Learners will explore given subject matter systematically, experiencing different approaches to painting and will be introduced to some of the major artists and movements, including those in 20th and 21st century painting. Students will learn to paint by being encouraged to analyse and select from the visual world what seems to be important and discover ways in which this visual experience can be translated into painting. Working from direct observation, the importance of drawing is emphasized. There are projects on tone values, colour theory, perspective, pictorial composition, use of studies and photographs, an introduction to figure painting, emotional aspects of painting and painting outdoors. (12 months or 150-200 hours)

Counselling/Mentoring

There is a growing interest in counselling and the helping professions generally. In addition, there has been widespread recognition of the value of an understanding of counselling theory and skills to other professions, such as human resources and mentoring. In order to find employment as a counsellor, for example with the NHS, it is necessary to gain a qualification accredited by the British Association for Counselling & Psychotherapy (BACP). Unfortunately the BACP does not endorse any distance learning courses because "they offer little or no counselling practice under supervision". However, although distance learning courses are not BACP accredited, completion of these courses does demonstrate an amount of knowledge and commitment, and there are often excellent opportunities in prison to gain relevant experience, for example as a Listener for the Samaritans, or a peer mentor. We may not be able to fund applicants whose convictions make it inappropriate for them to work with vulnerable people.

We often encourage students with an interest in either counselling or psychology to start with either **GCSE** or **AS-Level Psychology (NEC)** both of which offer a solid grounding in the subject and provide widely-recognised qualifications. We also recommend **Open University** courses starting with the Access module **Understanding people, work and society (Y032)** for learners who wish to progress to a full degree.

A good starting point for those new to counselling is **Counselling Skills QCF Level 2** by **Stonebridge** which will introduce you to the use of counselling skills in everyday life, and also provides a widely recognised qualification. Some of the theoretical approaches that underpin the use of these skills will also be taught. You will also learn about diversity and ethics within counselling, the importance of self-development, and how to identify and practice a range of core counselling skills. No prior learning knowledge or experience is essential to take this course. (3-6 months, 80 learning hours)

Another popular course is the **Certificate in Counselling** from the **Institute of Counselling**. This course provides a comprehensive overview of counselling supplemented by short practical exercises and case study assignments. It is designed to be completed within 6 months of part-time study. In addition to the Institute course certificate successful candidates will be awarded a certificate of CPD and as an approved course 20 points towards membership of the National Counselling Society.

Many learners in prison develop an interest in counselling people who misuse drugs and alcohol, often wanting to use their experiences of addiction and recovery to help others. We have addressed this by working with **Stonebridge** to

“ I have just started the **Counselling Course** and it has already taught me new skills which has increased my desire to learn more about it. I'm glad **PET** advised me on this course because it was their initial suggestion that made me look into it.”

develop a new course, **Substance Misuse Awareness and Counselling QCF** which leads two separate nationally-recognised qualifications, both of which are on the Qualification Credit Framework: NCFE Level 2 Certificate in Counselling Skills (QCF) and NCFE Level 1 Award in Substance Misuse Awareness. (6-9 months, 120 hours)

The Institute of Counselling offer a **Certificate in Understanding Addiction**. Addiction Counselling is one of the fastest growing counselling services in the UK. This is your opportunity to gain a qualification that will enhance your career and counselling practice. It includes units on: The nature of addictions; Drug and alcohol addiction; Gambling addiction; Food and spending addiction; Sexual addiction; Internet Addiction; Using Cognitive Behavioural Therapy (CBT) to treat addictions; Addiction counselling; Addiction referral networks and resources. (6-9 months, 120 hours)

The Institute of Counselling also offer a **Certificate in Coaching** which aims to deepen your knowledge and to provide you with the skills related to coaching. This is achieved through providing information and training in essential coaching skills. Case studies, practical activities and assignments are included as key teaching tools. They also offer a **Certificate in Mentoring** which covers several topics including: Defining and describing the mentoring process; Mentoring in the corporate and professional world; Mentoring in the community; Essential mentor qualities; Essential skills in mentoring; Self-awareness and integrity. Each of these certificate courses takes about 6-9 months or 120 study hours.

We are not able to fund Neuro Linguistic Programming (NLP) courses.



Writing and Proofreading

A good level of basic English is necessary for all of the courses in this section. The three creative writing courses differ mainly in terms of length and content.

Creative Writing (NEC) If you enjoy writing and are interested in learning more about its technical side, this course should give you the underlying knowledge you need to improve your techniques and boost your confidence in your writing. You'll look at writing in different styles, covering all the skills and techniques used in fiction writing. As well as taking a close look at methods used in fiction, you'll also have a go at writing non-fiction material, such as for magazine articles. It's a broad and wide-reaching course that will test your writing skills and challenge you to write in new ways. Topics include articles, writing for young readers, autobiography, playwriting, poetry, non-fiction, novels, and reviews. You should allow approximately 60 study hours plus extra time for 11 marked assignments. (180 hours total over 9-12 months at Level 2/3)

Creative Writing (The Writers Bureau) The Writers Bureau have been providing writing courses globally since 1931. This popular course is very wide-ranging and comprehensive and is suitable for those who wish to develop their writing skills for pleasure, and also those looking for a course that will help them to get published. As a freelance writer you can earn a reasonable income writing the stories, articles, books and scripts that editors and publishers want. The course is written by professional writers and all the tutors are published writers themselves. You will learn about style, presentation, copyright, and how to sell your writing. This is a relatively expensive course and so we would ask applicants to offer a personal contribution if they are able. (300 hours or 18-24 months at Level 2/3)

Creative and Professional Writing (University of East London) This is a demanding Level 3 writing course featuring 12 units. The first ten units each feature two short creative pieces with a reading diary and are meant to take two weeks to complete. These are first draft quick pieces of work and cover story, poetry, film writing, radio plays, creative non-fiction, journalism and academic writing. The end of course assessment is a portfolio of the above exercises and readings and a revised piece with a short essay reflecting on the creative process. (150 hours or 6-9 months)

The Writing for a Living (NEC) course will give you all the knowledge and skills you need to give you the best possible chance of getting your work published. You'll learn about the different publishing platforms and the differing demands they place on the writer, including which outlet would be most suitable for your work. You'll also pick up some tips on getting started as a freelancer. (120 hours or 6 months)

Proofreading and Copy Editing (The Writers Bureau) Proofreading is the process of checking books, magazines and journals for errors before they are published. It is an important role, which carries a high level of responsibility and requires attention to detail and a very good standard of English. The course will be particularly suited to some as it tends to be freelance work that can be done from home. Proper training through a recognised proofreading course is essential though. This course also includes useful advice on how to set up in business as a freelance proofreader. (120 hours or 6 months)

“ **Allowing me this education will mean more to me than just learning a language. It will open me up to a larger world than the one I currently reside in – it will give me hope.**”

Journalism

Erwin James, a Guardian newspaper journalist and current Editor of Inside Time, was once funded by PET to study a journalism course.

The best journalism course for learners in prison is the **NCTJ Level 3 Certificate in Foundation Journalism**. The qualification is provided by the *National Council for the Training of Journalists (NCTJ)*. It may be used as a first step for learners in prison considering a career in journalism or by those wishing to develop their journalistic skills for a specific purpose. The qualification is designed to give a wide variety of uses within the community; whether as a community reporter or contributor or those wishing to use journalism as a way to draw attention to specific community issues.

To gain the Level 3 Certificate in Foundation Journalism, learners must achieve a minimum of 13 credits, including passing the four mandatory modules: gathering information, how to tell a news story; recording information; and legal and ethical considerations for journalists (seven credits). The remaining six credits are made up by completing the optional modules. Work experience is not essential for this course, although assessment must be based on 'real life' reports.

We would encourage learners in prison with an interest in journalism to consider doing an English Language course first, such as a GCSE level, as a good standard of English is important. If you are satisfied that your standard of English is a minimum Level 2, then studying for the Certificate in Foundation Journalism is likely to give you a "head start" if you want to progress to an industry standard qualification outside of prison.

Publications such as Inside Time and ConVerse, as well as prison magazines and newsletters, will accept prisoner submissions. These publications are especially designed for prisoners and prison staff so they are the best opportunity to get your work published.

Achievement of the qualification attracts a UCAS tariff of 8 points which may be used towards accessing higher education degree courses.

To complete the Foundation Certificate in Journalism candidates must achieve a minimum of 13 credits including the four mandatory options (7 credits). The remaining options should then be used to make up a further 6 credits (1 credit = 10 Learning hours).

PET funded 'Moose', 46, for a NCTJ certificate in journalism in 2016, which he passed. He wrote to us from the education department of his Cat C prison.

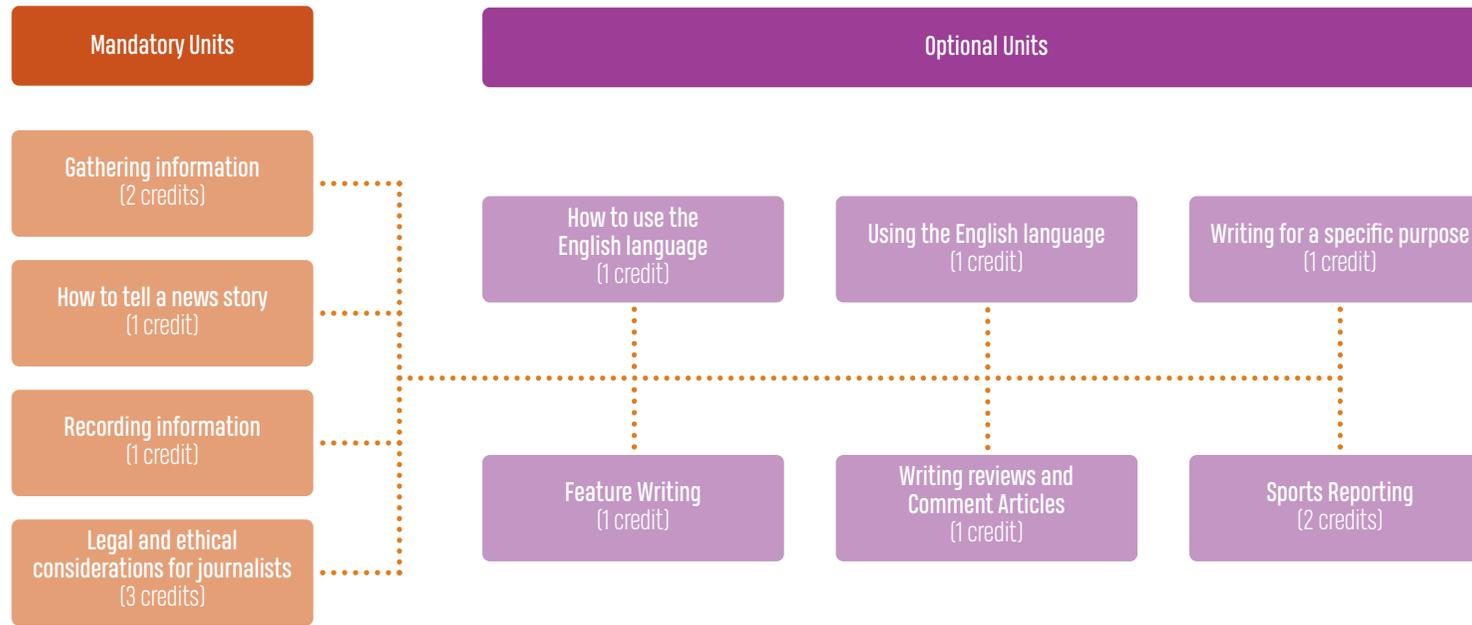
"I had been a passenger in my own life. I fell into things, from the jobs I worked to the social groups and relationships. I never made a conscious decision to pursue any sort of passion or career. I was just reacting to things. When I came to prison I had time - too much time at the beginning. I was angry. I blamed everybody and everything else. I watched the clock; ticked days off the calendar. I planned and ruminated about what I would do when I got out.

When I moved prisons two things happened within a short space of time. First, I admitted that there was something wrong with my life. I reasoned that if I lived the same life when I was released I could expect a rapid return to prison. Second, I was required to complete an English course and met a tutor who changed my life. She pushed me. She believed in me. She suggested that I challenge myself further and showed me the PET prospectus.

My initial instinct was to insulate myself from failure, but that little voice reminded me that something about my old life had to change. I applied tentatively for funding through the PET and when that letter arrived, delivered from the hand of a smiling Governor no less, well it felt like a Royal Pardon. But then the course materials arrived and the responsibility kicked in. People believed in me, the PET were investing in me. I was determined to do my best, to not let them down. So far I have passed one exam and I'm waiting for the results of a second.

I have written numerous stories and articles while I have been studying and have won several awards, including a 2016 GOLD Koestler award. I am building quite an anthology of writing and growing in confidence every day. However, the greatest gift that the PET has given me is time – time-pressure that is. Ironically, from feeling I had too much time on my hands I now can't find enough hours in the day. I am no longer wasting years to go back out and repeat the same mistakes. I am working my sentence – my sentence isn't working me! I truly believe that I will be able to write my way out of prison."

**NCTJ level 3 Certificate in Foundation Journalism
Prisoner Education Trust Package**



“ I am no longer wasting years to go back out and repeat the same mistakes. I am working my sentence – my sentence isn’t working me! I truly believe that I will be able to write my way out of prison.”

Languages

Learning a language can have many benefits. As well as impressing employers, at home and abroad, it is a great way to get immersed in new cultures. Even a little knowledge of the language can make a difference in attitude when you meet people from other countries. Speaking another language helps to break down barriers, and it can give an added advantage if you want to work for a company with international customers. We may not be able to fund certain language courses for prisoners with convictions related to trafficking or terrorism.

No languages can currently be studied at GCSE or A-Level due to problems facilitating the oral exams in prison. However, if you are more interested in being able to speak and understand a new language rather than necessarily having a qualification, then it is possible to study a much wider range of languages using CD-and-workbook courses from providers such as *Linguaphone*, who offer **Complete Courses** (Beginner-Intermediate-Advanced) in the following languages: **Arabic, Chinese, Dutch, French, German, Greek, Italian, Japanese, Russian, Portuguese, Spanish, Swedish, Thai, and Turkish.**

Please also see the *Open University* Level 1 modules which we can currently fund through the Garfield Weston Scholarships. These introductory OU level 1 modules are designed to develop the skills you need to speak and understand simple language in everyday contexts. It explores life in the relevant countries and communities, introducing you to a wide range of practical situations such as travelling, shopping, working and eating out.

- 第一步 Dì Yī Bù: Beginners' Chinese (L197)
- Bon Départ: Beginners' French (L192)
- Rundblick: Beginners' German (L193)
- Andante: Beginners' Italian (L195)
- Portales: Beginners' Spanish (L194)

All modules give 30 credits at OU level 1, and only start in October.

Latin for Beginners (NEC)

This is a new self-contained course which will take a student from first principles to developing an excellent knowledge of Latin, including the ability to read Latin texts.

Construction

We often receive applications from people who have worked in the construction industry and want to use their time inside to learn more about the industry and gain qualifications. Please note that we may not fund these kind of vocational courses for prisoners with more than 3 years left to serve as we feel that it makes more sense to do the theory towards the end of a sentence, so that skills and knowledge is not forgotten or outdated by the time of release.

The **Level 3 Certificate in Construction Technologies Theory (Study House)** is very similar in content to the BTEC-accredited course that we previously funded. The BTEC is no longer available by distance learning, but this course is an ideal introduction for those wishing to progress towards supervisory or technician roles, or professional qualifications. This popular course provides a solid foundation in the principles of construction and knowledge of the skills involved. It leads to a Level 3 award and gives you a general grounding in the construction industry, with knowledge required by practically all of the construction trades. You will learn about the construction industry from the ground up, starting with the design and planning process and exploring a range of traditional and modern construction methods. You'll learn about building techniques and construction materials, and about the science that underpins construction. (100 study hours over 9-12 months)

The *Premier School of Building* provide a number of popular but unaccredited courses which are aimed at more mature students, with some experience of the building trade, who are looking for competency-based courses to improve their construction skills. Their courses include:

Traditional Construction – learn how to identify the various methods of construction practice in general use, understand the format of architectural drawings and appreciate how buildings are built.

Estimating and Analysis of Pricing – students will learn produce and present tenders for construction work.

Sustainable Construction – covers the development of sustainability within the built environment over a wide range of projects, with reference to government policies. A good knowledge of construction is needed for this course.



The **Level 3 Certificate in Surveying Technologies Theory (Study House)** is very similar in content to the BTEC-accredited course that we previously funded. This course provides an excellent introduction to Surveying, Measuring, Estimating and Tendering Processes in Construction and the Built Environment. You will look at the purpose of surveying and estimating and consider how surveyors and estimators interact with other members of the construction team. The course will also teach you the measuring and calculating techniques required to price large-scale construction projects, and explore the different methods of tendering, along with its aims and objectives. Survey techniques will be taught, along with the required mathematics, and you will learn about building and condition surveys and discover why they are essential to the success of a project. (100 study hours over 9-12 months)

The **Plumbing Installation Theory Course (Learn Plumbing)** starts with the basics of plumbing and covers the theory knowledge needed to gain an NVQ Level 2 in Plumbing. In addition to the supplementary knowledge required for the NVQ, the course also has a module on Bathroom Design which is one way for mature people to get into the industry, by working on their own account, if they cannot get employment. The course comprises a series of self-study modules, each with a set of multiple-choice questions at the end to test your knowledge and understanding and provide evidence of your knowledge of the theory of plumbing installation. (3-6 months, or 100 learning hours)

The **Advanced Plumbing Theory Course (Learn Plumbing)** follows on from the Installation Theory Course (above). It takes you up to and beyond the level of knowledge that is needed by an Advanced Plumber. It can provide much of the supplementary job knowledge evidence required for a National Vocational Qualification Level 3 in Plumbing (C&G 6089) or Domestic Heating (C&G 6088). It also includes modules and topics that are actually beyond the scope of Level 3 plumbing, such as job costing, sanitary design and installations for elderly and/or disabled clients, and the design and installation of domestic fire sprinkler installations. (3-6 months, or 100 learning hours)

Engineering

The Level 3 Certificate in Electrical Technologies Theory (Study House) course is suitable for students wishing to learn about a range of processes and regulations pertaining to good practice for electricians and electrical engineers in a construction environment. This includes a comprehensive overview of health & safety protocols. The completion of this course alone does not lead to an Ofqual regulated qualification but may be used as evidence of knowledge and skills towards regulated qualifications in the future to become a fully qualified electrician. (150 study hours over 9-12 months)

The **Level 3 Certificate in Heating, Ventilation & Air Conditioning (HVAC)** Technologies Theory (Distance Learning Centre) course is ideal for students wanting to learn about Heating, Ventilation and Air Conditioning within the building trade before pursuing further practical training or a job role. On successful completion of this course students will receive an accredited Level 3 Certificate of Achievement, which is not alone an Ofqual regulated qualification but may be used as evidence of knowledge and skills towards regulated qualifications in the future to become a fully qualified HVAC engineer. The course comprises three units: Health, Safety and Welfare in Construction and the Built Environment; Heating in Building Services Engineering (modern heating systems are expected to be efficient, functional, environmentally friendly and should contribute to sustainable development); Ventilation in Building Services Engineering (ventilation has long been recognised as being essential for healthy and comfortable buildings, even more so today as buildings are more air-tight and legislation imposes a requirement for buildings to have a clean and fresh environment). (150 study hours over 9-12 months)

IET Wiring Regulations (Electacourse) is a much sought after qualification for electricians which will equip students with the knowledge required for the Institute of Electrical Engineers (IET) Wiring Regulations industry-recognised City & Guilds 2382 exam. This exam should be possible in most prisons but you should apply for funding separately once the learner feels ready to take it and it is confirmed that the prison can facilitate the exam. It is important to note that the IET have announced that they are intending to issue an update to the regulations in July 2018, known as the 18th Edition. Therefore PET will no longer fund anymore 17th Edition courses. Electacourse expect the 18th Edition course to be available from the summer of 2018. There should also be the opportunity then for those already qualified in 17th Edition to upgrade to 18th. Please check with PET or Electacourse before you apply. The workbook covers all aspects of the electrical wiring regulations, including installation, equipment, earthing, testing and more. You will look at the external factors which can affect an installation and learn the ways the regulations can be applied to various installations, such as bathrooms, swimming

pools and agricultural sites. This course is based on a workbook with little or no tutorial support. Please note that we may not fund these kind of vocational courses for prisoners with more than 3 years left to serve as we feel that it makes more sense to do the theory towards the end of a sentence, so that skills and knowledge is not forgotten or outdated by the time of release.

The *Premier School of Building* provide a number of well-liked but unaccredited courses which are aimed at the more mature students who are looking for competence-based courses to improve their construction skills rather than gaining a qualification to boost their CV. PSB courses include:

Civil Engineering Technology, an introductory course that covers a range of subjects including: Regulations; Site Investigation; Design Principles; Construction Plant; Foundations & Piling; Concrete Work; Reinforcement & Formwork; Brickwork; Steelwork & Cladding; Precast & Pre-stressed Concrete; Retaining Walls; Drainage.

Civil Engineering Measurement, an introduction to measuring civil engineering quantities from drawings in accordance with the Civil Engineering Standard Method of Measurement leading to the production of a Bill of Quantities.

Road Haulage CPC - Certificate of Professional Competence – Operator CPC (EP Training Services) An operator's licence is now required if you wish to operate a goods vehicle over 3.5 tonnes. One of the criteria for granting a licence is the Certificate in Professional Competence. EP Training Services provide a home study course for the CPC, although this should not be confused with the Driver CPC. PET can only consider funding a CPC Operator course, rather than the CPC Driver course which requires attending a class outside prison. An Operator CPC qualification is required if you want to become a transport manager or an owner operator within the commercial transport industry. Having the Operator CPC qualification means the holder has a thorough understanding of running a transport business. An exam can then be taken either in prisons with OCR assessment centre status, or otherwise at a local exam centre during ROTL or after release. It is worth noting that people with certain types of convictions, usually involving importation or trafficking, are not allowed to hold this certificate and therefore we would not be able to fund them. This is a self-assessment course, so there is no tutor support, and the learner needs to work through the material at their own pace. There is a separate exam for the course, which the prison may be able to facilitate if they are a registered OCR exam centre. The exam can also be taken on ROTL or after release. PET can consider funding the exam, but the learner needs to apply for it separately when they feel they are ready. Funding for the exam must be arranged when the applicant is still in custody.

Health and Safety

ATM Safety offer a number of courses leading to health and safety qualifications accredited by NEBOSH which is the main awarding body in this field. We most often award funding for the **NEBOSH National General Certificate in Occupational Safety & Health (ATM Safety)**, but other popular NEBOSH courses include the **NEBOSH National Certificate in Environmental Management** and the **NEBOSH National Certificate in Construction Health and Safety**. The NEBOSH courses are designed for safety practitioners who wish to take professional qualifications. They provide core health and safety knowledge that is transferable across both the private and the public sector. NEBOSH exams can be run in any prison which is registered as an exam centre with any other accrediting board such as City and Guilds or OCR. The qualifications are in much demand across a range of industries. We do not fund NEBOSH Diploma courses before learners have completed the Certificate course. NEBOSH courses are relatively expensive so we normally ask applicants to offer a personal contribution if they are able. Please note that we may not fund these kind of vocational courses for prisoners with more than 3 years left to serve as we feel that it makes more sense to do the theory towards the end of a sentence, so that skills and knowledge is not forgotten or outdated by the time of release. The courses are also very demanding and challenging and so we would expect strong applications that clearly demonstrate that the applicant has the necessary ability and commitment to succeed. (100 learning hours, or 9-12 months)

IOSH are the Institution of Occupational Safety and Health. The **IOSH Managing Safely Certificate (Clwyd Associates)** is widely considered to be the industry-standard health and safety training course and qualification for managers, supervisors, and Health and Safety Reps. This certificate offers a distinct advantage to anyone seeking a managerial or supervisory position. Topics covered include: Key responsibilities of managers and supervisors; How to conduct risk assessments; Key legal requirements and how the law works; How to carry out an accident investigation; Health and safety auditing. (40 learning hours, or 3-6 months)

Information Technology

The vast majority of ICT courses require online access which is obviously difficult in prisons. **The Webmaster courses (Distance Learning Centre)** are an exception to this as they involve workbooks and DVD-ROMs that will require access to a PC with DVD-ROM drive. No online access is necessary but we will need individual prisons to assure us that they are able to support students to complete the course.

Webmaster HTML and CSS is a beginner's course, designed for students who are interested in starting a career as a Web Designer or who simply want to build their own website. It gives a thorough introduction to the HTML and CSS web development tools, and shows students how to build a high-impact landing page with a stunning photo gallery, optimised for the popular search engine search algorithms and responsive to the browser screen size. Students will also build a contact page and their own store front, using some compelling animation, transition, and transformation techniques to attract visitors. The course covers the following topics: (i) Getting started with HTML & CSS; (ii) a comprehensive HTML primer for beginners; (iii) an extensive CSS primer for those new to CSS; (iv) code validation and debugging techniques; (v) an introduction to the basic principles of web design; (vi) incorporating multimedia elements into web pages; (vii) including special effects, such as text shadows, and sensational drop-down menus; (viii) an introduction to the JavaScript scripting language; (ix) an introduction to the powerful HTML5 APIs; and (x) the creation of an online store. Successful students will receive an Open Awards Level 3 Certificate.

Webmaster Responsive Web Design is aimed at students with a pre-existing knowledge of HTML and CSS and will show how responsive web design (RWD) can be used to build stunning responsive websites which allow an optimal viewing and interaction experience using the very latest HTML5 and CSS3 technology. The course is an ideal follow-on programme to Webmaster HTML and CSS course. The popularity of smartphones and tablets means that modern web designers must build pages that are responsive to the screen size, automatically adjusting the content to suit the user's device. RWD is a methodology which aims at providing an optimal viewing experience across a wide range of devices. HTML5 and CSS3 will be explained, teaching students how to apply a range of features including transitions, animations, drag & drop, geo-location map facilities and three-dimensional graphics. Successful students will receive an Open Awards Level 4 Certificate.

Webmaster JavaScript Web Design is designed to introduce students with a working knowledge of Web Design to the fundamentals of JavaScript (an object-based, event-driven Web programming language), which tightly integrates with HTML. Students will learn the fundamentals of JavaScript through a series of interesting assignments and as the course progresses, the student's skills are honed via the development of a number of dynamic, interactive games such as the Minefield and Connect 4 games. The final assignment consists of the development of a technically demanding game using the extensive JavaScript and jQuery skills learned during the course. On successful completion of the course, students will receive the Open Awards Level 4 Certificate.

“ One of the things that stood out for me was to put my grades and other things related to study on the wall. Seeing that pass mark motivates you for the following month's assignment.”

CHRIS

Miscellaneous

Property Management

Propertymark qualifications are now industry standard in the field of property management and estate agency. MOL provides self-study workbooks, without tutorial support, based on the Propertymark learning outcomes and assessment criteria. They're more than just a programme workbook – they're an essential guide for the property professional. The workbook breaks the information down into logical chunks and sets out the learning objectives at the start of each unit, highlight key points and providing a final summary. Each workbook unit relates to one of the final exams, and includes self-check questions so you can check your understanding of the material. Each of the courses, listed below, involve about 100 hours of study (6-9 months).

Level 2 Propertymark Award in Residential Lettings (MOL)

Learn the fundamentals of residential property management practice and effectively prepare for your exams with MOL. Studying with MOL provides an ideal introduction to residential property management, focusing on law, practice and customer care. On completion of this course you can progress to the Level 3 Technical Award in Residential Lettings (MOL).

Level 2 Propertymark Award in Residential Sales (MOL)

Study the critical elements of the sale of residential property and prepare yourself for the final exams. Studying with MOL provides an ideal introduction to the sale of residential property focusing on law, practice and customer care. On completion of this course you can progress to the Level 3 Technical Award in Residential Sales (MOL).

Event Planning

Event Management Diploma (NCC Home Learning)

Being an event manager is a demanding but rewarding role. It can bring unexpected challenges but also huge satisfaction. As well as being organised, as an event planner you will also need communication, negotiation and diplomacy skills. This is a course that allows you to study a broad base of event management and planning. Within the 11 modules of this course, four main even types are covered: Conferences and meetings for corporate clients; Private events including birthday parties, weddings, christenings, and other celebrations; Exhibitions, including trade exhibitions; Destination management (organising travel itineraries and all other travel arrangements. You will look at choosing the right venue, caterers, entertainment and photographer. (200 hours or 9-12 months)

Navigation

The East Anglian Sea School offers a number of distance learning courses, all accredited by the Royal Yachting Association. It is important to note that we cannot fund navigation courses for anyone with a conviction for trafficking. A pack of nautical instruments can also be ordered from EASS but you must specify in your course application that you also wish to receive funding for the instrument pack.

RYA Day Skipper is an ideal starting course, covering basic knowledge through to passage planning via safety at sea, navigation pilotage and seamanship.

RYA Coastal Skipper Yachtmaster is for the more experienced sailor, covering all aspects of offshore sail and powerboat cruising, refining and expanding seamanship, navigation and meteorological skills.

RYA Yachtmaster Ocean is the ultimate RYA blue water qualification and a fascinating study of the sun, moon and stars, and how to sail by them. Use of the sextant, electronic instruments, climatology and ocean passage planning are included for those with coastal navigation experience.

Hospitality and Catering

Hotel Management (Stonebridge) offers an introduction to the hospitality industry which employs many thousands of people in a wide range of employment opportunities. This course will introduce you to all the aspects of hotel management from food and beverages to front office and sales. Other units cover areas such as recruitment, accounting, and information storage.

Food and Beverages Management (Stonebridge) provides an insight into the industry and the skills required for obtaining employment in cafes, hotels, bars or restaurants. Students can learn how to provide effective management of food service operations, while presenting the basic service principles and highlighting the importance of meeting and exceeding the needs of the guest.

Snack Bar / Cafe and Fast Food Management (Stonebridge) was developed to assist snack bar / cafe and fast food personnel to be able to operate in a more profitable and professional manner. Students will examine a range of topics enabling them to understand the broad range of tasks required to be successful in running a snack bar or fast food outlet.

Waste Management

Environmental Waste Management (Stonebridge) is a popular course for those with an interest in conservation and recycling, covering a wide range of topics including: Conservation; Domestic Waste; Street Cleaning and Refuse; Pollution; Nuclear Waste; Water and its Treatment; Recycling.

Fashion

Dressmaking and Fashion Design (Stonebridge) is structured to teach you an awareness of both fashion items and the industry. You will learn about fabrics, patterns, and the basic equipment you will need for garment construction. This course may not be possible in some prisons as both scissors and glue are required for the garment production exercises.

Beauty

NCFE Level 3 Beauty Make-Up Professional (Stonebridge) will help build your knowledge about make-up and increase your chances of finding work in the beauty industry. Nearly every high street in the country has some kind of beauty salon, so there is a high demand for these skills. Also, many trained beauticians and nail technicians are able to make a living via self-employment. The use of sharp instruments, chemicals, and massage may be necessary in some beauty and therapy courses, and each prison regime will have their own view on how to manage these risks, and so it may not be possible to complete some of these courses in certain establishments. Prison staff should assure PET that they will be able to support such courses when they complete the application endorsement.

NCFE Level 3 Nail Technician (Stonebridge)

Students will learn to apply and decorate false nails and nail extensions, consult on the general health and well-being of the client's hands and feet, and understand the necessary procedures to carry out a manicure or pedicure or basic hand/foot massage.

NCFE Level 3 Manicure & Pedicure Practitioner (BSY)

The course covers all aspects of nail, hand and foot care. Health and hygiene are also addressed, as well as the correct way to care for the nails and the products required when performing a manicure and pedicure.



Art and Hobby Materials

Informal learning, such as artistic and creative activities, can be a very positive and therapeutic way for prisoners to spend their many hours of spare time. Such activities can be particularly appropriate for prisoners who suffer with severe learning difficulties, mental health problems, or for whom more formal learning may not be appropriate. Some prisoners suffer from mental and emotional disorders, and creative learning activities can reduce the anxiety these prisoners experience during the long hours spent locked inside prison cells, provide a way to use their sentence constructively, and often encourage those who are able to progress onto further education. Research by the Ministry of Justice's Data Lab also confirmed that people who successfully applied to us for arts or hobby materials were significantly less likely to re-offend after release.

We are able to award individuals up to £60 (including VAT and postage) which can be spent on creative arts materials (such as canvases, paints, brushes, pencils, and paper) or hobby materials (such as matchstick modelling kits, glue, card, and felt). Prisoners describe a real sense of achievement for finishing models and artworks, and many go on to win Koestler Awards for their work. Unfortunately, we are not able to fund stationery or non-creative hobby materials, such as puzzles. Blades cannot be funded, although we can fund pencil sharpeners and safety cutters. The funding is meant for in-cell activity and prisons are expected to purchase materials for art classes from their own budgets.

When applying, a completed order form must be included with our funding application form, and care must be taken to use an up-to-date catalogue from one of our two approved suppliers: Specialist Crafts (www.specialistcrafts.co.uk) or Hobbys (www.hobby.uk.com), and the materials are sent direct to the prison from the supplier. You can request copies of the catalogues from the suppliers; they usually send them out for free. We need an itemised list with the product codes and prices. All items on the order form should be checked and approved by prison security. Please also consider applying for art courses in our Visual Arts section.

Study Guide

Getting started

Most distance learning courses arrive in a pack, normally addressed c/o the education department. Delays can happen but if it does not arrive within four weeks, contact your education department, and they can chase up PET or the course provider (if you are making a personal contribution, the course will not be ordered until we receive your payment). When it arrives, open the pack right away and have a look. If there's a contents sheet, check that your pack has everything listed. If something is missing, tell the education department or contact the course provider. You might find it helpful to start a diary listing important dates such as assessment deadlines.

“ The first couple of weeks after I got the course I was a bit confused with it all because I didn't understand it, but then I got into it and couldn't put it down. I was always getting books out the library.”

BRUCE

Finding support

Don't be afraid to ask for help. Needing help getting started is very common. If you're worried about something, just ask the education staff. Are there other prisoners doing similar courses? In some prisons there is a class for distance learners, or you might get to use a computer in the education department or library. A staff member might know about the subject, and the prison library can be a useful resource. Every learner should have a course tutor to write to, and you should not be embarrassed to ask for help. Your pack should tell you how to contact your tutor. Tutors like it when you ask questions as it helps them to know where you need help. If you do write, be patient waiting for a reply as it can take a while. It may even be possible for prison staff to arrange a phone call with the tutor.

“It can be difficult to motivate yourself, but what kept me going was that it would be a waste not to do it. I checked myself on my initial reasons for wanting to do the course, and I focused on those.”

SADIQ

Time Management

Learning to manage your time is a vital skill for any independent learner. Every student in a prison has other commitments and so a limited amount of time for studying. Your course might have its own deadlines, for coursework or exams, so you need to be able to organise and allocate your time effectively so that you can successfully complete your course. Managing your time while studying in prison may also be affected by several unique factors. While distance learning offers a productive way for you to use time that is otherwise spent watching television or gaming, it is possible, for example, that you will not have enough time because of restricted access to the library. There are three elements to a successful time management strategy:

1. **Chunking** - Breaking down tasks associated with your course into manageable chunks. Spend some time thinking about the tasks you will need to complete during the week ahead, whether it's reading a chapter of a book, planning a piece of coursework, or spending time in the library looking for books.
2. **To Do lists** - Having broken down your tasks into chunks, make a list of them and prioritise the activities that are most urgent.
3. **Timetable** – Allocate your time to each task and map them on a timetable that works around your other commitments such as meals, gym and work. People who like routine might prefer a more detailed timetable that indicates how they plan to spend every hour of the week, but others might prefer a less structured timetable. Either way, it is important to be flexible as interruptions and distractions are inevitable.

Staying on track

For distance learning you need to be self-motivated. Some students find it helpful to have a study routine, for example an hour or two at the same time every day devoted to studying. Things may come up that throw out your schedule, but you can adjust your targets or routines. However, try to stick to your plan because if you miss one deadline, you might struggle to catch up. Your education department can help you send in your coursework. They may also be able to give you proof of postage and a photocopy of your work. It's useful to keep a paper copy, even if you have it stored on a computer because if you get transferred, you probably can't take the computer file with you. Don't worry too much about making every piece of work perfect. It is more important to send it off on time. Course tutors are generally very supportive, and their feedback will tell you what you did right and what could be improved.

Dealing with problems

- Delays will happen, often due to post. If you have not received your marked coursework back in reasonable time, perhaps 4-6 weeks, let the education department or your course provider know. If you still don't get a reply, tell us at PET. We can contact course providers on your behalf.
- In special circumstances you may be able to get a deadline extension for an assignment – ask your tutor.
- We try to ensure that all essential textbooks and materials are included in the cost of the course, but you might find that you need additional books or materials. The library should be able to order in books for you, even if only for a short loan. The education department often help with basic items such as paper and pens. You can also re-apply to us for additional funds for essential books or other materials, such as a scientific calculator.
- If you transfer prisons, contact your new education department on arrival. They need to know you have transferred to their prison and your requirements such as IT access and exam schedules. Make sure your course provider and/or your tutor know your new address, and please tell PET too using our FREEPOST address.
- You can carry on your course even after you have been released. Just tell the course provider and PET your new contact details.

What Next?

Another course, of course!

When you finish your course, why not do another? There may be a follow-on course from the one you have been doing, or perhaps you want to try something different. Have a flick through this curriculum or speak to the Education department or a Career Advisor for guidance. You can also write to us for advice at FREEPOST Prisoners' Education Trust.

Finished with your old course books?

Think seriously about donating them to the education department or library to help out other learners in custody.

PET Alumni Network

There is no obligation to do so, but if you have been funded by PET, you are welcome to join our Alumni Network when you leave custody. It brings together people with similar experiences, who can offer mutual support and advice. We stay in touch with our alumni and continue to support them, enabling them to voice concerns and share their experiences of education in prison. They also support us in many ways. Alumni achievements include speaking on panels at PET events, attending meetings in the Houses of Parliament, telling their stories to the national press and appearing in films. With public speaking and media training provided by PET, our alumni are helping to change public perceptions about people with convictions. With regular meetings, social events and training opportunities, we'd love you to join PET's Alumni Network. To find out more, call PET on 020 3752 5680 or email katy@prisonerseducation.org.uk

Studying after release

If you've already taken the first step through distance learning in prison, you might consider continuing your education after release.

Further Education (FE) colleges offer a wide range of full-time and part-time courses at various levels for adults, including evening and weekend courses. These include Access to Higher Education courses, GCSEs, A-Levels, Foundation Degrees, vocational NVQs, and work-based learning apprenticeships. Support with choosing a course is generally provided by a careers information and advice service in the college. Those on a low income or receiving benefits may be eligible for financial support. Funding options include the Adult Learning Grant, the Discretionary Learner Support Fund, and Care to Learn.

Universities are available all across the UK, offering undergraduate and postgraduate degrees in hundreds of subjects. Most learners will be eligible for student loans. Universities can ask applicants about relevant convictions, but prospective students should not be put off from applying as applications should be considered with discretion and understanding. Universities are obliged to comply with the Rehabilitation of Offenders Act, although they can refuse applicants with certain convictions, citing a duty of care to staff and other students.

However, it's worth persevering as some universities are more sympathetic than others. If you started an Open University degree in prison then you can continue by distance learning after release, or you may be able to transfer credits onto another degree course if you would prefer to attend a University to complete your studies. Ask PET or the OU if you need more details.

The Longford Trust (PO Box 64302, London NW6 9JP) awards scholarships to young serving and ex-prisoners to go to university to continue their rehabilitation. They consist of financial support and the provision of a trained mentor. Longford Scholars study at all UK universities across the full range of subjects. Their Patrick Pakenham Awards are specifically for those reading Law and their Nat Billington Scholarships for those doing Computer Science. The Frank Awards are for serving prisoners wanting to undertake Open University modules but unable to pay the fees.



The 2017 PET Alumni Summer Party with PET staff, trustees and alumni

Course supplier contact details

ACS

PO Box 4171
Stourbridge, UK
DY8 2WZ
01384 442752
www.acsedu.co.uk

BSY

Oakwood
Dunsland Cross, Devon,
EX22 7YT
0800 731 9271
www.bsygroup.co.uk

East Anglian Sea School

Suffolk Yacht Harbour
Levington, Suffolk
IP10 0LN
01473 659992
www.eastanglianseaschool.com

HFE

7 & 8 Roundhouse Court
Barnes Wallis Way
Chorley, Lancashire PR7 7JN
0800 612 4067
www.hfe.co.uk

Learn Plumbing

21 Canbourne Road
Ashton under Lyne
OL7 9BH
0161 330 1309
www.learnplumbing.co.uk

National Extension College

The Michael Young Centre
Homerton Gardens, Cambridge
CB2 8EB
0800 389 2839
www.nec.ac.uk

Animal Care College

Index House
Ascot, Berkshire
SL5 7ET
01344 636436
www.animalcarecollege.co.uk

Clwyd Associates

Orton House, Overton Close
Coleorton, Leicestershire
LE6 8FY
01530 837 477
www.clwydassociates.co.uk

Electacourse

The White House
Hunston, Chichester
PO20 1PD
0208 144 1580
www.electacourse.com

Horticultural Correspondence Coll.

Lyne Akres
Brandis Corner
Devon, EX22 7YH
01225816700
www.hccollege.co.uk

Linguaphone

Unit 3, Oaktree Business Centre
Trim, Co. Meath
Ireland
020 3603 6554
www.linguaphone.co.uk

NCC Home Learning

13 - 14 Ashdown House
Riverside Business Pk, Bernath Rd
Conwy, LL32 8UB
0333 3445 690
www.ncchomelearning.co.uk

ATM Safety

The Old Police Station
High Street, Chipping Campden
GL55 6HB
01386 840198
www.atmsafety.org.uk

Compass Education

Eglinton House, Corsock
Castle Douglas Scotland,
DG7 3ED
0845 4585981
www.compass-education.co.uk

EP Training Services

The Old Library, Lower Shott
Gt. Bookham, Surrey
KT23 4LR
01372 450 800
www.eptraining.co.uk

Institute of Counselling

40 St. Enoch Square
Glasgow
G1 4DH
0141 204 2230
www.instituteofcounselling.org.uk

London Teacher Training College

60 Windsor Avenue
London
SW19 2RR
0208 133 2027
www.teachenglish.co.uk

NCTJ

The New Granary
Station Road, Newport
Saffron Walden, Essex, CB11 3PL
01799 544 014
www.nctj.com

British Beekeepers' Association

Stoneleigh Park
Kenilworth, Warwickshire
CV8 2LG
0871 362 0138
www.bbka.org.uk

Distance Learning Centre

4 Coaley Lane, Newbottle
Houghton le Spring, Tyne & Wear
DH4 4SQ
0845 129 7238
www.distance-learning-centre.co.uk

Futuretrend

81 Southbury Road
Enfield, Middlesex
EN1 1PJ
0208 443 2888
www.futuretrend.co.uk

Institute of Fisheries Management

PO Box 679
Hull
HU5 9AX
0845 388 7012
www.ifm.org.uk

MOL

One Central Park
Northampton Road, Manchester
M40 5BP
0845 203 2103
www.mollearn.com

Open College of the Arts

Redbrook Business Park
Wilthorpe Road, Barnsley
South Yorkshire. S75 1JN
0800 731 2116
www.coa-uk.com

Open College of Equine Studies

33 Lower Green
Higham, Bury St. Edmunds
Suffolk, IP28 6NJ
01284 811 401
www.equinestudies.co.uk

Sage Qualifications

554 Bradgate Road
Newton Linford
Leicester LE6 0HB
01530 243 426
www.sagequalifications.com

The Writers Bureau

8-10 Dutton Street
Manchester
M3 1LE
0161 819 9922
www.writersbureau.com

The Open University

PO Box 77
Walton Hall
Milton Keynes, MK7 6BT
01908 274066
www.open.ac.uk

St. John's College Nottingham

Chilwell Lane
Bramcote
Nottingham NG9 3RL
0115 925 1117
www.stjohns-nottm.ac.uk

Oxford Open Learning

4 King's Meadow
Oxford
Oxfordshire, OX2 0DP
0800 975 75 75
www.oool.co.uk

Stonebridge

Stonebridge House
Ocean View Road
Bude, EX23 8ST
0845 230 6880
www.stonebridge.uk.com

Rocketeer

Parkfield Business Centre
Park Street, Stafford
Staffordshire, ST17 4AL
01785 223 253
www.rocketeer-enterprise.co.uk

Study House

8 Hilswood Avenue
Kendal
Cumbria LA9 5BT
01539 724622
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