



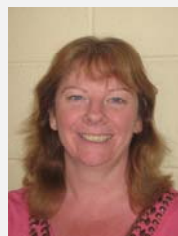
St. Michael's House



Policy on Education and Learning



Written By:



Teresa Gadd, Paula Smyth and Elaine Teague

Agreed By:

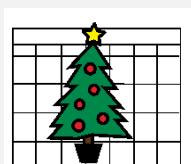
Executive Management Team

Signed by:



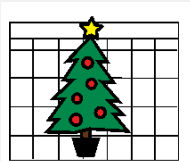
Anna Shakespeare, C.E.O.

This policy will start from:



December 2015

This policy will be reviewed in:



December 2017

This policy was sent to:



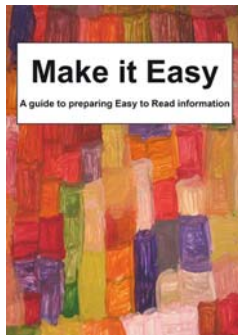
All centres in St. Michael's House



The Information Transformers group helped to write this policy.



This policy is an easy read policy.



We followed advice from the 'Make it Easy' book.



We followed advice from HIQA – Communicating in Plain English.

Policy on Learning and Education



St. Michael's House believes that people have the right to learn all their lives.



St. Michael's House will support everyone using our services to learn in a way that suits them best.

We understand that:



Everyone is good at different things and learns in different ways.



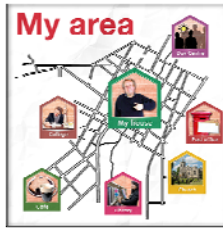
Everyone should be given the chance to try new and interesting things.



Everyone can learn in different places, for example our work places, our homes, our day services, local colleges and in the community.



Everyone can make their own choices about what to learn and how to learn it.

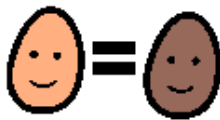


Learning new things and information are very important for independence and taking part in your community.



Learning new things helps us to feel good and to feel proud.

We will:



Give everyone the same chance to take part in learning.



Support people to make choices.



Do our best to understand what people want to learn and what courses they want.



Make sure that everyone will be given the chance to think about learning as part of their personal plan.



Ask keyworkers to support people to set up a learning plan if needed.



Give you information about learning in a way you can understand.



Give the right support to people with different learning needs, for example people that communicate in different ways and people that need support with reading and writing.



QQI AWARD

Give you the chance to do QQI Training. This training will allow learners to get an award on the National Framework of Qualifications.



Give you the chance to learn new skills through COSAN, if you go to a local centre.



Support and encourage staff to learn to be good trainers.



Celebrate all learning.

Support people to use what they have learnt to move forward.



This might mean using your skills to get a job, volunteer, take part in a college course or being more independent.



Who will do this?

Lots of people can be involved in supporting us to learn.



This might be a keyworker, manager, trainer, QQI co-ordinator, clinic staff, family member or person in our community.



Learners have responsibilities too.



Policies:

There are some other policies which talk about and are important to learning.

- Personal Planning Policy
- Communication Policy
- Provision of Information Policy
- QQI Quality Assurance Document
- HIQA Regulations: Health Act 2007
- HIQA National Standards for Residential Services for Children and Adults with Disabilities 2013
- HSE New Directions 2014
- Education for Persons with Special Needs Act (2004)
- Education Act (1998)
- Education (Welfare) Act (2000)