

## **APPENDIX 4 – TRAINING FOR PEOPLE WITH DISABILITIES**

### **Guidelines for Placements**

NICVA welcomes placements for disabled persons in training and will do its best to ensure that time spent with NICVA is worthwhile and fulfilling. The placement aims to provide people with disabilities with the opportunity to practise and develop in the workplace skills gained on training projects. In becoming a placement provider NICVA aims to increase staff awareness of the needs of disabled people and of disability issues in general, and thus further the practice of NICVA's Equal Opportunities Policy.

### **Arranging a Placement**

Placements can be made when:

- (1) The trainee is in a training project for the disabled recognised by NICVA.
- (2) NICVA staff are willing and available to undertake supervision.

Placements are made through the Human resources manager who will:

- (1) Consult with the placement officer of the training organisation and relevant members of NICVA's staff to arrange a suitable placement.
- (2) Ensure that NICVA line managers are aware of their responsibilities and are willing to undertake these responsibilities.
- (3) Arrange the duration of the placement.
- (4) Arrange an induction visit between the disabled trainee and the appointed line manager(s) to discuss work experience tasks and the requirements expected of both line manager(s) and trainee.

### **Line Manager's Responsibilities**

There will be two kinds of supervision:

- (1) General supervision which will normally be carried out by the line manager of the Unit in which the trainee is placed.
- (2) Ongoing daily supervision carried out by an appropriate member of staff.

General supervision responsibilities will include the following elements:

- (1) Arranging a supervision session with the disabled trainee at the beginning and end of the placement period.

- (2) Arranging a weekly supervision session with the daily line manager (if different from general line manager).
- (3) Attending any three way meetings required between disabled trainee, placement officer and line manager.
- (4) Writing a report on the trainee's progress and performance at the end of the placement. The trainee will have an opportunity to comment on the line manager's draft report.

The daily line manager will be the appropriate member of staff whose work is most closely linked with the placement work experience. Daily supervision should include the following elements:

- (1) Introduction to the work involved in the placement.
- (2) Support and encouragement of the trainee's work.
- (3) Facilitating the development of the trainee's practical skills.

### **Trainee's Responsibilities and Entitlements**

- (1) The trainee is expected to attend on the days and hours agreed by the Human resources manager with the Placement Officer.
- (2) Time off in lieu will be granted on the same basis as for NICVA staff members.
- (3) The trainee will be guided by their general line manager on maintaining confidentiality on things known or overheard as a result of placement in NICVA. Trainees will not for example give information to the media before checking with their line manager.
- (4) Whilst on placement with NICVA, the trainee will have the same insurance cover that is provided for members of staff.
- (5) Trainees will be entitled to expenses on a par with volunteers' expenses and as advised to the Placement Officer. Current rates are available from the Human resources manager.