VOCATIONAL DEVELOPMENT PROGRAM

CORRECTIVE SERVICES INDUSTRIES

PROGRAMMES DIVISION, PRISON OPERATIONS

TASK FORCE:

Wendy Wyatt
Vocational Development Manager
Corrective Services Industries

Brian Noad
Director
Programmes Division
Prison Operations
EXECUTIVE SUMMARY - VOCATIONAL DEVELOPMENT PROGRAM

Issue

There is an inadequate link between education and employment to reflect the Government's commitment to ensuring inmate vocational development (literacy, numeracy, job related skills, knowledge and attitudes).

Background

Traditionally, education and employment have been viewed as having conflicting objectives in the workplace. This has been reflected by a failure to provide an adequate level of co-ordination between education and work.

There is a need to reflect contemporary community recognition of the importance for all individuals to have the opportunity to improve their vocational skill levels in the workplace.

Proposal

The proposal provides a formal organisational mechanism to ensure that vocational development is maintained as a fundamental aspect of workplace employment.

Objectives

The program's objectives are to:

- Identify prisoners with illiteracy problems and encourage them to undertake vocational development programs.
- Provide prisoners with the opportunity to develop language and numerical and vocational skills necessary to gain and retain employment.
- Ensure education and employment formally interface at the workplace level.
- Ensure workplace vocational development programs are based upon identified prisoner needs.
Performance Indicators

Develop performance indicators to assess programs, establishing:

1. Institutional vocational case management committees.
2. Linking of course objectives and individual achievements.
4. Formal community accreditation of programs.
**VOCATIONAL DEVELOPMENT PROGRAM**

**Introduction**

Prisoner Vocational Development aims to ensure that inmate workers have the necessary language, numerical and vocational skills to undertake the range of work opportunities available through Corrective Services Industries' facilities. Through the development of these skills, the ultimate objective of the Vocational Development Program is to enhance inmates potential of obtaining and retaining employment upon release.

**Workplace Education**

In achieving the aims of Prisoner Vocational Development, workplace education is of major importance. Workplace education involves employers providing employees with educational and training opportunities in the workplace to develop job related skills, knowledge and attitudes.

Workplace education programs are conducted within work hours, employees do not lose wages for attendance, and the programs are related to the employee's workplace. Each program has clearly identified outcomes.

The benefits of workplace education are currently being recognised in the private sector where an increasing number of companies have introduced workplace education programs, particularly in the area of employee literacy and numeracy.

Workplace education is essential to the enhancement of inmates' post release employment opportunities. Corrective Services Industries and Programmes Division are jointly committed to workplace education and to ensuring its full and successful implementation.

**Workplace Education and Production**

Corrective Services Industries' (CSI) mission encompasses both providing prisoners with the opportunity for development through experience in real work situations and also the development of a commercialised enterprise. Workplace education accounts for both these aims, as the training and development of employees is seen as an important component of increasing the Business Unit's capacity, skill level and productivity. This is in line with current thinking within private enterprise, and Corrective Services Industries aims to make the work situation as close to the real world as possible.
It is important to note that, again as in private enterprise, workplace education programs must take account of the organisation's need to earn an income. It is critical that communications occur at the local level before implementing workplace education programs to plan for the least disruption to production. As well, such planning can take account of times when the business unit/service has the best capacity to utilise educative programs.

**Vocational Case Management Committee**

In order to facilitate close liaison at the local level, and to ensure that workplace education programs follow set guidelines, a Vocational Case Management Committee consisting of key interested parties will be established for every business unit and prison service industry. The Vocational Case Management Committee will be a subset of the jail Case Management Committee, in institutions where this exists.

The Vocational Case Management Committee will encourage a close working relationship between Education and Industries in the development of educational objectives and programs. Its main function will be to assess, plan and review the vocational development of inmate employees, through their on-the-job learning and involvement in workplace education programs. The Committee will be linked to the Program Review Committee, providing the opportunity for input to the wider areas of classification and placement.

The following principles have been developed to facilitate close liaison at the local level and to ensure that both the education needs of prisoners and the production needs of C.S.I. are met.

**WORKPLACE EDUCATION GUIDELINES**

1. **Vocational Case Management Committee**

   1.1. For every CSI Business Unit/Service, a Vocational Case Management Committee will be established, and will consist of:

      1.1.1. the Senior Education Officer (or nominated Education Officer or Teacher),

      1.1.2. the Manager of Industries (or Senior Overseer of the Business Unit/Service),

      1.1.3. the Case Management Officer (in institutions where there is a Case Management Officer),

      1.1.4. the prisoner, in the case where, for that prisoner, an individual education action plan is being developed.
1.2. The purpose of the Vocational Case Management Committee will be to:

1.2.1. develop and regularly review individual prisoner vocational case management,

1.2.2. Ensure that workplace education programs are linked both to prisoner needs and to the production needs of the business unit,

1.2.3. discuss vocational training needs eg: finance budgets, workplace training issues.

2. Vocational Case Management

2.1 The Vocational Case Management Committee may approve an Inmate's involvement in a workplace education program provided:

2.1.1. the committee has made an assessment of the prisoners learning needs,

2.1.2. the committee has detailed the expected outcomes from the prisoner's involvement in the particular workplace education program,

2.1.3. in order to assist 2.1.1. and 2.1.2., completion of form a is required,

2.1.4. the course meets guidelines set out in 3 below.

2.2. Evaluation of learning progress is to be undertaken periodically.

2.3. A high proportion of vocational learning occurs on the job, outside of formal education sessions. It is important that this learning is recognised and planned for. Accordingly, details will be kept by the Case Management Committee of individual prisoner's skills learning and attitudes on the job. Form B has been developed for this purpose.

2.4. For every inmate employee in the Business Unit/Service, Form B will be completed, and reviewed periodically and updated as required.

2.5. Information on the outcomes of education action plans of individual inmates will be forwarded to the Program Review Committee for consideration in classification and placement.
3. Workplace education

3.1. A workplace education program may include:

3.1.2. literacy and numeracy skills,

3.1.2. employability, communication skills and life skills,

3.1.3. work related training eg. offset printing, carpentry and joinery,

3.1.4. on the job training in specific skills eg: use of machinery, use of handtools.

3.2. A workplace education program is to have clear objectives and outcomes for each prisoner, which are agreed upon by the Vocational Case Management Committee.

3.3. In general, a workplace education program should be no longer than twelve weeks in duration. Programs extending beyond this time must be approved in writing by the Vocational Case Management Committee.

3.4. Up to one working day per inmate employee per week may be allocated in working hours for participation in workplace education programs. It will be the responsibility of the Vocational Case Management Committee to ensure that this occurs in the manner least disruptive to the business unit's/service's operations.

3.5 The Vocational Case Management Committee must be satisfied that the workplace education program is relevant to the inmate's workplace.

4. Inmate's participation in workplace education programs

4.1 An inmate employee may be released from work to attend a workplace education course provided:

4.1.1. the course fits within the guidelines set out in 3 above;

4.1.2. an individual vocational education action plan has been prepared and approved by the Vocational Case Management Committee, as outlined in 2.1.1, 2.1.2 and 2.1.3.
4.2. **Payment** of prisoners for their approved attendance in workplace education programs will be made at the appropriate Base Wage rate for their skill level.

4.3. Payment of Productivity Allowance must be linked to the capacity of the business unit to finance such payments. This will need to be identified at the local level.

**CONCLUSION:**

This Vocational Development Program, and the Workplace Education Guidelines will be implemented in conjunction with a Training Package, and revised through ongoing feedback and consultation between institutions, Corrective Services Industries, and Programmes Division, Prison Operations.
**VOCA TIONAL EDUCATION ACTION PLAN**

- CASE MANAGEMENT

<table>
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<tr>
<th>Gaol:</th>
<th>Business/Service:</th>
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<table>
<thead>
<tr>
<th>Prisoner Name:</th>
<th>Min. No:</th>
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### 1.0 PRISONER VOCATIONAL ASSESSMENT:

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<th>C</th>
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<td>New</td>
<td>Advanced</td>
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1.1 Reading
1.2 Writing
1.3 Numeracy
1.4 Pre-Vocational Skills
1.5 Prisoners Trade Skills, Workshop related Skills, Life Skills

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**NOTE:**

For Prisoner Vocational Assessment refer to Education Curriculum Programmes Division Prison, Operations, pp 5-9; Prisoner Literacy Resource Package, pp228-233.
2.0 **VOCATIONAL EDUCATION ACTION PLAN:**

Course Title/No: ____________________________

By the end of this course the prisoner will be able to:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3.0 **OUTCOME/ACHIEVEMENTS:**

(to be completed at end of course)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4.0 **VOCATIONAL CASE MANAGEMENT COMMITTEE**

Signed: Senior Education Officer  Senior Overseer/ASI  Prisoner

________________________________________________________________________

Case Management Officer
<table>
<thead>
<tr>
<th>SKILLS</th>
<th>HAND TOOLS</th>
<th>MACHINES</th>
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COMMENTS
VOCATIONAL DEVELOPMENT PROGRAM
ON-THE-JOB SKILLS DEVELOPMENT

| GAOL: ____________________________ | BUSINESS UNIT/SERVICE: Metal | 
| PRISONER EMPLOYEE'S NAME: ____________________________ |

<table>
<thead>
<tr>
<th>SKILLS</th>
<th>HAND TOOLS</th>
<th>MACHINES</th>
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<tbody>
<tr>
<td>Measure-rule</td>
<td>✔ HAMMER</td>
<td>✔ Bench grinder</td>
</tr>
<tr>
<td>Measure-tape</td>
<td>Mallet</td>
<td>✔ Portable grinder</td>
</tr>
<tr>
<td>Measure-angles</td>
<td>Hack saw</td>
<td>Band saw</td>
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<tr>
<td>Spirit level</td>
<td>Files</td>
<td>✔ Centre Lathe</td>
</tr>
<tr>
<td>Identify metals</td>
<td>Scrapers</td>
<td>Milling Machine</td>
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<tr>
<td>Interpret drawings</td>
<td>Chisels</td>
<td>Slotter</td>
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<td></td>
<td>Punches</td>
<td>Shaping Machine</td>
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<tr>
<td></td>
<td>Drill</td>
<td>Tool cutter</td>
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<td>Hand grinders</td>
<td>Grinder</td>
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<tr>
<td></td>
<td>Impact wrench</td>
<td>✔ MIG Welder</td>
</tr>
</tbody>
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COMMENTS

Currently doing MIG welding course, needs more experience.

Signature:

Date: 5-1-03
NOTE: Regarding Forms A & B

These forms encompass the development of inmates' vocational skills. Certificates and references will be issued as an essential component of recognising work related achievements. Formal recognition encourages self esteem and pride in work performance, as well as initiating a process by which inmates' work related competencies can be recognised by potential employers upon release.

A folder with plastic envelope inserts will be produced by CSI and distributed to Vocational Case Management Committees to issue to every employee. The folder will be a basis by which prisoners can maintain and keep their own personal record of education, skills development and work achievements.

The prisoner will be responsible for the maintenance of this folder and for including work references, recognition of excellence and training certificates. This folder will accompany the prisoner throughout the gaol system and be available to the prisoner to take away upon release from gaol.