

GLOSSARY

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Previous Note: This glossary does not aim to establish general definitions. It aims to identify, in a clear way, what the project partners refer to in all the materials produced. It refers only to VOSIDIS project. Never the less, some of the definitions are widely accepted by the general community working in the social field, like e.g. the ones for intellectual disability, lifelong learning or vocational training.

A

Adapted production line

A system where a manufactured item is moved from person to person and each person carries out one step in the production of the item.

Adapted working process

Working process directed to PSPID. It implies performing carefully selected and planned (adapted) tasks which take place in an adapted room/space with adapted tools and instruments.

B

C

Caregiver

Someone who looks after a person. Carer, care worker, care assistant etc. can also be used. Within the project we talk about professional caregivers, who receive payment for their work

D

Day care centre

Centre for care or/and education provided during the day.

Dissemination activities

Structured ways to raise awareness of other players, in the outcomes and lessons learnt

OR

Activities done within the project by all partners aiming to provide information on the quality, relevance and effectiveness of the results of the project to key actors. It occurs as and when the results of programmes and initiatives become available.

E

Expert group

Group of people with large experience in the provision of training and support to people with intellectual disabilities.

Exploitation of project results

The planned process of transferring the successful results of the project to appropriate decision-makers at local, regional, national and European level and the planned process of convincing individual end-users to adopt and/or apply the project products.

F

G

Guardian

Someone legally appointed and responsible for the care and management of the person or his/hers property. This applies to a child or a person major of age who is under judicial disability.

Guide for working skills training of PSPID

A project product with information on how to develop working skills in PSPID.

H

I

Individual plan OR Individual programme

A program that is designed to achieve the desirable working skills consistent with his/her unique strengths, resources, priorities, concerns, abilities, and capabilities.

Innovative approaches

Training approaches that have not been done or experienced before. These approaches distinguish from the ones existing with similar characteristics because they have added value when comparing to conventional solutions.

Intellectual disabilities

Intellectual disability is a disability characterized by:

- a) Significantly sub-average general intellectual functioning (an I.Q. of approximately 70 or below on an individually administered I.Q. test);
- b) Concurrent deficits or impairments in present adaptive functioning (the person's effectiveness in meeting the standards accepted for his or her age by his or her cultural group) in at least two of the following areas: communication, self care, home living, social/interpersonal skills, use of community resources, self direction, functional academic skills, work, leisure, health, and safety, and
- c) Onset before age 18

(American Association on Intellectual and Developmental Disabilities definition)

J

K

L

Labour market

A market in which individuals supply their labour time to firms/enterprises in exchange for wages and salaries. They depend on exchange of information between employers and job seekers about wage rates, conditions of employment, level of competition, and job location.

Learning by doing

Methodology where you learn a specific task doing it in a practical context.

Lifelong learning

This refers to all general education, vocational education and training, non-formal education and informal learning undertaken throughout life, resulting in an improvement in knowledge, skills and competences within a personal, civic, social and/or employment-related perspective. It includes the provision of counselling and guidance services.

M

Mentor OR Technician OR Working instructor

A person who gives another person help and advice over a period of time and teaches them how to do their job.

Methodology

A body of methods, rules, and postulates used during the training process; a particular procedure or set of procedures.

Methodology for working skills training of PSPID

The methodology used by the project partners to train PSPID in developing work related skills.

Moderate intellectual disabilities

(1) Intellectual functioning ranging from an upper limit of approximately 50-55 to a lower limit of approximately 35-40 (DSM-IV); and mental age from 6 to under 9 years (CID-10)

(2) Probably occurs a pronounced delay of development in childhood, but most patients learn to perform some degree of independence in personal care and acquire adequate communication and academic skills. The adults need assistance in variable degree to live and work in the community.

Motivational training modules

Training modules that aim specifically at raise the motivation of PSPID to develop a specific task.

N

Needs analysis

A process done in order to define the needs of a target group (future beneficiaries and users of the project results) and to better orientate the project's activities, with the aim of effectively responding to these needs. Needs analyses should be reviewed and updated during the course of the project, to ensure the end results remain relevant to the intended users' needs.

O

Operational Goals

Elementary competences needed to successfully perform a certain task. They should be defined in a very clear way, so anyone will understand what we want to achieve.

P

Pedagogical materials

Material used to help in the attainment of educational objectives by a group of subjects in particular situations.

Pilot implementation

A trial implementation with a small group of users.

Professional

A person who has the type of job that needs a high level of education and training.

Profound intellectual disabilities

- (1) IQ below 20 (in adults, mental age below 3 years). Serious limitations on personal care, continence, communication and mobility must take place (CID-10), and
- (2) The development of motor and communication skills can improve with appropriate training. Some of these individuals can perform simple tasks in closely supervised and sheltered contexts (DSM-IV).

Project consortium

The group of partners participating in the project.

PSPID

Acronym that stands for "People with Severe and Profound Intellectual Disabilities".

Q

Quality management

A systematic set of activities and procedures to ensure that processes and the products meet quality standards.

R

Residential care

A form of service for people who cannot continue living in their own home.

S

Seminars for trainers

Seminars that aim at giving the trainers the knowledge and skills needed to implement the training methodology developed by the project.

Severe intellectual disabilities

(1) Approximate IQ range between 20 and 40 (in adults, mental age from 3 to less than 6 years). Likely to occur the need for continued assistance (CID-10), and

(2) In adulthood, people may be able to perform simple tasks under close supervision. Most people with severe intellectual disabilities adapt well to life in community, in residences or with their families unless they have a disability that requires specialized care related to nursing or other type of attention (DSM-IV).

Sheltered workshops

An organization that provides supervised employment opportunities for people with disabilities. It is not open labor market.

Skills

Expertise enabling one to perform an activity very well. Acquiring a skill implies learning and training process.

Social competences

Social skills are the behaviours, verbal and non-verbal, that are used in order to communicate effectively with others. Social competence describes the ability of an individual to effectively use their social skills to communicate with others.

Specialised workplaces

A workplace that is adapted to our target group – PSPID.

Specialised labour market

A market in which individuals with intellectual disability supply their labour time in an adapted environment and using an adapted working process. This time is not financially rewarded at the same rates as for the labour market. There is no place for employment contract.

Specialized production line

See adapted production line.

Specialized vocational training

See working skills training.

T**Trainers**

Persons who, through their duties, are involved directly in the education and training process of PSPID.

Transfer of Innovation

Adaptation of innovative project results, their transfer, piloting and integration into public and/or private systems and practices at local, regional, sectoral, national and/or Community level in response to the needs of new target groups and users (Glossary LLP, 2008).

Transferring

Process by which the knowledge passes from one partner to the other.

Treatment

The way you deal with or behave towards someone or something

OR

The way something (or someone) is considered and examined.

(Cambridge Advanced Learner's Dictionary).

U**V****Vocational education**

Education and training which aims to equip people with skills and competences that are part of a working process.

Vocational training

Any form of initial vocational education or training, including technical and vocational teaching and apprenticeships, which contributes to the achievement of a vocational qualification recognised by the competent authorities in the Member States in which it is obtained, as well as any continuing vocational education or training undertaken by a person during his or her working life (Glossary LLP, 2008).

W

Working skills trainers

Persons who, through their duties, are involved directly in the training process of PSPID.

Working skills training modules

Training modules conceived to enable the development of the skills of the PSPID, needed for their inclusion in the adapted working process.

Work abilities

Set of competences required to do a certain work related task.

Working environment

The facilities and circumstances in which work takes place and the environmental factors which may affect trainees' health

OR

Surroundings in and the conditions under which an individual performs occupational duties; includes lighting, equipment, cleanliness, and type of supervision

OR

The setting in which the emphasis is on the learning and acquisition of skills or competences.

Working place

A place where the work is done.

Working process

See adapted working process.

Work related skills

Special abilities or expertises enabling one to perform a work related task. It can also be referred to as working skills.

Working skills training

The training of work related skills specially designed to enable PSPID to perform a work related task.

X

Y

Z