



Policy / Procedure Details	Title:	Access to Training and Development for People using Services		
	Type:	Services		
	Related Personal Outcome Measure:	I choose Where I Work		
	Code:	2B.3		
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Current Version Details	Written By:	Maureen Harrington, Cranmór Day Centre		
	Reviewed By:	Leadership Team		
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1. Education – a Definition

Education is life long. At different ages and stages of life, individuals will want to access particular learning and knowledge that is appropriate to them at that life stage. Education may take place under the guidance of others or be self-directed. Education can take place in formal and informal settings. In formal education a curriculum is set and its contents are delivered in educational settings such as schools or colleges. Informal education can take place in the community, at work or in various settings. Self-directed education can take place at any age and in any environment.

2. Identifying Educational and Training Needs

In supporting people with intellectual disabilities and or Autism, Western Care believes that formal and informal education should be available to all individuals. Education and training opportunities are essential to enhance an individual's life and provide them with the necessary skills and knowledge to actively participate in community life. People learn and process information in different ways, therefore supports need to be tailored to the person so that they can access all forms of educational opportunities.

Our role is to support people to have opportunities to experience education and training so that they can make informed vocational choices in line with their interests. The individual is supported to explore their training needs through the Individual Planning process and the plan is then progressed through the Circle of Support. Where individuals choose not to or have difficulties in participating in mainstream education settings, Western Care works to explore training designed to meet individual's goals. All training will be reviewed with the individual to ensure learning is taking place and plan for progression. The level of support for individuals to access education and training varies depending on the person and may involve supports from staff, parents, teachers, volunteers, work colleagues or friends.

Examples of Courses accessed by individuals:

- Food and Nutrition F.E.T.A.C.
- First Aid
- Horticulture F.E.T.A.C.
- Art and Design
- Food Preparation F.E.T.A.C.
- Sport and Recreation. F.E.T.A.C.
- Personal Skills Development
- On-The-Job Training in work settings - H.A.C.C.P., Minimal Handling, First Aid, Team Building
- Literacy
- Tailored Training Programmes
- Computer Training.

Examples of Educational and Training Venues (Day/Night Classes):

- Vocational Educational Colleges
- Community and Parish Centres
- Family Resource Centres
- Work Place
- Tailored Training Programmes delivered within Day Centre settings
- Art Galleries and Workshops.

3. Progression

Through Employment

Education and training opportunities may lead to individuals wanting to sample an area of work within their communities. Western Care responds to this by providing supports to individuals to pursue jobs and careers (See Empowering People through Work procedure). Relevant support, training and advice are available from Western Care staff to the individual, the employer and co-workers as is necessary. The level of support will change as the individual adapts to the new employment.

People engaged in work are required to attend the Western Care mandatory basic skills training courses as part of their conditions of employment.

Through Volunteering

“A vibrant community actively working together for all its members” - Western Care’s Vision Statement for Community Life 2010-2014.

We believe that it is our role to engage with the community in various ways including:

- Committees
- Parish Councils
- Chambers of Commerce
- Active Retirement Groups
- Family Resource Centres
- Community Development Councils
- Advocacy Groups.

These community connections enable individuals to explore, identify, take up and maintain a volunteering role in society. A volunteering role gives individuals opportunities for social and personal development.

Community and Civic Volunteering Opportunities:

- Family Resource Centres
- Charity Shops
- Community Groups – Tidy Towns committee, Neighbourhood Watch group, annual community celebrations, etc.
- Fundraising events

- Special Olympics
- Musical Societies
- Agricultural Shows.

Western Care as an organisation recognises that education and training promotes self-esteem and self-worth for individuals. We believe the consolidation and learning of new skills with an emphasis on Social Inclusion and Self Advocacy improves the quality of life for everyone.

Policy and Procedure Feedback Form

A Policy and Procedure Feedback Form is available on the Western Care Association Intranet (under Procedures) which will provide an opportunity to comment on any policy/procedure.

Your comments will be forwarded to the person who has the lead for the on-going development of the policy/procedure.

All comments will be collated by the person responsible and will inform the three-yearly review cycle for updating procedures.