

# The Award Working with *Offenders*



A PBNI Staff guide to the Duke of Edinburgh's  
Award/Endeavour Award

## Aim of the Probation Board for Northern Ireland

To help reduce crime and the harm it does by challenging and changing offender behaviour

## Aim of the Duke of Edinburgh's Award

To provide an enjoyable, challenging and rewarding programme of personal development for young people, which is of the highest quality and the widest reach.

**The aim of this document** is to provide guidelines for a consistent approach to the operation of the Award within PBNI by:

- illustrating how participation in the Award has the potential to address criminogenic needs
- providing an outline of the DofE/Endeavour Programme
- offering guidance on referral criteria & the construction of an Award programme to address needs of the offender

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## Foreword

PBNI has been a successful Licensed Operating Authority for the Duke of Edinburgh's Award (DofE) within the criminal justice sector for many years. We believe that this programme adds value to our core responsibility by challenging offenders to make a difference in their lives and recognising their achievements. Research undertaken by Cardiff University School of Social Sciences into the impact of DofE participation on offenders indicated that 'after engaging in the DofE activities young people demonstrated a more positive attitude in relation to offending in general, a higher level of victim empathy, less perceived reward for crime, reduced anticipation of re-offending and fewer perceived life problems in future.

The Board recently endorsed a strategy which emphasised a number key of key areas to which the DofE could contribute:

- resettlement continuity where the offender has commenced participation in custody and is now subject to PBNI supervision
- development of the DofE with female offenders
- provision of DofE for community based Orders

The Award can accredit most of our work with offenders and its modular structure enables participants to achieve success rapidly while challenging them to engage purposefully during supervision.

Programmes with e.g. NIACRO, Extern, The Prince's Trust and Workforce etc. can all be accredited through the Award which also provides offenders with opportunities for social inclusion, enhanced employability and has the potential, therefore, to reduce offending.

Increasingly those leaving custody, having completed some elements of their DofE, are entitled to continue their participation under our supervision. I would encourage you to consider the DofE as another tool which you can employ to structure your clients' work plan.

**Brian McCaughey**  
Director of Probation

## Background

The DofE was established in 1956 as a programme to help young people with the transition from adolescence to adulthood. Since then over 3 million young people have participated in the programme and it remains effective in meeting their needs.

Over 17,000 young people are participating in Northern Ireland at

any time. The DofE Programme can be operated by any organisation concerned for the welfare and development of young people. These include education authorities, voluntary organisations, PBNI and custody establishments throughout Northern Ireland. The programme works in a similar way in over 60 countries.

'Taking part gave me the motivation to move on and make changes in my life'

**David - Adult Probationer**

## What is the Award?



### The DUKE OF EDINBURGH'S AWARD (DofE)

is a personal development programme offered by the Probation Board for N.I. under Licence from the Duke of Edinburgh's Award for those between 14 and 25 years of age.

### The ENDEAVOUR AWARD

is an identical personal development programme offered uniquely by the Probation Board for N.I. to those enrolling over the age of 24.

All references to and conditions for 'the Award' should be read as applying to either programme depending on the age of the offender. In this way we can offer the Award to all appropriate clients.

- All offenders can achieve through the Award since success is determined by participation over a period of time and improvement on the individual's own starting point.
- The Award is available to all irrespective of ability, disability, background, race or religion.

- Although the Award is designed to offer a holistic approach to personal development through its four complimentary sections, it works best with some participants when offered as a modular programme. A certificate can be presented on the completion of each Section.
- Participation in the Award offers a national certificate of recognition for those who take part in activities or programmes of personal development while under PBNI supervision. This can support PBNI's agenda and provide offenders with new skills to enhance their training and employment potential, thus helping to reduce re-offending by building resilience.
- The programme is recognised both nationally and overseas and is highly regarded by employers as demonstrating a young person's willingness to take up a challenge, to persevere and to achieve across a broad range of activities.

## Participation Criteria

The priority for Award delivery should be:

- Those offenders who have left custody with evidence of achievement and wish to be afforded the opportunity to continue with the programme.
- Women offenders
- Juveniles and young adults

Those registered on the programme should have at least 4 months of their Order remaining

All referrals to the Award should be made on the basis of the assessment

of risk and the ability to manage the risk posed by the offender. Particular attention should be afforded when considering referral of those at risk of harm to themselves or others and in these cases the approval of the Area Manager should accompany the enrolment form.

Appropriate elements of programmes being delivered as statutory requirements may be counted for the Award if there is the opportunity for a meaningful commitment of personal time in addition to the statutory period.

Gerard, who has poor numeracy and literacy skills, has been on probation for some time. His main past time before becoming involved with a 13 week car mechanics and driving theory course was car theft, joyriding, and grievous bodily harm. He showed little or no interest in any type of programme. As a result of enrolling on the Award, and in particular the car mechanics course, he has shown keen interest in continuing with the rest of the programme.

Gerard has also shown, by his consistent attendance, that he is willing to commit himself to making a change to his life by staying away from joyriding. He has clearly demonstrated that his attitude has changed and it is hoped that he will complete a canoeing course as preparation for his expedition.

## Benefits to the Offender

What Are The Indicators of Risk of Re-Offending?	What Can The Award Offer?
Anti-Social Attitudes	Pro-Social Ethos
Pro-Criminal Friends	New friends, positive role models
Tendency to act impulsively	A progressive process/planning tasks
Low self-esteem	Self-esteem through achievement – positive affirmation
Egocentricity	Service to others
Rigid thinking	Opportunities to show enterprise and creativity
Aggressive attitude	Non-competitive participation
Inefficacy in problem solving	Practice in problem solving
Unable to handle conflict	Handling conflict as part of a team
Unemployment	A recognised qualification/new skills/practical service
Poor decision making	Make decisions and accept consequences

## Benefits of operating the Award

### For PBNI

- Opportunity to accredit programmes which PBNI already delivers
- Opportunity to measure the attainment of skills gained in non-formal education
- Supports PBNI's Agenda through being purposeful, active and cost effective
- Can reduce re-offending rates, as offenders develop the skills and confidence to tackle causes of behaviour and gain employment on release
- Promote a positive image of work being done under Supervision
- The Award programme can support the through care Agenda
- Provides a structure for the Supervision Plan
- Improves staff/offender relationships
- Nationally recognised programme
- Social integration through inter-agency links
- Increases levels of victim empathy and reduces anticipation of re-offending

### For Offenders

- Have their achievements recognised
- Build their self-esteem and develop confidence
- Demonstrate that they are making a conscious effort to do something positive and constructive with their time, through voluntary participation
- Gain credibility with potential employers by learning new skills, for the workplace or for personal development
- Demonstrate and develop Basic and Key Skills (see page 7)
- Demonstrate and develop qualities, such as initiative, reliability, adaptability, determination, enterprise, responsibility and community awareness
- Work as part of a team
- Build positive and constructive relationships with staff
- Do something which is achievable and attainable
- Change their perceptions of being excluded and challenge society's perception of them and so enhance their chances of social inclusion
- Be recognised by their families and friends as having achieved something while under supervision.

## The Award's Guiding Principles

<b>Non-competitive</b>	The Award is a personal challenge and not a competition against other individuals. Participants set their own objectives.
<b>Available to all</b>	The Award is achievable by any person who chooses to take up its challenge regardless of ability, gender, background or location.
<b>Voluntary</b>	Participants make a free choice to enter the programme and must commit some of their own time.
<b>Personal Development</b>	The Award programme inspires personal and Social development. The value is dependent on commitment, the learning process and the quality of the
<b>Personalised</b>	Participants design their own programme, tailored to suit their circumstances, choices and local provision.
<b>Balanced</b>	By undertaking activities focusing on at least four different aspects of development, participants complete a balanced and wide-ranging programme.
<b>Progressive</b>	At each level of engagement, a DofE programme demands progressively more time, commitment and responsibility from the participant
<b>Achievement focussed</b>	Participants set their own challenging goals. If they aim for these goals and show improvement they will achieve an Award.
<b>Demand Commitment</b>	The Award programme demands persistence and commitment, and cannot be completed in a short burst of enthusiasm.
<b>Enjoyable</b>	Award participation should be enjoyable, fulfilling and rewarding.

## What is the Award Programme?

<b>Programme</b>	<p>The Award is a modular programme with activities undertaken at three Levels:</p> <p>Bronze for those aged between 14 and 25                  Silver for those aged between 15 and 25                  Gold for those aged between 16 and 25                  Endeavour Award for those over the age of 24</p> <ul style="list-style-type: none"> <li>- Each Award has four Sections</li> <li>- Certificates can be presented on completion of each Section</li> </ul> <p><b>Volunteering</b> - undertaking service to individuals or the community</p> <p><b>Skills</b> - developing practical and social skills &amp; personal interests</p> <p><b>Physical</b> - improving in an area of physical fitness</p> <p>Expedition - planning, training for and completing an Adventurous journey in a team.</p> <p>With the additional requirement of a <b>Residential Section</b> at Gold Level.</p> <p>Participants usually start with the Bronze Award. The minimum time for completion of a Bronze Award is six months. Activities up to three months prior to enrolment can also be counted.</p>			
	<b>bronze award</b> (details of Silver & Gold are in the DofE Handbook for Leaders)			
<b>Section</b>	<b>Volunteering</b>	<b>Skills</b>	<b>Physical</b>	<b>Expedition</b>
<b>Time Requirement</b>	3 months	3 months	3 months	Training Practice journey
	Plus a further 3 months in one of these three			
<b>Examples of Activities</b>	Peer education Charity work Environment	Computers Art Life skills Extern Recycle	Fitness Weight Lifting Swimming Football Canoeing	Walking Canoeing Cycling

This list is not exhaustive and a programme should be based on the individual needs of the offender.

Section	Volunteering	Skills
<b>Aim</b>	To inspire participants to make a difference within their communities or to an individual's life and develop compassion by giving service to others.	To inspire participants to develop Practical and social skills and personal interests.
<b>Outcomes</b>	Through taking part participants learn to: <ul style="list-style-type: none"> <li>• make a personal contribution by dedicating free time to giving service to the community</li> <li>• appreciate the needs of others and contribute to their well-being</li> <li>• trust and be trusted</li> <li>• understand personal strengths and weaknesses</li> <li>• increase self-esteem</li> <li>• overcome prejudice and fears</li> <li>• generate positive action in the community</li> <li>• accept responsibility</li> </ul>	Through taking part participants learn to: <ul style="list-style-type: none"> <li>• improve vocational skills to enhance employment prospects</li> <li>• develop practical and social skills</li> <li>• come into contact with new people</li> <li>• organise and manage time</li> <li>• discover how to research information</li> <li>• set and respond to a challenge by developing an existing interest or trying something new</li> <li>• work with others</li> <li>• enjoy sharing an activity with others</li> <li>• discover new talents</li> </ul>
<b>Examples</b>	Through taking part participants learn to: <ul style="list-style-type: none"> <li>• Group work with Conservation volunteers</li> <li>• Individual participation with Charity Shops:</li> </ul>	Through taking part participants learn to: <ul style="list-style-type: none"> <li>• Offence related programmes</li> <li>• Life skills</li> <li>• Preparation for Employment</li> <li>• Driving lessons</li> <li>• Literacy/Numeracy</li> <li>• Art</li> <li>• Woodwork</li> <li>• Computer skills</li> <li>• Personal interests</li> </ul>

Section	Volunteering	Skills
<b>Aim</b>	To inspire participants to achieve greater physical fitness and a healthy lifestyle.	To inspire participants to develop initiative and a spirit of adventure and discovery by planning, training for and completing an adventurous journey as part of a team.
<b>Outcomes</b>	Through taking part participants learn to: <ul style="list-style-type: none"> <li>• enjoy keeping fit</li> <li>• improve fitness by taking part in a physical activity on a regular basis</li> <li>• discover new abilities</li> <li>• raise self-esteem through improvement of performance</li> <li>• extend personal goals</li> <li>• set and respond to a challenge</li> <li>• experience a sense of achievement</li> </ul>	Through taking part participants learn to: <ul style="list-style-type: none"> <li>• plan and execute a task</li> <li>• demonstrate enterprise and imagination</li> <li>• work as a member of a team</li> <li>• respond to a challenge</li> <li>• develop self-reliance</li> <li>• develop leadership skills</li> <li>• recognise the needs and strengths of others</li> <li>• make decisions and accept the consequences</li> <li>• reflect on personal performance</li> <li>• enjoy and appreciate the outdoors</li> </ul>
<b>Examples</b>	Individual or group activities : <ul style="list-style-type: none"> <li>• Football</li> <li>• Canoeing</li> <li>• Fitness</li> <li>• Weights (for those over 15)</li> <li>• Orienteering</li> <li>• Swimming</li> <li>• Personal choice through participant's sports club</li> </ul>	<ul style="list-style-type: none"> <li>• Training and practice journeys Leading to an expedition usually Undertaken on foot , cycle or by canoe</li> <li>• Training includes: camp craft, first aid, Country Code, cooking, health &amp; safety, navigation, team building route planning etc</li> <li>• Training facilitated by PBNi's registered providers</li> </ul>

## How The Award Works in Probation

### How do offenders get involved?

The Award is a voluntary programme and although the benefits of participation are recognised by the organisation and staff, the concept still has to be sold to potential participants. Lack of positive self-esteem and confidence combined with a fear of failure can prevent offenders from attempting anything new, so they need to be presented with short-term clearly achievable goals. The Award should be presented as non-judgmental, achievable, interesting and enjoyable. Prior learning can be accredited up to a maximum of three months.

Means of creating and identifying interest may include:

- Considering the Award at PSR stage or during negotiation of the Work Plan
- Informal discussion with staff and activity/programme providers
- Utilising the ability to accredit prior learning – recognising the achievement of skills on an activity and then offering Award participation
- A short presentation on the Award using a DVD/chat with DoFE Officer/ Team Co-ordinator and/or a present participant

### Enrolment on the programme

Offenders enter the Award when they agree to take part in the programme and are registered. Information on programmes/activities, available in a specific Team area, can be discussed with the Team Co-ordinators/DoFE Officer. A facsimile of an Enrolment Form is on page 11 and is available on the intranet

under 'Duke of Edinburgh's Award' This should be completed and sent by the Co-ordinator to the DoFE Officer.

### How much will enrolment cost?

The cost will be borne by PBNI. Choice of activities/programmes will depend on individual resources and any organisational support will be restricted by budget.

### Recording Progress

Successful completion of an activity is recorded in the participant's Record Book on the relevant page by the activity/ programme facilitator. Comments should be 'achievement focussed' with accurate dates and programme details completed. Certificates can be awarded for each Section completed. Books should be returned to the DoFE Officer for preparation of the certificates.

### On completion of Probation Order

It is hoped that Offenders will wish to continue to participate in the Award following the completion of their Order. Onward referral to another Award facility e.g. Open Award Centre, Youth Club may be possible for those under the age of 25 years, but consideration should always be given to the appropriate nature of the Unit and the risk assessment on the client. On referral PBNI would cease to be the Operating Authority for the client and the Record Book should be submitted to the DoFE Officer and amended accordingly prior to being forwarded to the receiving Operating Authority e.g. Education & Library Board.

## Practice Guidelines

1. As appropriate, offenders should be given general information about the DoFE/ Endeavour Award at the first opportunity and staff should check if they have had previous involvement in the Award e.g. in custody or in school.

2. The DoFE may be used to accredit:

- (i) Statutory work/activity, as long as this is followed by a significant additional period of work/activity that is undertaken on a voluntary basis and/or
- (ii) Additional work/activity which is offered to offenders, on a voluntary basis, in order to reduce their risk of reoffending.
- (iii) Appropriate activities in which offenders are involved beyond their statutory involvement i.e. sports, learning opportunities etc.

3. Offenders who show interest in becoming a participant should be registered with the Award by the Team Co-ordinator within 3 months of commencing the activity.

4. The decision to register offenders will be based on assessment that they would benefit from a personal development programme that might reduce their risk of reoffending. Clients who are at risk of harm should only be registered following consultation with the Area Manager.

5. PBNI staff will not normally undertake or supervise Award activities but rather be responsible for:

- (i) negotiating / facilitating / monitoring the extension of current work / activities and/or
- (ii) negotiating / facilitating / monitoring links with new activities.

However PBNI staff can, where appropriate, undertake or supervise Award activities.

6. PBNI staff should adopt a scaled approach in linking offenders to the Award i.e. the higher the level of risk of re-offending the greater the investment of time and effort by staff

7. The Supervising PO should be aware of any Award involvement of offenders leaving custody. They should ensure that all achievement is duly evidenced in the Record Book prior to release. Only those ex-prisoners with at least one Section completed will be offered continued participation automatically.

8. The focus of Award activities should be on personal development which encourages desistance and builds resilience and all activities/programmes must comply with Award conditions

9. Staff should clearly record offender's participation in Award activities in work plans, databases, case files and monthly reports.

10. Team Co-ordinators should encourage and monitor the level of involvement of participants in the Award, e.g. through team meetings and/or supervision.

11. Record Books should be submitted to the DoFE Officer by the Team Co-ordinator for verification either on completion of each Section or prior to the case being closed.

12. a. Each Team should appoint an Award Co-ordinator who will receive training on the operation/delivery of the programme and liaise with the DoFE Officer.

b. Co-ordinators should ensure that their team colleagues are aware of the benefits of offering the Award and the practice guidelines.

c. Co-ordinators should meet twice a year to discuss how to develop practice and meet challenges. This may also involve sharing examples of best practice.

13. All DoFE/Endeavour Activities should comply with DoFE conditions and the PBNI document 'Health & Safety Procedures & Guidelines Manual'.

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