



Ministry of  
**JUSTICE**

OFFICIAL SENSITIVE

Contract for the Provision of Learning and Skills at HMP & YOI Parc

## **SCHEDULE 11 – CONTRACT MANAGEMENT AND MONITORING**



## Contract for the Provision of Learning and Skills at HMP & YOI Parc

1. The Contractor shall collect the data required under this Schedule 11, maintain a full record of it and provide the data to the Authority on a monthly basis. The Contractor shall provide the data for each month within 10 Working Days after the last day of the applicable month.
2. The Contractor shall ensure the accuracy of the data provided for each item of Management Information listed in this Schedule 11.
3. The Authority shall have the right to audit the Contractor's compliance with this Schedule 11 and may request additional assurance from the Contractor regarding the Management Information data as required from time to time.
4. In addition the Contractor shall provide to the Authority all other information required to be provided under this Contract together with any further information deemed necessary by the Authority.
5. The Contractor shall provide to the Authority a report of issues of concern and of matters that may become of ministerial interest or may have media interest immediately upon becoming aware of such matters or upon the Authority's request.

|            | Management Information   |
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| <u>MI1</u> | <u>Distance travelled</u><br>The number of Learners who have been assessed and have achieved an accredited qualification as a measure of distance travelled during their time in custody.  |
| <u>MI2</u> | <u>Individual Learning and Work Plans (ILWP)</u><br>Number of ILWP's completed each month and the timeframe between assessment and agreement of the ILWP with the Learner.   |
| <u>MI3</u> | <u>Additional support for those with learning difficulties and disability needs</u><br>The number of Learners identified with learning difficulties and disabilities and the additional learning support provided to enable them to engage in learning and achieve an accredited course. |
| <u>MI4</u> | <u>Progression</u><br>The number of Learners who attain an accredited qualification and then progress to a higher level course whilst serving their sentence.  |
| <u>MI5</u> | <u>Continued Learning</u><br>The number of Learners who attain a qualification and then continue on to another course at any level.  |
| <u>MI6</u> | <u>Fail to Complete</u>  |



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|             | The numbers of Learners (including agreed leavers) who start a course and fail to complete a course and the reasons.  |
| <u>MI7</u>  | <u>Embedded learning</u><br><br>Embedded learning will be reported as part of the Key Performance Indicator reports in Schedule 13. Additional reports on embedded learning are required to monitor the effectiveness of courses and arrangement for delivery in work areas.<br><br>The number of Learners assessed, engaged, retained and who achieve accredited qualifications in each of the embedded Learning Areas across the Prison.                          |
| <u>MI8</u>  | <u>Employment outcomes</u><br><br>Report on engagement with employers in areas where Learners resettle in order to provide employment opportunities on release.<br><br>Provide the number of Learners who obtain sustainable employment on release.   |
| <u>MI9</u>  | <u>Continuing education on release</u><br><br>Establish links with education and training providers in resettlement areas in order to provide continued learning routes for Learners on release.<br><br>Provide the number of Learners who have continue in education or training on release.   |
| <u>MI10</u> | <u>Prioritisation of Vocational Learning</u><br><br>80% of the learning and skills curriculum will consist of vocational courses (includes essential skills and employability courses) and 20% non-vocational courses.  |
| <u>MI11</u> | <u>Outreach support</u><br><br>Courses delivered to Learners who cannot access the main learning areas will be reported as part of the Key Performance Indicator reports in Schedule 13.<br><br>Additional reports on outreach support are required to monitor the effectiveness of courses and arrangements for delivery in other areas<br><br>All courses being delivered with course title, level, number of courses started, achieved and location of delivery. |
| <u>MI12</u> | <u>List of all courses</u><br><br>List all courses delivered in each area of the provision (vocational, non-vocational, essential skills and employability).<br><br>The course title, level and awarding body.  |



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| <u>MI13</u> | <u>Virtual Learning Environment</u><br><br>Reports on development of e-learning content, courses that are delivered using ICT and available in-cell.<br><br>New content in development. New content uploaded and live on Virtual Campus. All courses delivered with ICT support.<br><br>The Authority will receive monthly reports from Meganexus Ltd on the use of the Virtual Campus in the Prison and these will be shared and discussed with the Contractor to ensure maximum use of Virtual Campus. |
| <u>MI14</u> | <u>Welsh Language</u><br><br>Provide opportunities for Prisoners to improve their Welsh language skills – reading, writing and speaking.<br><br>Reports on Welsh language courses started and achieved and on other opportunities available to improve Welsh language skills.  |
| <u>MI15</u> | <u>Non-regulated awards</u><br><br>Where non-regulated awards are required and agreed the impact of these shall be assessed.<br><br>Report on all starts, achievements and course title and level where applicable.  |
| <u>MI16</u> | <u>Library services</u><br><br>Report on how the library services supports the curriculum, any collaborative initiatives such as themed projects or reading schemes delivered.   |
| <u>MI17</u> | <u>Cross cutting themes</u><br><br>Report on how equality of opportunity, ICT and environmental sustainability are incorporated across all provision.  |
| <u>MI18</u> | <u>Needs analysis</u><br><br>Report on progress preparing the first needs analysis for the Prison. In subsequent years report on implementing the recommendations contained in the needs analysis and progress on completed the next needs analysis by the submission date.  |
| <u>MI19</u> | <u>Self-assessment report and quality development plan</u><br><br>Report on progress completing the annual self-assessment report and quality development plan by the submission date agreed with the Authority and Welsh Government. Provide indicators on Learner feedback (learner voice) and observation of teaching and learning ratings.   |
| <u>MI20</u> | <u>ESTYN inspections</u>   |



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|             | Provide updates on any action plan as a result of an inspection by ESTYN (as defined in Schedule 1 (Specification)).   |
| <u>MI21</u> | <u>Continuous professional development</u><br>Report on all Staff development activities and courses being undertaken. |