

SD-17

POLICY AND PROCEDURE

Education, Training, Development, Work Placement and Employment

Approved by:

J. K. O'Sh

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CARRIGLEA CAIRDE SERVICES

Procedures Manual

Title: EDUCATION, TRAINING, DEVELOPMENT, WORK PLACEMENT AND EMPLOYMENT

1.0 Scope

1.1 The organisation of service users' participation in Education, Training and Development as identified in their Person Centred Plan.

2.0 Aims and Values

2.1 To assist in meeting the education, training and developmental needs of service users.

2.2 To provide opportunities for service users to participate in education, training and work experience of their choice should they wish to do so.

2.3 To support service users to participate in paid employment whenever possible.

2.4 To support active citizenship and empower individuals to have an active part in the community.

3.0 Contents

6.0 Identifying Training/Development Opportunities

7.0 Organisation of Training and Development Opportunities.

8.0 Work Opportunities.

4.0 Referenced Documents

SD-05 Advocacy

SD-26 Interests and Activities

Service User Daily Report Form.

Person Centred Plan

5.0 Responsibilities

5.1 Management, day services team and all staff.

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6.0 IDENTIFYING TRAINING/ DEVELOPMENT OPPORTUNITIES

- 6.1 Carriglea Cáirde Services supports active citizenship and strives to empower service users to be part of their local community. The Service adopts a positive risk-taking approach to people accessing mainstream education and work placement and employment opportunities. Links are established with bodies such as the Waterford Education and Training Board, Institutes of Technology, and other education, training and employment facilities.
- 6.2 Service users are encouraged to do worthwhile activities that fit with their interests and aspirations for their lives and enable them to make a valued contribution to their community. In that regard, service users are facilitated to pursue appropriate educational and training opportunities.
- 6.3 The service user's choice of interests and training needs are established and recorded in the Information Gathering tool. This is reviewed at least annually as part of the person centred planning process.
- 6.4 Information is made available to service users, through their day service, in relation to opportunities for training and self development.
- 6.5 Through the various day service programmes, service users are encouraged and supported to achieve their full potential with regard to a variety of skills.
- 6.6 Service users are encouraged and supported to maintain and learn new life skills in order to be as independent as possible.
- 6.7 Residential service users have an option to retire from attending formal day services. In such cases, staff in the residential homes support residents to participate in community based activities of their choice and to maintain links with the wider community in accordance with their wishes.
- 6.8 Service users are supported to recreational activities of their choice. See policy on *Interests and Activities*.

7.0 ORGANISATION OF TRAINING AND DEVELOPMENT OPPORTUNITIES

- 7.1 Staff of various day services endeavour to source work placement and external educational opportunities for service users and support them to participate in such programmes.
- 7.2 Carriglea Cáirde Services works in co-operation with mainstream educational and employment bodies to provide appropriate training and work opportunities for service users.

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- 7.3 Service users are encouraged to take part in numeracy and literacy classes and classes in the use of technology, if appropriate.
- 7.4 Where required, adaptive communication tools and specialist software may be used to aid learning.
- 7.5 The Service facilitates advocacy groups whereby service users are encouraged to build on their competencies. See policy and procedure on *Advocacy*.
- 7.6 In conjunction with families and other natural supports, services users are encouraged and supported to access community services such as public libraries and community groups.
- 7.7 Carriglea Cáirde Services endeavours to meet the objectives of *New Directions*, the HSE plan for personal support services for adults with disabilities.
- 7.8 Service user can participate in national job shadowing initiatives whereby service users spend time in workplace settings to get an understanding of different careers which they may be interested in.

8.0 WORK OPPORTUNITIES

- 8.1 Staff in day services provide support to service users in preparing CV's and provide guidance on work ethics and social skills required to participate in the workforce.
- 8.2 Individuals are supported to source paid employment whenever possible and are provided with support, particularly at the initial stages to complete any necessary training and induction for the job. Members of the day services team also provides ongoing support to both the service user and the employers with any issues that may arise.
- 8.3 Staff support individuals to ensure that their work placements do not contravene employment legislation.

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