

LÁMH CONTRACT TRAINING

INFORMATION FOR HOST GROUPS & HOST AGREEMENT

THE LÁMH CONTRACT TRAINING SYSTEM: WHAT YOU NEED TO KNOW:

What is it? The Contract Training System was established by Lamh in 2006 to provide increased opportunities for the provision of accredited Lamh training on a nationwide basis.

Who is it for? It is designed for organizations or groups who have identified a need for Lamh training but who do not have access to a qualified Lamh tutor in their service or area.

Who are the Tutors? 200 Tutors have been trained and accredited by Lámh. A number of qualified tutors have entered a contractual agreement with Lámh, which entitles them to act as Lamh Contract Tutors. In this role they undertake to provide training to the highest standards of professional and ethical competence and integrity, and to rigorously adhere at all times to policies and procedures in relation to Lámh and Lámh training. Contract Tutors are from a variety of professional backgrounds including speech and language therapy, teaching, nursing and psychology, and all have experience working with children, adults and families. The Lámh Development Office provides support to Contract tutors as needs arise and through regular regional meetings.

Who can attend training? Lámh training is designed to meet the needs of all the communication partners of people who use Lamh. **Family courses** are open to parents, brothers and sisters, grandparents and other relevant members of the family network. **Staff courses** are often attended by staff teams of various disciplines and experience. Such group mixes serve to enhance discussion and the overall training experience, and also to create a positive and consistent communication approach in home, classroom, work or service settings.

How many people can be trained? The maximum number of participants per tutor is 12. This is because sign training is an important part of each course and requires individual interaction between the tutor and participants.

Some history: Since 2012 over 40 Module 1 Contract training courses have been organized through the Lámh Office, covering counties from Dublin to Donegal to Cork to Wexford.

Some feedback: Host organisation respondents to a recent survey by the Lámh Office (September 2015) said that the training met the needs of their group; they were very satisfied that training was delivered as outlined in their agreement with Lámh; that they would use the system again, and would recommend it to other groups.

Lámh Course Participants have said:

'I enjoyed the friendly atmosphere'

'Liked becoming more confident in my daily use (of signs)'

'The course instructors were fantastic – full of life and enthusiastic about it all. As well as learning about Lámh and Lámh signs, I found the experience very enjoyable'

HOW DOES THE LAMH CONTRACT TRAINING SYSTEM WORK?

The Host organization/group will:

- Appoint a Course Organiser who will liaise with the Lámh Office on behalf of the Host.
- Identify, select, and make all necessary financial and other arrangements with participants.
- Make all necessary venue arrangements.
- Enter a Hosting Agreement with Lámh regarding the agreed Contract Training.
- Pay the appropriate fees to the Contract Tutor for training and to Lámh for course materials.

The Lámh Office will:

- Liaise with the Course Organiser to establish training and tutor requirements.
- Liaise with the Course Organiser throughout the process and deal with all queries.
- Locate and appoint a Contract Tutor, and facilitate contact between Host and tutor
- Invoice the Host for training materials.
- Provide Lámh training materials for participants to the tutor.

The Contract Tutor will:

- Contact the Host through the Course Organizer and agree training dates, times and all other practicalities.
- Deliver training as set out in the Hosting Agreement with the LDO.
- Liaise with the LDO during the process as necessary.
- Invoice the Host directly regarding Tutor fees.
- Provide evaluation and feedback to the LDO.

What training is available and what will it cost? Lámh has developed and copyrighted a range of standardized training courses designed to meet the needs of families and staff. Course materials including course and sign handbooks, and membership of Lámh Signs Online www.lamhsigns.org are provided.

COURSES AVAILABLE THROUGH THE CONTRACT TRAINING SYSTEM:

- **Module One Lámh Course:** Suitable for any staff member working in an environment where Lámh is used. This course may also suit family members of adults who use Lamh. **Focus:** How to support the Lamh user. 100 signs taught. **Costs:** Tutor fee: €540.00 plus Course Materials @ €42.00 per person + 8% p&p.
- **Module One Add-on Workshop for Communication Partners of Children using Lámh:** A practical follow on workshop for those who have completed Module One training. **Focus:** Encouraging Lámh use. 80 additional signs taught. **Costs:** Tutor fee: €350.00 plus Course Materials @ €25.00 per person/family + 8% p&p.
- **Module One Add-on Workshop for Communication Partners of Adults who use Lámh:** A practical follow on workshop for those who have completed Module One training. **Focus:** Encouraging Lamh use. 60+ additional signs taught. **Costs:** Tutor fee: €350.00 plus Course Materials @ €25.00 per person/family + 8% p&p.
- **Little Lámh Workshop:** A new introductory workshop for families of babies who may go on to use Lámh signs, or for families who require a small number of signs. **Focus:** 26 signs taught. **Costs:** Tutor fee: €180.00 plus Course Materials @ €10.00 per family.
- **Family Lámh Course:** A training course over 5 sessions for family members. **Focus:** Information and skills necessary to support sign use. 152 signs taught. **Costs:** Tutor fee: €1,100.00. plus Course Materials @ €29.00 per family + 8% p&p.
- **Family Lámh Course Part Two:** Suitable for families who need more signs, particularly at transition stages such as starting school. **Focus:** 90+ additional signs taught. **Costs:** Tutor fee: €350.00. plus Course Materials @ €14.00 per family + 8% p&p.
- **QQI Level 5: Using Lámh in a Total Communication Approach:** Four day course suitable for professionals seeking comprehensive training and accreditation. Allows for progression to Lamh Tutor Training. **Focus:** facilitating Lámh use for individuals using a total communication approach. **Costs:** Tutor fee: €2,000. Plus Course Materials @ €180.00 per person.

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CONTRACT TRAINING AGREEMENT BETWEEN HOST GROUPS AND LÁMH

Host group name and address:

Host group Course Organizer name and contact details inc. email and mobile:

Course Title:

Course Venue:

Course Dates and Times:

Lámh Contract Tutor name/s:

I/we agree to purchase Lámh Contract Training as outlined above and confirm that all arrangements are in place as set out in the document entitled *Steps to Organizing a Contract Training Course*. I/we confirm agreement with relevant Lamh policies contained in that document.

Signed on behalf of Host Group:

Date:

We agree to arrange Lámh Contract Training as outlined above and provide all necessary course materials.

Signed on behalf of Lámh:

Date: