



## **Providing Services and supports to People with an Intellectual Disability**

### **POLICY ON STAFF TRAINING AND DEVELOPMENT**

The purpose of this policy is to clearly set out the aims and objectives of Ability West in relation to training for staff members. Training and development is an ongoing process aimed at fulfilling organisational needs in line with its overall vision and strategic plan.

Ability West promotes ongoing development for service users and staff. To facilitate this, the organisation encourages staff to develop their skills and experience for the benefit of service users, the organisation and staff members' own professional development. This will also facilitate the sharing of skills, knowledge and learning to enhance the overall service we provide.

Ability West complies with applicable national legislation, standards such as National Standards, Equality and Employment Legislation, Related Statutory Regulations, Health, Safety and Welfare at Work Act 2005 and other relevant legislation, directives and regulations.

As part of our obligation to provide a quality service under the Health Act (2004), (2007) and applicable legislation, regulations and standards, we endeavour to ensure that staff members are provided with the necessary training to undertake their roles and responsibilities.

Ability West is committed to:

- Taking a proactive approach in terms of identifying service user led training needs
- Ensuring that staff have access to appropriate training and development

- Ensuring that staff have access to appropriate training with regard to mandatory and legislative areas as detailed in the procedures (e.g. Health and Safety, Equality, etc.)
- Identifying and agreeing the staff member's individual training needs through staff development and support meetings, and the needs of the service user group in individual services
- Nurture continuous development of staff which will benefit the service provision and the staff member
- Provide support for staff who wish to pursue further relevant educational opportunities while working for the organisation, in so far as possible
- Promoting a range of different forms of training, e.g. in-house, external, e-learning, coaching and mentoring
- Fostering close links with other organisations and agencies
- Continually evaluate and monitor the effectiveness of training provided and the subsequent transfer of learning into the services.

Detailed procedures have been developed for staff training in line with this policy.

In order to fulfill its commitment to staff training, Ability West will develop training plans, in line with prioritised needs of the organisation and approved annual budgets and available resources.

This specific policy and procedures will also be reviewed every three years in terms of the overall effectiveness of training function.

**Signed:** Breda Crehan-Roche

**Approval Date:** 24/07/2017

**Implementation Date:** 24/07/2017

**VERSION HISTORY:**

<b>Rev. 0</b>	<b>PREPARED BY:</b> Eileen Costello-Conneely, Service Quality Manager Alison Flanagan, Assistant Director of Human Resources Adrian Harney, Director of Human Resources Tess McGough, Representative from Partnership Committee	<b>DATE:</b> 07/10/2009
	<b>APPROVED BY:</b> Breda Crehan-Roche, Chief Executive	<b>DATE:</b> 31/11/2009
<b>Rev. 1</b>	<b>REVIEWED BY:</b> Alison Coleman (formerly Flanagan), Assistant Director of Human Resources Adrian Harney, Director of Human Resources	<b>DATE:</b> 10/02/2014
	<b>APPROVED BY:</b> Breda Crehan-Roche, Chief Executive	<b>DATE:</b> 31/03/2014
<b>Rev. 2</b>	<b>REVIEWED BY:</b> Orla Murphy, Assistant Director of Human Resources Enda Maloney, Director of Human Resources	<b>DATE:</b> 30/06/2017
	<b>APPROVED BY:</b> Breda Crehan-Roche, Chief Executive	<b>DATE:</b> 24/07/2017
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**REVISION HISTORY:**

<b>REVISION</b>	<b>DATE</b>	<b>DESCRIPTION OF CHANGE</b>	<b>CHANGE NO.</b>
1	20/02/2014	See QARF No. 215 for amendments.	220
2	30/06/2016	See QARF No. 317	317