



Saint John of God
Community Services clg.

Kerry Services Policy 34

Education & Training Policy and Procedure

Completed Sept 2024

THIS DOCUMENT OUTLINES ST JOHN OF GOD COMMUNITY SERVICES CLG.
Kerry Services



Education & Training

ALL INFORMATION REGARDING POLICY BELOW

Document Reference	34
Revision Number	4 Version
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Due for Revision	Sept 2027
Document drafted by	PPPG Committee
Document approved by	PPPG Committee
Responsibility for implementation	All employees of Saint John of God Community Services Limited
Responsibility for evaluation and audit	Director of Human Resources, HR Manager and HR Officers
Pages, incl. cover and signature	7



Policy and Procedure

1. Introduction

Saint John of God Kerry Service promotes all aspects of community living. Education, training and social activities for the men and women we support.

2. Purpose

The purpose of this policy is to ensure a collaborative and consistent approach in supporting individuals with education and training needs within Saint John of God Kerry Services and to ensure that access to education; training and developmental opportunities are encouraged and facilitated for all adults availing of Saint John of God Kerry Services.

3. Scope

This Policy applies to all of Saint John of God Kerry Services staff.

4. Legislation/other related policies

- Employment Equality Act 1998
- Equal Status Acts 2000
- Equality Act 2004
- Employment Equality Act 2004
- Disability Act 2005
- Employment Strategy for People with Disabilities 2015-2024
- National Disability Inclusion Strategy 2017-2021
- New Directions
- UN Convention on the Rights of Persons with Disabilities

5. Roles and Responsibilities:

- The Regional Director of Services, Senior Management, Unit Heads and Co-Ordinators will ensure that all staff are aware of this policy and that it is implemented in all areas of the service.
- It is the responsibility of all staff to ensure this policy and procedure is adhered to at all times.



6. POLICY PROCEDURES

- Staff in each centre/unit will encourage and facilitate each person to participate in education/lifelong learning opportunities, training and all aspects of community living in line with person centredness and the individual ambitions;
- Skills training will be provided to promote independent living skills such as cookery, personal care, fire safety awareness, healthy living, budgeting or in areas as identified in each individual's personal outcomes and/ or Using Your Environment Assessment (UYE);
- All staff will facilitate residents to attend day services, if they so wish.
- Residential staff will liaise with Day Service where residents attend to ensure there is awareness, promotion and development of goals set in each individual's Person Centred Plan (PCP)/ UYE;
- All staff will work with members of the multi-disciplinary team where available;
- All staff will ensure programmes for educational, training, social and other needs of residents are followed, monitored and reviewed regularly;
- All staff will ensure that appropriate members of the multi-disciplinary team where available, are involved in the reviews of each resident's Person Centred Plan (PCP)/ UYE;
- Externally validated courses e.g. QQI Levels 1 and 2 and level 3, Vtos, Kerry ETB, Tralee CDP are available to service users and staff will support services users to complete same, if they so choose.
- All staff will support residents and service users in their goal of achieving meaningful employment;
- Residents and service users will be supported to access local community employment services such as EmployAbility and SOLAS.
- Rehabilitative Training SJOG provides full time Rehabilitative training courses that run over 3 years. Our RT training includes modules such as:
 - Communication
 - Food choice
 - Personal care
 - Health and Leisure
 - Life science
 - Literacy
 - Numeracy
 - Technology



- Community based work experience and community volunteering opportunities Staff supports service users in seeking work placement and voluntary work, in order to enhance Service Users skills and future employment opportunities.
- Relationship Understanding and Awareness training may also be available should same be requested.
- Assistive technologies use and training is also an option that some individuals may be interested in availing and staff will help source same.



SIGNATURE PAGE

I have read, understand and agree to adhere to the attached Policy and Procedure:

[illegible]