

The Rehab Group Teaching & Learning


Applies Jurisdiction: Ireland

Division: Learning & Education ONLY

Reference Number: TAE-ICS-001

Version Number: V1

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Date: November 2018

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Title: Interim Director of Quality & Governance
Date: Aug 2019
Signature: 

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Ref No.: TAE-ICS-001	Version No.: V1	Policy Title: Teaching & Learning (IRE)	Review Date: July 2022	Page 1 of 9
--------------------------------	---------------------------	---------------------------------------------------	----------------------------------	-------------

Rehab Group – Teaching & Learning (IRE)

Table of Contents

- **Policy Statement**
- **Purpose**
- **Scope**
- **Definitions**
- **General Provisions / Procedure**
- **Roles & Responsibilities**
- **Evaluation and Audit**
- **References**
- **Appendices**

Ref No.: TAE-ICS-001	Version No.: V1	Policy Title: Teaching & Learning (IRE)	Review Date: July 2022	Page 2 of 9
--------------------------------	---------------------------	------------------------------------------------------	----------------------------------	--------------------

Rehab Group – Teaching & Learning (IRE)

1.0 POLICY STATEMENT

It is the policy of the Rehab Group to ensure that all teaching and learning in the organisation is in line with our Mission, Vision and Values as well as the requirements of funders and awarding bodies.

We are committed to creating a learning environment that will enhance the skills, knowledge, learning abilities and enthusiasm of individuals so that they can participate fully in the workplace and the community.

We provide a dynamic mix of training models including:

- Centre Based Training
- Employer based training
- Home Based Training
- Community Based Training
- Integrated/Flexible Models of Training
- Continuous Intake

We ensure Learners have access to a multi-disciplinary team of people with distinct areas of expertise including:

- Centre Manager
- Qualified/Experienced Trainers
- Subject Matter Experts
- Psychologists
- Advocates
- Programme Development Officers
- Administrators/Secretaries
- National Representative Committee

2.0 PURPOSE

The purpose of this document is to outline the organisations policy on teaching and learning and to state the essential principles underpinning delivery of high quality training and education programmes.

Ref No.: TAE-ICS-001	Version No.: V1	Policy Title: Teaching & Learning (IRE)	Review Date: July 2022	Page 3 of 9
-------------------------	--------------------	-----------------------------------------------	---------------------------	-------------

Rehab Group – Teaching & Learning (IRE)

The Rehab Group will foster an open community that values critical reflection and fosters personal and professional development for both learners and staff.

3.0 SCOPE

This policy applies to all staff members involved in the delivery of programmes of education and training.

4.0 DEFINITIONS

Teaching

The occupation, profession, or work of a teacher/tutor/instructor

Learning

Knowledge acquired through study, experience, or being taught

5.0 GENERAL PROVISIONS / PROCEDURE

The Rehab Group will ensure:

Teaching

- Trainers meet the appropriate trainer criteria set by the Rehab Group and our funders.
- The programme is developed and approved in line with Rehab Group's Mission, Vision and Values, awarding and funding body requirements.
- The content of each programme is delivered in line with the locally devised training specification (LTS)
- The learning environment respects and attends to the diverse needs of learners, enabling flexible learning paths and flexible delivery modes.
- A person centred approach to teaching and learning that identifies the individual needs of learners through initial assessment and individual action planning processes.
- Staff encourage a sense of autonomy, guidance and support for the learner and empower learners to take responsibility for their own learning.
- The learning environment takes an inclusive approach to teaching and learning.

Ref No.: TAE-ICS-001	Version No.: V1	Policy Title: Teaching & Learning (IRE)	Review Date: July 2022	Page 4 of 9
-------------------------	--------------------	-----------------------------------------------	---------------------------	-------------

Rehab Group – Teaching & Learning (IRE)

- Compensatory education and other supports are available to learners where appropriate. Where supports are not available internally they will be sourced externally where available and appropriate.
- Training facilities, equipment and premises are maintained and checked on a regular basis.
- Delivery and assessment of programmes is quality assured at all times.
- Staff receive appropriate training and continuous professional development.

Learning

- The quality of the learning experience is monitored on an ongoing basis in order to promote a high quality learning experience.
- Access, Transfer and Progression options are available to learners.
- Learners receive all information about the programme and the award/s on offer
- The learning environment allows for Learner feedback
- Learners receive special accommodations as appropriate.
- There are procedures in place for dealing with
 - Learner complaints.
 - Learner appeals.

6 .0 ROLES & RESPONSILBITIES

This policy on Teaching and Learning applies to all staff involved in the delivery of programmes of education and training.

Responsibility of the Organisation is to ensure:

- Training facilities, equipment and premises are checked and maintained on a regular basis
- Trainers meet the appropriate trainer criteria set by the Rehab Group and our funders.
- The programme is developed and approved in line with Rehab Group’s Mission, Vision and Values, awarding and funding body requirements.
- The learning environment respects and attends to the diverse needs of learners, enabling flexible learning paths and flexible delivery modes.

Ref No.: TAE-ICS-001	Version No.: V1	Policy Title: Teaching & Learning (IRE)	Review Date: July 2022	Page 5 of 9
-------------------------	--------------------	-----------------------------------------------	---------------------------	-------------

Rehab Group – Teaching & Learning (IRE)

- Compensatory education and other supports are available to learners where appropriate. Where supports are not available internally they will be sourced externally where available and appropriate.
- Staff receive appropriate training and continuous professional development.

Responsibility of Instructors (Staff)

- To maintain professional relationships, behaviours and boundaries with colleagues and learners
- To maintain professional standards in line with the mission, vision and values of the organisation
- To maintain personal professional expertise and skills in their subject area through professional development
- To publish weekly timetables and adhere to timetables
- To develop lesson plans and ensure a high standard of delivery of course material
- To be familiar with all policies and procedures in relation to programme delivery and assessment
- To ensure assessment is carried out in a fair and consistent manner
- To communicate information on all aspects of the programme to learners
- To maintain confidentiality as appropriate

Responsibility of Learners

- To recognise that, with the support of staff, they must take responsibility for their own learning
- To fulfil all requirements, including attendance and completing assessment for modules / programme undertaken
- To accept their role as an active participant in the teaching and learning process
- To avail of opportunities offered by the organisation to develop other skills offered by non-certified elements on the programme
- To participate in the evaluation of course effectiveness
- To observe the student charter of rights covered during induction

Ref No.: TAE-ICS-001	Version No.: V1	Policy Title: Teaching & Learning (IRE)	Review Date: July 2022	Page 6 of 9
--------------------------------	---------------------------	------------------------------------------------------	----------------------------------	--------------------

Rehab Group – Teaching & Learning (IRE)

7.0 EVALUATION & AUDIT

This policy on Teaching and Learning will be reviewed through the Rehab Group’s audit and review processes.

8.0 REFERENCES

QQI Core Statutory QA Guidelines	ETB Standard Operating Guidelines
HSE Service Agreements	ETB Contracts

8.1 Related PPPGs

Learning & Development Policy	Recruitment & Selection Policy
Trainer Criteria	Local Training Specification (LTS)
Individual Action Planning Policy	Appeals Certification Policy
Code of Conduct	Complaints and Compliments Policy

Ref No.: TAE-ICS-001	Version No.: V1	Policy Title: Teaching & Learning (IRE)	Review Date: July 2022	Page 7 of 9
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Rehab Group – Teaching & Learning (IRE)

9.0 APPENDICES

Appendix 1 – List of Authors

Appendix 2 – Read & Understood

Appendix 1 – List of Authors

Authors List for New/ Reviewed Policy Area

The following names individual authors/ reviewers to this policy area.

Division/Other	Name(s)
Learning	Cormac Woods
Quality & Governance	Helen Keogan
Learning	Renata O Reilly

*Note that it is not obligatory for each division to be involved in a new policy/ review if the policy is not relevant; this should be decided by each division on a case-by-case basis.

Ref No.: TAE-ICS-001	Version No.: V1	Policy Title: Teaching & Learning (IRE)	Review Date: July 2022	Page 8 of 9
--------------------------------	---------------------------	------------------------------------------------------	----------------------------------	--------------------

Rehab Group – Teaching & Learning (IRE)

Appendix 2 – Read & Understood

I have read, understand and agree to adhere to the attached Teaching & Learning Policy, Procedure, Protocol/ SOP or Guideline:

Print Name	Signature	Date