

Certificate of Competency in Prison Law

If you are...

- A Lawyer specialising in Prison Law?
- A Prison Service Governor Grade?
- A Voluntary Sector Case Worker?

...then this is for you!

The Institute of Prison Law is accredited by The Law Society and the Bar Council and is the only accredited CPD trainer to specialise solely in prison law.

This ten-month Certificate of Competency in Prison Law (COCPL) course will operate as follows:

- **Manchester** from January to June, and September to December 2005, from the GMCVO St Thomas Centre – <http://www.gmcvo.org.uk> - just five minutes from the city centre. and
- **London** from April-June 2005, and September to March 2006 from the London Voluntary Resource Centre on Holloway Road

The COCPL course will consist of one full day seminar each month, with monthly internal multiple-choice examinations, and an externally invigilated and marked examination at the end. The course takes a 'broad brush' approach to the subject.

The Institute of Prison Law
PO Box 116,
Manchester. M9 6WS
Telephone 0845 0660011
Facsimile 0845 0660022
Website www.prisonlaw.org.uk

mail@prisonlaw.org.uk

SAVE £264.38!
BY PAYING FOR THE COURSE IN ADVANCE
See below



INSTITUTE OF PRISON LAW

PO BOX 116
MANCHESTER M9 6WS
TEL: 0845 0660011. FAX: 0845 0660022
EMAIL: mail@prisonlaw.org.uk
WEB: www.prisonlaw.org.uk

SEMINAR/COURSE APPLICATION FORM

The *Certificate of Competency in Prison Law* is a ten-month modular course that operates in 2005 from Manchester (starts January) and London (starts April). However because we appreciate that some who wish to attend will not want to do the whole course we offer as a result two methods of joining – either for the whole course, or on a *ad hoc* basis for those who want to complete only the topic of the day. Below is set out the course as a whole, month by month; at the foot of the form please tick the ‘Whole Course’ box, or the ‘*ad hoc*’ box – along with the month(s) you wish to attend. On completion return the form with your remittance to:

THE INSTITUTE OF PRISON LAW, PO BOX 116, MANCHESTER M9 6WS

*The cost is £225+VAT per month, which includes tuition and lunch each day, plus one-off £50 registration fee
Six hours CPD are claimable each day for solicitor and barristers.*

COURSE AIMS

The course aims to provide a developed knowledge of prison law from the practitioners’ perspective, and although no previous prison law knowledge is required it is important to have some knowledge of how the Administrative Court operates and the remedies that are available in judicial review – see section 4.1 of *The Prisons Handbook 2005* for an explanation. The course format is informal presentation and group discussion in a manner which is accessible to prison personnel, lawyers and case workers who operate in this field.

COURSE OBJECTIVES

To provide prison staff, lawyers, caseworkers and other professionals who operate in the field of detention and imprisonment in England and Wales with a professionally developed knowledge of the:

- Legal framework - the relevant treaties, legislation, rules, regulations and standards which govern imprisonment, and the Agency agreement within which the Prison Service operates and its position with the National Offender Management System;
- Prison Service ‘Mission’ along with the Prison Service’s inspection and audit arrangements, testing how well that ‘Mission’ is delivered in practice;
- Prison population, security categorisation and allocation;
- Life sentence system and the rights and routes to release;
- System of good order and discipline within prison establishments, and the mechanisms of enforcement;
- Sentence planning, OaSys, and offending behaviour programmes: theory and practice;
- Mechanisms for, and policy of, maintaining a prisoner’s family ties;
- Healthcare system for prisoners;
- Race, religion and support services which exist for prisoners;
- Release and resettlement of prisoners.

THE COURSE IN DETAIL

Manchester 28th January 2005 – London 15th April

Module 1. The Legal Framework – 3 hours

1. Introduction: Prison Service Mission Statement
2. Prison Act 1952
3. Young Offender Institution Rules 2000
4. Prison Rules 1999
5. Prison Service Ranks & Infrastructure – from OSG to Director General.
6. Prison Service Orders, Instructions & Standards
7. Jurisdiction of Judicial Review
8. Public & private Sector prisons – SLAs
9. Legal Aid Franchise
10. National Offender Management Service (NOMS) – fusing the ‘Silos’

Prison Estate, Population and Inspection – 3 hours

1. Headquarters
2. Geographical Prison Service Areas
3. High Security Estate and Dispersal Prisons,
4. Specialist Units: Protected Witness Units, Close Supervision Centres, Therapeutic Communities
5. Local prisons,
6. Training prisons,
7. Resettlement prisons,
8. Young offender institutions,
9. Remand centres,
10. Therapeutic communities,
11. Private prisons; Directors and Controllers
12. Prison Service Discipline Staff and Governor Grades
13. Population: CNA, Op Cap, Max Cap.
14. HM Chief Inspector of Prisons: remit, operations, reports and thematic reviews
15. Boards of Visitors (Independent Monitoring Boards) – their history and role
16. Performance Standards
17. Standards Audit Unit. Operations and results

Manchester 25th February 2005 – London 20th May

Module 2. Security Categorisation & Allocation – 3 hours

Mountbatten Report into Prison Security 1966

The Security Manual

Categorisation

Adult Male: A, (Standard Risk, High Risk, Exceptional Risk) B; C; D.

Adult Female: A, (Standard Risk, High Risk, Exceptional Risk) Closed, Semi-Open, Open

YO: Restricted

Closed

Open.

Allocation – the theory and the practice.

Prisoners by Age and Gender – 3 hours

a. Juveniles – 15-17 year olds, Youth Justice Board custody

b. Young Offenders – 18-21 year olds – Prison Service custody.

i. Male YO

ii. Female YO

c. Adults

i. Males

ii. Females: their issues, mother and baby units, and estate

Manchester 25th March 2005 – London 17th June

Module 3. Prisoners by Legal Status – 3 hours

a. Remand prisoners.

- i. Young offenders – 18-21
 - ii. Adults – 21+
- b. Convicted prisoners.
 - i. Young offenders – 18-21
 - ii. Adults – 21+
 - iii. Criminal Cases Review Commission
- c. Civil prisoners.
- d. Foreign Nationals
- e. Immigration Detainees

Life Sentences - 3 hours

- a. Mandatory – Murder 21+. Tariff, risk and the route to release
- b. Discretionary – Mental element. Tariff, risk, DLPs
- c. Custody for Life – murder between 18 & 21
- d. HMP: murder under the age of 18
- e. Strike out life: Mandatory sentence – discretionary route to release

Manchester 22nd April 2005 – 9th September

Module 4. Good Order, Discipline & Control – 6 hours

- a. Private Sector Controllers & Public Sector Governors
- b. Anti-Bullying Strategies
- c. Segregation – Rule 45, OP, GOAD, CSC, PWUs; PSO 1700
- d. Adjudications: Charges, hearings and appeals
- e. Restraints – C&R, body-belt, handcuffs
- f. Discipline Manual
- g. Mandatory Drug Testing
- h. Security Information Reports
- i. Intelligence Gathering
- j. Prisoner Informants
- k. Control & Restraint

Manchester 27th May 2005 – London 7th October

Module 5. Sentence Planning & Offending Behaviour Programmes – 3 hours

- IEPS
- Personal officer scheme
- CARAT
- Accredited Offending Behaviour Courses
- Risk Assessment
- Sex Offender Treatment Programmes
- Incentive Earned Privileges System

Revision to Date in Afternoon – 3 hours.

Manchester 24th June 2005 – 11th November

Module 6. Family Ties & Communications – 6 hours

- a. Letters - social, special, legal, censorship, Ombudsman, confidential access
- b. Visits – special, police, legal, domestic, inter-prison
- c. Telephone calls – PIN system, 0800 numbers, monitoring, recording, legal calls, support services (Samaritans).
- d. Schedule 1 Offenders
- e. The Children's Act
- f. Petitions to Parliament
- g. Access to the Courts
- h. Access to the Media
- i. Requests & Complaints
- j. Prisons & Probation Ombudsman

Manchester 16th September 2005 – 9th December

Module 7. Healthcare – 6 hours

- a. NHS Prison Health & PCT Commissioning
- b. Healthcare Staff
- c. Healthcare Centres
- d. Reception & First Night Procedures
- e. Inmate Medical Record – the ‘clinical record’
- f. Accident to Inmate Report
- g. F2052SH Forms and procedures
- h. Deaths in Custody
- i. Refusing Treatment
- j. Medical Confidentiality
- k. Informed consent
- l. Mentally ill – Transfer to Special Hospital

Manchester 14th October 2005 – 20th January 2006

Module 8. Race, Religion & Support Services – 6 hours

- a. Race Relations: RRLO, RESPECT, RESPOND
- b. Religious Rights:
- c. Probation
- d. Chaplaincy
- e. BOV (IMB)
- f. Samaritans
- g. Listeners
- h. Outside organisations

Manchester 18th November 2005 – 24th February 2006

Module 9. Release & Resettlement – 6 hours

- a. The parole system – determinate sentences
- b. Under 12 months
- c. HDC
- d. Under four years
- e. Four years and over.
- f. Release on Temporary Licence
- g. Discharge clothing
- h. Discharge Grant
- i. Social Security benefits

Manchester 16th December 2005 – London 24th March 2006

Module 10. Course Revision and Final Examination – 3 hours

CERTIFICATE OF COMPETENCY IN PRISON LAW – APPLICATION FORM

PLEASE COMPLETE AS APPROPRIATE:

APPLICATION FOR:- MANCHESTER COURSE [] LONDON COURSE []

THE WHOLE COURSE [] or AD HOC BASIS [] as shown below

January []	June []
February []	September []
March []	October []
April []	November []
May []	December []

Manchester Course Dates 2005 –: Friday 28th January; Friday 25th February; Thursday 24th March; Friday 22nd April; Friday 27th May; Friday 24th June; Friday 16th September; Friday 14th October; Friday 18th November; Friday 16th December

Manchester Venue: GMCVO, ST THOMAS CENTRE, ARDWICK GREEN NORTH, MANCHESTER M12 6FZ – TEL 0161 277 1010, FAX 0161 273 1536, EMAIL: st.thomas@gmcvo.org.uk – www.gmcvo.org.uk

London Course Dates-: Friday 15th April; Friday 20th May; Friday 17th June; Friday 9th September; Friday 7th October; Friday 11th November; Friday 9th December; Friday 20th January (2006); Friday 24th February; Friday 24th March

London Venue: London Voluntary resource Centre, Holloway Road, London

Course books: The Prisons Handbook 2005 (MLA Press: £55 – saving £10!)

Payment Rates:

First month @ £225+VAT = £264.38 + registration fee £50 + Prisons Handbook 2005 @ £55 = £369.38

Nine Subsequent months @ £225+VAT = £264.38

Payment options –

- Pay monthly in advance as above, or
- Save £225+vat (£264.38) by paying for the full course in advance, you pay for nine months and get the tenth month free!

I want to :

[Tick]

[] **Pay Monthly** in advance £225+VAT (£39.38) = £264.38 + registration fee @ £50 + Prisons Handbook @ £55 = and enclose my cheque for £369.38 , or

[] **Save £264.38!** by paying for the course in advance: 9 x £225=£2025 +VAT (£354.38) = £ 2379.38+ registration fee £50 + Prisons Handbook 2005 (£55) = and enclose my cheque for £2,484.38

BOOKING FORM

Terms and Conditions.

All application for places on the course are subject to acceptance and we reserve the right to decline any such application at our sole discretion.

The award of the Certificate of Competency requires you to pass each monthly examination and the final examination at the end of the course.

Non-revocation: Once accepted on the course you must pay your monthly fees in advance including those months on which you are unable to attend. In circumstances where you are unable to attend we will send you the course notes for that month and we will provide you with a place free of charge when we next run that module – you must pass all modules BEFORE you take the final examination.

Please accept my application for a place on the Certificate of Competency in Prison Law course as indicated above, I confirm I am authorised to submit this application if someone other than myself is being invoiced and I agree to the terms and conditions above, specifically including the non-revocation clause and the agreement to pay for those months on which I am unable to attend.

PLEASE PRINT

Name:	Tel No. Email: Date:
Contact Address	
Invoice Address	
Dietary requirements: [tick]	Normal diet
	Vegetarian
Other: please detail	

Your place is not secure until we receive this form, and is then dependent on all fees being paid according to the payment option you have chosen.

Fax this form to 0845 0660022

www.prisonlaw.org.uk

INSTITUTE OF PRISON LAW, PO BOX 116, MANCHESTER M9 6WS

Questions? Call 0845 0660011