



Document Control

Policy Title	Client Education and Training Policy
Policy Number	019
Owner	Senior Services Manager
Contributors	OCR Coordinator, Client Services Manager, Senior Management Team.
Version	2.0
Date of Production	01 September 2014
Review date	08 th October 2020
Post holder responsible for review	Senior Services Manager
Web address	NA
Restrictions	none

Version Control

Version Number	Owner	Description	Circulation
1.0	Senior Services Manager	Review	All in SHS
2.0	Senior Services manager	Circulation list removed. Ref to FETAC and QQI removed. Hyperlink to Training Needs Analysis added.	All in SHS

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1.0 POLICY:

This policy covers the following areas:

- Training and Education

Sunbeam House Services (SHS) aims to establish what people's needs, choices and wishes are and provide the necessary supports to meet those needs. SHS aims to promote and improve the quality of learning that is geared towards learners with an intellectual disability.

2.0 SCOPE:

This policy applies to:

- Any person making an application to SHS for support services.
- Any client requiring training within the organisation.

SHS endeavours to identify the training needs of all its learners. Training programmes are based on individual training needs analysis (TNA) of all learners, in accordance with specific training needs that are established. SHS endeavours to develop programmes to meet these needs as an integral part of programme design, planning, delivery and review so as to meet the required standards, in accordance with relevant accredited awarded bodies. SHS is committed to the continuous improvement of all of its programmes, so as to ensure that the quality and effectiveness of programmes are developed, designed and adapted to meet the needs of its learners.

3.0 ROLES & RESPONSIBILITIES:

All staff working in SHS are responsible for complying with the policy.

Frontline staff are responsible for implementing and completing the Training Needs Analysis Document.

Relevant training coordinators, Client Services Manager and the Senior Management Team are responsible for review and revision of this policy.

Supporting Documentation:

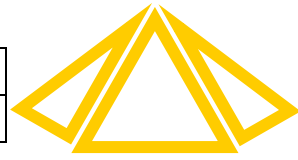
Further information can be found in the following document :

Appendix 1:

<https://sunbeamlink.sharepoint.com/:w:/r/Share/SHSforms/Clients/Client%20Education%20and%20Training%20Needs%20Analysis.docx?d=wc26cd008368c4e66b0b09033f9a877a0&csf=1>

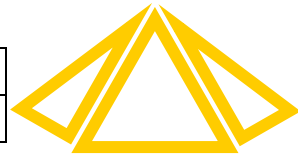
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