

You have various rights while you attend the programme.

You have the right to be treated fairly and without discrimination. The probation service will not accept any racist, sexist or other discriminatory behaviour towards you, either by staff or fellow group members. If at any time you feel you have been unfairly treated, you have the right to make a complaint.

If you have a complaint about the Probation Service please speak to your supervising officer who will try to help. If you are not satisfied you can ask to talk to the unit manager. If you are still not satisfied, ask for the leaflet called 'Making a Complaint'.

If you are not satisfied with the way in which your complaint is dealt with, you have the right to take your complaint to the Chief Officer at the address below:

**6th Floor, Oakland House, Talbot Road,
Old Trafford, Manchester, M16 0PQ**

Tel: 0161 872 4802 Fax 0161 872 3483

Local information:

Further information

For more information about anything in this leaflet, please talk to your responsible officer.

July 2009

Cognitive Skills Booster Programme

Information for GROUP PARTICIPANTS



Introduction

The Cognitive Skills Booster Programme (CSB) is a group work programme which builds on what you have gained from your General Offending Behaviour Programme such as the Thinking Skills Programme (TSP), Think First, Enhanced Thinking Skills (ETS), Reasoning & Rehabilitation (R&R) or Prestitley One to One.

What the Booster Programme involves

You and your Offender Manager or Offender Supervisor will identify one issue or goal that will be the main focus of one of the sessions, so you have the chance to gain and practice skills.

The Programme starts with recapping on the previous skills you have gained. Each week the group will work on one person's own issue or goal. You will also be able to learn from others as you will all work together to support and advise each other. This requires you to make a commitment to participating fully, learning and assisting others week by week.

The programme is made up of one induction session and between 10-12 group work sessions (minimum 10) and a post programme report meeting.

You must **attend both the introductory session and session three which are compulsory**, and you must not miss more than two sessions overall, or you will have to re-start at the beginning of the Booster programme.

What happens if I do not attend or participate?

You will need to give your supervising officer an explanation straight away. If this is unacceptable you will be given a formal warning and be required to continue with the programme, or be returned to court.

If there is a good reason for being unable to keep an appointment you should provide your officer with evidence. For example, this may be a doctor's note or a letter from your employer.

Before starting the programme

Our staff keep information about you in paper records and on computer. We keep all records safe and secure. If you want to find out about seeing this information please ask your responsible officer.

Do we use video recording?

We use video recording to film all programme sessions on video. We use the tapes to check that programme tutors are delivering the programme correctly. No-one except the tutors' supervisor and a Home Office auditor sees the tapes.

Diversity

The probation service is committed to valuing and respecting people's differences. If you have concerns about race, religion, culture, gender, sexual orientation or child care issues which may affect your taking part, please discuss this with your supervising officer.