



Rehabilitation & ETE Services **Occupational & Personal Development (OPD)** for Behavioural, Social, Communication and Vocational (ETE) Improvements

Progression Routes include a range of topics delivered in One to One and/or in Group-work Activities (subject to individual needs and to group requirements)

<p>Behavioural & Correctional Strategies</p> <p>Social & Communication Skills</p> <p>Employment, Training and Education (ETE) Guidance</p> <p>On-going guidance & follow-through care services</p> <p>(see list of available topics)</p>	<p>Outcomes and Routes of Progression into ETE</p> <ul style="list-style-type: none">➤ Compliance and Improved Attendance➤ Reduction in Offending Behaviour & Patterns➤ Introduction to Training & NVQs including: Construction & Engineering, Motor Mechanics, Warehousing, IT & Repairs Services, Catering, Leisure & Sports➤ Enhanced Communications Skills➤ Motivational Skills & Confidence Building➤ Occupational Awareness & Job Search Skills➤ Guidance into Offender Employment, Training and Education (whilst on programmes)➤ On-going Follow-up Support services, as required
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For Further Details & Information about programmes and services at Solicare, please contact:

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Rehabilitation & ETE Services (Jan 2008- Dec 2009) Occupational & Personal Development (OPD)

[Specialist One to One and Group-work Programmes]

Initial & On-going (Assessments, Guidance & Feedback)

Initial Assessments and Inductions Programme including meetings/sessions with referring organisation/practitioners); for each referred candidate

- **Assessments of individual** learning, social, ETE and behaviour/communication/vocational needs.
- **Rickter Scale Analysis** of specific guidance needs and for the measurement of distance required for achieving the individual desired state of development
- **Basic Skills initial Assessments** and analysis of individual learning styles
- **Induction to various related programmes** and the establishment of progression routes.
- **Introduction to future mentoring & guidance** practitioners and to potential groups)
- **Assessment summaries & submission of progress reports** including reports on attendance, levels of engagement/understanding, risk areas (weakness) & strengths and recommendations for ETE progression

Programmes in Behavioural & Correctional Skills (choices of 4, 6 or 12 sessions *)

- B1) Road Safety Awareness
- B2) Alcohol & Drug Awareness
- B3) Problem Solving & Cognitive Skills
- B4) Relationships & Cultural Awareness
- B5) Anger Management
- B6) Crime Prevention & Costs
- B7) Coping with Parental Responsibilities
- B8) Dealing with Difficult Situations
- B9) Confidence Building
- B10) Victim Awareness
- B11) Dealing with Law & Order
- B12) Conflict & Behaviour Management
- B13) Dealing with Fines & Debts
- B14) Dealing with Isolation, Exclusion and Rejection

Programmes in Social & Communication Skills (choices of 4, 6 or 12 sessions *)

- S1) Time Management (Constructive Use of Time)
- S2) Parental Guidance/Skills
- S3) Dealing with Payments & Debts
- S4) Managing your Home/Accommodation
- S5) Legal & Social Responsibilities.
- S6) Awareness of Social & Communication Skills
- S7) Use of Local & Nat. Services (and Map reading)
- S8) Assertiveness & Confidence Building
- S9) Stress Relief & Management
- S10) Motivational Skills
- S11) Organisation & Problem Solving Skills
- S12) Culture & Race Relations (EO)
- S13) Dealing with Juveniles & Difficult Behaviours
- S14) Introduction to Counselling
- S15) DVLA approved Drink Drivers programmes (tbc)

Programmes in Employment, Training and Education (ETE) Guidance (8-12 sessions *)

- E1) Interviews & Presentation Skills
- E2) CVs, Applications & Letter Writing Skills
- E3) The Rehab Act 1974 & Disclosures
- E4) Job search Awareness & Guidance
- E5) Careers Choices & Suitable Occupations
- E6) Introduction to Voc. Skills (NVQ1/Prep.)
- E7) Volunteering in the Community/ Placements
- E8) Pathways to Further & Higher Education
- E9) Employment Guidance/Placements/Tasters
- E10) Health & Safety At Work
- E11) First Aid & Workplace Safety
- E12) Introduction to Cooking (Health & Hygiene)
- E13) Occupational Basic Skills
- E14) Teamwork & Understanding the Workplace
- E15) Sustaining Employment

Outcomes and Routes of Progression into ETE

- Compliance and Improved Attendance
- Reduction in Offending Behaviour & Patterns
- Introduction to Training & NVQs including:
- Construction & Engineering, Motor Mechanics, Warehousing, IT & Repairs Services, Catering, Leisure and Sports
- Enhanced Communications Skills
- Motivational Skills & Confidence Building
- Occupational Awareness & Job Search Skills
- Guidance into Employment, Training and Education (whilst on programmes)
- On-going Follow-up Support services, as required

Occupational & Personal Development Skills

Programme Aims:

To enhance the participants awareness of social interactions and communication skills, particularly those which will improve their prosperity and integration within their own communities.

To develop the participants understanding of the importance of securing employment, following education and training pathways as well as ways of promoting their independence. Also to explore methods for avoiding exposure to offending and anti-social behaviour through disengagement; by becoming constantly engaged in successful and rewarding career-related initiatives.

To provide the participants with information about the specific skills, qualifications, licences and behaviours needed to secure a desired occupation or profession.

To improve the participants' awareness of occupational skills and enhance their prospects of securing adequate employment and career professions within their immediate localities. Also to provide each participant the option of assessing own ETE needs/barriers/potential and to produce a coherent and achievable career action plan

Suitable For:

Group One: 16-21 year olds who are disengaged and in need of exploring career options and specific occupations. Those who are on New Deal or under other statutory youth correctional orders with ETE as a directive, requiring the need to address/ achieve ETE outcomes. Young people released or about to be released into the community from HMPs in need of Guidance into ETE options. **Pupils from local schools/ colleges will be provided with separate programmes, specially tailored for young people in education**

Group Two: 21+ Adults who are ex-offenders and/or not on current community orders or licences, who are unable to access adequate correction, rehabilitation or ETE support. Also suitable for adults about to be released into the community from HMPs. Long-term unemployed adults and/or those on New Deal and whose tendencies to re-offend or past convictions does affect their self-esteem and motivation to identify suitable occupations and potential employment.

Programme Delivery Styles: practitioners will tailor programmes to suit individual and group needs using a range of topics relating to Correction/Behaviour Management and Communication/Vocational skills

Programmes Delivery Methods: Programmes for learners include sessions delivered in both Group-work and One-to-One interactions. All Sessions will consist of six-eight learners, having access to interactive styles for improved perception of skills needs and careers pathways consisting of a range of occupations potentially suitable for employers in their localities. Knowledge of suitable qualifications, skills and career options will be explored and negotiated with each group/individual, leading to each participant securing a personal plan of actions for potential achievements. Participants will also have access to tasters and/visits from relevant employers and/or training providers whilst on the programme, hence raise their interest and motivation and to help adjust their expectations into realistic and successful attainments. *(continued on page2)*

**For Further Information,, please contact Carole Marek - Programmes at Solicare UK
via: Email: enquiries@solicare.co.uk, Tel: 07765895469 or Fax 01843 835557**

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Programme Duration: over 12 weeks, including one session per week, each lasting up to 2 hours.

Programmes Frequency: each programme will last up to twelve weeks and will commence in the 1st week of Jan, April, July, and October of each year.

Programme Cost: £52.50 per learner on a group-work session/week, totalling £630 per programme. One-to-One catch up or main sessions are charged at £72.50 per learner on

No. of Beneficiaries per year: a minimum of 24 learners on Group-work sessions and at least 4 learners on one-to-one sessions per programme type/year (within each area/district including Thanet, Dover & Deal). A total of 72 group work participants and min. of 12 participants on 1-1 interactions from the 3 areas.

Referrals System:

the Solicare tutors/practitioner may place a referral folder at each delivery location, enabling you to enter each potential learner on a pre-scheduled programme's date/time. or

submit your recommendations within a complete Solicare Referral Form for each learner, by e-mail or fax to Solicare UK (see contact details below)

The tutor(s) will arrange for an initial one-to-one meeting with all referred learners prior to the commencement of each programme.

Programmes Tutor & Practitioners:

Solicare programmes tutors are qualified and/or experienced practitioners in the fields of Advice, Counselling and Psychotherapy, with specialist knowledge in Offender Rehabilitation, Motivational Support and/or Behaviour Management.

Solicare programme leaders are nationally registered for delivering accredited Home Office programmes, as well as being members of recognised institutes in the UK such as the Institutes of Careers Guidance.

Solicare tutors are approved for work with children & young people of all ages, as they are CRB checked and work within the guidelines of a range of legal acts including those relating to work with Children, Offender Rehabilitation, Criminal Justice and Education.

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