

# The NEW Portal Programme

*One small course...*

*One giant leap towards recovery.*



...make positive changes

...learn new skills

...get a qualification

...make new friends

...improve your job prospects

...live your life

## What is the NEW Portal Programme?

The Portal Programme is a range of courses that give people who are recovering from drug or alcohol problems the opportunity to take positive steps towards a life in recovery and learn new skills.

Recently redesigned, the programme offers you the chance to gain a national qualification and more flexibility in how you learn. It aims to improve your confidence and help you realise your potential. It can help you to get back into education or find employment.

The programme provides a safe and relaxed environment for you to study whilst getting support from your fellow students.

## Who is the Portal Programme for?

The programme is open to anyone who is:

- Committed to achieving and maintaining positive life changes.
- Interested in getting back into education.
- Interested in improving their chances of getting a job.
- Giving up or reducing drugs or alcohol.
- Leaving a community-based or residential recovery programme.
- Due to leave or recently left a custodial institution.
- Cooperating with or about to complete a community sentence.

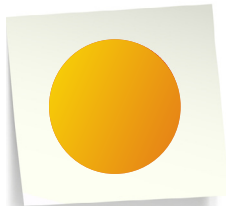
## Different ways you can study

### Bite-sized modules



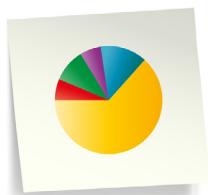
Can be taken on their own. They are a great way to learn a new skill or get back into study

### Portal (Award level)



The 12 week Portal Programme is a chance to learn new skills and gain a NOCN Progression Award.

### Portal (Certificate level)



Successful completion of the 12 week course and the bite-sized modules results in a NOCN Progression Certificate.

## What support is available to students?

- Your fellow students can offer you peer support and a new network of like-minded friends.
- Support from the SMART team, who are experienced in helping people work towards recovery.
- A taste of further education and advice from the college about how you could take your studies further.
- Advice on long term employment needs.
- Entry into the SMART volunteer mentor programme, if appropriate.

## Modules

On the 12 week award level programme you will cover the following:



- Developing personal confidence and self awareness.
- Preparation for work.

And either:

- Personal budgeting and money management.
- Or an ICT unit, depending on your need.

The bite-size modules include:



- Food hygiene (Chartered Institute of Environmental Health Level 2)
- Emergency first aid.
- Time management skills.
- Personal budgeting and managing money.
- Speaking and listening skills.

## Qualifications

Students who successfully complete the 12 week course will gain a National Open College Network (NOCN) Progression Award.

Those who go on to successfully complete the 12 week course and the bite-size modules (6 months total) will gain a NOCN Progression Certificate, a higher level qualification.

The bite-sized modules can offer you a chance to learn new skills in manageable chunks.

## Benefits to studying

In taking the course you become a student of Oxford and Cherwell Valley College who offer a second chance to study, achieve qualifications and, if you wish, progress to study at universities throughout the UK.

Other opportunities include:

- learning in a relaxed and supportive environment.
- use of local college library and computers.
- experience of the social and cultural life of college.
- seek information, advice and guidance on your current and future studies or career moves.

## How the Portal Programme has helped others

*"I didn't know what I needed to do to get a job but now I feel like I've been given another chance at life. The Portal Programme has given me prospects, a qualification and a reason to get on"*

*"Those 12 weeks were a turning point in my life, my saving grace, and I met others who could understand some of my background."*

*"I never thought anyone would want to employ me again ... The Portal Programme helped me see my potential"*

## Find out more about the Portal Programme

To find out more about any of the Portal Programme modules, please contact us using the details below.

The bite-sized modules will only run when we have enough students signed up to a module. Please get in touch if you are interested in any of the subjects offered.

You will be required to fill out an application form and attend an informal interview before being accepted onto the programme.

### Find out more, contact SMART

SMART, The Old Music Hall, 106-108 Cowley Road,  
Cowley, Oxford OX4 1JE

Tel 01865 403 151    Email [info@smartcjs.org.uk](mailto:info@smartcjs.org.uk)

Online [www.smartcjs.org.uk/go/portal](http://www.smartcjs.org.uk/go/portal)

## Ever thought about becoming a volunteer mentor?

SMART's mentoring programme gives people using our services additional support at a critical time in their recovery. Having mentor can help them to achieve their aspirations and give them extra motivation when required. It also provides valuable experience for the mentors to gain skills and, for some, to use their own experiences positively. Find out more at [www.smartcjs.org.uk/go/mentor](http://www.smartcjs.org.uk/go/mentor)

# Are you affected by a drink or drug problem that's not your own?

**SMART's Family and Carer Groups** support adults who are affected by the substance misuse of those they love and care for.

If you need a place to turn you can visit any of our groups for peer support and advice from a SMART drug and alcohol worker:

**2nd Tuesday of the month**  
**7-9pm in Banbury**

At Banbury Health Centre,  
58 Bridge Street,  
Banbury OX16 5QB

**3rd Tuesday of the month**  
**7-9pm in Abingdon**

At 35 Ock Street,  
Abingdon OX14 5AG

**4th Tuesday of the month**  
**7-9pm in Bicester**

At The Causeway Centre,  
25 The Causeway,  
Bicester OX26 6AN

**1st Thursday of the month**  
**7-9pm in Oxford**

At Backstage, The Old Music Hall,  
54a Marston Street,  
Oxford OX4 1JU

**2nd Thursday of the month**  
**7-9pm in Witney**

At Marlborough House,  
(Behind The Marlborough Hotel),  
Marlborough Lane,  
Witney OX28 6DY

Speak to SMART's Family and Carer Team for more information, call **01865 403 151** or visit **[www.smartcjs.org.uk](http://www.smartcjs.org.uk)**



# Mentoring Programme

A helping hand towards recovery



OXFORD  
& CHERWELL VALLEY  
COLLEGE

**SMART!**  
INNOVATIONS IN DRUG SERVICES

# What is a mentor?

A mentor is defined as a trusted advisor, guide or friend. SMART mentors are paired with a person using our services in order to support them and share knowledge and advice.

# What is SMART's Mentoring Programme?

The Mentoring Programme gives people using our services additional support at a critical time in their recovery. Having a mentor can help them to achieve their aspirations and give extra motivation when required.

The mentors also gain many new skills and experience working with the people they support. For some mentors, being able to use their own experiences positively, with those working through the same issues as they did, is an important part of their own recovery process.

# Volunteering as a SMART mentor can include:

- Building a trusted relationship with others.
- Providing one-to-one support to people during the daytime, evenings and weekends.
- Assisting people in accessing local services.
- Developing an understanding of a person's needs.
- Helping to build a person's self-esteem and confidence.
- Supporting SMART workers.
- Administrative duties.
- Some SMART mentors are also given the opportunity to volunteer, in a supporting role, at other drug or multi service agencies.

## How to apply

The programme is available to people regardless of their background.

You will be required to fill out an application form and attend an informal interview before being accepted onto the programme.

Once accepted onto the programme you will be given an extensive induction and receive ongoing training.

# How do the mentors benefit?

- Improve your communication and personal skills.
- Benefit from a sense of fulfilment and personal growth.
- Work towards an accredited qualification which can boost your employment opportunities.
- Access to further education and skills training including SMART's Portal Programme.
- Learn basic counselling skills.
- Regular supervision, training and ongoing support from SMART staff.
- Placements with other treatment providers to enhance your knowledge in this field of work.
- Engage in a volunteering opportunity which is valued by employers.
- The chance to 'give something back' to others.

“ *Although my job was voluntary it was very fulfilling...I was there at the beginning...right through to the end when I could see them stand on their own two feet. I can't tell you how satisfying it is to see and feel.* ”

# The difference a mentor can make

- Get practical advice, encouragement and support
- Increase your confidence and motivation
- Spending time with someone other than a professional worker who can understand your experiences.
- One-to-one support out of working hours.
- An opportunity to talk through worries you may have difficulty sharing in a more formal setting.
- Support in accessing recovery services e.g. being accompanied by a mentor when visiting or entering rehab.
- Help in contacting local service providers such as court, housing or probation.
- A known and safe contact when leaving prison or rehab.
- Help completing forms, job applications etc.
- The support of a female volunteer mentor can be especially valuable when helping people to access women-specific services.

“

*Having a Mentor has been a great help for me in trying to rebuild my life during my rehabilitation. I have received a lot of help with computer skills which I feel will benefit me later in my journey.*

”

# Contact SMART to find out more

Please contact us if you are interested in:

- Getting support from a mentor
- Becoming a mentor yourself and have time to spare each week.

## Contact SMART

SMART, The Old Music Hall, 106-106 Cowley Road,  
Oxford OX4 1JE

Tel 01865 403 151 Email [info@smartcjs.org.uk](mailto:info@smartcjs.org.uk)

Online [www.smartcjs.org.uk/go/mentor](http://www.smartcjs.org.uk/go/mentor)

## Learn new skills, get a qualification

SMART's Portal Programme is a range of courses that give people who are recovering from drug or alcohol problems the opportunity to take positive steps towards a life in recovery and learn new skills.

The programme provides a safe and relaxed environment for you to study whilst getting support from your fellow students.

Find out more at [www.smartcjs.org.uk/go/portal](http://www.smartcjs.org.uk/go/portal)

## What help can I get from SMART?

- A service tailored to your needs.
- Advice and support from a professional worker.
- A mentor to support you along your journey.
- Harm reduction advice and needle exchange.
- Access to our education programme.
- The opportunity to volunteer with us as a mentor.
- Support for your family and friends.
- Referral for counselling, detox, rehab and to other support services.

## More about our services

### Drug and alcohol service

Any adult who is currently using alcohol beyond safe limits or is worried about their drug taking would benefit from this service.

We provide a safe and confidential environment for you to address your substance misuse and give you practical and therapeutic support to plan for your life after drinking or drug use.

Support offered includes one-to-one sessions, care-planning, group work and harm reduction advice.

We are also able to offer complementary therapies such as reflexology, massage and acupuncture.

We recognise that substance misuse does not occur in isolation and our workers are skilled in helping you to address other issues that may affect you.

### Support for family and friends

Dedicated to the families, carers and concerned others of drug or alcohol users, our Family Peer Support Groups are available to adults across Oxfordshire, providing support from people who understand your situation. We can also offer one-to-one support if required.

### Criminal Justice services

At SMART we also work with people whose lives have become unmanageable through their use of serious drugs and are caught up in the criminal justice system. We work with offenders from the first point of arrest through to custody, court, sentencing and beyond into recovery services.

### Counselling

Counselling gives you the opportunity to explore your feelings and beliefs, and to recognise patterns of behaviour that no longer support the life you want to lead.

### Mentoring and volunteering

Our mentors can provide additional informal support and help to access other local support services. The mentoring scheme offers our volunteers qualifications, work experience and basic counselling and listening skills.

### Education programme

The Portal Programme is an accredited education programme that offers education and personal development opportunities to people who are recovering from drug or alcohol misuse. The programme provides an environment for people to learn and build self-awareness.

## How we work

Our work is undertaken by professional substance misuse workers using a range of techniques:

### One-to-one care planning

Together you and your worker will draw up an agreed care plan to set clear and achievable recovery goals to work towards.

### Complementary therapies

Available by appointment, our complementary therapies can reduce stress, help you to relax, and may be able to help your recovery.

### Drop-in

These sessions offer the opportunity to drop-in without an appointment to get advice and information.

### Harm Reduction advice

Advice on relapse prevention and a needle exchange service to help reduce risk-taking behaviour and promote safer using.

### Recovery and Support Groups

We run a wide range of sessions such as Managing Your Emotions, Changing Your Lifestyle and Relapse Prevention. Groups can be helpful for many reasons:

- You will get support from others.
- A safe place to explore your thoughts and feelings.
- A chance to think about making changes to your life.
- Learn new skills and strategies to support change.
- Use what you learn in all areas of your life.
- Joining in is a positive step towards detox, rehab or further treatment.
- You and others have the answers – in groups you can help yourself and each other.

## Where can I drop-in?

You can visit one of our drop-ins, no appointment necessary:

Drop-in time:	Location:
Tuesdays, 12.45pm - 2.45pm	35 Ock Street, <a href="#">Abingdon</a> OX14 5AG
Wednesdays, 10.30am - 12.30am Fridays, 2pm - 4pm	Banbury Health Centre, 58 Bridge Street, <a href="#">Banbury</a> OX16 5QD
Fridays, 10am - 2pm	The Salvation Army Christian Centre, Hart Place, <a href="#">Bicester</a> OX26 4FR
Fridays, 10am - 12.30pm	King Alfred Drive Community Centre, Edinburgh Drive, <a href="#">Didcot</a> OX11 7NU
Mondays to Fridays, 10am - 4pm	10B Littlegate Street, <a href="#">Oxford</a> OX1 1QT
Mondays, 11am - 1pm	Marlborough House, Marlborough Lane, <a href="#">Witney</a> OX28 6DY
Or visit our mobile drop-in service in <a href="#">Berinsfield</a> , <a href="#">Carterton</a> , <a href="#">Faringdon</a> , <a href="#">Thame</a> , <a href="#">Henley</a> , <a href="#">Wallingford</a> and <a href="#">Wantage</a> . Visit our website or call us for more information.	

## Confidentiality

SMART provides a fully confidential service. If we need to discuss your situation with other agencies, we will do this with your permission. However there are occasions when we cannot keep confidentiality e.g. If there is a serious threat to yourself or another person.

## How do I speak to SMART?

You can contact us if you feel you need our help or would like advice for a friend or relative:

- You can call us direct (see numbers below).
- Email us at [info@smartcjs.org.uk](mailto:info@smartcjs.org.uk).
- Speak to a SMART worker in custody.
- You can be referred into our services by GPs, Mental Health professionals, Prison, Health Care, Police, Probation.

For more information on any of our services contact us:

SMART Banbury Health Centre 58 Bridge Street Banbury OX16 5QD  Tel: 01295 225 544 Fax: 01295 279 528	SMART The Old Music Hall 106-108 Cowley Road Oxford OX4 1JE  Tel: 01865 403 151 Fax: 01865 403 169
SMART Harm Reduction Service 10b Littlegate Street Oxford OX1 1QT  Tel: 01865 251 015 Fax: 01865 200 888	SMART Marlborough House Marlborough Lane Witney OX28 6DY  Tel: 01993 774 892 Fax: 01993 774 148

Visit [www.smartcjs.org.uk](http://www.smartcjs.org.uk)

- information on all our services.
- updated timetables for support groups.
- timetable for our mobile drop-in service.
- referral information.
- feedback forms.
- news.
- and more...

# A Quick Guide to SMART's Drug and Alcohol Services in Oxfordshire

