

Midlands Consortium

Governance and Delivery Structure

Part 1:

Governance Structure and Description of Regional Meetings

Part 2:

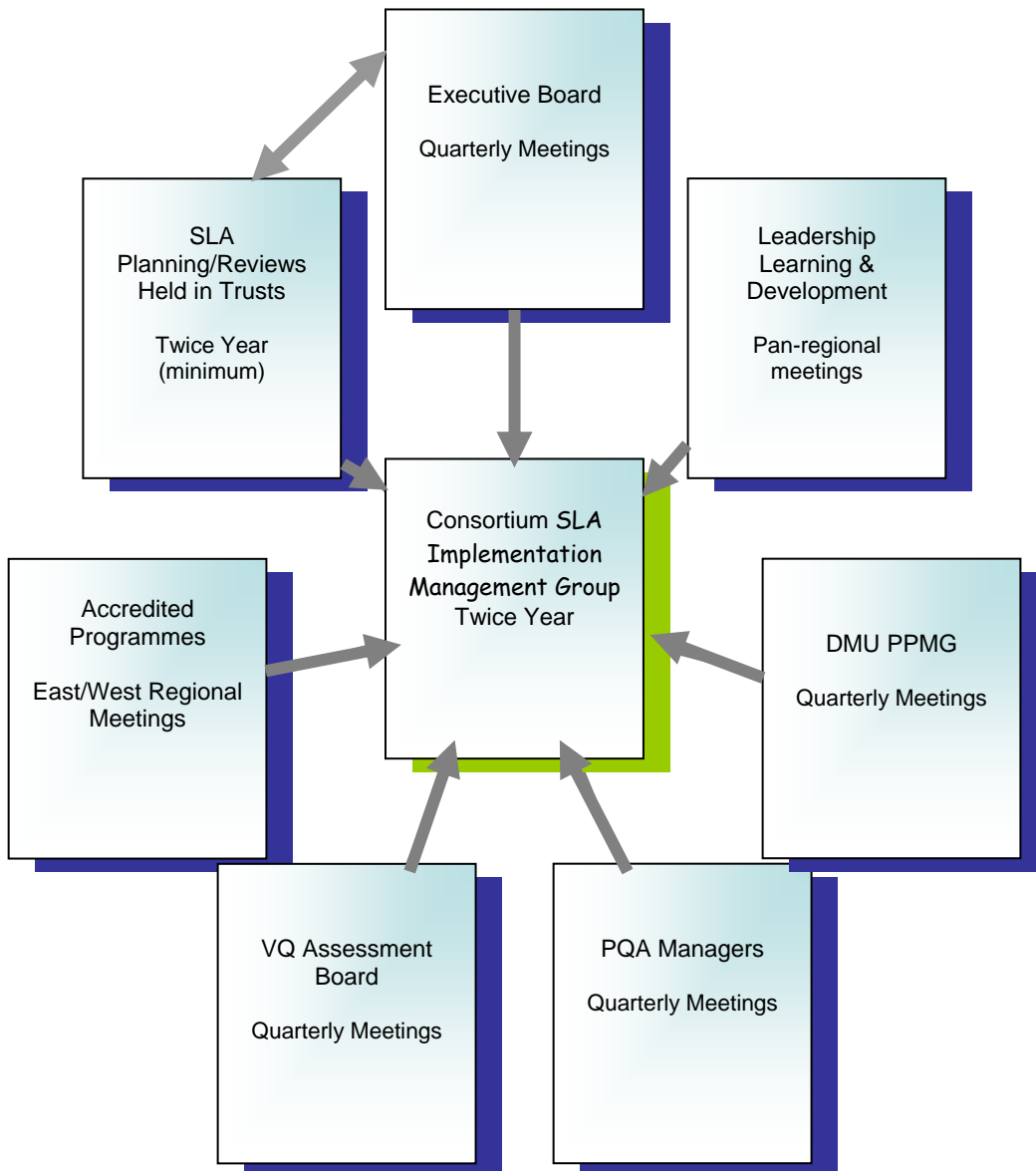
Probation Qualifications Awards: National Meetings

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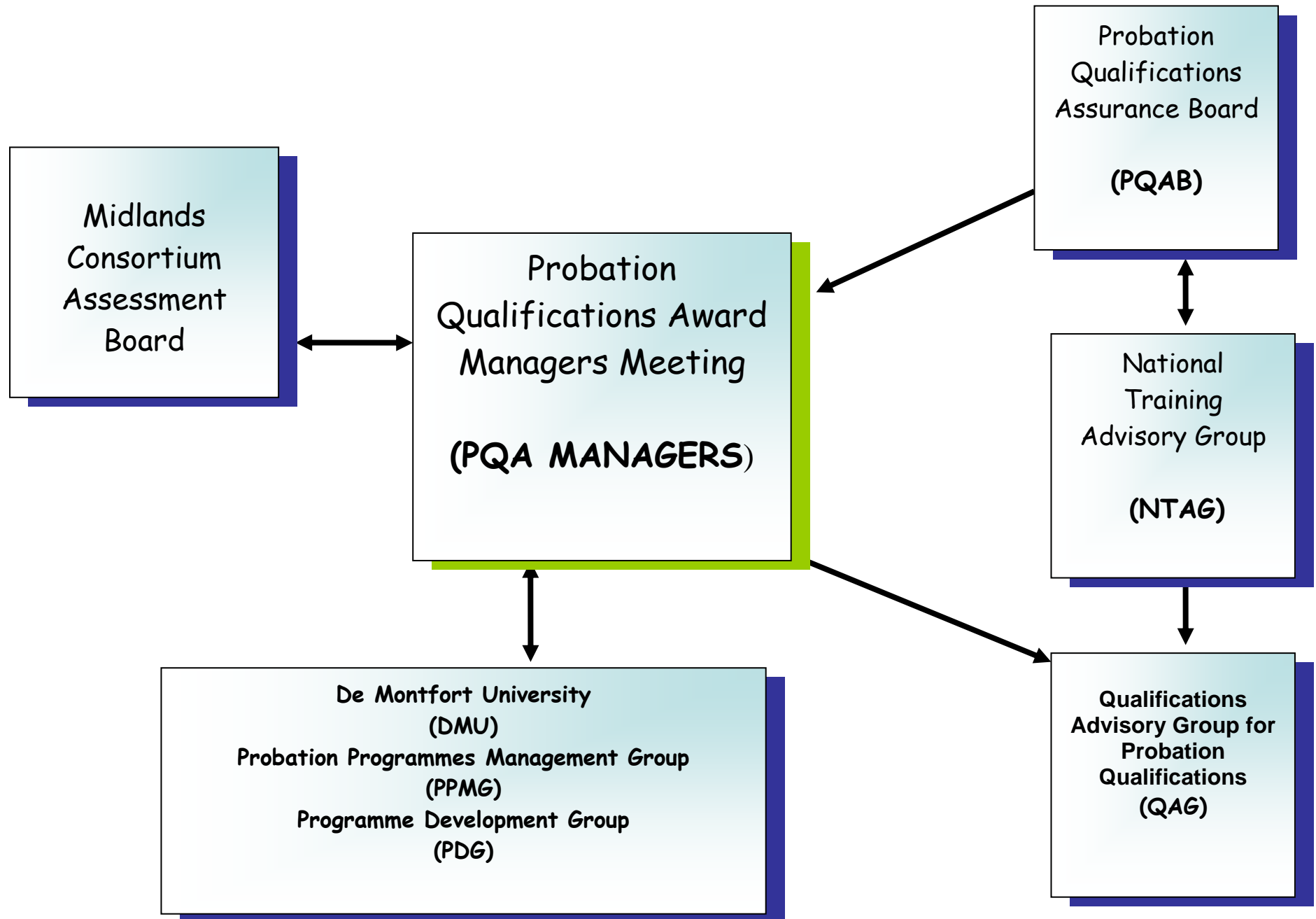
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Midlands Consortium

Part 1: Governance Structure and Description of Meetings



Part 2: Probation Qualifications Awards: Regional and National Meetings



Part 1: Governance Structure and description of meetings

Consortium Executive Board

Purpose:

To undertake governance of the Consortium by Midlands Trusts within the regional agreement.

Accountability:

Midlands Probation Trusts' Boards.

Membership:

Trust representatives, Consortium Director and Consortium managers (as required).

Brief scope of business:

- Strategic planning
- Managers' specialist areas of responsibility - accountability/update
- Director's overview - General report on Consortium activities
- Budget management and planning, including Audit Committee
- New developments/other matters arising

Meetings:

Quarterly as per current arrangements.

Trusts/Consortium SLA planning and review meetings

Purpose:

To undertake strategic planning and develop and monitor SLAs with Trusts.

Accountability:

Trusts Boards/Executive Board.

Membership:

Consortium Director and Consortium managers (as required) and Chief Executives/Senior Manager representatives.

Brief scope of business:

- Support Trusts in identifying and planning key learning and development needs and methods
- Develop SLA content including delivery of Consortium functions:
 - PQF learning and development programmes
 - VQ Assessment Centre
 - Regional input with DMU contract and to national groups
 - Management learning and development
 - Accredited Programmes Training
 - Other products
- Monitor and review SLA requirements

Meetings:

2 per year (minimum):

- January - April SLA planning and agreement
- September - December monitoring and review

Consortium SLA Implementation Management Group

Purpose:

To provide communication channel and management, operational oversight of the SLA services provided by the Consortium to the Midlands Trusts.

Accountability:

Consortium Executive Board.

Membership:

Representative from each Trust, with authority to take management decisions; to advise on operational management; to facilitate communication between Trusts and the Consortium; and other partner organisations at the discretion of the Director.

Brief scope of business:

- Service Level Agreement monitoring and review
- Trusts learning and development updates
- Director's overview - Consortium Executive Board developments etc
- Accredited Programmes - report
- Leadership learning and development - report
- Probation Qualification Awards - report
- Vocational Qualifications Assessment board - report
- De Montfort Programme Planning Management Group - report
- New developments/other matters arising

Meetings:

2 per year.

Probation Qualifications Award Managers Meeting

Purpose:

To provide coordination, quality assurance and implementation of probation qualifications behalf of Probation Trusts.

Accountability:

Accountable to Midlands Consortium Executive Board.

Membership:

The Midlands Consortium learning and development staff will convene the MTPQM.

The core membership will consist of:

Probation L&D managers - one per Trust, the nominated member will be in a position where they are able to make decisions regarding programme implementation and change.

Meetings:

4 per year

Brief scope of business:

- Review policies and guidance documents relating to probation programmes.
- Ensure diversity is developed and integrated across the probation qualifying programmes.
- Monitor the content, delivery and coherence of probation qualifying programmes.
- Undertake quality assurance activities relating the probation qualifying programmes.
- Monitor the implementation of the probation qualifying programmes
- Distribute information and programme updates to relevant staff in Trusts.
- Provide information on the implementation and report any concerns relating to the programmes.

Midlands Consortium Assessment Board

Purpose:

To provide oversight of the implementation and further development of vocational qualifications for staff working in probation services, on behalf of NOMS and Probation Trusts.

Accountability:

The Assessment Board is accountable to the Midlands Consortium Executive Board.

Membership:

The VQ Assessment Board will be convened by the Learning & Development Manager (Vocational Awards). There will be representation at the Board from each of the regional Probation Trusts.

The core membership will consist of:

- Learning & Development Manager (Vocational Awards)/QAC
- Learning & Development Manager (PQF)
- Probation Trust Lead IV/VQ Co-ordinator

Meetings:

4 per year

Brief scope of business:

- To share and promote issues of quality standardisation, regional consistency and good practice and to provide support and guidance to Trusts.
- To maintain the development and implementation of vocational qualifications in the region.
- To act as the Standing Panel for disputes, complaints and appeals for vocational qualifications in the Midlands region.
- To provide a self-assessment review of quality assurance of vocational qualifications in each Trust.

Probation Programme Management Group (DMU)

(Updated Terms of Reference are currently being produced for this group)

Programme Development Group (DMU)

Purpose:

The Programme Development Group (PDG) meets to ensure that the Midlands and East of England Probation qualification programmes equip PSO learners to undertake responsibilities required of POs at the point of qualification and to work as reflective practitioners.

Accountability:

The PDG is accountable to the Probation Programme Management Group.

Membership:

- DMU programme Leaders
- DMU Module Leaders
- Midland Consortium Learning and Development managers
- East of England Trust representatives

Meetings:

4 per year

Brief scope of business:

- The PDG has the responsibility for monitoring and developing the content, delivery and coherence of the PQF Honours Degree and Graduate Diploma pathways.
- The PDG will be the place where national developments in probation training are discussed, and the group will be advised on any changes to the programme.
- The PDG will ensure that diversity issues are delivered and integrated across both Honours Degree and Graduate Diploma pathways.
- The PDG will discuss student concerns raised by PSO Learners on the relevant pathways.
- Evaluations and research will be brought to the PDG so that matters arising from them can be discussed.
- The PDG reviews policies relating to the relevant PQF pathways.

Pan regional meeting Leadership and Management Development Group

Purpose: To enable Training Managers and or Senior Managers with responsibility for or an interest in Leadership and Management Development to meet to share information and ideas about Consortium, Trust and national developments in Leadership and Management Development

Accountability: Informal

Membership:

- Training managers and or Senior Managers with responsibility for or an interest in Leadership and Management Development.
- Visitors by invitation include Lynn Williams NOMs Probation lead on Leadership and Management Development, representatives from CMI.

The core membership will consist of:

- As above

Meetings:

- 2 a year

Brief scope of business:

Information share and discussion about Consortium, Trust and national developments in Leadership and Management Development

East Midlands Regional Programme Managers Meeting

Purpose:

To share best practice and knowledge/understanding of national issues across the region. In addition to jointly problem solving and/or identify possible solutions for issues relating to the implementation, management and delivery of accredited programmes.

Accountability:

East Midlands Probation Trusts.

Membership:

- Programme Managers from each of the five Trusts in the East Midlands
- EPTM for the East Midlands
- Representative from the Regional Interventions Chief Officers Meeting.

Brief scope of business:

The following business matters are discussed:

- Area/Programme updates including targets
- Audit
- Programme Issues, e.g., implementation, attrition, good practice
- Accreditation
- TM training needs
- Regional tutor/facilitator training needs and schedule

Meetings:

4 per year.

General Offending Behaviour Programmes Regional Group (West)

Purpose:

Probation Trusts and Prison establishments within the West Midlands region to meet to discuss General Offending Behaviour Accredited programmes.

Accountability:

West Midlands Probation Trusts.

Membership:

The membership of the group will be representatives from Probation Trusts, Warwickshire, West Mercia, Staffordshire and West Midlands, HM Prisons within the region, the Midlands Consortium and RSG.

Brief scope of business:

- To develop the delivery of general offending accredited programmes within custody and the community.
- To develop a line of communication between prison and community based programme teams
- Discuss programme delivery and 'change control' measures.
- Develop communication links with regional Training Consortium, ISMG and NOMS
- To manage the implementation of Thinking Skills Programme (TSP) and monitor progress.
- Increase knowledge of practice / delivery within custody / community.
- Develop cross establishment Treatment Manager Practice / knowledge.
- Maximise resources by sharing training opportunities and planning and shared maintenance events.
- Share information on area training and responses to national initiatives.
- Consider the impact of deliver upon area / national targets and objectives.

Meetings:

4 per year.

Part 2: Probation Qualification Awards National Meetings Details

Qualifications Advisory Group for Probation Qualifications (QAG)

Terms of Reference

Overall Purpose

The purpose of the QAG is to provide oversight of the implementation and further development of PQF qualifications, on behalf of NOMS and Probation Trusts.

Accountability

Under the jurisdiction of the Probation Qualifications Regulatory Framework 2010 (England and Wales) the QAG is accountable to the National Training Advisory Group (NTAG). The NTAG is responsible for approving these Terms of Reference, and the QAG may recommend amendments to these Terms of Reference as and when appropriate.

It is recognised that members of the QAG may have additional, separate accountabilities to Awarding Organisations, the Trusts that they represent or other bodies and therefore will need to be alert to potential conflict of interest issues.

Membership and meetings

The QAG will be convened by the Chair, who is appointed by the NOMS Director of HR.

Members of the QAG are co-opted by invitation. The core membership will consist of:

- regional probation representatives
- NOMS Learning and Development representative

Members should nominate permanent substitutes who will attend on their behalf when their own attendance is not possible.

Skills for Justice and City and Guilds, as the main Awarding Organisation, will each be invited to send a representative to relevant meetings.

The Chair may also issue invitations to other colleagues and stakeholders as relevant to the QAG's business, on a meeting by meeting basis. The QAG will normally meet at least 6 times per annum.

Scope of Business

The work of the QAG will be determined by an annual Action Plan which will be approved by the NTAG and will contribute to the achievement of identified national objectives

Specific functions of the group may include:

- undertaking work commissioned by the NTAG

- providing advice on probation qualifications to the NTAG, Trusts and NOMS HR Directorate.
- proposing interpretation, advice and guidance on the responses to, and implementation of, NOMS centre directives and specific staff development plans and operations
- facilitating a consistent approach to the delivery of PQF qualifications
- promoting the continuous improvement of quality, standards and consistency of practice, and promulgating good practice
- identifying risks and issues, and escalating any matters of concern to the NTAG as appropriate
- contributing to reviews of National Occupational Standards and the development of further vocational qualifications
- providing peer group review facilities for Assessment Centres and Trusts Self Assessment Reports and Quality Improvement Plans.

Communication

It will be the responsibility of each regional representative to ensure that information is disseminated appropriately within their region. Where there is more than one assessment centre within a region, it is the responsibility of the QAG representative to disseminate information to, and collect information from all centres.

The Chair of the QAG will call for agenda items in advance of each meeting.

Notes of QAG meetings will be circulated to all members of the group.

The QAG Chair will provide a written report for NTAG meetings which will also be made available to QAG members for use within their region.

National Training Advisory group (NTAG)

Overall Purpose:

The purpose of the NTAG is to support NOMS and Probation Trusts in delivering their core probation learning and development functions.

In particular to:

- Provide a strategic national and regional perspective on probation staff training and development programmes .
- Promote quality, standards and consistency of practice both nationally and regionally.
- Facilitate information sharing between NOMS and Trusts on the implementation of the Probation Qualifications Framework.

Accountability:

NTAG is accountable to the Probation Qualifications Assurance Board.

Membership:

- The NTAG will be convened by the Chair, who is appointed by the NOMS Director of HR. Members of the NTAG are co-opted by invitation.
- Regional probation L&D representatives, 1 per region nominated by DOMs.
- Chair of the Vocational Qualifications Advisory Group.
- Chair of the Qualifications Implementation Group.
- NOMS Learning and Development representatives.

Brief scope of business:

- Undertaking work commissioned by the PQAB
- Providing a forum for contributing to the development of relevant national policy or guidance.
- Proposing interpretation, advice and guidance on the responses to, and implementation of, NOMS center directives and specific staff development plans and operations.
- Promoting the continuous improvement of quality, standards and consistency of practice, and promulgating good practice.
- Identifying risks and issues, and escalating any matters of concern to the Probation Qualifications Assurance Board.
- Publishing self-commissioned reports as and when they will support the work of NOMS and Trusts.
- Promoting a culture of learning amongst Trusts and within the wider Justice Sector, ensuring consistency of approach where this is expected and desirable at a national level.
- Facilitating a consistent approach to the delivery of qualifying training arrangements, including convening and approving the Terms of Reference of the Vocational Qualifications Advisory Group and Qualifications Implementation Group.

Meeting: 4-6 times per year

Probation Qualifications Assurance Board (PQAB)

Purpose:

To provide a scrutiny function that enables standards and quality in all aspects of Probation Qualification Framework (PQF) arrangements to be assured, and a means by which positive improvements to provision can be identified.

Accountability:

Accountable to the NOMS Director of HR. However, it does not have a business management mandate, nor does it have the power to intervene directly on contractual matters.

Membership:

- Chair- Head of NOMS learning and Development - (Stacey Tasker)
- VQ External Verifier- (Alan Plumb)
- Academic Vice chancellor - (In process of reappointing).
- HR rep- (Catherine Holland)
- NOMS learning and Development Head of Probation Training - (Paula Cairney)
- PCA rep- (Steve Pestell)
- PA rep - (Mike Caldwell)
- Union rep (Tim Wilson)

Others invited:

- PQF Project manager (Catherine Fuller)
- NOMS learning and development - (John Graham)
- Regional NTAG rep - (Lesley Thompson)

Brief scope of business:

- Scrutinise and report on the quality of provision of Higher Education and Vocational Qualifications, and the Gateway to Practice.
- Monitor the extent to which the provisions of the Regulatory Framework are being met by all parties.
- Scrutinise and report on arrangements for the management and supervision of practice development and associated work-based learning.
- Scrutinise and report on the effectiveness of arrangements for the recruitment, registration and progress tracking of individuals on qualifications pathways.
- Conduct reviews on specific issues at the request of the NOMS Director of HR.

Midlands Consortium Governance and Delivery Structure

Change Control Document

Version 2 amended 1.7.11

Summary of changes:

- VQAG and QIG meetings have merged to form new Qualifications Advisory Group (QAG)
- Management Board is now entitled: Consortium SLA Implementation Management Group