

Lifelong Learning Policy

Kare Policy Document.

Policy Owner: Adults and children operations manager

<i>Rev. No.</i>	<i>Approved by OMT</i>	<i>Approved by Kare Board</i>	<i>Launched Heads of Units</i>	<i>Operational Period</i>
Rev 1	May 2012	May. 2012	June 2012	June 2012 – March 2016
Rev 1.1	January 2016	March 2016	April 2016	April 2016 – May 2019
Rev 1.2	April 2019	May 2019	June 2019	June 2019 – Nov 2024
	Approved by the Policy Management Committee	Approved by Kare Board/Sub-Committee	Launched at Heads of Units	Operational Period
Rev 1.3	November 2024	n/a	Launched by email Dec 2024	Nov 2024 -

Kare

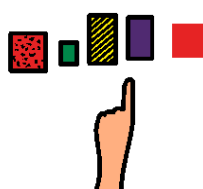


Lifelong learning in Kare will support the individuals who use our adult services to continue learning so they can live the life they choose.

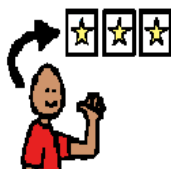
Kare will support people to have:



new experiences



make choices

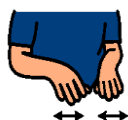


achieve their goals

Kare will support individuals with different ways of learning:



I learn best when I'm shown what to do



I learn best by trying it out



I learn best by listening

Kare will provide learning opportunities to individuals through:



1:1 learning



Group learning in Kare or in the community



Out and about learning

(This can be any learning that happens on a daily basis for example, a service user can use their money handling skills when going to the shop by paying for their shopping)

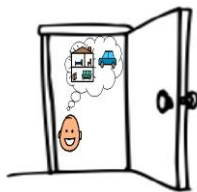


Learning together with staff

(this refers to where people who use the service and staff have the opportunity to learn together and both gain certification from QQI)



Certificate courses



Kare will help people to use what they've learned – *"How can I use what I've learnt?"*

Kare will seek opportunities for funding for Lifelong Learning for individuals who use the service

Kare will continually improve how we support people to learn:

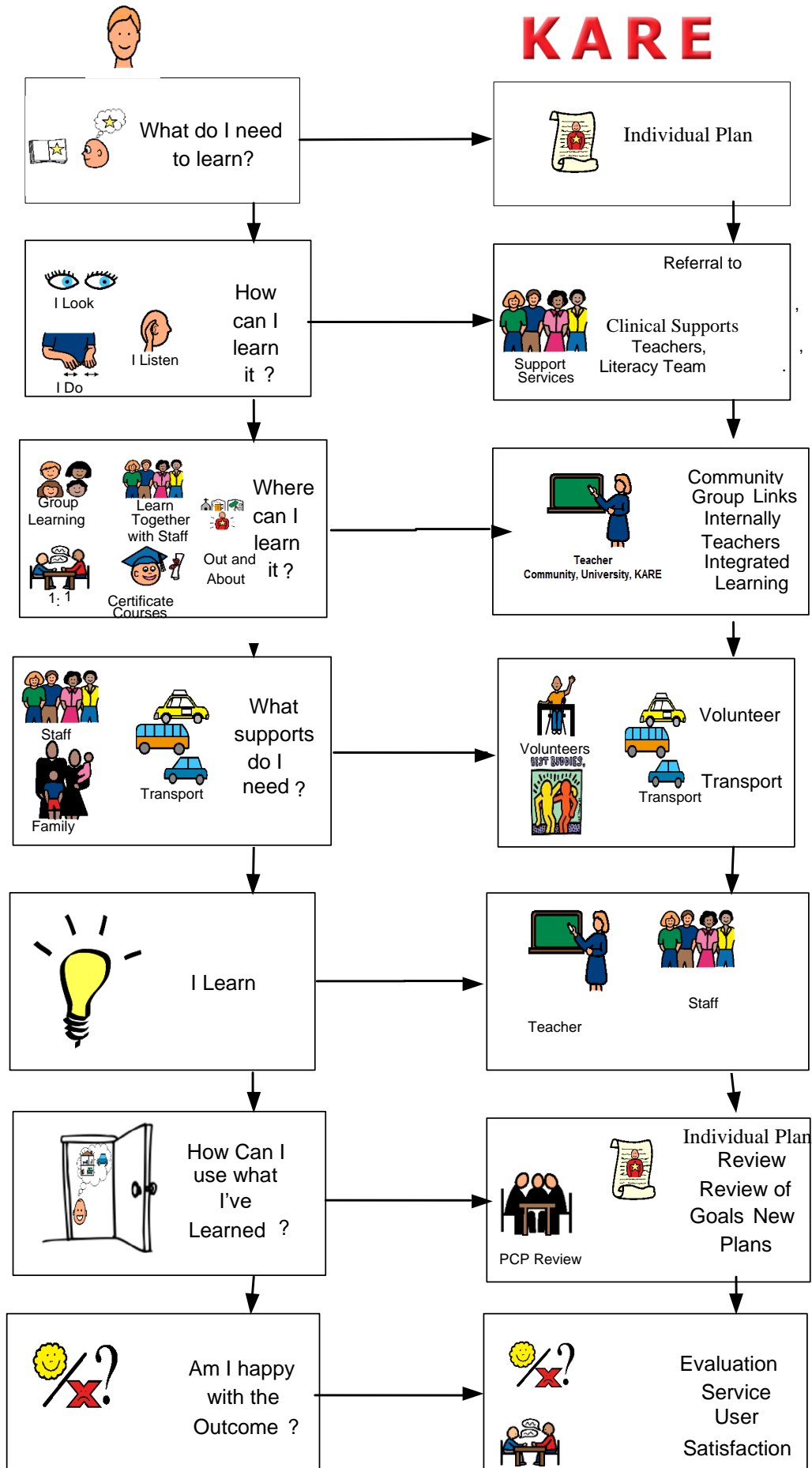


By asking people what they think



Looking at how others do it and find the best way

How Lifelong Learning is Supported



Section 3: Procedures

1. Children Short breaks

Kare's Short Breaks programme will support children who attend this service with both formal and informal Education supports such as homework, positive modelling of good behaviours, social stories and/or any Individual Educational Plan supports that maybe shared by Parents to the Short Breaks Team.

Kare provide the following training and educational service to school age Children who access Kare services –

- Kare support children to access to their own Schools
- Provided short break to children who are expelled or at home learning
- Kare will work in conjunction with families, CDNT's, TUSLA and schools to agree goals and or learning opportunities
- Kare will endeavour in conjunction with families to support Individual Educational Plan when shared by families/guardians for children where required in line with Education policy which complies with relevant legislation in respect of the education needs of children with disabilities
- Kare will endeavour to provide a positive learning environment in with the Children's
- Behaviour Support in Respite Policy.

Kare's Short Breaks programme, where required will, support children who are engaging with home school learning or have been expelled from school, in order to meet their agreed educational and learning needs. This will be planned on an individual basis with the relevant staff team, family or clinical team per child and documented in their support plan.

2. Development and delivery of Lifelong learning courses for adults:

1. Once a need for a new course is identified Teacher/ Support Services Staff develop new material and notify Lifelong Learning Process owner.
2. Once Lifelong learning process owner is notified of the new course, new course is added to the resources available on Kare connect and the curriculum is updated to reflect this.
3. Local Service Leader identifies a staff to deliver the course in the local service

- a. The staff identified should have an interest in the topic of the course and a desire to deliver it
- b. It would be desirable for staff to have skills outlined in Facilitating learning training course

3. Procedure for Taking a Kare course:

1. Submit a Lifelong Learning Expression of Interest Form for each individual learning goal a person has, as agreed in their Individual Plan (PCP).
2. Teacher group meets monthly and reviews all expression of interest to see how they can meet the individuals learning goal and decide who will link in with individual and support staff
3. Teacher links with individual and support staff and agree
 - a. If the learning goal will be supported in a one-to-one session
 - b. If the learning goal will be supported in a group
 - c. Agree when and where this learning will take place
 - d. Agree if further actions need to be achieved before addressing this goal.
4. Learning takes place
5. If the learners want to put their work forward for accreditation by QQI:
 - a. Contact teacher for internal assessment
 - b. Portfolio of completed work is given to QQI coordinator by Teacher
 - c. External assessor views and assesses work
 - d. A statement of results is issued by QQI to learners
 - e. Certificates are awarded at annual ceremony organised by QQI Coordinator.

4. How to get to the Lifelong Learning resources on Kare connect:

1. Go to Kare connect
2. Click on the Kare way
3. Click on supporting Individuals (on left hand side bar)
4. Click on the folder named Lifelong Learning
5. Click on open documents
6. All RT paperwork and resources for lifelong learning courses are available to download [here](#)

5. Measuring how we are doing with Lifelong Learning in Kare

1. % Service User satisfaction with Lifelong Learning
2. % Courses delivered versus planned
3. % Service Users who signed up for Gaisce who achieved an award
4. % Service Users who signed up for QQI course and got accreditation