

# REINSPECTION REPORT

## **HMP Coldingley Reinspection**

**17 January 2007**



ADULT LEARNING  
INSPECTORATE

## Adult Learning Inspectorate

The Adult Learning Inspectorate (ALI) was established under the provisions of the *Learning and Skills Act 2000* to bring the inspection of all aspects of adult learning and work-based learning within the remit of a single inspectorate. The ALI is responsible for inspecting a wide range of government-funded learning, including:

- work-based learning for all people aged over 16
- provision in further education colleges for people aged 19 and over
- **learndirect** provision
- Adult and Community Learning
- training funded by Jobcentre Plus
- education and training in prisons, at the invitation of Her Majesty's Chief Inspector of Prisons
- adult information, advice and guidance services (**nextstep**).

Inspections are carried out in accordance with the Common Inspection Framework by teams of full-time inspectors and part-time associate inspectors who have knowledge of, and experience in, the work which they inspect. All providers are invited to nominate a senior member of their staff to participate in the inspection as a team member.

## Grading

Inspectors use a four-point scale to summarise their judgements about the quality of provision in occupational/curriculum areas and Jobcentre Plus programmes, as well as to summarise their judgements about the quality of learning sessions. The same scale is used to describe the quality of leadership and management, which includes equality of opportunity and quality assurance. The descriptors for the four grades are:

- *grade 1 - outstanding*
- *grade 2 - good*
- *grade 3 - satisfactory*
- *grade 4 - inadequate*

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## REINSPECTION REPORT

### DESCRIPTION OF THE PROVIDER

1. HMP Coldingley is a category C training prison for men, situated in Bisley, Surrey. The prison, built in 1969, has been expanded in recent years and now has an operational capacity of 392. At the time of reinspection, the prison's population was 389. Most offenders are received from other prisons in the region and eventually transfer to category D open prisons as part of the resettlement strategy. All offenders are aged over 21, and most are between 35 and 45. The prison has 40 offenders on life sentences, although the average length of stay in the prison is between one and two years. The number of foreign national offenders is 89 and increasing steadily, and 45 per cent of the prison population is from black and minority ethnic groups.

2. Learning and skills is subcontracted to North East Surrey College of Technology (NESCOT) which also has contracts with four other prisons. NESCOT delivers 8,100 hours of education annually, including 450 hours for the induction of new prisoners. Learning programmes are provided for four and a half days each week. Most of the 50 to 60 learners attending education do so part time, combining learning with other work activities. Between 50 and 60 learners attend education each session. The prison has an integrated approach to supporting learners with literacy, numeracy and language needs, and received an award in June 2006 for its pathfinder work in 'Whole Organisation Approaches to Delivering Skills for Life', a Department for Education and Skills-funded project. Skills for life is the government's strategy on training in literacy, numeracy and the use of language.

3. Opportunities for offenders to achieve qualifications have increased since the previous inspection, and an additional 14 instructors have completed assessor training to support this. Accredited vocational training programmes are offered in information and communications technology (ICT), catering, industrial cleaning and physical education (PE), and nationally recognised qualifications are offered to offenders working in the industries workshops, gardens, laundry, and print workshop. The prison has full employment of offenders in education, training and work.

4. The head of learning and skills is responsible for operational and strategic management of all learning and skills and the library. He is a member of the senior management team. Arrangements for quality improvement have been reviewed and the quality improvement group, chaired by the head of learning and skills, meets monthly. This group is comprised of representatives from all areas of the prison.

## GRADES

grade 1 = outstanding, grade 2 = good, grade 3 = satisfactory, grade 4 = inadequate

Grades awarded at previous inspection

Leadership and management		2
Contributory grades:		
Equality of opportunity		2
Quality improvement		3

Health, public services and care			2
Contributory areas:	Number of learners	Contributory grade	
<i>Cleaning</i>		2	
Other government-funded provision	7	2	

Information and communications technology			2
Contributory areas:	Number of learners	Contributory grade	
<i>ICT for users</i>		2	
Other government-funded provision	88	2	

Leisure, travel and tourism			4
Contributory areas:	Number of learners	Contributory grade	
<i>Sport, leisure and recreation</i>		4	
Other government-funded provision	16	4	

Preparation for life and work			2
Contributory areas:	Number of learners	Contributory grade	
<i>Literacy and numeracy</i>		2	
Other government-funded provision	205	2	

Grades awarded at reinspection

Leisure, travel and tourism			3
Contributory areas:	Number of learners	Contributory grade	
<i>Sport, leisure and recreation</i>		3	
Other government-funded provision	20	3	

## ABOUT THE REINSPECTION

5. This was a partial reinspection covering sport, leisure and recreation training, which was the only aspect of HMP Coldingley's provision that was inadequate at the time of the previous inspection. Leadership and management were inspected and reported upon in the context of the area of learning. The reinspection took place in three stages. Two one-day monitoring visits were carried out by one inspector in August and September 2006, followed by a final visit by two inspectors for two days in January 2007.

6. HMP Coldingley was inspected in full in November 2005. Its leadership and management were good as were its arrangements for equality of opportunity. Quality improvement was satisfactory. Training in industrial cleaning, ICT, and preparation for life and work were all good. Training in catering, recently introduced at the time of the previous inspection, was not inspected. Non-accredited training in the workshops was not graded at inspection, but evidence gathered from this area was used to support judgements.

7. HMP Coldingley has made significant changes to its training provision for PE. The accredited training has been expanded and the range of courses offered meets the needs of the learners. The planning of individual learning and arrangements for quality improvement are now both satisfactory.

8. At the end of the reinspection process, training in PE was judged satisfactory, and arrangements for quality improvement had improved. At the previous inspection the overall effectiveness of the provision was satisfactory. HMP Coldingley's overall effectiveness has improved and it is now good.

Number of inspectors	2
Number of inspection days	6
Number of learners interviewed	12
Number of staff interviewed	15
Number of locations/sites/learning centres visited	1
Number of visits	3

## AREAS OF LEARNING

### Leisure, travel and tourism

### Grade 3

Contributory areas:	Number of learners	Contributory grade
<b><i>Sport, leisure and recreation</i></b>		<b>3</b>
Other government-funded provision	20	3

9. Since the previous inspection, the PE department has increased the number of programmes leading to nationally recognised qualifications. As well as the community sports leader award, the department now offers accredited gym instructor programmes in weightlifting, fitness leaders at level 1 and 2, and rugby and football coaching. Sixteen places are available on each course but some courses are undersubscribed. At the time of inspection, 20 learners were on accredited training programmes. They attend full-time training and assessment for between eight and 12 weeks. The gym is staffed by a senior officer and two PE officers. Four offenders acting as orderlies support the work of the PE officers.

10. All offenders have the opportunity to take part in recreational PE sessions, and these are widely publicised in the prison. Around 50 to 60 per cent of offenders visit the gym, and they may do so up to nine times each fortnight. All gym users are given a health and safety induction, and those taking accredited courses receive an extended induction and initial assessment.

### ***Sport, leisure and recreation***

#### *Strengths*

- good use of learners' newly acquired skills
- effective action to deal with areas for improvement

#### *Weaknesses*

- insufficient accreditation of acquired key skills
- ineffective use of lesson observations

### **Achievement and standards**

11. Overall achievement of sports skills and qualifications is satisfactory. Achievement of the gym instructors award has been good. Since it was introduced, after the previous inspection, two courses have been completed. Of the 32 learners who enrolled, 27 completed training and all of these achieved the full qualification. Some established courses have had problems with retention and achievement rates. For example, during the past year, retention on the community sports leaders award courses has been 56 per cent. Of 16 learners starting the courses only nine completed, but all of these achieved the full award.

12. Staff continue to make good use of the skills learners have acquired on accredited

programmes. This was identified at the previous inspection. During their courses, learners develop good communication and coaching skills. These are used effectively to support staff in officiating team games, and assist in recreational PE sessions. In particular, learners demonstrate a good level of knowledge and confidence when they work with other offenders in the weight-training room. They act as good role models and they are particularly effective in providing useful support and guidance for their peers.

### **The quality of provision**

13. At the previous inspection, the planning of individual learning was poor. This has been improved and arrangements for teaching and assessment are now satisfactory. All learners on accredited programmes have an individual learning plan which contains specific short-term targets and deadlines. This plan is reviewed midway through the programme and completed at the end. Learners have ready access to the plan and can retain their own copy on request. Learners taking the fitness leader award are guided by a workbook, produced by the awarding body, giving specific and detailed information on expected performance and progress for each session. Learners record their progress in their workbooks, which are checked frequently by the course tutor and used to give useful individual feedback. The workbooks are also used by the tutor to develop and revise learners' individual learning plans and set appropriate short-term targets. A new system for displaying individual learners' progress on a large board in the gym has proved to be effective in motivating learners. The progress board provides a clear and highly visible method of monitoring achievement and indicating slow progress.

14. Initial assessment takes place during induction and the results are routinely provided to sports tutors before the start of accredited programmes. Specialist support in numeracy and literacy is provided as part of accredited sports courses. A specialist tutor from the education department visits the gym facilities each week and provides effective support to individual learners.

15. At the previous inspection, the range of accredited programmes was limited. It has been increased by the introduction of the gym instructors' award programme and is now adequate. The courses are well publicised across the prison and a learner's suitability for the programme is assessed by an effective application process. Learners can progress to higher levels in the fitness leader award, and level 1 coaching awards are available in football and rugby. The department continues to offer a weightlifting qualification and the community sports leader award. Learners can also achieve a basic first aid qualification as part of their main programme.

16. The key skills acquired by learners are not always accredited to provide them with qualifications in addition to their PE awards. The sport courses provide a significant amount of evidence for key skills, especially the wider key skills such as working with others. This evidence is not recorded or used to enable learners to gain key skills certificates. There is too little joint working between the PE staff and the prison's health promotion team. The potential benefits to learners of linking health, lifestyle, nutrition and exercise to their PE programmes, and widening their understanding and knowledge have not been fully achieved.

17. A significant investment in new fitness equipment and resources has improved the learning environment. A separate classroom has been provided for teaching the background knowledge for sports courses. The weight-training room has appropriate

facilities and several new pieces of equipment. The cardio-vascular equipment area has a good range of new machines, but is cramped and at busy times this limits safe movement around the area. The gym is old and outdated, but staff use it effectively as a multi-sports area.

### **Leadership and management**

18. The previous inspection identified an inadequacy in the arrangements for quality improvement. The arrangements for quality improvement are now better, and effective action has been taken to improve identified areas of weakness. PE staff have embraced the new measures introduced across learning and skills, and a member of the PE staff attends the monthly meetings of the prison's quality improvement group. The department now has a quality assurance file which it uses effectively to record progress in implementing improvement measures. The staff are quickly developing their skills in monitoring and evaluating performance, although some procedures are new and not yet fully developed. For example, data collection systems have been established, but there is insufficient analysis and use of the data to evaluate progress.

19. The PE department has started to introduce procedures to measure the quality of its provision using the key questions in the Common Inspection Framework. There is a greater awareness by staff of the need to evaluate the delivery of programmes, and observations of training sessions have been introduced. The application of procedures, however, is not yet consistent and staff do not fully understand the purpose of observations or how they will lead to better provision.

20. Course reviews with learners are now carried out at the start, middle and end of courses. These procedures are new and the performance information is not yet fully used in action-planning. The prison has introduced an intranet to enable all staff to access individual learning plans. This system is being used to record learners' progress and achievements, and PE staff use it as part of the learners' review sessions.

21. Staff qualifications are appropriate but some are out of date. It is planned that two members of staff will take teacher training qualifications and the awards necessary for assessing the new accredited programmes. Risk assessments are carried out routinely, and recorded satisfactorily.

