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Access to Education, Training and Development Policy for Adults in Residential Centres

DOCUMENT CONTROL	
Authorised by:	Colette Kelleher, Chief Executive
Date:	April 2014
Review Date:	April 2017
DOCUMENT REVIEW HISTORY	
Previous Document:	
Amended (Y/N):	

a variety of residential services to adults with intellectual disability and/or autism. 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 PURPOSE

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 COPE Foundation facilities.

3.0 SCOPE

All employees working in COPE Foundation adult residential centres must comply with this policy.

4.0 LEGISLATION / OTHER RELATED POLICIES

- ❖ White Paper on Adult Education & Learning for Life 2000
- ❖ Report of Task Force on Life-long Learning 2002
- ❖ Education Act 1998

5.0 ROLES AND RESPONSIBILITIES

It is the responsibility of the Chief Executive to have this policy reviewed on a three-yearly basis.

It is the responsibility of the Head of Homes and Community (1) and Head of Homes and Community (2) to inform all managers of the policy and to ensure compliance.

It is the responsibility of managers of residential centres to inform all staff of the policy and ensure compliance.

It is the responsibility of each staff member to comply with the policy.

Each residential centre will encourage, and facilitate residents to participate in education/lifelong learning opportunities, training, and all aspects of community living.

- Staff will facilitate residents to attend day services, if they so wish.
- 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 Person Centred Plan (PCP)
- 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.
- 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

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.