

Aviŝta

**Access to education,
training and
development policy.**

An Easy Read Guide

What is in this booklet?

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- Who this booklet is for
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Aim of this booklet



This is an easy read information guide on access to education, training and development.



It can help me reach my fullest potential.



I can read this by myself or read it with someone else.



This could be a staff member, family member or a friend.

Who is this booklet for?



This booklet is for everyone who wants to know about accessing education, training and development.



Staff members can use this booklet too.



Staff are there to make sure that this policy is used properly.



Staff are trained in how to help me access education and training.

What is a policy?



A policy is a set of rules that staff must follow.



Policies help to make sure that my best interests are met.



Policies can help with decision making.



This policy is about education, training and development.

About the Education, training and development policy



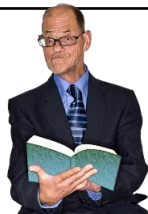
Avista is committed to helping me reach my fullest potential



Staff will help me choose my own life plan.



Staff will help me improve my skills, and access education and training.



Staff will help me look at different ways to help me learn.



I can make choices on formal or informal learning



I may be able to go to college with help and support.



I may take courses in education centres.



I will be helped to find suitable education and learning opportunities for me.



Staff can help me find work opportunities also.



I can access work experience in the community. This is when I get a chance to try out a type of work for a set amount of time.



I can learn useful skills in my day service. For example, baking or making cards.



These useful skills can help me find suitable work experiences.



I can work in the community with or without support from staff. For example, in a shop.



Staff will help me look at these options. They will help me decide which option is best for me and my life.



I will be supported to access work and learning opportunities that are suitable for me.



My options for learning, work development will be put in my person-centred plan.



My person- centred plan helps me to make choices on how I want to live my life



I will have a meeting once a year to talk about my person-centred plan.



Education and work opportunities can help me to reach my dreams, wishes and goals.



Have you got any questions?

Guidelines for Staff

- The aim of this booklet is to ensure that the people we support are aware of Avista's Education, training and development policy
- This booklet should be explained to the person by their keyworker or another familiar staff member
- Use this booklet as part of a total communication approach, using simple language, signs and gestures which support the person's level of understanding
- Make sure you're in a quiet environment while reading it
- When going through the book, the staff member should ensure to explain things clearly
- This may take time