



# HCT

Progressive, Innovative & Interactive Training



## Career Preparation

LEVEL 3



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QQI AWARD

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## Career Preparation QQI Level 3, 3N0896

**Programme Aim:** to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to prepare for their future careers. Upon completion participants will have learnt a range of skills which will provide them with the tools and techniques necessary to seek employment which is best fit for their skill set. During the programme participants will have the support to develop and prepare required documents to include a personalised resume, the confidence to attend interviews and deal with difficult questions. This will enable learners to gather better information and make informed decisions about work, training and educational opportunities available to them..

### Participants of this programme will:

- Understand where to start when searching for employment
- Develop personalised documentation that will maximise their unique selling attributes.
- Be capable at investigating possible job opportunities and plan for their future goal's
- Have an insight into positive communication and body language
- Become more prepared and confident when attending interviews
- Have higher chances at finding employment

### Programme Content

- Understand the principle when preparing for a career
- Investigate career opportunities
- Become aware of local and foreign work opportunities including preparation required
- Job Seeking skills
- Confidence and Question and Answering Skills
- CV and Cover letter skills
- Interview Skills
- Explore different types of work, communication tools and techniques

### Specific Support Available

A range of accommodations and supports are possible according to specific needs. This programme comes with a very comprehensive manual as an excellent source of reference after the programme

<b>Programme level</b>	This programme leads to a Level 3 on the National Framework of Qualifications
<b>Progression and Credit Value</b>	Major award in Employment Skills 3M0935, this programme is worth 10 Credits towards the above major award
<b>Duration</b>	This programme will run for 5 contact days and will require participants to complete some work in their own time
<b>Who should attend this course</b>	People seeking job seeking skills, interview preparation and career planning skills
<b>Required fluency in generic skills</b>	Generally learners engaging in learning activities leading to level 3 awards are ready to take on a new task in a personal capacity or role. Learners can follow direction and are moving towards independent learning. Learners will have the ability to read basic short text in a non-supported environment and will be able to make sense of quantitative information within a familiar setting or unfamiliar task in a familiar setting.
<b>QQI Assessment</b>	Participants who wish to achieve a QQI Component Certificate must complete 100% Portfolio/ Collection of Work
<b>Resources Required in Order to Successfully Complete the Module</b>	Some personal learning / study time will be required from participants. Programme packs, Assessment Briefs and some equipment will be provided as a part of the programme
<b>Specific Entry/Access &amp; Exemptions required</b>	Access to programmes leading to level 3 is open. A learner seeking entry to a programme leading to awards at level 3 does not need a previous formal qualification. Some learners may have achieved certification at level 2.

## Career Preparation 3N0896