



SCOTTISH EXECUTIVE

Justice Department
Community Justice Services Division

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Your ref:
Our ref:

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Dear Chief Officer

TRAINING AND DEVELOPMENT

Following our discussion of training and development matters at our meeting on 9 February, I am writing to set out what we are now planning for criminal justice social work.

The National Advisory Body on Offender Management discussed this matter at its meeting on 12 March. It agreed that the current arrangements were inconsistent and that it would be important to develop a more coherent approach to support the delivery of the themes in the National Strategy to *work together in new ways* and to *develop and support the workforce*.

Work to support the delivery of these themes will be done at a number of different levels. It includes developing a national framework, promoting joint training and development opportunities etc within the CJAs and addressing the current lack of capacity which exists for the specific training associated with national initiatives for criminal justice social workers. Recent discussions in various groups has persuaded us that our previous approach of trying to deal with these all at the same time has been confusing and that it would be more productive to deal with them one at a time. The most pressing need relates to the specific training for criminal justice social workers where lack of training delivery capacity is constraining service developments and improvements. This letter therefore sets out our plans for addressing this problem.

The CJAs have a clear role in promoting best practice and encouraging improvements in the quality of interventions in general and also for criminal justice social work in particular. In this respect, the National Advisory Body advised us that we should not be trying to resolve the present difficulties across 32 local authorities but should focus on improving arrangements within the 8 CJA areas. In considering the problem further, we have identified an urgent need to increase the capacity within criminal justice social work services to deliver and co-ordinate training for national initiatives, such as the introduction of standard risk assessment and management tools and the roll-out of accredited programmes.

The Executive accepts that the development of these new initiatives whilst critical to the plans for service improvements also come with an additional burden in relation to training and development which should not be met entirely from the existing criminal justice social work budget. The Executive is therefore willing to provide some extra funding to build training and development capacity for criminal justice social work services within each CJA area for a 3 year period. The position would be reviewed at that date when the CJAs are preparing the next set of 3 year area plans.

I attach a specification of the outcomes which the Executive would require to be provided by each CJA. On that basis, I am willing to offer additional funding of up to £60,000 per annum per CJA to cover the extra costs of establishing a training and development resource within each CJA area, not necessarily managed by the CJA. I should be grateful to receive from you a proposal, with estimates of costings, to deliver these outcomes for the period 2007- 2010.

It is important to agree the way forward on this matter quickly so that service developments which form part of the area plans can proceed. I therefore suggest that we discuss it further at our meeting in May when I hope we can agree that the new posts are filled in the second half of this year.

In the meantime, the Executive will be giving further consideration to the development of the national training and development framework which will set out national priorities. No doubt, as part of the area planning process, the CJAs will also be considering how they can make progress in relation to joint training and development opportunities within their CJA areas.

Yours sincerely

A handwritten signature in black ink, reading "Elizabeth Carmichael". The signature is written in a cursive style with a large initial 'E'.

MRS ELIZABETH CARMICHAEL
Head of Division

Training and development: support for criminal justice social work

Outcomes:

- Increased capacity for the constituent local authorities within the CJA to deliver the national training priorities (together with helping to develop the training materials), associated with new service initiatives. The particular focus at present is on the introduction and maintenance of accredited programmes and standard risk assessment and management tools. Further training is planned on MAPPAs and ICM and of course the arrangements would need to be able to respond to the new demands which will arise in future.
- Co-ordination of an annual training programme for criminal justice social workers within the CJA area which encompasses the national training priorities and includes identifying opportunities for joint training with partner agencies where this would be productive and cost-effective. This will include the delivery of training by the Training and Development Officers in partnership with other CJA areas.
- Administration of the annual training programme to make the necessary arrangements for training and to keep records of the training delivered, details of the recipients of the training (where appropriate recall dates), etc
- Administration of training costs, including production of materials for training courses provided.
- An annual projection of training needs for criminal justice social work services for the CJA area in respect of agreed national training initiatives to support the work of the CJA area plan, together with an estimate of the costs associated with delivery, e.g. for venues etc ;
- Management of a training and development budget agreed with and provided by the Executive to support the delivery of the plans in the annual projections;
- To contribute to the development of the CJA training and development plan within the national framework. This will set the context and priorities for the CJAs.