KindCare
Skills Development
Policy and Procedure

Policy:

Policy Aim:

The aim of this policy is to ensure that KindCare staff provide effective support and assistance to clients with disabilities in developing their skills to achieve their goals and promote independence.

Policy Scope:

This policy applies to all KindCare staff involved in supporting clients with disabilities.

Procedure:

Client-centred approach:

1. KindCare staff will take a client-centred approach when assisting clients with disabilities in developing their skills.

2. Staff will work with clients to identify their goals and develop a plan for achieving them.

Individualised approach:

a. KindCare staff will take an individualised approach when assisting clients with disabilities in developing their skills.

b. Staff will work with each client to identify their unique strengths and challenges and tailor the support provided accordingly.

Assessing skills:

a. KindCare staff will assess the skills of clients with disabilities to identify areas where support is needed.

b. Staff will use appropriate assessment tools and techniques to accurately identify the client's current skill level and any areas for improvement.

Developing a plan:

a. KindCare staff will work with clients to develop a plan for developing their skills.

b. The plan will outline specific goals, strategies, and timelines for achieving those goals.

c. The plan will be reviewed regularly to ensure that it remains appropriate and effective for the client's needs.

Providing support:

a. KindCare staff will provide support to clients with disabilities in developing their skills.

b. Support may include training, coaching, modelling, and practice opportunities.

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c. Staff will provide ongoing feedback and encouragement to help clients achieve their goals.

Monitoring progress:

a. KindCare staff will monitor the progress of clients with disabilities in developing their skills.

b. Staff will use appropriate tools and techniques to track progress towards goals and identify areas for improvement.

c. The client's progress will be documented in their record.

Evaluating outcomes:

a. KindCare staff will evaluate the outcomes of the skills development program.

b. Evaluation will include an assessment of the effectiveness of the program in achieving its goals and any areas for improvement.

c. Results of the evaluation will be used to update the program and improve outcomes for clients.

Conclusion:

By following this policy, KindCare staff can provide effective support and assistance to clients with disabilities in developing their skills to achieve their goals and promote independence. The policy provides a framework for a client-centred, individualised approach to skills development, including assessing skills, developing a plan, providing support, monitoring progress, and evaluating outcomes. Through ongoing support and encouragement, KindCare staff can help clients achieve their full potential and improve their quality of life.

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