

DBM 06/06

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6 September 2006

Dear Board Member

**EDUCATION AND TRAINING SUPPORT GROUP**

Following the successful setting up of the Diversity Working Group, the Communications Group the Handbook Working Party, and currently the Healthcare Support Group, the National Council would like to continue to develop the link between the work of the Council and the expertise and input of board members.

As mentioned in Sheila Royle's letter of 20<sup>th</sup> April it is now proposed to set up a further support group to cover the important policy area of Education and Training. As the member of the National Council with responsibility for Prisoner/Detainee Education and Training, I would like to invite IMB members with the appropriate experience and interest to assist me in developing our knowledge base in this area and increasing the support and guidance we can offer to Boards and individual members.

If you are interested in being considered, you will find enclosed the agreed aims and composition of the group, together with general criteria for membership. An application form is also enclosed which I would be glad if you would complete and return to Anne-Marie Stephens at the Secretariat by Friday 6<sup>th</sup> October 2006.

I look forward to hearing from you.

Yours sincerely,

John Weightman

## **SPECIAL INTEREST SUPPORT GROUP**

### Aims

- To give support to the NC member with responsibility for Prisoner/Detainee Education and Training
- To research aspects of Education and Training policy and practice relevant to the monitoring responsibilities of IMBs
- To develop a comprehensive range of information on Education and Training issues which can be disseminated as needed to Boards, to help them in their monitoring role
- To provide a forum of expertise where Education and Training issues are discussed and from which Boards and individual members can seek advice and guidance on particular problems they face in their establishments
- To assist the NC member raise issues of Education and Training which are of general concern to IMBs with management or agencies responsible where appropriate.
- To inform training of Board members

### Composition of the Group

- NC member with responsibility for Prisoner/Detainee Education and Training to act as Chair
- Membership to represent diverse categories of prison (and to include IRCs and prisons in Wales)
- Size of the group to be Chair plus eight
- Recruitment to be by invitation, application and selection

### Desirable Criteria for Recruitment

- Knowledge of Education and Training matters
- IMB member for minimum of three years
- Availability (quarterly meetings plus attendance at Learning & Skills Council (LSC) and other Government agency forums/meetings etc.)
- Willingness and ability to research and disseminate information
- Team player
- Understanding of IMB role (advisory, monitoring, informing NC debate and future policy – NOT acting as lobby group for LSC/Education Department/PS/IND management)

*APPLICATION FORM FOR THE EDUCATION AND TRAINING SUPPORT GROUP*

**NAME:** .....

**ADDRESS:**.....

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**TEL NO:** ..... **DOB** .....

**MEMBER OF IMB AT:** .....

**SINCE:** .....

**POSTS HELD ON IMB:** .....

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**RELEVANT EDUCATION AND TRAINING KNOWLEDGE and/or QUALIFICATIONS:**

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**OTHER RELEVANT EXPERIENCE:**

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