

WEST LIMERICK INDEPENDENT LIVING CLG

Training and Development Policy

Policy Reference	WLILP45
Category	Operational Policies — HR & Quality
Version	3.0 (merged with a separately produced version)
Status	APPROVED — by the Board of Directors on 9 October 2026
Supersedes	WLILP45 - Training and Development Policy (approved by the Manager, 19.03.2025)
Policy Owner	Board of Directors, West Limerick Independent Living CLG
Applies To	All staff, including Personal Assistants, Coordinators, administrative staff, and management
Related Policies	WLILP3 - Child Protection and Welfare Policy; WLILP7A - Data Protection Policy; WLILP7D - Data Retention, Rectification and Erasure Policy; WLILP8 - Safeguarding Vulnerable Persons at Risk of Abuse Policy; WLILP9 - Enteral Feeding Policy; WLILP15/16 - Catheter and Stoma Care Policy; WLILP20 - Personal and Intimate Care Policy; WLILP24 - Behavioural Management Policy; WLILP32 - Recruitment and Selection Policy; WLILP37 - Code of Conduct for Workers Engaging with Children; WLILP38 - Infection Prevention and Control Policy; WLILP48 - Medication Policy for Personal Assistants
Review Cycle	Annually

1. Purpose

To ensure all staff at West Limerick Independent Living ("WLIL") receive appropriate training and professional development to deliver safe, high-quality, person-centred services. This policy supports regulatory compliance, continuous improvement, and staff wellbeing.

2. Scope

This policy applies to all staff, including Personal Assistants, Coordinators, administrative staff, and management.

3. Legislative and Regulatory Framework

- Safety, Health and Welfare at Work Act 2005 — an employer's duty of care includes ensuring staff are adequately trained for their role
- Health (Amendment) (Home Support Providers) Bill 2025 — approved for publication alongside the December 2025 National Policy Framework for Adult Safeguarding; would introduce a statutory registration system for home support providers, supported by national quality standards developed by HIQA. Not yet enacted; WLIL should monitor this closely, as it would apply directly to WLIL as a home support provider
 - HIQA Draft National Standards for Home Support Services (2024)

4. Policy Statement

WLIL is committed to:

- Ensuring staff are competent, confident, and supported in their roles
- Providing access to relevant, up-to-date training in line with HIQA and HSE requirements
- Promoting continuous personal and professional development
- Creating a learning culture that supports excellence in independent living services

5. Roles and Responsibilities

Provider / Registered Person

- Ensures adequate resources are available for training and development
- Ensures compliance with legislation and HIQA standards
- Oversees training governance and effectiveness

Manager

- Identifies training needs through supervision, audits, and risk assessment
- Ensures staff complete mandatory and refresher training
- Monitors staff competence and performance

Service Coordinators

- Support staff learning through supervision and observation
- Identify additional training needs
- Ensure staff work within their competencies

Employees

- Participate fully in required training
- Apply learning to practice
- Maintain their own competence and notify management of additional training needs

6. Mandatory Training

All staff must complete the following mandatory training before or shortly after commencing work. Where a specific WLIL policy sets out training detail for a topic, that policy governs the content and any specific cadence for that topic, not this document:

- Safeguarding Vulnerable Adults — see WLILP8 - Safeguarding Vulnerable Persons at Risk of Abuse Policy
- Manual Handling
- Children First / Child Protection (where applicable) — see WLILP3 - Child Protection and Welfare Policy and WLILP37 - Code of Conduct for Workers Engaging with Children
- Infection Prevention and Control — see WLILP38 - Infection Prevention and Control Policy, which requires annual refresher training specifically for this topic
- GDPR / Data Protection — see WLILP7A - Data Protection Policy
- Observing and Responding to Seizures
- Open Disclosure — the HSE's approach to open, honest communication with service users when something has gone wrong
- Assisted Decision-Making (Capacity) Act 2015 guiding principles, as amended by the 2022 Act
 - Basic First Aid (as relevant)
 - Any HSE-mandated eLearning (via HSeLand)

7. Role-Specific Training

Staff will also receive training relevant to their roles, which may include:

- Personal and Intimate Care — see WLILP20 - Personal and Intimate Care Policy
- Medication Awareness — see WLILP48 - Medication Policy for Personal Assistants
- Stoma and Catheter Care — see WLILP15/16 - Catheter and Stoma Care Policy
- Enteral Feeding — see WLILP9 - Enteral Feeding Policy
- De-escalation and Behavioural Support — see WLILP24 - Behavioural Management Policy
- CarePlanner system use

8. Induction and Shadowing

All new staff must complete a structured induction programme, including job shadowing where appropriate, in line with WLILP32 - Recruitment and Selection Policy. Coordinators will ensure that new staff are introduced to the client, care plans, and risk assessments before commencing support.

9. Ongoing Learning and Development

- WLIL encourages ongoing Continuing Professional Development (CPD)
- Refresher training intervals are set by the specific policy governing each topic (for example, annually for infection prevention and control under WLILP38) rather than a single general interval applying to every topic
- Opportunities for advanced or specialist training will be considered where aligned with service needs

10. Record Keeping

All training records will be logged and maintained by the HR or Coordination team, and retained in accordance with WLILP7D - Data Retention, Rectification and Erasure Policy, which is the single authoritative source for WLIL's retention periods. Staff are expected to attend scheduled training and inform management of any barriers.

11. Monitoring and Review

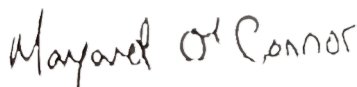
Training needs will be monitored during staff supervision, Quality Committee meetings, and through feedback mechanisms. This policy will be reviewed annually.

This policy reflects the Safety, Health and Welfare at Work Act 2005 and HIQA's Draft National Standards for Home Support Services (2024), checked as accurate as of drafting. It is not a substitute for legal or HR advice.

Approval

Approved by the Board of West Limerick Independent Living CLG on 9 October 2026.

Signed on behalf of the Board, on its instruction, by the General Manager:



Margaret O'Brien O'Connor, General Manager

Date signed: 09-10-2026