



*Kerry  
Parents &  
Friends  
Association*

<b>POLICY/ PROCEDURE DETAILS</b>	<b>Title:</b>	<b>Training &amp; Development</b>
<b>ORIGINAL VERSION DETAILS</b>	<b>Date Released:</b>	<b>April 2005 April 2015 (reviewed)</b>
<b>CURRENT VERSION DETAILS</b>	<b>Written by:</b>	
	<b>Reviewed by:</b>	
	<b>Approved by:</b>	<b>Board of Directors - May 2015</b>
	<b>Date Released:</b>	
	<b>Monitoring Process:</b>	
	<b>Date Due for Review:</b>	<b>May 2018</b>

# **KERRY PARENTS AND FRIENDS ASSOCIATION**

## **POLICY ON ACCESS TO EDUCATION, TRAINING AND DEVELOPMENT POLICY FOR ADULTS IN RESIDENTIAL CENTRES**

### **1.0 POLICY SCOPE**

- 1.1 All residents are facilitated to participate in all aspects of community living. Education, training and social activities are promoted with the assistance of local voluntary and community groups.

### **2.0 POLICY PURPOSE**

- 2.1 The purpose of this policy is to ensure that access to education, training and developmental opportunities are encouraged and facilitated for all adults residing in KPFA facilities.

### **3.0 POLICY SCOPE**

- 3.1 All employees working in KPFA residential centres must comply with this policy.

### **4.0 LEGISLATION / OTHER RELATED POLICIES**

- 4.1 White Paper on Adult Education 'Learning for Life' 2000.
- 4.2 Report of Task Force on Life-long learning 2002.
- 4.3 Education Act 1998.

### **5.0 ROLES AND RESPONSIBILITIES**

- 5.1 It is the responsibility of the Chief Executive to have this policy reviewed on a three yearly basis.
- 5.2 It is the responsibility of the Director and Assistant Director of Services to inform all managers of the policy and ensure compliance.

- 5.3 It is the responsibility of managers of residential centres to inform all staff of the policy and ensure compliance.
- 5.4 It is the responsibility of each staff member to comply with the policy.

## **6.0**

- 6.1 Each centre will encourage, and facilitate residents to participate in education/lifelong learning opportunities, training and all aspects of community living.
- 6.2 Staff will facilitate residents to attend day services, if they so wish.
- 6.3 Staff will liaise with staff in the day centres where residents attend to ensure there is awareness, promotion and development of goals set in each individual's Personal Centred Plan (PCP).
- 6.4 Staff will work with members of the multi-disciplinary team to ensure programmes set to improve the educational, training, social and other needs of residents are followed, monitored and reviewed regularly.
- 6.5 Staff will ensure that appropriate members of the multi-disciplinary team are involved in the reviews of each resident's Person Centred Plan (PCP).

## **7.0 REVISION AND AUDIT**

- 7.1 This policy will be reviewed on a three yearly basis. The manager of each residential centre will regularly audit the files of each resident to ensure that the policy is being fully implemented.