

Becoming a CAPBS Centre

There are 3 key stages to becoming a CAPBS Centre:

- Stage 1: **Consultation** with CAPBS
- Stage 2: **Implementation and consolidation** - The implementation of a workforce development plan and two years supported PBS development by CAPBS
- Stage 3: **Award** of CAPBS Centre status - subject to annual review of evidence of continuous development

Stage 1: Consultation with CAPBS to identify priorities

A lead CAPBS consultant will support the organisation to understand their PBS organisational workforce development needs using the CAPBS workforce development framework as a guide - and a plan of implementation will be agreed. The CAPBS Framework recognises that services and organisations are often providing a mixture of supports at different levels and may have different PBS workforce development needs at different times.

The plan should be based on an audit of need, the numbers involved and a current skills match – basically an audit of what skills and knowledge are needed at each level to create supportive and capable environments that focus on prevention. We use standardised competencies from the PBS Competence Framework and the HSC PBS units as a reference for this. Advice on any current funding available to supplement costs will be given at this stage.

This initial phone consultation is provided free of charge, and the consultant will provide a CAPBS workforce development proposal for consideration and also make some recommendations for baseline measurements linked to individual, service and organisational outcomes, so progress can be monitored.

The proposal will include recommendation for any consultancy support that may be needed to develop or monitor the implementation strategy, and the policies and systems needed to support it.

The CAPBS consultant will work with you to work out how many practice leaders / coaches are needed to implement and maintain PBS, and staff competence to deliver PBS within services. Coaches are vital and have an important quality assurance and monitoring role.

They will be automatically linked into the CAPBS Coaches UK Community of Practice and its regional network, as they will need peer and professional support.

If there is a behavioural specialist already in place who has the right level of expertise we can work with them to develop systems to support assessments and behaviour support plan implementation through the practice leaders group.

If the organisation wishes to develop a specialist role, CAPBS can help, either through the CAPBS BCU PBS Practice Leaders Award, or by recommending an external qualification and providing external behavioural support if needed.

Stage 2: Implementation and consolidation

As PBS is an organisational approach, CAPBS would expect the Chief Executive Officer, a relevant director and the Senior Management Team to sign up to the implementation plan - the CAPBS consultant can support a presentation to the board if required. We would also expect an appropriate senior manager to attend the assessed presentations and action planning session within the CAPBS Coaches Programme.

The CAPBS consultant will support the implementation stage with one complimentary consultancy day during the year for every 10 training days purchased – usually best used as an action plan / progress monitoring / review day with the PBS leads and relevant director in the first year, or for Coaches' development. During this stage a relationship would develop between CAPBS and the organisational PBS lead.

CAPBS would then provide an agreed level of support for at least another year – the support from CAPBS would be a minimum of one day consultancy per year which the organisation would have to purchase. Organisations would be expected to complete the CAPBS self-assessment tool and submit to CAPBS for annual scrutiny alongside updated action plans . CAPBS would expect to see continuous development and progress on the action plan.

Stage 3: Award of CAPBS Centre status (subject to annual review)

Where appropriate competency and commitment to continuous progress on the PBS action plan can be evidenced, the organisation can be awarded CAPBS Centre status and will be entitled to use the CAPBS Centre logo. This will typically take at least one year and usually closer to two years, since first engagement with CAPBS. This will be reviewed annually.

The organisation PBS lead will become a CAPBS consultant and we will request that they will use their learning to help CAPBS implement PBS in other organisations. We would expect this to be around five days per year and CAPBS will pay a fee to the organisation for this.

A CAPBS Centre will also be able to deliver CAPBS Level 1 PBS and Active Support training programmes within their own organisations, subject to quality assurance checks.

CAPBS Centres will be invited to participate in consultations and research that support the advancement of PBS practice development.

Stage 1: Consultation	
<i>CAPBS Commitment</i>	<i>Organisational commitment</i>
Free consultation to develop proposal and identify baseline measures	Provides appropriate information and works with CAPBS Lead Consultant
Stage 2: Implementation and consolidation	
<i>CAPBS Commitment</i>	<i>Organisational commitment</i>
<ul style="list-style-type: none"> • CAPBS provides external quality assurance and provision of support where appropriate. • CAPBS provides one free day of consultancy support for every 10 days of training purchased to support Coach action planning and Coaches' development. • CAPBS provides CPD and peer networking opportunities for Coaches through CAPBS Coaches Network • CAPBS provides yearly action plan monitoring and scrutiny of annual self-assessment continuing support for Coaches through the Coaches Network 	<ul style="list-style-type: none"> • CEO approves action plan and guarantees organisational commitment • Organisation purchases agreed number of CAPBS workforce development programmes and appropriate consultancy support. • Senior manager attends final day of Coaches Programme • Organisation establishes baseline measures • Organisation supports data collection, development of Coaches and PBS Lead • Organisation purchases minimum one consultancy day per year to facilitate annual review

Stage 3: Award

<i>CAPBS Commitment</i>	<i>Organisational commitment</i>
<ul style="list-style-type: none">• CAPBS membership fee includes one day's consultancy from CAPBS regional lead, access to CAPBS Network for all Coaches and permission to use CAPBS Centre logo• CAPBS pays fee for consultancy work delivered for CAPBS by PBS Lead• CAPBS provides Active Support and PBS Level 1 training material for Centre to use within their own organisation• CAPBS conducts annual review, scrutinises action plan and self-assessment tool	<ul style="list-style-type: none">• Organisational PBS Lead joins CAPBS consultancy bank and commits to five day's work for CAPBS each year• Organisation supports national PBS practice development by engaging with consultations, research and practice development groups through CAPBS• Organisation purchases a minimum one consultancy day each year to facilitate annual review• Organisation can deliver CAPBS Level 1 PBS and Active Support training programmes within their own organisations subject to quality assurance checks• Organisation submits self-assessment tool and updated actions plan for annual review and shows signs of continuous progress

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