

Probation Circular



NATIONAL
PROBATION
SERVICE

PC42/2006 – DEVELOPMENT OF EFFECTIVE ACTIVITY REQUIREMENTS IN THE NPS

IMPLEMENTATION DATE: 31 January

EXPIRY DATE: December 2009

TO: Chairs of Probation Boards, Chief Officers of Probation, Secretaries of Probation Boards

CC: Board Treasures, Regional Managers

AUTHORISED BY: Sarah Mann, Head of Interventions Unit

ATTACHED: Annex A – Expression of interest: Activity Requirement Approval Framework
 Annex B – Activity Requirement Approval Framework: Potential Scope
 Annex C – Activity Requirement – Guidance on submissions for approval
 Annex D – Section 201 Criminal Justice Act
 Annex E – Quality Assurance Criteria
 Annex F – Pro-Forma for approval of Activity Requirement Interventions
 Annex G – Procedures for approval of Activity Requirement Interventions: Flow Chart
 Annex H – Database of Activity Requirement Interventions

RELEVANT PREVIOUS PROBATION CIRCULARS

PC25/2005, PC74/2005

CONTACT FOR ENQUIRIES

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PURPOSE

- Inform areas of plans to establish a quality assurance framework for approving interventions delivered under the Activity Requirement (AR)
- Invite expressions of interest from areas to pilot the process, and
- Request information from all areas to assist in identifying the potential scope of such activity and commence creation of a national database.

ACTION

Areas are invited to express an interest in piloting the process with existing AR interventions (such as ETE, LIAM, etc.) by 31 January 2007. All Areas are requested to provide information about interventions (current and planned) delivered under the AR and to comment on the draft quality assurance process.

SUMMARY

This circular provides information and guidance on:

- National framework for approval of AR interventions
- Criteria and guidance applicable for AR intervention approval
- National database of AR interventions



Introduction

1. This PC provides information on the proposed establishment of an internal Probation Service approval system for interventions delivered under the Activity Requirement (AR). This is similar in design to that operated by the prison service under HMPS Prison Service Order 4350 for Effective Regime Interventions. The scheme will complement the work done by accrediting bodies, such as the Correctional Services Accreditation Panel, not replace them. Its purpose is to ensure interventions intended to reduce re-offending are of appropriate quality.
2. Areas are asked to say if they are interested in testing the framework in co-operation with the Regional Manager and / or the Regional Offender Manager on the attached pro-forma at Annex A
3. All Areas are asked to provide information about the range and type of interventions designed to reduce offending that are currently being delivered and those they plan to / would consider submitting to such a process in future by completing the pro-forma at Annex B.

Context

4. At present, the only guidelines for ARs are those in PC25/2005 Annex C (ETE Activity Requirements). NOMS, Interventions and Substance Misuse Unit (formerly NPD Intervention Unit), has consulted Probation Areas, and other stakeholders regarding the introduction of an AR approval and quality assurance system. The aim would be to establish and improve standards in the delivery of AR interventions so they are more likely to be effective in changing offenders' behaviour. Responses to this proposal were generally positive. A National Framework for ARs will provide a partnership between Areas and the Centre for development and quality assurance of effective AR practice. Its key features will be a process for approval, a national database of AR interventions, and dissemination of ideas and evaluation outcomes it is proposed that;
 - A regional approach, utilising existing Attitude, Thinking and Behaviour pathways, is a possible mechanism to test the system initially.
 - The process should build on and mirror that already in existence within HMPS for validating effective regime interventions in order to align work of the two services.
 - ARs in Areas should meet criteria covering design, participation and management based on What Works principles. Completion of the pro-forma, derived from HMPS PSO 4350, shows how an intervention will meet the criteria.
 - The approval system is for AR interventions which are not validated by an appropriate external body. Interventions which are validated by independent external bodies will continue to be subject to the requirements of those bodies.
 - Areas are requested to assist identify the actual and potential scope of AR interventions they anticipate being taken through this route by completing Annex B.
5. At this stage, ARs developed at national level would be approved by the NPD Head of Interventions, and for those developed at area or regional level, the intervention would be

approved by an appropriate regional authority (ARA), which could be the RM or ROM. Consultation about the proposed process may see amendments to the regional approach or possibly a national approval system for all AR interventions. Areas views are welcomed to the benefits of each system.

Audit and Monitoring

6. A database will be maintained in the NPD Interventions Unit of all AR interventions approved, or those in development. NPD will provide information to Areas, fulfil any future national reporting requirements, and assist in the identification of interventions and areas for any future evaluation. (See Annex C)
7. The national database for approved ARs will allow Areas and others to access information on ARs and learn from the experience of others. Approved AR activity should be included in internal and external audit arrangements at Area level. It may also be scrutinised by HMIP and the relevant external audit bodies for specialist interventions (e.g. ETE) where appropriate. Reports on the implementation of the AR strategy will be made to the NOMS Effective Interventions Board.

Action by NPS Areas:

8. Comments on this proposed development or any part of the detail outlined in this circular and attached guidance should be sent to Diane Anderson by 31 January 2007.
9. Areas are invited to take part in the testing of the framework for approval based on PSO 4350 by submitting the pro-forma at Annex A to Diane Anderson by 31 January 2007.
10. Areas are requested to assist identify the actual and potential scope of this process by submitting the pro-forma at Annex B to Diane Anderson by 31 January 2007.

Expression of interest: Activity Requirement Approval framework

NPS Area:

Name of person completing this form:

Contact person (if different from above):

Contact details - Telephone:

Address:.....

.....

E-mail

Please tick the relevant boxes below:

Proposal is to test at Area level

Or Regional level

Key Partners: **NPD Regional Manager**

ROM office

Prison service

Other

If so, please specify

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Activity Requirement Approval framework: Potential Scope

NPS Area:

Name of person completing this form:

Contact person (if different from above):

Contact details - Telephone:

Address:

.....

E-mail

Please detail what type of intervention(s) you, as an area or in partnership with another agency or organisation, envisage taking through this process if it were established as the route by which AR interventions were approved.

Title / Status	Basic Outline of Intervention	Delivery Details
Title Current/ planned	Aims, objectives, target group & selection, methodology, etc.	Frequency, duration, who delivers, etc.

Activity Requirements – Guidance on submissions for approval (1st Draft, 2006)

1. Introduction

- 1.1 Interventions whose primary purpose is to change offenders' behaviour should comply with quality assurance arrangements. Where an appropriate external body has validated the intervention, e.g. Correctional Services Accreditation Panel, no further quality assurance action is required. For Activity Requirement (AR) interventions the approval of an appropriate authority (AA) is required, on the basis of the application pro-forma showing how the nine quality assurance criteria described in Annex B are met. The AA must be satisfied all nine criteria are met. (But may permit minor variation from the Code of Practice set out in Annex B.)

Approval pro-forma

- 1.2 A full approval pro-forma is required where an AR intervention is seeking approval for the first time, whether the intervention is already operational or a new proposal.
- 1.3 An application pro-forma may be submitted by an area, a region, a consortium of areas, a policy unit, a working group of policy and operational staff, or an outside body.
- 1.4 An outside body must have an internal sponsor, whether or not Probation Service resources are involved. The internal sponsor may be an area, a consortium of areas, a policy unit, or a working group of policy and operational staff.
- 1.5 The steps in the process for obtaining approval should be:

1	Originator and / or sponsor prepares full approval pro-forma at Annex C
2	Approval pro-forma submitted to Chief at area level for support
3	Chief submits approval pro-forma to identified regional authority (ARA) for approval

- 1.6 The ARA must ensure the decision is recorded in the NPD database of AR interventions.

Shortened approval pro-forma

- 1.7 Where an existing or new AR intervention has been approved and consideration is being given to whether it will be delivered in another area, the same steps set out at para. 1.5 are required. In this case the approval pro-forma need only specify how the intended operation differs from the approval given elsewhere. This is likely to include Criterion 6 - Scale and Costs, and evidence the target group, to satisfy Criterion 4 -Targeting and Selection, is available. The ID of the intervention already approved must be referenced.

New Interventions

- 1.8 All new AR interventions developed should follow the procedures in this PC.
- 1.9 Before an originator may proceed to design a new AR intervention, they should:
- consult the national database of AR interventions;
 - ensure the intervention meets unmet offender need utilising OASys data;
 - be satisfied a suitable approved intervention is not already available, or in development;
 - be authorised and resourced by the relevant body, usually the Probation area or by a sponsoring Head of Group (in the case of a policy unit or a working group of policy and operational staff), to design a new intervention.
- 1.10 Where a consortium of areas, a policy unit or a working group of policy and operational staff has been involved in developing a new AR intervention, any relevant AA may take the initial approval decision, but each area / region intending to adopt the approved AR intervention must prepare a shorter approval pro-forma.
- 1.11 Before agreeing to sponsor or resource design of a new AR intervention by an outside body, the prospective internal sponsor must:
- consult the database of AR interventions ;
 - be satisfied a suitable approved intervention is not already available, or in development;
 - comply with good practice concerning contracting.

Sponsorship does not guarantee commitment to delivery, should a new AR intervention succeed in becoming approved.

Review of existing activity requirement interventions

- 1.12 All existing AR interventions should seek approval using the pro-forma before the end of June 2008.
- 1.13 Areas should identify existing AR interventions and prepare a draft approval plan. Where similar interventions operate in more than one area, the ARA may designate a lead responsible area to prepare the approval pro-forma. The AA must approve plans and inform NPD Interventions Unit of existing AR interventions in their areas / regions and agreed timetables for review. Details will be entered in the AR interventions database and ARAs will have full access to this national information. Where similar interventions operate in more than one region, the AA concerned may agree to designate a lead responsible area to prepare a full approval pro-forma.

- 1.14 Interventions may have written material demonstrating how the criteria are met. In such cases, it will be sufficient to attach this material, but the appropriate criteria sections of the pro-forma must refer to the precise parts of the attachments.
- 1.15 Where a lead area has successfully gained approval for an intervention, other areas should prepare a shorter pro-forma for approval by their ARA, as set out in para. 1.7.

Managing change control

- 1.16 Interventions must be delivered as designed to be effective. Substantial changes require a fresh approval pro-forma to be submitted. In such cases, the pro-forma need only:
- specify the proposed changes;
 - state 'no change' where the means of meeting any criterion are unchanged;
 - attach existing material relating to any such criterion.
- 1.17 Only minor in-year changes in design may be made. They should be justified in writing to the ARA, with the approval of the Chief recorded. The ARA will consider whether changes made are more than minor, hence whether a fresh approval pro-forma is required.
- 1.18 Continuation and scale of delivery of an approved AR intervention should be considered on an annual basis via regional and / or national change control procedures. This should draw on:
- evidence from monitoring, audit and inspection;
 - any evidence from evaluation of this or another relevant intervention;
 - any changes in the risks and needs profile of the area's population; and
 - any changes in the capacity of the area to deliver.
- Any decisions to cease or change the scale of delivery should be recorded on the database of AR interventions.

Section 201 Criminal Justice Act

Activity requirement

1. In this Part "activity requirement", in relation to a relevant order, means a requirement that the offender must do either or both of the following-
 - (a) present himself to a person or persons specified in the relevant order at a place or places so specified on such number of days as may be so specified;
 - (b) participate in activities specified in the order on such number of days as may be so specified.
2. The specified activities may consist of or include activities whose purpose is that of reparation, such as activities involving contact between offenders and persons affected by their offences.
3. (3) A court may not include an activity requirement in a relevant order unless-
 - (a) it has consulted-
 - (i) in the case of an offender aged 18 or over, an officer of a local probation board,
 - (ii) in the case of an offender aged under 18, either an officer of a local probation board or a member of a youth offending team, and
 - (b) it is satisfied that it is feasible to secure compliance with the requirement.
4. A court may not include an activity requirement in a relevant order if compliance with that requirement would involve the co-operation of a person other than the offender and the offender's responsible officer, unless that other person consents to its inclusion.
5. The aggregate of the number of days specified under subsection (1) (a) and (b) must not exceed 60.
6. A requirement such as is mentioned in subsection (1) (a) operates to require the offender-
 - (a) in accordance with instructions given by his responsible officer, to present himself at a place or places on the number of days specified in the order, and

(b) while at any place, to comply with instructions given by, or under the authority of, the person in charge of that place.

7. A place specified under subsection (1)(a) must be-
 - (a) a community rehabilitation centre, or
 - (b) a place that has been approved by the local probation board for the area in which the premises are situated as providing facilities suitable for persons subject to ARs.
8. Where the place specified under subsection (1)(a) is a community rehabilitation centre, the reference in subsection (6)(a) to the offender presenting himself at the specified place includes a reference to him presenting himself elsewhere than at the centre for the purpose of participating in activities in accordance with instructions given by, or under the authority of, the Person in charge of the centre.
9. A requirement to participate in activities operates to require the offender-
 - (a) in accordance with instructions given by his responsible officer, to participate in activities on the number of days specified in the order, and
 - (b) while participating, to comply with instructions given by, or under the authority of, the person in charge of the activities.
10. In this section "community rehabilitation centre" means premises-
 - (a) at which non-residential facilities are provided for use in connection with the rehabilitation of offenders, and
 - (b) which are for the time being approved by the Secretary of State as providing facilities suitable for persons subject to relevant orders.

QUALITY ASSURANCE CRITERIA

Introduction

- B1 All 9 criteria must be covered when completing an approval pro-forma for an AR intervention. The requirements set out here constitute Practice Guidance.
- B2 The 9 criteria, based on What Works principles, are drawn from evidence of what contributes to the effectiveness of interventions to reduce re-offending. They are also applicable to optimising effectiveness of other interventions with the objective of changing offenders' behaviour.

Criterion 1: Objectives

- B3 Interventions should have written objective(s), made available to all relevant staff, courts and offenders. The objective(s) must be SMART (specific, measurable, achievable, realistic and time-bound). Other features of an intervention should be consistent with, and proportionate to, the written objective(s).
- B4 A variety of objectives are appropriate, dependent OASys assessments and associated sentence planning. They should relate to the Probation Service's objectives and principles and be designed to change offenders' behaviour.
- B5 Examples where appropriate objectives for internally approved AR interventions could be set are;
- Raising awareness or improving motivation, in relation to specific factors related to the history of offending, including denial, minimisation or justification;
 - Advice, information and assistance, in relation to specific factors related to the history of offending and intended to promote compliance and reduce risks of re-offending;
 - Raising drug and alcohol misuse awareness, reducing harm associated with drug and alcohol misuse and reducing dependence;
 - Raising awareness in identifying and managing stress;
 - Improving family and social relationships;
 - Improving social interaction;
 - Improving physical, emotional and/or mental health, fitness and welfare;
 - Promoting constructive use of leisure.

Criterion 2: Rationale

- B6 Interventions should have a written rationale, setting out why the methods adopted are appropriate to the target group and to achieving the objectives.
- B7 The Rationale could refer to evidence of the benefits of group work and other interventions from research literature or textbooks. Reference to research findings, where available, may be used to support this criterion.

Criterion 3: Structure

- B8 A brief, written structure for the intervention should be made available in leaflets to all relevant staff, courts and offenders. Different versions will be required to take account of different perspectives. The structure should set out:
- a clear indication to staff, courts and offenders of what is entailed;
 - a clear brief to staff or others who may be responsible for delivery;
 - the content, method(s), sequence and intensity of the intervention;
 - in the case of groups, the minimum and maximum number of places necessary to make them viable and effective;
 - the number of sessions, which may be in the form of minimum and maximum, required to meet the objective(s);
 - the purposes of specific sessions or modules;
 - the duration and frequency of sessions, which may be in the form of minimum and maximum;
 - clear roles, responsibilities and communication links with the offender manager;
- B9 All AR interventions require an operational manual, proportionate to the intervention, to be submitted.

Criterion 4: Targeting and Selection

- B10 A target group for whom the intervention is designed must be written in the approval pro-forma.
- B11 The assessment process should be proportionate to the intervention, i.e. a modest intervention does not need substantial assessment.
- B12 All offenders are assessed at the PSR stage utilising OASys for suitability for the intervention, which should be prescribed. Sequencing and co-ordination of activities is recorded in OASys. Other specialist assessments can be triggered from this such as:
- Basic skills assessments, to identify deficits in literacy, numeracy and communications skills¹;
 - Drug and alcohol assessments;
 - Psychometric tests, used in specified circumstances only; they may be used only by qualified assessors.
- B13 OASys records the assessed level of risk of harm and the means by which this is to be managed in the community. Area policy and guidance pertaining to managing risk of harm in the community must be adhered to in the delivery of interventions

¹

Specialised educational assessments, eg. to screen for dyslexia, may also be available

Criterion 5: Achievement

- B14 The method(s) for assessing and recording offenders achievement on completion of the intervention must be written in the approval pro-forma. This should include seeking offenders' feedback on their learning and what benefits they will continue to apply in their lives.
- B15 Provision may be made for assessing and recording progress at stages, which could be valuable for comparing drop-outs and completers and for improving design and delivery. Reasons for drop-out should be recorded. The approval pro-forma should specify what action may be taken to minimise drop-out.
- B16 Where appropriate, and proportionate to the level of intervention, tools to assess changes in attitudes may be used. Completion of such tests before and after the intervention may provide an indicator of what has been achieved. Their selection should be informed by professional advice and some tests may only be used by qualified staff.

Criterion 6: Scale and costs

- B17 The approval application must specify details:
- **Scale** - number of places, starts, and/or completions to be provided over a given time period, normally the financial year;
 - **Costs** - some measure of costs must be provided as a guide to investment decisions e.g. grade of staff and cost per hour.
- B18 Where possible and appropriate, additional cost information should be provided:
- for new interventions, including interventions new to the area but previously available elsewhere: total start-up costs;
 - direct costs incurred, both in total and per unit (i.e. place, start, completion), and what they consist of (e.g. staff, materials, premises etc.);
 - indirect and estimated costs, both in total and per unit, and what they consist of (e.g. overheads for management, utilities, depreciation, staff training, advice and support, administrative support, monitoring and audit etc.).
- B19 Where an intervention is provided by an external supplier, correct contracting and accounting procedures must be applied. Contracts must specify:
- duration of contract and provision for re-negotiation;
 - scale of provision;
 - total and unit costs and which party is responsible for which costs;
 - action in the event of non-delivery;
 - procedures for monitoring delivery and for resolving disputes relating to responsibility for non-delivery.
- B20 Where an intervention is provided by an external supplier at nil cost to the Probation Service, a Service Level Agreement must specify:
- scale of provision;
 - procedures for monitoring delivery and for resolving disputes relating to responsibility for non-delivery.

Criterion 7: Staff selection, competence, management and support

B21 The approval pro-forma must specify staffing requirements necessary to ensure that the intervention is delivered as designed and is effective in meeting its objectives. These should include:

- staffing levels, related to scale of provision, including whether staff are dedicated for the intervention or drawn from a pool with other responsibilities;
- how staff will be selected and trained (if necessary);
- how staff will be managed and supported, debrief, supervision etc.
- how staff providing management and/or support will themselves be selected, trained (if necessary), managed and supported
- in the case of contracted provision, how staff managing the contract will be selected, trained (if necessary), managed and supported

Criterion 8: Records

Records

B22 The minimum offender record requirement, to be specified in the approval proforma, is:

- offender identifier (including data relating to diversity)
- details of referral
- details of assessment
- date of commencement
- complete record of attendance
- whether completed or not
- detail of hard and soft outcomes from participation

A simple card index system will suffice if no IT-supported system is available

Monitoring and Audit

B23 What monitoring, management information and audit arrangements are proposed?

Criterion 9: Evaluation / Review

B24 The approval application should indicate how the intervention will be reviewed to establish it is meeting its aims, objectives and having a positive impact. Evaluation is necessary in order to draw conclusions about effectiveness. RDS + NPD advice on evaluation is available. Where possible, appropriate measurable indicators of impact must be

chosen and specified e.g. the reduction in OASys scores, participants' feedback, etc.

- B25 Conclusive evaluation of effectiveness depends on adequate numbers of cases and suitable comparators. This will be outside the normal capacity of areas to provide, but such studies may be conducted periodically on a national basis.

PRO-FORMA for approval of Activity Requirement Interventions

Note: Pro-formas of all applications for approval must be retained by NPD/Regional Managers/Regional Offender Managers and made available when required for purposes related to audit and evaluation

- 1a. NPS Area:
or
1b. NPD Policy unit or working group
or sponsoring policy unit
or working group

2. Title of intervention and Primary Purpose:

title

Primary purpose(s): (please tick)	rehabilitation	reparation	punishment	protection
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3. Intervention Manager
4. Name(s) of provider(s)
(if not delivered by NPS staff)
5. Nature of intervention

How will the Primary Purpose(s) be achieved <i>please tick all that apply</i>	
Information giving	
Raising awareness	
Developing skills	
Making amends	
Intensive engagement	
Increasing motivation	
Other(s) – <i>please specify:</i>	

And ...

OFFENDING-RELATED FACTOR(S) ADDRESSED <i>(Please tick all that apply)</i>	
Accommodation	
Education, training, employability	
Finance	
Relationships	
Lifestyle	
Drug misuse	
Alcohol misuse	
Emotional well-being	
Thinking and behaviour	
Attitudes	
OTHER FACTOR(S) ADDRESSED	<i>Please specify:</i>
How does this intervention fit with other requirements available to courts in your area?	
How does this intervention address diversity? (a Race Equality Impact Assessment must be attached to this form)	

Intervention history

6. Date the intervention was introduced in this area
(if applicable)
7. Date of any previous review in this area
(if applicable)
8. Has the intervention been approved for delivery in another area? Y / N
9. If Yes, name of area
10. If known, date and / or ID of approval
10. What is the evidence of need or local demand for this intervention (eg OASys data, Crime and Disorder strategies)

11. **How quality assurance criteria are met (note: guidance on completion of this section is available from Regional Managers or NPD Interventions)**

Note: If a criterion is fully met by an Activity Requirement in another area and approved at regional level please:

- *tick the box in the left-hand column*
- *provide the name of the area and/or the ID of the approval in the right-hand column*

Criterion 1: Objectives	
Clear objectives for the intervention must be specified. They should be SMART and related to Probation Service/NOMS objectives and/or targets.	
Tick box If met before	Give details below of the objectives (or attach documentation if prepared previously and note below references therein to the objectives).
Criterion 2: Rationale	
The rationale must set out why the methods for delivering the intervention are appropriate to the objectives and to the target group.	
Tick box If met before	Give details below of the rationale (or attach documentation if prepared previously and note references therein to the rationale).
Criterion 3: Structure	
The structure should be brief and set out what is entailed, the content, methods, and sequence of the intervention and, for groups, the viable minimum and maximum number of places, number of sessions, purposes of specific sessions, duration and frequency of sessions.	
Tick box if met before	Attach or give details below of the structure (or attach documentation if prepared previously and note references therein to the structure).

Criterion 4: Selection

A target group of offenders for whom the intervention is designed and the method of assessment to fit the target group must be specified, including any assessment tools used.

Tick box if met before	Give details below of offender selection (or attach documentation if prepared previously and note references therein to selection).
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Criterion 5: Achievement

The method(s) for assessing and recording achievement on completion of the intervention must be specified including how offenders feedback is to be obtained and recorded

Tick box if met before	Give details below of assessing/recording achievement (or attach documentation if prepared previously and note references therein to achievement).
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Criterion 6: Scale and Costs

The number of places, starts, and/or completions in the financial year (or other specified period) must be specified together with costs.

Tick box if met before	Give details below of scale and costs (or attach documentation if prepared previously and note references therein to scale and costs).
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Criterion 7: Staff Selection, Competence, Management and Support
 Details must be specified of staffing levels, job specifications, competencies and qualifications required, staff selection and training process, support and supervision.

Tick box if met before	Give details below of staff selection etc (or attach documentation if prepared previously and note references therein to staff selection).
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Criterion 8: Records, Monitoring and Audit
 Records – specify details of records kept. This should include court proposals, referrals, assessments, starts, attendance, completion and positive outcomes. Also financial records (to determine cost effectiveness).
 Monitoring - specify methods and frequency of checks for access and delivery. Also collation and analysis of records on take-up, drop out and breach, completion and achievement.
 Audit – self audit arrangements to be specified.

Tick box if met before	Give details below of records, monitoring and audit (or attach documentation if prepared previously and note references therein to records etc).
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Criterion 9: Evaluation / Review
 It must be specified how achievements against objectives will be assessed in order to draw conclusions about the effectiveness of the intervention.

Tick box if met before	Give details below of evaluation (or attach documentation if prepared previously and note references therein to evaluation).
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12 Date submitted to RM / ROM / Head of NPD Interventions Unit for approval

13. Decision by RM / ROM / Head of NPD Interventions Unit

Applicant's Signature:

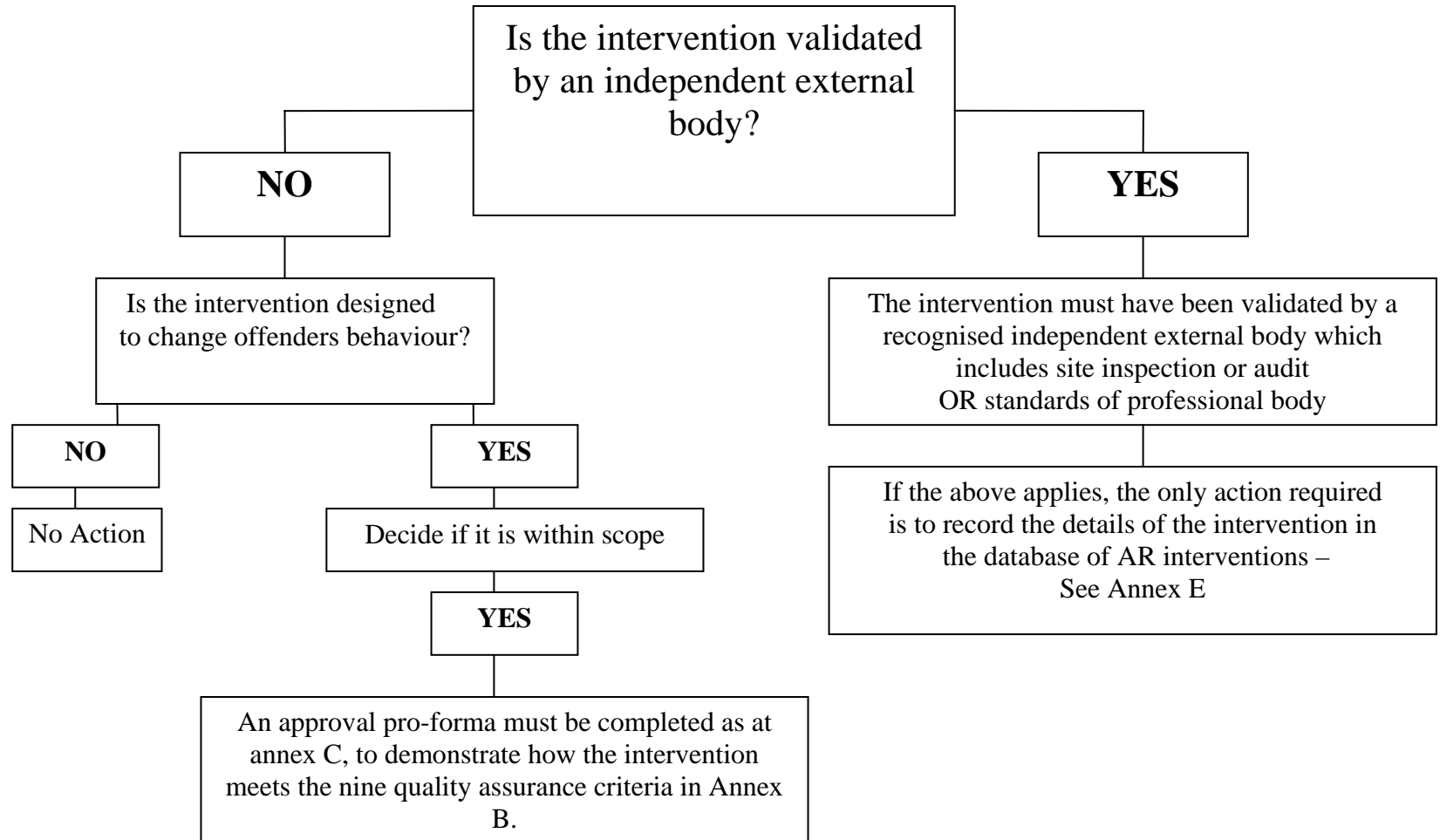
Name (printed):

Area / Region:

AA Signature:

Name (printed):

PROCEDURES FOR APPROVAL OF ACTIVITY REQUIREMENT INTERVENTIONS: FLOW CHART



DATABASE OF ACTIVITY REQUIREMENT INTERVENTIONS

- E1 The database set out below is being established to ensure a central record of activity requirement interventions that:
- i. have been approved under the procedures set out in this PC; or
 - ii. are in development or under review, with the intention of seeking approval under the procedures set out in this PC; or
 - iii. have been accredited by other independent external bodies; or
 - iv. (optionally) are in development or under review, with the intention of seeking approval by other independent external bodies.
- E2 NPD Interventions Unit is seeking IT-assisted business change to support efficient operation of this framework
- E3 Until this is available, returns will be sent to NPD Interventions Unit, 1st Floor Abell House, John Islip Street, London, SW1P 4LH
- Procedures regarding the responsibility for returns will be issued later.-
- E4 Information must be recorded on the database quickly and no later than 4 weeks after the relevant decision has been made.

ACTIVITY REQUIREMENTS VALIDATED BY INDEPENDENT EXTERNAL BODIES

General

- F1 Where an appropriate external validating body for an AR intervention exists, the requirements it sets will be sufficient as evidence of quality. This is desirable because it:
- demonstrates to the public the quality of Probation Service interventions is high;
 - contributes to reducing social exclusion by providing offenders with a standard of provision available to all members of the community, enabling offenders to demonstrate their knowledge and skills are comparable to those of others.
- F2 Externally validated interventions do not need to meet the criteria set out in this PC. Nor is it necessary for the approval pro forma at Annex C to be completed in full, though the intervention does need to be registered on the database at NPD.

Validating bodies

- F3 Learning and Skills councils can advise on accreditation processes involved in learning / education. Awarding Body Advice on other bodies is available from the relevant policy unit.
- F4 It is important any independent outside body used to validate an AR authorises or contributes to audit processes. Examples of validating bodies are:
Correction Services Accreditation Panel (CSAP)
National Open College Network (NOCN)
ASET awarding body for certificated vocational learning
MATRIX quality standard, guidance and information body
National Vocational Qualification (NVQ) awarding bodies such as City and Guilds Guidance Council Accreditation Board

Central database of Activity Requirement interventions

- F6 The only mandatory requirement for externally validated interventions under this PC is that they must be recorded on the database of Activity Requirement interventions, as set out at **Annex F**.

(This position will be open to review in future.)