

Lámh



Séala na hEorpa/European Language Label

Lámh Development Office

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Information for Groups and Services Accessing Lámh Contract Training

The Lámh Contract Training System has been introduced in order to support groups and services in accessing training. Contract Training courses are of a consistently high standard and are run by experienced Tutors trained by Lámh. In order to make sure all training runs smoothly, here are some **Q & A's** that should provide useful information to everyone using the Contract Training system.

How are these courses organised?

A service or group may come together to contract in a Lámh Tutor to deliver a course.

Does the Tutor or Lámh Development Office organise the list of participants for courses?

No, the group/ service must:

- 1) gather the list of participants themselves,
- 2) inform each person of the costs involved,
- 3) agree a timetable with the group and tutor and
- 4) organise the venue and refreshments (if required).

How many participants can attend a course?

As an important part of the course is teaching and learning of signs, there can be no more than 12 participants per Tutor on each course.

Is the fee different for each group?

No, Lámh has set a standard fee for each course (*see leaflet for details*).

Does the tutor collect the fee from each participant?

No, as the group will have formed before linking with a tutor, the group representative, Branch Secretary or Co-ordinator will collect this from each participant/family.

How do we get the materials?

The tutor orders the required materials from the Development Office, and the Development Office sends out an invoice to the group representative/Branch Secretary or Co-ordinator.

Does the tutor organise the venue for the course?

No, this is much easier for the group/service to organise in their own locality. Often they will have access to local premises that would be unknown to the tutor.

Are all Lámh Tutors available as Contract Tutors?

No. Lámh Tutors are employees of service providers, schools or the Health Service Executive (working as speech and language therapists, teachers, nurses, etc.) and they may or may not be available to deliver Lámh Courses as Contract Tutors, due to personal/professional commitments. 10% of Lámh Tutors are currently available to deliver courses under the Contract Training system.

What kinds of courses are available?

Family Courses, Module One courses and five-day Courses are available.

How do I find out more?

Contact Mary Cullen, Lámh Development and Liaison Officer at 059 9139657 or at the above address.

A leaflet detailing costs for courses and materials is available.