



# Caregiver Learning Pathway Guide

Caregivers have a vital role in supporting the growth and development of children and youth involved with Children and Family Services. Caregiver Practitioners have an important role ensuring that Caregivers are equipped to meet the challenges they face. Fostering ongoing growth and development is essential in meeting the needs of children and youth that rely on Children and Family Services for support.

This guide offers a breakdown of the process that provides caregivers with logical steps to use when determining how ongoing training will support their success as a caregiver, what training is currently available to them, and how they can participate in creating a meaningful learning plan. This plan will recognize past, current and future training goals. This process creates an individualized learning pathway for each caregiver.

New caregivers are required to complete In-Service training within the first four years of becoming a Caregiver. The Learning Pathway will support them in personalizing and taking ownership of their learning. Experienced caregivers are also supported in personalizing and taking ownership of their learning, by determining what training they are still required to complete. Caregiver support staff will assist caregivers by engaging in a discussion about their learning needs, which is central to the success of this process.

## Supporting Caregivers in Using the Learning Pathway Approach

	Caregiver Support Staff	Caregiver
<b>Step 1</b>	<ul style="list-style-type: none"> <li>Become familiar with the Caregiver Competency Profile.</li> <li>Review Caregiver Learning Pathway Document.</li> <li>Review the training offerings and how they support the learning.</li> <li>Work with the caregiver to understand the importance of taking training and how it will support their success as caregivers.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the review of Caregiver Learning Pathway Document.</li> <li>Review and understand training expectations.</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>Work with the caregiver to complete the list of training that they have completed.</li> <li>Review training record for caregiver from CICIO and their file.</li> <li>If required, request report from PCTT.</li> <li>If needed, update training history by entering information into CICIO.</li> </ul>	<ul style="list-style-type: none"> <li>Provide list of past training and certificates to their Caregiver Practitioner, if required.</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>Review the Caregiver Training Inventory tool - updated as new courses are added or offerings no longer exist.</li> <li>When completing this tool with an experienced caregiver, refer to the Caregiver Training Inventory Tool.</li> <li>In discussion with the Caregiver, identify current needs, areas of interest, and course choices that could be incorporated over a four year period.</li> </ul>	<ul style="list-style-type: none"> <li>Review the In-Service Course List.</li> <li>Experienced caregivers can refer to the Caregiver Training Inventory Tool and choose areas of interest to discuss with your Caregiver Practitioner.</li> <li>Give consideration to current issues experienced; for example: how to navigate the GOA policies or how to support a specific challenge for a child or youth in your care. This will support the development of a learning plan shaped to meet individual needs.</li> </ul>

	<ul style="list-style-type: none"> <li>Remember that the needs of a caregiver can change according to children or youth that are in the home, their level of experience, and questions that emerge out of daily routines that become more immediate.</li> </ul>	<ul style="list-style-type: none"> <li>Remember that the learning plan can be modified over time due to changes in practice, new or emerging issues.</li> </ul>
<b>Step 4</b>	<ul style="list-style-type: none"> <li>Create the learning pathway</li> <li>A sample form is provided in the Caregiver Learning Pathway Document—Step 1.</li> </ul>	<ul style="list-style-type: none"> <li>Work with the Caregiver Practitioner on developing the training plan.</li> <li>Ensure the plan makes sense and reflects items that meet current circumstances.</li> <li>Remember that the plan is flexible and can change over time— new training will be offered when there are updates to policy or practice, or there may be a need to refresh skills and knowledge by repeating a course. This allows the plan to adaptable.</li> <li>Remember that caregivers taking these courses in a group format supports other caregivers. Experienced caregivers learn valuable lessons every year – training provides an opportunity to share knowledge with fellow caregivers</li> </ul>
<b>Step 5</b>	<ul style="list-style-type: none"> <li>Provide information on how to register for training in PRIDE online.</li> <li>Provide information on navigating PRIDE online.</li> <li>Ensure that Caregiver receives documents and resources as required. (Be familiar with the process—there are many resources available on the intranet.)</li> </ul>	<ul style="list-style-type: none"> <li>Register in training according to the Learning Pathway Plan.</li> <li>Read over documents sent by the PRIDE system.</li> <li>Once training is complete, save and forward certificate of completion to the Caregiver Practitioner.</li> </ul>