Our vision is that every prisoner has the opportunity to benefit from education.

Our beliefs

- Education has the power to enrich, change and develop people throughout their lives.
- Offering prisoners access to education improves their self-esteem and enables them to choose a more constructive way of life making it less likely that they will re-offend.

Our purpose

- We support prisoners to engage in rehabilitation through learning.
- We do this by providing access to a broad range of distance learning opportunities and related services, to enable prisoners to lead more fulfilling lives and to contribute positively to society.
- We focus on those whose needs are not served by statutory prison education and who want to progress.
- We work to influence policy and practice so that education provision for prisoners becomes more effective; and we enable prisoner learner voice to be heard.
Introduction

PET has funded over 30,000 distance learning courses since our beginnings in 1989. Our founders were a prison officer and a barrister who realised there were few opportunities for prisoners to progress once basic education levels had been achieved. Distance learning not only provides a practical solution (the material can move with the prisoner during prison moves, study can be undertaken in cell, and it requires comparatively little prison staff resource), but also addresses the range of needs and interests prisoners have (we provide access to around 400 different subjects and levels).

In 2013 we produced, for the first time, a distance learning curriculum to act as a guide to courses from preferred suppliers that we could recommend with a degree of confidence following an evaluation process. We looked at every course that could be done by distance learners in prisons and tried to recommend those with the best accreditation and best tutorial support (according to user feedback). The curriculum was then distributed throughout the prison estate and we were told by both prisoners and the prison staff that it was very useful in helping them to make sense of the opportunities available.

In this updated 2015 edition we have continued to take on board feedback from prisoners and education/careers staff (for example, we have responded to requests by detailing length of study in terms of learning hours, where possible). Some courses have been discontinued and others are no longer possible in prison (often because they require online access), but we have added several new ones from Beekeeping to Warehousing.

Courses are available in a wide variety of subjects at a range of levels. Clearly care must be taken to consider the applicant’s level of ability when choosing a course. It is not always a straightforward decision as there is often variation in how levels are judged between providers. If you have any queries about course choice or learning progression then please contact our Advice Manager, John Lister john@prisonerseducation.org.uk.

It is also important to look at our Approved Course Guidance when deciding upon a course. PET is unable to fund certain courses for applicants with particular convictions and full details of the criteria are available in our Approved Course Guidance document (this is annexed to the PSI 32/2012 which covers distance learning). However, in this Course Curriculum we have tried to highlight those courses where there are likely to be concerns. Please also see our funding guidelines (also annexed to the PSI 32/2012). We rarely fund any prisoner who is within 6 months of release, as we need to be certain that they will complete their course in time in order to make best use of our limited funds.

To the best of our knowledge, all of the course information is correct at the time of going to print, but there are likely to be some changes before it is revised again in 2016. If in doubt, you should contact us or the course suppliers. Prison staff can research courses themselves using the supplier contact details listed towards the end of the document.
**GCSEs/IGCSEs**

Where possible, we are keen to fund GCSEs and IGCSEs as these are qualifications that employers are very familiar with. Also, if you’re looking to get into college or university they are often essential, and passes in English, Science and Maths are also required for an increasingly large number of jobs. The IGCSEs carry exactly the same weight as GCSEs, but they are often better suited to distance learning due to a lower emphasis on coursework than is typically found in GCSE courses. The “I” in IGCSE stands for “international” and indeed this qualification is also popular overseas. Students should discuss examination arrangements with the prison education staff, as they will vary from prison to prison. A few prisons are approved Edexcel examining centres; others register as host centres whereby the learner is entered as a transferred candidate with either an NEC partner exam centre or any willing local school or college (a prison staff member can then invigilate the exam); in many cases you will have to make arrangements to do the exam either when released on temporary licence, or after release at an exam centre near where you live.

(GCSE courses require 9-12 months study or 120-150 learning hours, plus additional time for completing assignments.)

The **National Extension College (NEC)** currently offers the following range of GCSEs and IGCSEs:

- Biology IGCSE
- Business Studies IGCSE
- Chemistry IGCSE
- Combined Science IGCSE
- English Language IGCSE
- English Literature IGCSE
- French IGCSE
- Geography IGCSE
- History IGCSE
- Law GCSE
- Maths GCSE Foundation (up to Grade C)
- Maths GCSE Higher (up to A*)
- Physics IGCSE
- Psychology GCSE
- Sociology GCSE
- Spanish IGCSE

French and Spanish GCSEs now require an oral examination that will be difficult to organise in most prisons, although learners may be able to arrange to do the oral exam on ROTL or after release. Language courses may require access to a CD player.

**Oxford Open Learning** offers a similar range with the addition of:

- Economics GCSE
- Human Biology IGCSE
- Religious Education GCSE

**UKDLP** also offer a number of GCSEs including:

- IGCSE Accounting
- IGCSE Combined Science (Double Award)
- IGCSE Travel & Tourism
**A-Levels**

Like GCSEs, the A-Level is a widely-recognised qualification which we are keen to fund. However, some changes are afoot. The Department for Education and the exams regulator Ofqual have confirmed that A-levels will be changing from 2015/2016. A-levels will be fully linear, with students sitting their exams at the end of the two-year course. AS levels will be stand-alone qualifications and will no longer contribute to an A-level grade. Their purpose will be to encourage curriculum breadth and they will remain broadly at their current standard.

We normally fund prisoners to study it in two halves – the first part is the AS, and the second is the A2. The AS together with the A2 makes up a full A-Level, although the AS is a substantial qualification in its own right. As with GCSEs, students should discuss examination arrangements with the prison education staff, as they will vary from prison to prison. A few prisons are approved Edexcel examining centres; others register as host centres whereby the learner is entered as a transferred candidate with either an NEC partner exam centre or any willing local school or college (a prison staff member can then invigilate the exam); in many cases you will have to make arrangements to do the exam either when released on temporary licence, or after release at an exam centre near where you live.

(AS and A2 Levels require about 9-12 months each of study time (150 learning hours plus additional time to complete assignments), so it would take 18-24 months (300 hours) in all to study for an entire A-Level)

The **National Extension College (NEC)** offer the following range of A-Levels, at AS and A2:

- Accounting
- Biology
- Business Studies
- Classical Civilisation
- Critical Thinking
- Economics
- English Language
- English Language and Literature
- English Literature
- Environmental Studies
- French
- Geography
- Government and Politics
- History
- Law
- Mathematics
- Psychology
- Religious Studies
- Sociology
- Spanish
- Maths and Mechanics
- Maths and Statistics
- Pure Mathematics
- Chemistry
- Citizenship
- Physics

French requires an oral examination that will be difficult to organise in most prisons, although learners may be able to arrange to do the oral exam on ROTL or after release. Access to a CD player will also be necessary.

**Oxford Open Learning** has a slightly smaller range but they do also offer:

- Spanish
- Maths and Mechanics
- Maths and Statistics
- Pure Mathematics

There are accompanying CDs for both the AS and the A2 Spanish courses, offering the opportunity to practice Speaking and Listening skills. Spanish will also require an oral exam which can be done on ROTL or after release.

**UKDLP** provide a number of A-Levels including:

- Chemistry
- Citizenship
- Physics

We are not able to fund Chemistry A-Level for people with certain types of convictions, for example drugs-related convictions.
The Open University (OU) is the UK’s largest university, with more than 250,000 students including learners in prisons and secure environments. The OU offers qualifications in a broad range of subjects and provides access to a range of educational opportunities, from short introductory modules to longer, broader modules leading to degrees and other recognised qualifications. Many modules can be studied by people in prison, and many do not require any prior knowledge of the subject – but you will normally be expected to have studied successfully at Level 2 or above, either inside or prior to prison.

OU students in prison have been gaining OU qualifications for many years. They include people from all backgrounds, many of whom have previously had negative experiences of education. Their OU studies have helped them to gain confidence and belief in their own abilities. For many it has led to valuable qualifications and provided opportunities for a new start after release. Students in prison do not have access to the internet, so all modules listed here can be completed using paper correspondence and do not require online access.

The idea of university-level study can be quite daunting if you have not studied at this level before. For this reason, the OU offers a range of introductory Access modules that have been specially designed to help you find out what it’s like to study with the OU, get a taste of a subject area, develop your study skills, and build your confidence. Access modules are perfect for new learners with little or no knowledge or experience of studying.

If you have already studied at university level but not attained a qualification, you may be able to start at a higher level and you may be able to count credit from previous study towards a qualification – but the final decision on where you can start rests with the Prison Governor or their appointed representative who must approve all applications.
Access modules are studied over a period of 30 weeks and during that time students should expect to spend approximately nine hours per week on their studies. There will be 3 subject areas available: Arts and languages (Y031); People, work and society (Y032); and Science, technology and maths (Y033), details below. The modules assume that you have no previous subject knowledge, so any specialist terms are explained as they are needed. Each module will help students to improve their general study skills, such as interpreting information, communication, time management, organisational skills, and problem solving. You will also be encouraged to reflect on your own learning, to help you become an effective learner.

**What kind of support will I receive?**
You’ll have your own personal OU tutor who will provide regular support throughout your study, along with providing written feedback on your work and they can help with any general queries about your studies.

**How will I be assessed?**
There aren’t any examinations to sit. Instead there are short written assignments, quizzes to complete throughout the module to aid your learning and a final end of module assessment to submit.

You can choose one of these three Access Modules:

### Starting with the arts and languages (Y031)
This fascinating introductory module explores a wide range of subjects, including art history, English literature, English language studies, history, modern languages and also touches on the areas of creative writing and religious studies. The different subject areas are linked through the theme of creative protest. Your exploration of language will include the study of poems, hip-hop and song. You will also have the opportunity to try out a foreign language at beginners level. In history you’ll examine the debates surrounding the Chartist and Suffragette movements, and examples of graffiti feature in your exploration of art. This module provides you with lots of opportunities to develop both your study skills and your subject knowledge in the arts and languages.

### Understanding people, work and society (Y032)
This module draws from a range of subject areas: children and young people; health; law; management; psychology; and social science. The module is divided into four blocks, each of which deals with a specific theme: Individuals; Families and relationships; Organisations and communities; and Society. Within each block, you will explore the theme from the perspective of each subject allowing you to develop both your subject knowledge and your study skills. As a student you will be well prepared for further study on a wide variety of OU qualifications. (Please note the content of Y032 may not be suitable for all students in prison and prison staff should contact PET or the OU to discuss this before applying for Y032)

### Starting with science, technology and maths (Y033)
This module introduces a range of subjects, including science; engineering and design; environment; mathematics; and computing and IT. There are three blocks. In Life you’ll explore biology, ecology and how humans interact with and change the environment. In Water you’ll investigate how water has shaped our planet and our lives. And in Home you’ll be introduced to design, engineering and computing. Throughout each block you’ll develop your understanding of the key mathematical ideas and techniques that underpin the study of science and technology.

Access modules start in October and February each year.
Funding for open university

For the Access modules, prisoners ordinarily resident in England and Wales will be fully funded by PET. Please be aware that students will need to take out a student loan for OU study beyond the Access module. Most prisoners will be eligible for a loan and will only need to make repayments once they are earning a salary of more than £21,000 a year. Students must be within 8 years of their earliest release date before they can be funded for an Access module.

Student Loans

- You will probably only need a loan if you plan to do an OU degree. The loan is used to pay for the OU tuition fees.
- Nothing to pay upfront, and nothing to pay for up to four years.
- Repayments are based on what you earn, not what you owe and are deducted automatically from your salary when you leave prison and are employed.
- You only start making repayments when you are released from prison, you are employed and your salary exceeds £21,000.
- If your salary stops or drops below £21,000 your payments stop too.
- Interest is applied to your balance at the Retail Price Index (RPI) plus up to three per cent.
- You’re not committed to the cost of a full degree - you only borrow what you need to cover the coming year’s fees (around £2600 per year for most OU students in prison)
- Unlike other forms of borrowing, it doesn’t affect your credit rating, and won’t stop you getting a mortgage or a car loan when you are released.
- After 30 years any remaining balance you owe is written off, no matter how much is left.

To be eligible for a loan, you will also need to meet the residence requirements. Generally, you must be a UK national or have ‘settled’ status in the UK, and have been ‘ordinarily resident’ in the UK, the Channel Islands or the Isle of Man for the three years immediately before imprisonment (time spent in prison does not count towards your residency).

Tuition Fee Loans are provided by Student Finance England or Student Finance Wales, depending on where you were ordinarily resident prior to imprisonment. The OU Student Registration & Enquiries Team for Offender Learners can provide prison education staff with a loan application form and can answer any queries you may have.
**Sport and Fitness**

Without doubt the best qualification for fitness work is **REP (Register of Exercise Professionals)**. However most of the REP's courses require assessment by observation as well as online access, and they are often prohibitively expensive. Some prisons have made special arrangements with providers such as Focus to deliver REP-accredited courses and we will consider funding this kind of blended learning if it involves some distance learning. Although REP's courses are not available in most prisons, there are a number of distance learning courses that are worth studying, and we often fund the following:

**Personal Fitness Trainer NCFE Level 3 (Stonebridge)**

Whilst this qualification is not as widely recognised as REPs, it is accepted by a significant proportion of employers in the fitness industry, and provides all of the necessary theoretical knowledge. (Average course duration is 9 – 12 months, or 120 learning hours)

**Sports Coaching NCFE Level 3 (Stonebridge)**

This course aims to teach you how to provide mental and physical performance coaching to individuals or teams. (Average course duration is 6 – 9 months, or 80 learning hours)

We have recently started working with a new course provider **HFE**, who have been able to run a small range of REP's accredited courses via distance learning. These courses include:

**Exercise for Older Adults Award CYQ Level 3 (HFE)**

The Level 3 Functional Exercise for Older Adults Course is the must have qualification for any fitness instructor wanting to work with clients of senior years. This qualification will help you develop a comprehensive understanding of the aging process, and why exercises that are suitable for younger clients may not be appropriate when working with older adults. People are living longer and also staying active which necessitates qualified professionals capable of working with these clients. The Level 3 Older Adults qualification is worth 20 CPD points with the Register of Exercise Professionals (REPs). In addition this course is accredited by Central YMCA Qualifications. Successful completion of this qualification will enable candidates to plan, deliver and evaluate exercise programmes that promote the physical function and wellbeing of older exercise participants. (Average course duration is 3 – 6 months, or 45 learning hours)

**Level 3 Nutrition and Weight Management (HFE)**

This course is specifically designed to provide you with a detailed and comprehensive knowledge in the area of nutrition for exercise. Addressing and clarifying controversial issues and myths relating to dieting, eating disorders and disease prevention, this award will give you the confidence to be able to make nutritional recommendations to your clients based on facts not fallacies. The course includes: the digestive system; macronutrients and micronutrients; bioenergetics; weight management issues; sports nutrition; psychology of weight loss; importance of water; food labels, shopping and eating out; goal setting and changing dietary habits. It leads to a Central YMCA Level 3 Nutrition for Physical Activity Award and is worth 20 CPD points with the Register of Exercise Professionals (REPs). (Average course duration is 3 – 6 months, or 45 learning hours)

The more academic students might want to consider **Open University** study in this area, starting with the **Understanding people, work and society (Y032)** Access module, followed by the Level 1 course **E112 Intro to Sport, Fitness and Management**.

We would encourage potential students to tell us about any relevant activities in their letter of application, for example if they have been working as an orderly in the prison gym.
You may want to study horticulture purely out of interest, but it can also make for a rewarding career. Gardening skills are in demand, for example working in parks and public places, or self-employed. There are over 20,000 searches on Google every month for a gardener or garden designer, and you can typically earn £15-20 per hour. The industry employs approximately 300,000 people in the UK alone.

The leading provider of horticultural courses is The Horticultural Correspondence College (HCC). We have funded many prison learners to study their courses and feedback has always been positive. Many of their courses lead to Royal Horticultural Society (RHS) qualifications which are sought by employers in the sector such as council departments, garden centres and plant nurseries. It is worth noting however that in order to gain the full RHS qualification, the student must sit an exam at an approved external exam centre. They will have to make arrangements to do the exam either when released on temporary licence, or after release at an exam centre near where they live. The HCC can help students to find a convenient exam centre. The RHS courses typically take around 12 months to complete.

**RHS Level 2 Certificate in Principles of Horticulture (HCC)**
This course combines two RHS modules, the Certificate in Principles of Plant Growth, Propagation and Development and the Certificate in Principles of Garden Planning, Establishment and Maintenance. (12-18 months, or 300 learning hours)

Having completed Level 2, there are two further RHS courses at Level 3:

**RHS Level 3 Certificate in the Principles of Plant Growth, Health & Applied Propagation (HCC)** (6-9 months, or 150 learning hours)
**RHS Level 3 Certificate in the Principles of Garden Planning, Construction & Planting (HCC)** (6-9 months, or 150 learning hours)

The HCC also provide a tree surgery course, **ABC Level 2 Certificate in Arboriculture (HCC)** designed for learners intending to work in the arboriculture industry. This craftsman-level course is ideal for those wishing to start or develop their career in arboriculture. It covers all the theoretical knowledge required in order to achieve the ABC Level 2 Certificate in Arboriculture and the theory part of the Royal Forestry Society (RFS) Certificate in Arboriculture. You will explore the physiology, selection, planting and aftercare of woody plants and learn about tree surgery, including how to correctly survey trees before starting work. Ecology and the current law that applies to trees are also important themes. It provides a route into a career working with trees – for example as an arborist, tree surgeon or woodland manager – and is also an excellent foundation for further training, such as the ABC Level 2 Certificate in Forestry (HCC) which could lead to a career in woodland ecology or forest management. They also supply a number of courses without external accreditation, but you will receive an HCC certificate and gain knowledge to support your entry into employment.

**Conservation Studies (HCC)**
An interesting study of the ecology and management of hedgerows, heathlands, wetlands, seashores, as well as a look at agriculture, countryside access, and wildlife habitats. Whilst this introductory course does not enable entry into employment directly, it could provide some of the underpinning knowledge required by anyone looking to work in practical land-based conservation, for employers such as charities, conservation trusts, nature reserves, private estates, and councils. (6-9 months)

**Introduction to Professional Floristry (HCC)**
This ten lesson course covers all aspects of the trade, including bouquets, costing, contracts, and supplying every occasion from weddings to funerals. Importantly, you will also learn the retail and business skills to be a successful florist, such as sourcing supplies, costing designs, presentation and handling contracts. Coupled with further hands-on experience at a working florist shop this should provide a fast track route to enjoying a career in floristry. (6-9 months)
Agriculture is an important and diverse subject area – key to our food production, preservation of our countryside and the rural economy. These courses cover both crop production and livestock practices, and – reflecting current farming trends – also focus on topics such as organic farming, sustainability and animal welfare.

**Mixed Farming (HCC)**
Traditionally, a wide range of crops and livestock were reared on every farm to spread the risk of any one crop or product failing. In addition, each part of the system also supported the others, for example manure from livestock was used to maintain soil fertility, and feed crops could be grown as part of an arable rotation, breaking pest/disease cycles naturally – leading to a particularly sustainable form of farming. This course gives learners a solid understanding of the principles and practices of mixed livestock and crop production. (6-9 months, or 100 learning hours)

**Organic Arable Farming (HCC)**
With the introduction of organic certification, the growth of the organic farming sector, and demand for organic products, this method of farming is here to stay. This course will enable you to develop knowledge of arable farming using organic techniques. It extensively covers soil and nutrients, and you will also learn about crop rotation, weed management, and controlling pests and diseases in organic systems. (6-9 months, or 100 learning hours)

**Sheep Farming (HCC)**
Budding shepherds will gain a good basic knowledge of sheep husbandry from this course, combined with an understanding of the biology of the sheep. Topics covered include the choice of breed, pregnancy and lambing, grazing management, meat, wool and milk production, sheep health, financial planning and organic production. (6-9 months, or 100 learning hours)

**Farming Management NCFE Level 3 (Stonebridge)**
This covers various aspects of farm management such as managing livestock and crops, farm buildings and equipment, financial aspects, marketing, planning, staff, water management, and diversification. (6-9 months, or 100 learning hours)
All the courses recommended below have been accredited either by NCFE or LASER (formerly the Open College Network). This accreditation offers additional assurance in regard to the quality and value of the courses.

**Caring for Animals in Kennels and Catteries LASER Level 2 (Animal Care College)**
This course comprises 6 units covering animal care law, cat and dog anatomy, nutrition, health care, animal welfare, and the day-to-day running of a kennel. (6-9 months or 120 hours)

**Introduction to Canine Psychology LASER Level 1 (Animal Care College)**
This course actually covers much more than simply canine psychology, and provides a good general introduction to caring for dogs and understanding their behaviour, with units on relationships, food and exercise, building the bond, and problem behaviour. (6-9 months or 120 hours)

**Animal Care NCFE Level 3 (Stonebridge)**
This course looks at caring for a wide range of domestic animals including cats, dogs, horses, birds, rabbits, reptiles, amphibians, guinea pigs, hamsters and mice. The syllabus ranges from animal characteristics to nutrition and health. (6-9 months or 120 hours)

**Animal Welfare NCFE Level 4 (UKDLP)**
This includes units on legislation, welfare in veterinary practice, welfare for farm animals, welfare in animal collections, UK wildlife welfare, marine conservation. (6-9 months or 120 hours)

**Horse Knowledge and Care Stage 1 (The Open College of Equine Studies)**
The course is accredited by the British Horse Society and is widely recognised by employers in this field. It covers a wide range from equine anatomy and behaviour to saddling and shoeing. Other levels are available (up to 4) depending on the knowledge and experience of the learner. (6-9 months or 120 hours)

**Beekeeping (Basic Assessment) (The British Beekeepers’ Association)**
This course has been designed to assist new or relatively inexperienced beekeepers in their preparation for the BBKA Basic Assessment and will take about six months to complete. Modules include: natural history of the honey bee; colony manipulation; beekeeping equipment; disease and pests. Ideally, the learner will have access to a colony of bees (fortunately, this is available at a number of prisons). To take the final assessment, you will need to have managed the colony for at least 12 months.

**Birds Of Prey Diploma (Compass Education)**
Many prisoners have developed an interest in birds of prey whilst caring for them in prisons such as HMP Lewes. This diploma covers raptors world-wide, including eagles, hawks, falcons, owls and vultures. The course examines the habitats, characteristics, origins and behaviours of the various birds.

**Certificate in Fisheries Management (Institute of Fisheries Management)**
People aspiring to employment as a technical assistant, supervisory water bailiff or fisheries inspector in the water industry, or similar positions in commercially run fisheries, would be well-advised to consider this correspondence course which leads to the IFM Certificate which is well-respected in this industry. It also provides a sound knowledge base for persons interested in running their own fisheries.
**Education**

PET will not be able to fund education courses for applicants with particular convictions and full details of the criteria are available in our Approved Course Guidance document (this is annexed to the PSI 32/2012 which covers distance learning).

The **National Extension College (NEC)** hopes to offer the Award in Education and Training Level 3 to some learners in prison. The Award is designed for anyone with responsibilities for delivering training, for example in the workplace, training centre, college, or voluntary organization. This course replaces the popular PTLLS course. Building on many years of experience in developing courses and resources for PTLLS, this new course from NEC will ideally suit learners who are involved in teaching others in prison and want to work towards a widely recognised qualification in this field. Please check with the PET Advice Manager before applying for this course, as it may not be possible to run it in some prisons.

**Certificate in TEFL (EDI Level 4 – 120 hours) (London Teacher Training College)**

The most widely recognised qualification for TEFL (Teaching English as a Foreign Language) or TESOL (Teaching English to Speakers of Other Languages) is the CELTA certificate but this cannot currently be delivered in prison via distance learning. However this course from LTTC is possible to do whilst in custody and it leads to a EDI Level 4 Certificate in Teaching English as a Foreign Language Award which is recognised by many employers in this field. There is a focus on lesson planning and practical teaching skills which will equip those who are new to the profession and inspire those who already have some experience. It may be useful for those who work as mentors or education orderlies with prisoners for whom English is a second language. (6-9 months, or 120 hours)

Many **Open University** students enter teaching and, in general, an OU degree is a very appropriate preparation for teaching. However, the choice of what you study can be critical in ensuring that you gain entry to a teacher training course and ultimately get a job in the teaching profession. The **BA/BSc Open (Honours)**, tailored to your own requirements (also known as the Open degree), might be a useful choice for teaching but you must ensure that the modules within the degree are appropriate for either primary or secondary, and for the country in which you live (entry criteria vary between England, Wales, Scotland, and Northern Ireland. A degree in your specialist subject area is particularly appropriate for the secondary sector.

For example, if you want to teach Science at secondary school, you could do an OU degree in **Natural Sciences** starting with the module S104. Similarly if you want to teach Music, you might consider doing an OU degree in **Humanities with Music** starting with the module AA100.
Health and Social Care

Health and social care can be a very rewarding area to work in. With careers ranging from nursing to midwifery, your options are varied and the opportunities endless. With no day ever the same, a career in health and social care will see you helping others to be healthy and live as happily and independently as possible. Many careers in health and social care will involve work with either children or vulnerable adults and therefore people with certain types of convictions will be prohibited from doing this type of work. Please write to us at PET or speak to prison staff if you need any further clarification about this.

BTEC Level 2 Certificate in Preparing Adults to Work in Adult Social Care (UKDLP) is an ideal starting point for anyone interested in working in the health and social care sector. The aim is to introduce knowledge around the following areas relating to working in adult social care: communication; equality, diversity and inclusion; personal development; role of the social care worker; handling information; health and safety; safeguarding; duty of care; person-centred approaches. (12 months or around 190 guided learning hours)

BTEC Level 3 Certificate in Preparing Adults to Work in Adult Social Care (UKDLP) is a more advanced course for those looking to work in the health and social care sector. You should be educated to GCSE Grade C or equivalent, or have previously studied the Level 2 BTEC. The aim is to further develop knowledge and skills around a wide range of areas relating to working in adult social care. (12 months or around 190 guided learning hours)

Mental Health QCF Level 2 (Distance Learning Centre) is designed for a broad spectrum of health care workers who would benefit from a greater understanding of mental health issues. It leads to a fully recognised QCF Level 2 qualification. The course covers topics such as Mental Health legislation, stress, phobias, anxiety, eating disorders, post-natal depression and schizophrenia among others – all conditions labelled under the topic mental health. (160 learning hours or 9-12 months)

Understanding Substance Misuse QCF Level 3 (Distance Learning Centre) leads to a fully accredited qualification and is designed to introduce the student to a variety of areas related to the use and misuse of a wide range of drugs. This qualification helps to develop increased understanding of these issues and the possible responses and interventions. The programme is a great resource for anyone interested in the subject but is particularly aimed at those who work directly with people with alcohol or drugs misuse problems or those who would like to pursue a career in these areas. This course in particular is widely used to train drugs and alcohol workers, as well as generic professionals serving young and/or vulnerable people. The qualification is recognised by a wide range of employers, including the NHS, and it provides also comprehensive underpinning knowledge for the substance misuse units of the NVQ Level 3 Health and Social Care. (160 learning hours or 9-12 months)

Deaf Awareness & Sign Language (BSY) Deafness is the second most common disability in the UK. This course will help you to consider your own attitude to deafness and that of others. You will gain an understanding of the problems that deafness brings and how hearing people can help. Information on British, American and Spanish sign language is included, as well as the deaf-blind manual alphabet and the block alphabet, and instructions for their use.

Oxford Open Learning offer a GCSE in Human Biology which consists of the following modules: Cell Processes; Human Physiology; Reproduction and Heredity; Micro-organisms, Disease and Environment. NEC offer Biology and Sociology at both GCSE and AS Level. These subjects are useful as an academic foundation for those considering further study in health and social care.

The more academic students might want to consider Open University study in this area, starting with the Understanding people, work and society (Y032) Access module for example.
Students wishing to learn about business, finance or administration are generally encouraged to start with either a GCSE or an AS-Level in Business Studies (see P.3-4) depending on their ability and confidence. Learners who think they would like to try studying at degree level should consider taking an Open University course. Prisoners could start with the Understanding people, work and society (Y032) Access module for example (see Page 5 for further details).

We would advise those learners who are interested in setting up their own business to consider the Business Start-up course from NEC. The prospect of setting up a business is incredibly exciting but fraught with potential pitfalls. This home learning course is designed to guide you through the process, covering everything you need to know to ensure your business idea is viable and you’re prepared to launch your venture. You’ll study 12 different units covering every aspect of starting a business. From the initial stages of whether or not you’re ready for self-employment and creating your business plan, to choosing premises and developing strategies, this course will cover all the information you need to prepare you for launching yourself into the world of business. You’ll complete activities and assignments to keep track of your progress, helping to cement your learning and fully prepare you for your endeavour. (100 study hours, or 6-9 months)

The NCFE Level 3 Certificate in Management from UKDLP is a substantial qualification which is valued by employers. It involves 130 study hours (9-12 months) and consists of four units: key principles of management and leadership; improving performance; supporting organisational change initiatives; health and safety risk assessment.

Students with an interest in business management might also consider the CMI Level 3 Certificate in First Line Management from NEC. If you’re interested in getting into management or are already working as a manager, this course, which leads to a recognised award from the Chartered Management Institute (CMI), will increase your skills and knowledge to equip you to become a better leader. Designed for first line managers and supervisors, by completing this course you’ll develop your communication and motivational skills to become a more effective and productive manager. It involves one mandatory unit which covers personal development; planning and managing work; effective working relationships; safeguarding the welfare of the team in the working environment. There is also one optional unit to be chosen from nine possible options which are: resource planning: meeting stakeholder needs; managing information; developing individuals and teams; recruitment and selection; maintaining quality standards; improving team performance; management communication; being a leader. Both units can be completed in less than 50 study hours (approximately 3-6 months).

Learners with experience at first line or middle management level might consider the CMI Level 5 Certificate in Management and Leadership. You will also need to feel reasonably confident with report and analytical writing. It involves one mandatory unit which covers personal development; assessing needs and planning development; planning resources; implementing and developing development; supporting and promoting staff welfare. There is also one optional unit to be chosen from nine possible options which are: information-based decision-making; resource management; meeting stakeholder and quality needs; conducting a management project; performance management; being a leader; financial control; marketing planning; project development and control; human resource development; managing recruitment and selection; leadership practice. Both units can be completed in less than 70 study hours (approximately 3-6 months).
Skills in accounting and book-keeping are invaluable in business and can lead to a lucrative career. Getting qualified as an accountant can also set you up for reliable self-employment. However, our Approved Course Guidance prevents us from funding courses in accounting or book-keeping for applicants with convictions for fraud or money laundering.

The National Extension College (NEC) offer a range of courses in accountancy and book-keeping that have been especially designed for distance learning and will prepare you for exams leading to qualifications from leading awarding bodies in accountancy such as City & Guilds, IAB, ICB and EDI. The courses are relevant, practical and effective. They will give you real skills that you can apply to real situations.

**Essential Book-keeping (NEC)** is a good course to start out in this field. It covers all the core elements of book-keeping, ensuring you have the knowledge you need to keep on top of your finances, whether for a business of your own, or to help find work in this field. You’ll cover all the key elements, including double-entry book-keeping, VAT, ledgers, wages and salaries, and balance sheets. Completing this course will prepare you for an exam leading to a qualification from a number of awarding bodies, including City & Guilds and the Institute of Certified Book-keepers. It should take around 60 learning hours (3-6 months).

**Advanced Book-keeping (NEC)** would be the follow-up course for those who have completed Essential Book-keeping. Students will look at more advanced concepts such as depreciation, partnership accounts and stock valuation, and learn everything you need to manage the accounts of a business. Once you’ve completed this course you’ll be ready to sit an exam leading to the ICB Level 3 qualification. The course should take around 60 learning hours (3-6 months).

Students who are interested in a more academic route should also consider **AS-Level Accounting (NEC)** or an **Open University** course - those ordinarily resident in England would probably start with the **Starting with science, technology and maths (Y033)** Access module (see Page 5 for further details). Prisoners who are ordinarily resident in Wales would normally start with an Openings course, such as **Starting with Maths (Y182)** (see pages 6-7 for further details).
**Visual Arts**

Most prisons will have an Art department to support and encourage those who have an interest in this area. Prisoners can also apply to PET for funds for art materials if they wish to draw or paint in cell. Those learners who wish to develop their skills even further have a number of course options which we would be willing to consider funding. These next 3 courses are not accredited but they are supplied by two of our most reputable course providers:

**Art Techniques (NEC)** helps students to acquire and develop drawing skills, learn about different techniques, and become more proficient in both drawing and painting. You will need a range of art materials including acrylic paints, paper and sketch book, brushes, pencils, crayons, charcoal and ink – if these are not available in the prison art department then we will consider funding them.

**Art History (NEC)** explores the differences between various artistic movements and helps students to become familiar with the work of many of the world’s most important artists, and to develop an appreciation of art in its historical context.

**Interior Design (Stonebridge)** teaches you practical skills including research, analysis and planning, and creating decorating ideas and scale plans. You will learn how interior design has evolved through the centuries, and review pattern, texture and form. You will experiment with colour schemes through a series of activities, using the design kit included, and learn how to cost a job and design to a brief.

Students that wish to study art at degree level should consider an Open University course. Prisoners ordinarily resident in England would start with the Access module **Starting with the arts and languages (Y031)** which explores various aspects of visual culture, and the subjects include Art History.

Another degree level option for committed and talented students is the **Open College of the Arts (OCA)**. Due to the cost of tuition fees this is an expensive option but most learners should be eligible to apply for student loans. Potential learners would need to submit a satisfactory portfolio of their art work before they are accepted on the course. They would also need to ensure that the prison is able to support them in their chosen area of study. Exceptional applicants may be offered a bursary by the OCA, in which case PET will usually be able to match the funding so it will not be necessary for the student to take out a loan for the course. These are two of the more popular courses:

**Foundation Drawing (OCA)**

Drawing is fundamental to developing as an artist and there is no quick or instant solution to becoming good at drawing. It needs a lot of practice, over a long period. This OCA Foundations course will give you the best starting point to develop basic drawing skills, explore different ways of using materials and tools, and discover drawing as a pleasurable and inventive activity. You will also gain a good understanding of what drawing is and might be, and be aware of contemporary drawing practice. On completion of the five parts of the course you should have gained sufficient drawing skills and enough confidence to go on to further study with the Open College of the Arts, and be able to decide on the nature and direction of your future studies and art practice. (12 months or 150-200 hours)

**The Practice of Painting (OCA)**

This course enables you to see in a selective way, developing your own visual ideas and means of expression. You will explore given subject matter systematically, experiencing different approaches to painting and will be introduced to some of the major artists and movements, including those in 20th and 21st century painting. You will learn to paint by being encouraged to analyse and select from the visual world what seems to be important and discover ways in which this visual experience can be translated into painting. Working from direct observation, the importance of drawing is emphasized. There are projects on tone values, colour theory, perspective, pictorial composition, use of studies and photographs, an introduction to figure painting, emotional aspects of painting and painting outdoors. (12 months or 150-200 hours)
**Counselling/Psychology**

There is a growing interest in counselling and the helping professions generally, which in turn has led to more people seeking careers in these fields. In addition, there has been widespread recognition of the value of an understanding of counselling theory and skills to other ‘people oriented’ professions, such as human resources and mentoring. These courses provide a starting point for people interested in pursuing a career in counselling or those who simply want to know more.

In order to find employment as a counsellor, for example with the NHS, it is necessary to gain a qualification accredited by the British Association for Counselling & Psychotherapy (BACP). Unfortunately the BACP does not endorse any distance learning courses because “they offer little or no counselling practice under supervision and have little opportunity for observation and practice of counselling skills with feedback for both staff and fellow students”. However, although distance learning courses are not BACP accredited, completion of these courses does demonstrate an amount of knowledge and commitment, and there are often excellent opportunities in prison to gain relevant experience, for example as a Listener for the Samaritans, or a peer mentor.

We often encourage students with an interest in either counselling or psychology to start with either **GCSE or AS-Level Psychology (NEC)** which offer a solid grounding in the subject and they provide widely-recognised qualifications. We also recommend Open University courses starting with the Access module **Understanding people, work and society (Y032)** for learners who wish to progress to a full degree.

Another Open University course of interest is **D171 Introduction to Counselling**, a 3 month module run twice a year in April and October. It provides an accessible and interesting introduction to the theory and practice of counselling. While the module is primarily theoretical, it also develops some awareness of the basic skills in counselling practice. You will get a good grounding in key topics in counselling, including its cultural and historical origins; different theoretical orientations; and the vital role of the counselling relationship. It is a standalone course so the credits cannot be counted towards a degree, although the content is at that level.

The UKDLP offer **Counselling NCFE Level 3** which is designed for people who wish to develop an understanding of principles and practice of Counselling in relation to a range of therapeutic situations. No prior knowledge is required. On successful completion of this course students will receive an accredited Level 3 Certificate Award.

Another highly rated course is the **Certificate in Counselling** from the Institute of Counselling. This course provides a comprehensive overview of counselling supplemented by short practical exercises and case study assignments. It is designed to be completed within 6 months of part-time study. In addition to the Institute course certificate successful candidates will be awarded a certificate of CPD and, as an approved course 20 points towards membership of the National Counselling Society.

The Institute of Counselling also offer a **Diploma in Addiction Counselling**. Addiction Counselling is one of the fastest growing counselling services in the UK. This is your opportunity to gain a qualification that will enhance your career and counselling practice. The diploma also includes a module on Cognitive Behavioural Therapy.

Another course in this field is **Drug, Solvent & Alcohol Abuse Counselling (Stonebridge)**. This substance abuse counselling course sets out in simple form the essentials for understanding alcohol and drug problems in order to make individual assessments, give appropriate help within one’s own competence and to make referrals to the relevant agencies where necessary. This course has been particularly popular with recovering addicts who are trying to understand their own addictions and are interested in helping others.
**Creative Writing**

**Creative Writing (The Writers Bureau)** - This popular course is suitable for those who wish to develop their writing skills for pleasure, and also those looking for a course that will help them to become a published writer. **Creative Writing (NEC)** is a similar course from another reputable supplier. Topics include articles, writing for young readers, autobiography, playwriting, poetry, non-fiction, novels, and reviews. You should allow approximately 60 study hours plus extra time for 11 marked assignments. Of course, learners who are interested in creative writing may also wish to gain a qualification, and depending on their ability and confidence they can consider either GCSE or AS-Level in **English Language** and/or **English Literature** from **NEC**. For students that wish to study writing at degree level, the **Open University** offers an Access course **Y031, Starting with the Arts and Languages** (see p6 for details).

**Proofreading**

Proofreading is the process of checking books, magazines and journals for errors before they are published. It is an important role, which carries a high level of responsibility. Proper training through a recognised proofreading course is therefore essential. **Basic Proof-reading (Publishing Training Centre)** is the best course currently available by distance learning. Since the demise of the publishing NVQs, there is no generally accepted formal qualification in proofreading. However, if you complete this course successfully you will be awarded a graded certificate. The **Publishing Training Centre** are the organisation appointed by the publishing industry to represent its views on skills and training to government, which means that their certificate of achievement should be widely recognised throughout the publishing industry. A computer is not necessary, as all the course materials you need are paper based. (Course length = 60 hours of study over 6 to 9 months)
**Journalism**

We would encourage learners with an interest in journalism to consider doing an English Language course first, such as an AS-level, as a good standard of English is clearly going to be important. If you are satisfied that your command of written English is sufficient, then there are a number of specialist journalism courses available. However the industry-standard qualification is provided by the National Council for Training Journalists (NCTJ). The most appropriate course for budding journalists is Core skills for all journalists (NCTJ) which is available by distance learning. This involves 5 mandatory units including Shorthand and Court Reporting, and should take 18-24 months. At the end of the course there will be the opportunity to progress to specialist modules such as Sports or Business Journalism. The Core Skills plus two of the specialist modules makes up the full Diploma in Journalism which is recognised across the industry. Work experience is crucial for this course but obviously this can be hard to get in prison. However publications such as Inside Time and ConVerse will accept prisoner submissions. These newspapers are especially designed for prisoners and prison staff so they are the best opportunity to get your work published and to help build a journalism portfolio.

**Languages**

Learning a language can have numerous benefits. It is a great way to immerse yourself in new cultures and you’ll be able to work anywhere in the world. Even a little knowledge of the language can make a difference in attitude when you meet people from other countries. Speaking another language helps to break down barriers, and it can give an added advantage if you want to work for a company with international customers. We may not be able to fund certain language courses for prisoners with convictions related to trafficking or terrorism.

Only French and Spanish can be studied at GCSE or A-Level (see those sections for further details). However, if you are more interested in being able to speak and understand a new language, rather than necessarily having a qualification, then it is possible to study a much wider range of languages using CD-and-workbook courses from providers such as Linguaphone and Rosetta Stone. Linguaphone offer Complete Courses (Beginner-Intermediate-Advanced) in the following languages: Arabic, Chinese, Dutch, French, German, Greek, Italian, Japanese, Russian, Portuguese, Spanish, Swedish, Thai, and Turkish. Rosetta Stone offer a similar range and style of courses as Linguaphone, with the addition of Korean, Hindi, Polish, Hebrew, Gaelic, Persian (Farsi), and Vietnamese.
We may not fund vocational courses for prisoners with more than 2 years left to serve as we feel that it makes more sense to do the theory towards the end of a sentence, so learners can follow the course up with practical skills training whilst the theory is still fresh in the mind.

The BTEC Level 3 Certificate in Construction Technologies Theory (UKDLP) is recognised across the construction industry as an ideal start for those wishing to progress towards supervisory or technician roles, or professional qualifications. A diploma in construction can lead to a career in a number of construction trades, with the BTEC Construction course providing a solid foundation in the principles of construction and knowledge of the skills involved. It leads to a nationally-recognised Level 3 award and gives you a general grounding in the construction industry, with knowledge required by practically all of the construction trades. You will learn about the construction industry from the ground up, starting with the design and planning process and exploring a range of traditional and modern construction methods. You’ll learn about building techniques and construction materials, and about the science that underpins construction.

The Premier School of Building provide a number of well-liked but unaccredited courses which are aimed at the more mature students, with some experience of the building trade, who are looking for competence based courses to improve their construction skills. Their courses include:

- **Architectural and Building Drawing** – students will prepare and present drawings to an acceptable level.
- **Estimating and Analysis of Pricing** – students will learn to produce and present tenders for construction work.
- **Sustainable Construction** - covers the development of sustainability within the built environment over a wide range of projects, with reference to government policies.

**Eco-Building Design (Stonebridge)** explores the construction of a building along lines of more natural, renewable resources and health of the occupants. In other words buildings become more people-friendly. It aims to establish a balance between technology, culture and biology. (110 hours or 6-9 months)

The BTEC Level 3 Certificate in Surveying Technologies Theory (UKDLP) leads to a nationally-recognised award and will introduce you to Surveying, Measuring, Estimating and Tendering Processes in Construction and the Built Environment. You will look at the purpose of surveying and estimating and consider how surveyors and estimators interact with other members of the construction team. The course will also teach you the measuring and calculating techniques required to price large-scale construction projects, and explore the different methods of tendering, along with its aims and objectives. Survey techniques will be taught, along with the required mathematics, and you will learn about building and condition surveys and discover why they are essential to the success of a project. (100 study hours over 9-12 months)

The Plumbing Installation Theory Course (Learn Plumbing) takes you from the very basics of plumbing theory through all the job-related knowledge necessary to become a trained Plumber at NVQ Level 2. It also covers all the supplementary job knowledge required to achieve a National Vocational Qualification and Diploma in Plumbing or Domestic Heating Installation (C&G 6189). The course comprises a series of self-study modules, each with a set of multiple-choice questions at the end to test your knowledge and understanding and provide evidence of your knowledge of the theory of plumbing installation. (3-6 months, or 100 learning hours)

The Advanced Plumbing Theory Course (Learn Plumbing) follows on from the Installation Theory Course (above). It takes you up to and beyond the level of knowledge that is needed by an Advanced Plumber. It can provide much of the supplementary job knowledge evidence required for a National Vocational Qualification Level 3 in Plumbing (C&G 6089) or Domestic Heating (C&G 6088). (3-6 months, or 100 learning hours)
Engineering

The IMI Car Operation and Maintenance (ICS) course is endorsed by the Institute of the Motor Industry, so students will be learning the same car maintenance and repair techniques used by professional car mechanics. You will find out how the car engine works and look at the structure of your car. The course will also explain about the lubrication, cooling and ignition systems, and teach you about suspension, exhaust, steering and transmission. As well as learning how to repair these systems you will also gain skills in preventative car maintenance and find out what you need to do to keep cars in roadworthy condition.

Similarly, the IMI Motorcycle Maintenance (ICS) course will give you a solid grounding in the mechanical and electrical workings of motorbikes, including an introduction to the essential motorbike maintenance tools and the different types of motorcycle you may encounter. You will examine the difference between two-stroke and four-stroke engines and look at fuel delivery systems, transmission, cooling and electrical systems.

The BTEC Level 3 Certificate in Electrical Technologies Theory (UKDLP) is suitable for students wishing to gain a recognised electrical qualification. (120 study hours over 9-12 months)

Another much sought after qualification for electricians is the IET Wiring Regulations 17th Edition (Electacourse) course which will equip students with the knowledge required for the Institute of Electrical Engineers (IET) Wiring Regulations industry-recognised City & Guilds 2382 exam (although the exam will be difficult to run in prison so we will only fund the course materials). These will cover all aspects of the electrical wiring regulations, including installation, equipment, earthing, testing and more. You will look at the external factors which can affect an installation and learn the ways the regulations can be applied to various installations, such as bathrooms, swimming pools and agricultural sites.

BTEC Level 3 Certificate in HVAC (Heating, Ventilation and Air-Conditioning) Technologies Theory (UKDLP) is suitable for anyone wishing to learn about heating, ventilation and air conditioning and consists of three units: health, safety and welfare in construction and the built environment; heating in building services engineering; ventilation in building services engineering. (120 study hours over 9-12 months)

Road Haulage CPC - Certificate of Professional Competence (EP Training Services) An operator's licence is now required if you wish to operate a goods vehicle over 3.5 tonnes. One of the criteria for granting a licence is the Certificate in Professional Competence. EP Training Services provide a home study course for the CPC. An exam can then be taken at a local exam centre during ROTL or after release. It is worth noting that people with certain types of convictions, such as drug trafficking, are not allowed to hold this certificate and therefore we would not be able to fund them.

Learners who think they would like to try studying at degree level should consider taking an Open University course, starting with the Starting with science, technology and maths (Y033) Access module.
Health and Safety

ATM Safety offer a number of courses leading to health and safety qualifications accredited by NEBOSH which is the main awarding body in this field. We most often award funding for the NEBOSH National Diploma in Occupational Safety & Health (ATM Safety), but other popular NEBOSH courses include Construction and Environmental Awareness. The Diploma is designed for safety practitioners who wish to take professional qualifications. It provides core health and safety knowledge that is transferable across industry, commerce and the public sector. Combined with understanding and appropriate application, the Diploma underpins the competent performance of an Occupational Health and Safety practitioner.

IOSH are the Institution of Occupational Safety and Health. The IOSH Managing Safely Certificate (HSQE Ltd) is widely considered to be the industry-standard health and safety training course and qualification for managers, supervisors, and Health and Safety Reps. Topics covered include: Key responsibilities of managers & supervisors; How to conduct risk assessments; Key legal requirements and how the law works; How to carry out an accident investigation; Health and safety auditing. (40 learning hours, or 3-6 months)

Miscellaneous

Web Design

The vast majority of ICT courses require online access which is obviously difficult in prisons. We will however consider finding some ICT courses, such as the Webmaster (Distance Learning Centre) web design course, if individual prisons can assure us that they are able to support students to complete the course. The course is available at Levels 1 and 2, and it comes as a workbook and some CD-ROMs that will require access to a PC. The course covers a lot of ground including introductions to JavaScript, HTML and Adobe Flash.

Warehousing

The Level 2 Award in Warehousing and Inventory from UKDLP is a distance learning course suitable for those with minimal experience in a supply chain related field. It will help them to develop their understanding of the key knowledge and skills required to progress in this field. Learners with over two years experience in warehousing may consider the Level 3 Award. Both awards are accredited by the Institute of Supply Chain Management (IoSCM) and these are the qualifications that employers in this field are likely to be looking for.

Property Management

Introduction to Residential Property Management Practice NFoPP Level 2 Award from MOL
This is a very useful qualification for anyone interested in a career in residential lettings and property management. The study programme offers support, a range of ways to learn and mock tests. Study from a bespoke workbook, including sector specific customer service, property letting practice and property management practice. We can award funding for this course but it will need to be ordered directly by the prison. (100 hours or 6-9 months)
Event Planning

**EDI Event Planning Level 2** from UKDLP
The Level 2 Certificate in Event Planning aims to provide you with a good understanding of the nature of the event industry, as well as the practical skills and knowledge required to plan a small scale event. This qualification is open to all learners who have an interest in learning how to organise an event as well as those who are preparing to work, or who are already working, in any job role which may involve organising an event. (150 hours or 9-12 months)

Navigation

The *National Maritime Correspondence School* offers a number of distance learning courses, all accredited by the Royal Yachting Association. **RYA Day Skipper** is an ideal starting point, covering basic knowledge through to passage planning via safety at sea, navigation pilotage and seamanship. **RYA Coastal Skipper Yachtmaster** is for the more experienced sailor, covering all aspects of offshore sail and powerboat cruising, refining and expanding seamanship, navigation and meteorological skills. **RYA Yachtmaster Ocean** is the ultimate RYA blue water qualification and a fascinating study of the sun, moon and stars, and how to sail by them. Use of the sextant, electronic instruments, climatology and ocean passage planning are studied for those with coastal navigation experience.

Religious Studies

The *Certificate in Christian Studies (St John’s College Nottingham)* is a flexible programme of theological and ministerial studies.

Islamic Studies courses, accredited by Middlesex University, are offered by [Openstudy.org](http://www.openstudy.org) but they are currently only available by online learning and therefore not possible to study in most prisons.

Hospitality and Catering

**Hotel Management (Stonebridge)** offers an introduction to the hospitality industry which employs many thousands of people in a wide range of employment opportunities. This course will introduce you to all the aspects of hotel management from food and beverages to front office and sales. Other units cover areas such as recruitment, accounting, and information storage.

**Food and Beverages Management (Stonebridge)** provides an insight into the industry and the skills required for obtaining employment in Cafes, Hotels, Bars or Restaurants. Students can learn how to provide effective management of food service operations, while presenting the basic service principles and highlighting the importance of meeting and exceeding the needs of the guest.

**Snack Bar/Cafe and Fast Food Management (Stonebridge)** was developed to assist snack bar/cafe and fast food personnel to be able to operate in a more profitable and professional manner. Students will examine a range of topics enabling them to understand the broad range of tasks required to be successful in running a snack bar or fast food outlet.
**Dressmaking**

**Dressmaking and Fashion Design** *(Stonebridge)* is structured to teach you an awareness of both fashion items and the industry. You will learn about fabrics, patterns, and the basic equipment you will need for garment construction.

**Beauty**

**NCFE Level 3 Beauty Make-Up Professional** *(Stonebridge)*  
This course will help build your knowledge about make-up and increase your chances of finding work in the beauty industry. Nearly every high street in the country has some kind of beauty salon, so there is a high demand for these skills. Also, many trained beauticians and nail technicians are able to make a living via self-employment. The use of sharp instruments, chemicals, and massage may be necessary in some beauty and therapy courses, and each prison regime will have their own view on how to manage these risks, and so it may not be possible to complete some of these courses in certain establishments. Prison staff should assure PET that they will be able to support such courses when they complete the application endorsement.

**NCFE Level 3 Nail Technician** *(Stonebridge)*  
Students will learn to apply and decorate false nails and nail extensions, consult on the general health and well-being of the client's hands and feet, and understand the necessary procedures to carry out a manicure or pedicure or basic hand/foot massage.

**NCFE Level 3 Manicure & Pedicure Practitioner** *(BSY)*  
The course covers all aspects of nail, hand and foot care. Health and hygiene are also addressed, as well as the correct way to care for the nails and the products required when performing a manicure and pedicure.

**Customer Service**

**QCF Level 3 Certificate in Principles of Customer Service** *(Stonebridge)* is designed to provide you with the knowledge you need to enable you to work in a customer focused industry. Excellent customer service is critical to the ongoing success of any company and it is vital for all staff to have an excellent understanding of the principles of customer service. The qualification focuses on the effective use of communication in relation to customer service; it also looks at how customer service can be delivered in different sectors. Finally the course will focus on what steps can be taken to improve customer service. This qualification is recognised by QCF (Qualification and Credit Framework) which makes it particularly attractive to potential employers.
### Course supplier contact details

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<tr>
<th>Supplier</th>
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<tr>
<td><strong>Animal Care College</strong></td>
<td>01344 636436</td>
<td><a href="http://www.animalcarecollege.co.uk">www.animalcarecollege.co.uk</a></td>
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<td><strong>BSY Ltd</strong></td>
<td>0800 731 9271</td>
<td><a href="http://www.bsygroup.co.uk">www.bsygroup.co.uk</a></td>
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<td><strong>Distance Learning Centre</strong></td>
<td>0845 129 7238</td>
<td><a href="http://www.distance-learning-centre.co.uk">www.distance-learning-centre.co.uk</a></td>
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<td><strong>EP Training Services</strong></td>
<td>01372 450 800</td>
<td><a href="http://www.eptraining.co.uk">www.eptraining.co.uk</a></td>
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<td><strong>Horticultural Correspondence College</strong></td>
<td>01225 81 67 00</td>
<td><a href="http://www.hccollege.co.uk">www.hccollege.co.uk</a></td>
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<td><strong>ICS</strong></td>
<td>0141 221 2926</td>
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<td><strong>Learn Plumbing</strong></td>
<td>0161 330 1309</td>
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<td><strong>National Extension College (NEC)</strong></td>
<td>0800 389 2839</td>
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<td><strong>The Open University</strong></td>
<td>01908 274066</td>
<td><a href="http://www.open.ac.uk">www.open.ac.uk</a></td>
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<td><strong>Open College of the Arts</strong></td>
<td>0800 731 2116</td>
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<td><strong>Oxford Open Learning</strong></td>
<td>0800 75 75 75</td>
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<td><strong>St. John’s College Nottingham</strong></td>
<td>0115 925 1117</td>
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<td><strong>Stonebridge Associated Colleges</strong></td>
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<td><strong>London Teacher Training College</strong></td>
<td>0208 133 2027</td>
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<td><strong>The Writers Bureau</strong></td>
<td>0161 819 9922</td>
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<td><strong>The Open College of Equine Studies</strong></td>
<td>01284 811 401</td>
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<td><strong>British Beekeepers’ Association</strong></td>
<td>0871 811 2282</td>
<td><a href="http://www.bbka.org.uk">www.bbka.org.uk</a></td>
</tr>
<tr>
<td><strong>NMCS</strong></td>
<td>01625 262365</td>
<td><a href="http://www.nmcs.org.uk">www.nmcs.org.uk</a></td>
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<tr>
<td><strong>Compass Education</strong></td>
<td>0845 4585981</td>
<td><a href="http://www.compass-education.co.uk">www.compass-education.co.uk</a></td>
</tr>
<tr>
<td><strong>Electacourse</strong></td>
<td>0208 144 1580</td>
<td><a href="http://www.electacourse.com">www.electacourse.com</a></td>
</tr>
<tr>
<td><strong>MOL</strong></td>
<td>0845 203 2103</td>
<td><a href="http://www.mollearn.com">www.mollearn.com</a></td>
</tr>
<tr>
<td><strong>Institute of Fisheries Management</strong></td>
<td>0845 388 7012</td>
<td><a href="http://www.ifm.org.uk">www.ifm.org.uk</a></td>
</tr>
<tr>
<td><strong>HSQE Ltd</strong></td>
<td>077 1380 1380</td>
<td><a href="http://www.hsqe.co.uk">www.hsqe.co.uk</a></td>
</tr>
<tr>
<td><strong>ATM Safety</strong></td>
<td>01386 840198</td>
<td><a href="http://www.atmsafety.co.uk">www.atmsafety.co.uk</a></td>
</tr>
</tbody>
</table>
Applying for Funding

Prisoners' Education Trust makes grants to sentenced prisoners for:

- Distance learning courses.
- Beginning study with the Open University.
- Art/creative hobby materials.

As our funds are limited, we give priority to meeting needs for progression or for particular subjects and levels that cannot usually be found in prison education provision. We try to keep the application process as simple as possible.

Applicants complete an application form and write a covering letter. This letter provides an opportunity for applicants to tell us something about themselves and why they want to be funded for the course. We normally ask for at least 200 words, demonstrating interest and commitment, and describing goals and plans. PET application forms should be available in all prison education departments, or they are available to prison staff in the password-protected “education staff” section of our website. Please call us for details.

Prison Education Departments make a recommendation, stating that the course is suitable for the applicant given his/her educational ability and the nature of their conviction. Prisons also agree to make a 10% contribution to the cost of the grant.

PET will consider applications each month then write to the applicants and the prisons to let them know the outcomes. We then order the courses for successful applicants, and offer advice and/or explanations to unsuccessful applicants.

Eligibility

1. Courses selected should be suitable in relation to the applicant’s ability level and previous educational achievements.
2. Courses selected should be suitable with regard to the applicant’s offence. Please see our Approved Course Guidance for more information.
3. Applicants must have sufficient time to complete the course before release. Applicants should have at least six months to serve.
4. There is no restriction on the number of times that a prisoner can apply to us. It is expected, however, that one course will be completed before another application is made and we rarely fund more than one course for a prisoner in a year.
5. We do not accept applications for retrospective funding.
6. Applicants must be able to provide a satisfactory endorsement from the prison.

More detailed information on the application process is available in our Funding Guidelines.